
ACADEMIC INFORMATION

This section includes various rules, guidelines, and processes that allow the student and College to operate on a common basis for a common purpose---completion of the student's educational goals. The topics in this section are listed alphabetically.

Academic Advisement

An academic **Advisor** serves to support the student's educational progress at Labette Community College. Academic advising is a collaborative relationship between the student (Advisee) and a designated advisor(s). The **Advisor's** responsibilities include being a useful, helpful guide, a source of knowledge and information, and/or to refer the advisee to information and resources. Note: The LCC Catalog remains the official, final source of information regarding courses of study and degree requirements.

The **Advisee** is to be aware of academic policies, procedures and degree requirements – all available in the LCC Catalog - and to be responsible for the choices the Advisee makes with regard to the Advisee's education. **Advisee:** take ownership of your own academic and career decisions. Ultimately, you are responsible for meeting your graduation requirements.

All students will be assigned an advisor by the Office of Admissions as determined by the student's declared major. Students are encouraged to meet with their assigned advisor each semester to select courses that will assist them in meeting their educational objectives.

Students enrolling in 'personal interest courses' only will not be required to meet with an advisor. The Office of Workforce Education, Career Training and Personal Enrichment will accept enrollment forms.

Academic Forgiveness

Labette Community College (LCC) permits students to petition for academic forgiveness of coursework completed at least three (3) years prior to the petition date. Approval of the petition permits a new start without the handicap of a prior academic record. A student eligible for consideration may apply for academic forgiveness by petitioning the Vice President of Academic Affairs using the following guidelines:

1. Labette Community College course work subject to the petition must have been taken three (3) or more calendar years prior to the date of the petition. No coursework from another institution will be forgiven.
2. There must have been a break in enrollment at LCC of at least two (2) calendar years after the term for which the petition is filed.
3. When invoking academic forgiveness, a student may designate not more than two (2) academic terms (fall, spring, or summer) to be forgiven in his or her academic record. Only terms completed prior to returning to LCC may be designated.
4. At the time of petitioning for academic forgiveness, the student must have completed 12 credit hours within the previous 12 months with an earned GPA of at least 2.0 at LCC.
5. A petition for academic forgiveness will not be considered if a degree has been earned from LCC subsequent to the semester(s) in question.
6. All "forgiven" course work will continue to appear on the transcript but will not be included in the student's LCC cumulative GPA, nor shall any course in the term be counted toward a degree granted by LCC.
7. Academic forgiveness will be granted only once.
8. This procedure refers to LCC only. A student transferring from or to another institution will have to follow the other institution's procedure.
9. Students who have been granted academic forgiveness will not be considered for graduation with honors.

10. Granting of academic forgiveness does not affect nor alter a student's record for financial aid awards or for athletic eligibility.

Academic Misconduct (Procedure 3.07)

Labette Community College expects students to adhere to a strict code of academic behavior, honesty, and ethics. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct.

When an academic exercise is designed to result in a grade, any of the following activities constitute actions of academic dishonesty/misconduct and will be subject to disciplinary action (unless such actions are expressly authorized in advance by the instructor):

- A. Cheating on an examination, clinical, or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
 1. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
 2. Using, during a test, materials not authorized by the instructor (including when taking tests in the Student Success Center);
 3. Collaborating with another person, without authorization, during an examination, clinical, or in preparing academic work;
 4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of coursework, an examination or quiz
 5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
 6. Bribing another person to obtain an examination or information about an examination;
 7. Attempting to bribe any faculty/staff/student to alter a grade.
- B. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work offered for credit.
- C. Any forgery, alteration, or misuse of academic documents, forms or records.
- D. Fabrication including the intentional falsification or invention of any information.
- E. Collusion including any secret agreement among students who participate in any academically dishonest activity.
- F. Violating requirement and/or agreements associated with "academic work" including preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted and/or performed for purposes of evaluation/grade determination."
- G. Students enrolled in online courses agree not to give their passwords, login information, or access to an online course to anyone. Any student who does so will be considered guilty of academic dishonesty and subject to the penalties described for such offenses.

PENALTIES FOR ACADEMIC MISCONDUCT

Being found guilty of academic misconduct will result in a zero grade for the paper, assignment, clinical, course trip/ activity, or test on which the violation occurred. Sanctions may also be applied to students who enroll in courses without prior approval for which they do not meet the prerequisites – including developmental courses. Students who are in health science programs may face additional penalties beyond a zero grade.

Should the act of academic misconduct occur while the student is taking an exam in the Student Success Center, the staff member who witnessed the act will complete an Academic Misconduct Notification Form and give a copy to the student and then submit it to the instructor, with a copy being sent to the Dean of Instruction and the Vice President of Student Affairs. In addition, the student will not be allowed to complete the remainder of the exam.

ACADEMIC CONDUCT PROCEDURE

A. Written Notification

Should an instructor believe that a student has committed an act of academic misconduct while performing work under his or her supervision:

- The instructor shall provide a written document to the student that will detail the alleged violation and the proposed penalty for that violation. The Academic Misconduct Notification Form can be found on the RedZone. This form is to be completed by the instructor, including signature. It should be sent to the student's email or presented in person. A copy should also be provided to the Dean of Instruction, the Vice President of Student Affairs, and if applicable, the Career Technical Education Director.
- The student will then have five (5) working days to meet with the instructor to further discuss the allegation of academic misconduct, provide any evidence regarding the situation, and the proposed penalty to provide the student due process.
- Whether the written documentation is provided in person or via email, should the student fail to meet with the instructor within five (5) working days the penalty will be imposed and the matter considered closed.

B. Instructor/Student Meeting

It is the student's responsibility to arrange a meeting within five (5) working days of the written notification of the academic misconduct. Either party may choose to have a support person present at the meeting. The support person is not allowed to speak during the meeting.

If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the instructor determines that an act of academic misconduct did, in fact, occur, the instructor shall:

- Advise the student of such fact and explain the penalty to be imposed.
- The issue will be considered resolved at this level if both parties' sign an acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing per the Student Grievance Procedure 4.081 within five (5) working days.

If, based on the evidence provided by the student, an instructor determines that academic misconduct did not occur, the instructor will inform the student, Dean of Instruction, the Vice President of Student Affairs, and if applicable, the Career Technical Education Director, by email that there was no academic misconduct.

Revised: 6/15/17

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Academic Progress, Probation, and Dismissal

A student's cumulative Grade Point Average (GPA) is used to evaluate his/her academic progress. Students are considered to be making satisfactory progress toward program completion if a minimum cumulative GPA of 2.0 is maintained.

A student whose GPA falls below minimum progress will be placed on probation for the next semester. If significant progress has been demonstrated, but the student has not quite attained a minimum of a 2.0 cumulative GPA, a second semester on probation may be granted. The student must petition the Vice President of Student Affairs to request an additional semester on probation.

If the 2.0 minimum has not been achieved after a second semester on probation, the student will be suspended from the College. Petition for reinstatement can be made after one semester has expired. During suspension, the student will be encouraged to enroll in developmental courses to assist him/her in required studies upon reinstatement.

Alcoholic Beverages (Policy 2.10)

To ensure that the College is in compliance with local, state, and federal laws, and judiciously expends public funds, this policy is established. Furthermore, Lafayette Community College (LCC) is in compliance with the Federal Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

A. Definition of Terms:

1. "College property" means any property owned, leased or rented by Lafayette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.
2. "Alcoholic beverages" as used in this policy, mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.
3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not included in this because they are not directly controlled by the College.

B. General Regulations

1. Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.
2. As a general operational policy, alcohol may not be purchased with College funds.
3. College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.
4. College employees or students may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications while on College business or on a College sponsored trip.
5. College employees or students may not be on College owned or leased property while under the influence of alcoholic beverages or illegal drugs.

C. Violations

Employees or students who violate this policy are subject to applicable disciplinary actions. Violation of section B-3 & 4 above will be considered a serious offense and may be punishable by termination or expulsion for a first offense. Please refer to Policy 2.16 Performance Improvement.

The College may file complaints with local law enforcement agencies or ban members of the general public who violate this policy.

Procedures in support of this policy must be approved by the President.

Appeal of Final Grade (Procedure 3.18)

In the event a student believes that a grade for a course has been incorrectly recorded, procedures to request a grade change may be obtained through the Student Affairs Office. Students may request a grade change no later than one (1) semester after the date the final course grade was officially recorded.

- A. For grade change requests submitted within one (1) semester of the date of having been originally recorded, the following actions will occur:
1. The student must first contact the instructor with a written statement regarding why he/she requests a grade change. The instructor will then make a written response to the student within ten working days of receipt of the request on whether he/she will make a grade change. If the instructor decides to change the grade, a Change of Grade form is submitted by the instructor to the Dean of Instruction for approval and is then sent to the Registrar, who will officially record the grade change.
 2. If the student is not satisfied with the instructor's decision, the student must contact, in writing, the instructor's immediate supervisor (Program Director, Dean of Instruction) within ten working days after the decision was rendered by the instructor. The instructor's supervisor must then make a decision, after consultation with both the instructor and the student, on the grade change. The instructor's supervisor will make a written response to the student, copied to the instructor, within ten working days of the date he/she was originally contacted by the student. If the instructor's immediate supervisor decides to change the grade, a Change of Grade form is submitted to the Dean of Instruction for approval and is then sent to the Registrar, who will officially record the grade change.
 3. If the student is not satisfied with the supervisor's decision and if the instructor's immediate supervisor reports to the Dean of Instruction, the student must contact, in writing, the Dean of Instruction within ten working days after the decision was rendered by the instructor's immediate supervisor. The Dean of Instruction must then make a decision to approve or disapprove the decision, after consultation with all parties involved, and will respond to the student, with the response copied to the supervisor and instructor, within ten working days of the date he/she was originally contacted by the student. If the Dean of Instruction decides to change the grade, a Change of Grade form is sent to the Registrar, who will officially record the grade change.
 4. If the student is not satisfied with the Dean of Instruction's decision, he/she must contact, in writing, the Vice President of Academic Affairs within ten working days after the decision was rendered by the Dean of Instruction. The Vice President of Academic Affairs will then make a decision to approve or disapprove the requested grade change after consultation with all parties involved, and will respond to the student, with copies to the other parties, within ten working days of the date he/she was originally contacted by the student. The Vice President of Academic Affairs will inform the Registrar and student of any changes which should be officially recorded. Such a decision will be considered final.
- B. If the instructor of the course is no longer available, the student may submit, in writing, to the instructor's immediate supervisor (Program Director, Dean of Instruction), a request that a grade be changed. Such request must provide reasons why a change should be made. After considering the request and the circumstances, the supervisor will make a recommendation to the Dean of Instruction and a decision will be rendered. Such decision will be considered final.
- C. These procedures are the responsibility of the Vice President of Academic Affairs who may make minor, non-substantive changes or decisions to ensure the procedures are operationally effective.

Attendance Guidelines

Regular attendance is essential for college success. Each instructor determines the attendance requirements that will be included in the course syllabus. Failure to comply with the course attendance requirements as stated in the syllabus may result in a lowered grade or involuntary withdrawal from the course.

Absences due to student representation of the college in some official capacity such as athletic travel or participation in an academic* or official student organization activity* will be allowed to make up course work upon presentation of verifying evidence. It is the student's responsibility to provide such evidence to the instructor of the missed class prior to the missed class.

Students may be removed from class only by college personnel. Law enforcement officials entering the campus to detain students are to report to the Office of Student Affairs, and they will be escorted by authorized college personnel.

It is expected that these activities are special events, such as participating in a special competition, attending a conference, presenting a paper, etc.

Audit

Students may take a course for no credit by requesting an audit at the time of enrollment (see Special Tuition and Fees in Financial Information Section). Audit status cannot be reversed. If a course is audited, a grade will not be assigned and the instructor will not be required to administer or grade tests for these students. Students enrolling in courses for credit will be given priority over audit students when seating is limited.

Classroom Disruptions: Cell Phones, Children and Guests **Use of Cell Phones in Classroom: (Procedure 3.32)**

Labette Community College seeks to promote a teaching and learning environment free from classroom disruptions.

The following standards are intended to define acceptable classroom behavior with regard to cell phones that preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of Instruction prohibits the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent mode and cannot be visible during class. At the discretion of the instructor, exception to this policy is possible in special circumstances such as the use of cell phones as an instructional tool. Cell phones may not be dialed or answered in a classroom (including text messages, games, and other uses).

In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions under the Academic Honesty Procedure 3.07.

Guests and Children in the Classroom: (Procedure 3.33)

Children are not allowed to accompany LCC students to classes. In the event of an emergency, requests for an exception to this rule must be made by the student to the Dean of Instruction or Program Director prior to the class meeting. In the event that an exception is granted, it is the student's responsibility to make sure the child(ren) do not disrupt the educational environment of the class. Adult guests may be admitted at the discretion of the instructor.

Furthermore, children (age twelve and under) are not allowed to be left unsupervised by an adult anywhere on campus. This procedure applies to all facilities owned or managed by Labette Community College.

College Credit for Nontraditional Education

Nontraditional education is learning that has not been transcribed by a regionally accredited higher education institution. To encourage and assist students to complete degrees, LCC may award college credit for nontraditional education. Work experience will not be considered. The procedure and guidelines are as follows:

1. Students are encouraged to seek advice from the Admissions Office. A \$25 fee must accompany the required application. Normal tuition and fees, which must be paid prior to posting any credit on a transcript. The student must complete at least 12 credit hours at LCC with at least a cumulative 2.0 GPA before nontraditional credit will be awarded.
2. The student must be currently enrolled in at least six (6) credit hours at LCC and have a degree objective.
3. A maximum of 15 credit hours may be awarded and only six (6) can be used to fulfill concentration requirements.
4. All courses for which nontraditional credit is awarded must have equivalent courses in the LCC curriculum. Partial credit will not be awarded.

5. General education course credit will not be awarded for nontraditional education.
6. Course credit may be awarded for courses taken in the military if the course is identified in a current American Council on Education Guide.
7. Nontraditional education credits will not be awarded unless the learning was fostered in a recognized national or state organization.
8. Students must provide validated documentation stating the courses, knowledge, skills, and credit/clock hours completed.
9. The Dean of Instruction will review, and as applicable, seek advice from full-time faculty.
10. In some areas, departmental exams may provide an alternative to credit awarded for nontraditional education.

College Entrance Examination Board (CEEB)

Advanced Placement (AP) Examinations are given each year to high school students who are enrolled in Advanced Placement courses. The student will be required to pay regular tuition to have the credits recorded on his or her transcript. LCC will accept a total of 10 AP credit hours of general education. LCC will grant credit to students presenting the following examination scores:

Score	Credit Hours
5	5-10
4	3-10
3	3-5
1 or 2	0

Note: Not all institutions accept CEEB credits. It is the student’s responsibility to check with the institution they might be transferring to in order to ensure acceptance.

College Level Examination Program (CLEP)

The CLEP is a national system of credit by examination, offering five general examinations assessing college level general education, as well as a number of subject examinations relating to specific college courses.

Labette Community College is an approved CLEP Testing Center. Both general and subject examinations are administered in the Student Success Center. LCC will accept a total of 12 CLEP credit hours of general education. A score of 50 or above is required to apply the credits toward a degree. The fee for CLEP testing is currently \$80 per test with a \$15 administration fee. The student will also be required to pay regular tuition to have the credits recorded on his or her LCC transcript. Courses that are awarded by CLEP examination will be noted on transcripts as “Transferred from College Level Exam Program.”

Note: Not all institutions accept CLEP credits. It is the student’s responsibility to check with the institution they might be transferring to in order to ensure acceptance.

For information regarding subject examinations or additional information about the test, please contact the Student Success Center at (620) 421-6700, extension 1182.

CLEP

Currently, we only award credit for the following CLEP tests with a minimum score of 50:

CLEP Name	LCC Name
College Composition	3 credit hours for English Comp I
College Composition Modular	3 credit hours for English Comp I
	3 credit hours for English Comp II
College Mathematics	3 credit hours for Intermediate Algebra
	3 credit hours for College Algebra
College Algebra	3 credit hours for MATH 115 College Algebra
Biology	3 credit hours for BIOL 101

Calculus	5 credit hours for MATH 130 Calculus I
Chemistry	5 credit hours for CHEM 124 College Chemistry I
Trigonometry	3 credit hours for MATH 125 Trigonometry
French Language, Level I	5 credit hours for LANG 104 French I
Spanish Language, Level I	5 credit hours for LANG 127 Spanish I
American Government	3 credit hours for POLS 105 American Government
History of the United States I: Early Colonializations to 1877	3 credit hours for HIST 101 American History to 1877
History of the United States II: 1865 to the Present	3 credit hours for HIST 102 American History from 1877
Financial Accounting	3 credit hours for ACCT 112 Financial Accounting
Introductory Business Law	3 credit hours for BUAD 104 Business Law I
Information Systems and Computer Applications	3 credit hours for COMP 120 Computer Information Systems
Principles of Macroeconomics	3 credit hours for ECON 203 Macroeconomics
Principles of Microeconomics	3 credit hours for ECON 204 Microeconomics
Intro to Psychology	3 credit hours for PSYC 101 General Psychology
Human Growth & Development	3 credit hours for PSYC 201 Developmental Psychology
Intro to Sociology	3 credit hours for SOCI 101 Sociology

College Success Skills

All first-time, full-time students with fewer than 15 credit hours after high school graduation are required to enroll in the College Success Skills course during their first semester. This course introduces students to Lafayette Community College and provides various tips for students to succeed.

Concurrent/Dual Credit Courses for High School Students

Concurrent Credit courses are college courses taught at the high school by qualified high school instructors in which students receive both high school and college credit. Students are enrolled by LCC personnel who come to the school, or by high school counselors or teachers. Students are taught using the same materials as the on campus college courses and use the same textbook, unless the high school textbook has been approved by the college. The same outcomes and competencies must be met by concurrent students and regular traditional college students.

Dual Credit courses are regular college courses taken by a high school student, taught by a regular LCC instructor (rather than a high school instructor). These classes may be on any campus or online and are not special classes for high school students only.

High school students enrolled in concurrent/dual courses are required to follow the policies of the college. They will need to enroll and pay their tuition/fees by the stated deadline each semester. If they miss the deadline, they cannot take the course for college credit. Students must have their high school principal sign their enrollment form and have appropriate placement scores. Students are responsible for paying for concurrent/dual courses they enroll in and for purchasing their textbook, unless the high school provides one. If students decide they want to drop a course, or not take it for college credit, they will need to complete a drop form. They must submit the drop form to the college by the drop deadline or they will receive a grade for the course and be obligated for the cost of taking the course, regardless of the reason. Drop forms can be obtained from the LCC admissions office, by requesting one be mailed to them, or from their high school counselor. Non attendance does not automatically drop a student. Not paying for the course does not automatically drop the student. Once students graduate from high school, they will need to request their LCC transcript be sent to any other colleges they might attend. Their high school transcript will not reflect the college credit, only the college transcript will.

High school students are not eligible for Federal Financial Aid, however, LCC offers Jumpstart and Dual/Concurrent Enrollment Assistance.

Students attending Lafayette County high schools are eligible to receive up to 16 hours of paid tuition provided they meet the 2.5 GPA requirement.

Cherokee county and Crawford County high school students will receive up to 16 hours of paid tuition/semester if they meet the 2.5 GPA requirement.

Students attending high schools in other Kansas counties may receive assistance/scholarship of full tuition for up to 6 hours per semester with a GPA of 2.5 or above, including online courses.

For more information about Concurrent/Dual courses, contact Nancy Newby (Extension and Concurrent Coordinator) Office 620-820-1221 or email: nancyn@labette.edu

Course Load

Students who are enrolled in 12 hours are considered full time. The **average** full-time load for fall and spring is from 15 to 18 credit hours per semester. Students may take up to 21 credit hours per semester with approval of their advisor. The Vice President of Academic Affairs must approve enrollment in more than 21 credit hours per semester.

The full-time load for summer is 12 credit hours. The Vice President of Academic Affairs must approve enrollment in more than 12 credit hours in the summer sessions.

Course Transfer



The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for the systemwide transfer courses listed on the KBOR website. A student who completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course. These approved courses are identified in the Course Description section with the KRSN (Kansas Regents Shared Number) assigned number.

Course Equivalency Guides: Click on any of the course names at the website at the end of this paragraph to review the Course ID number, title, and number of credits assigned to that course at each public postsecondary institution in the system. Visit http://www.kansasregents.org/transfer_articulation for more information.

Degree Options

Labette Community College offers Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in General Studies degrees.

The Associate in Arts (AA) and Associate in Science (AS) Degrees are designed for students who plan to transfer to a four-year institution and pursue a baccalaureate degree.

The Associate in General Studies (AGS) Degree recognizes the completion of a broad general education and is a non-transfer degree. Transfer students will need to complete more lower-division courses at transfer universities unless they choose their courses very carefully.

The Associate in Applied Science (AAS) Degree is a career degree for students who plan to seek employment in a professional/technical area.

The AAS Degree may transfer only to specific degree programs at selected colleges and universities. Generally, this degree will only apply toward a bachelor's degree for technology occupations. Students should seek degree program evaluation, analysis, and advice from the institution to which they plan to transfer.

Developmental/Pre-College Courses

A majority of college students take at least one precollege course, often referred to as developmental/remedial courses. These are individuals who need additional study prior to enrolling in a college level course. They are usually eligible for financial aid as these courses often serve as prerequisites for upper level courses. *These courses do not carry College credit nor apply toward any degree requirements*, which may cause your graduation date to be extended. *Students must receive a grade of C or better to pass Developmental Pre-College Courses.*

Educational Fees (Policy 4.02)

Students are charged educational fees, which include tuition and a general fee. Educational fees, in addition to other sources of revenue, provide partial support for various College operations, programs and services. The amount of the educational fees requires approval of the Board of Trustees.

To ensure effective operation of the College and fiscal accountability, students are expected to make prompt payment as accounts become due and payable. Students who fail to pay accounts as directed by the business office may be subject to sanctions.

Under extreme circumstances, students who withdraw from courses may be eligible for a refund of educational fees. Procedures regarding educational fees, including fees related to specific programs and services, and refunds, will be determined by the President.

Payment of Educational Fees and Refunds (Procedure 4.02)

- A. Students are expected to settle all accounts with the College as they become due and payable. Beginning with registration each semester, tuition and fees not covered by financial aid will be due and payable the first week of class. Accounts not paid the first week will incur a \$50 service fee. Students enrolling after the first week of classes must pay when they register.

If a student leaves the College with unpaid accounts, his/her academic records will be withheld, and no transcript of record or academic recommendation will be issued until the account is cleared. Students will also not be allowed to enroll in future coursework. Graduating sophomores must clear all outstanding accounts before their diplomas will be issued.

Along with nonpayment of accounts, holds will be placed on student records for non-return of rental textbooks, book loans through the Debbie Groff Book Scholarship Program or the Student Support Services Program, library books, equipment from the Student Support Services program, and athletic items determined by the appropriate coach for student athletes. Holds will also be placed for other financial obligations to the College (i.e. payment due a student organization for travel expenses).

Holds will also be placed on records of students in loan default.

- B. Tuition and fees refunds:
1. Full semester Fall and Spring classes:
 - a. Drops during the first week of the semester are eligible to have all tuition and fees refunded.
 - b. Withdrawals from courses after the first week of the semester will not receive any refund of tuition and fees.
 2. Shorter term classes, including Summer, may not be eligible for a refund once the course starts. For refund information on these courses please check with the Business Office.

Students paying by check will have a 30 day waiting period before a refund can be issued.

English as a Second Language (ESL) Applicants

Labette Community College wants to provide an opportunity for all students to attend college and be successful. Students who have achieved a level of proficiency in the English language are more likely to have a successful college experience. Labette Community College has established the following process to enhance student success for those students whose primary language is not English.

ESL Students

A student whose primary language is not English must submit, prior to enrolling, one of the following:

1. Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
2. Test of English as a Foreign Language (TOEFL) score of 513 written (PBT) or 183 computer-based (CBT) or 65 internet-based (iBT)
3. Completion of ELS Language Centers level 112 (http://www.els.edu/contents/US_University.aspx)
4. Completion of an Intensive English Program at an accredited four year university
5. Records of individuals who have scored below the required level will be reviewed only upon written request from the student. The student should include in the request any evidence that demonstrates his or her ability to understand and communicate in English. The Vice President of Student Affairs and the Vice President of Academic Affairs will complete the review. Approval for admission may include required participation in an English as a Second Language course or similar preparatory activities. Admission to certain courses or programs may be restricted until English language ability is adequately improved.

Financial Aid (Policy 4.03)

The College offers, for eligible students, various financial aid programs to assist with the costs of education. Programs, including scholarships, grants, loans and work-related aid, are described in the College catalog and other publications. Procedures relative to application and awarding financial aid programs shall be determined by federal and state regulations and the President.

Grades

Grade Posting

Grades will be posted on the RedZone by instructors. Grades will be posted by the dates indicated in the Academic Calendar. Students can access their grades by logging onto the RedZone at www.labette.edu, using their Student ID number and their PIN.

Grading System

The following symbols are used for student evaluation and will be sent with any transcript leaving the College.

CODE EXPLANATION:

<u>Code</u>	<u>Definition</u>
W	Withdrew
N	No Credit
P	Pass
I	Incomplete
X	By Examination
R	Repeat *
WIP	Work In Progress
	Lab credit included with lecture
AU	Audit

GRADE EXPLANATION:

<u>Grade</u>	<u>Points Earned</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
P	Pass Credit Only**
N	No Credit
I	Incomplete***

Grade(s) with an asterisk indicate **Academic Forgiveness**

***Repeated Courses** - Labette Community College allows students to repeat courses if a “B”, “C”, “D” or “F” has been received. Only the last grade earned in repeated courses counts towards the GPA. All repeated courses are marked.

****Pass Credit** - In courses where a grade is “P”, hours are not included in the GPA.

*****Incomplete Contracts** - These are submitted by the instructor prior to semester end. If work is not completed, Incompletes will be converted to an “F” at the close of the following semester.

Transfer Credits - Lafayette Community College accepts transfer credits from other accredited institutions and grades earned are computed in the cumulative GPA.

Pass/Fail Grade Process

Some students may wish to take certain courses for a pass/fail grade rather than a letter grade. If a student wishes to receive a pass/fail grade, he or she must make this request during the first three weeks of the course. The request should be completed on the Request for Pass/Fail Grade form by the student and given to the instructor. It must be approved by the instructor and the Vice President of Academic Affairs. Once processed, the request cannot be reversed. The white copy of the approved request is to be attached to the grade sheet at the end of the term (the canary copy will be sent to the student).

Note: Students are cautioned to check with their advisor about the transferability of pass/fail courses prior to initiating requests for pass/fail grades. The courses are added to a student's credit hour total, but are not included in the grade point average. Pass/fail status may affect transfer as well.

Graduation Procedures

Note: Graduation requirements include a 2.0 minimum cumulative GPA.

All students who have completed at least 42 credit hours and plan to graduate in the fall or spring semester must request an official degree check in the Student Affairs Office by completing a "Degree Check Request" form. A "Degree Check Request" should be submitted no later than the end of October prior to spring graduation. All graduating students must have their high school transcript or high school equivalent transcript on file. Transfer students must complete at least 15 credit hours at LCC to graduate. All official transcripts from other institutions must be on file. Evaluation results of the student's permanent academic record will be mailed to the student, outlining specific requirements needed for the degree selected. The response will indicate those requirements completed and those that need to be completed.

Degree candidates must meet graduation requirements found in the catalog of the student's graduation year or a catalog from any of the three years immediately prior to graduation, provided the student was enrolled during the year selected. When a degree program is discontinued, students have two years to complete the program. Students who have completed the program within this time period will be awarded a degree. Once a program is removed from the catalog, no degrees will be awarded for the program.

Students who lack five credit hours or less at the end of the spring semester and plan to complete all course requirements by the end of the fall semester following graduation are eligible to apply for and participate in the graduation ceremony. To qualify, students must have a cumulative GPA of at least 2.0 according to grades posted prior to March 1st. If the student wishes to wait a year and participate in graduation the following spring, after courses are complete, he or she must notify the Student Affairs Office prior to March 1st to be removed from the graduation list.

All "Degree Check Requests" that have been completed within the previous year are re-evaluated after the certification date in the Spring semester. Students the Registrar has determined as eligible to graduate in May will receive information indicating what they need to do to complete the graduation process. Only students who have successfully completed the graduation process will have their degree noted on their transcript. LCC has a commencement ceremony once a year, in May. Students who complete their degree requirements by the end of the Fall semester will have the degree and graduation date noted on their transcripts. These students will be able to participate in the graduation ceremony the following May.

Graduation with honors shall be determined by the following grade point averages as calculated the semester prior to graduation.

Summa Cum Laude	4.0
Magna Cum Laude	3.75-3.99
Cum Laude	3.50-3.74

Honor students and Veterans will be identified in the graduation program.

Diplomas are mailed to graduates in June.

High School Students

A high school student who has attained sophomore standing (successfully completed freshman year) may enroll in college courses with permission from his or her high school principal. The student must submit an enrollment form to the Admissions Office with the “Unified School District Authorization” section completed and signed by the principal. A student who has been designated as “gifted” and below Sophomore status may enroll only upon submission of a completed and current (dates must cover period of enrollment) Individualized Education Plan (IEP) and that IEP must include a list of the college courses that are recommended as part of his or her plan. The IEP must be submitted to the Admissions Office at the time of enrollment.

High School students please see Concurrent/Dual Credit information on page 17.

Holds

Enrollments, official, and unofficial transcripts and related information will be withheld if any financial obligations to the College have not been paid, materials and/or equipment have not been returned, or if the student has yet to take the exit assessment.

Home Schooled and Correspondence Students

Home schooled and correspondence students are eligible to enroll as a regular student after presenting proof of graduation in compliance with Kansas Law. However, additional requirements must be met to be eligible for federal aid. (See “Financial Aid Information” section.)

Honor Roll

Students who enroll in and complete a minimum of 12 credit hours in a semester with a grade point average of at least 4.0 will be included on the President’s Honor Roll. Students who are enrolled in at least 12 credit hours and have a grade point average of at least 3.5 with no grades below a “C” will be eligible for the Dean’s Honor Roll.

Housing

Labette Community College supports The Cardinal Villas in providing quality housing for our students. The Cardinal Villas is a premier on-campus student focused community. The Cardinal Villas guarantee your comfort in our fully-furnished units with private bedrooms and bathrooms. The Cardinal Villas offer academic term leasing and a roommate matching program to ensure a smooth transition in your new home.

Incomplete Coursework

Students who have experienced an extenuating circumstance that prevents completion of a course may request an “I” (incomplete) grade from the instructor. In order to be considered, the student must have been in attendance for at least the first 60% of the course and have a passing grade at the time of the request. The instructor will complete a contract that outlines the requirements the student must complete to finish the course. The contract includes a date by which the coursework must be submitted and must be signed by the student and the instructor. Failure to complete the contract will automatically result in an “F” grade. Students cannot withdraw from a course with an incomplete contract. Because incompletes may affect a student’s financial aid, students need to contact the Financial Aid Office when they have an incomplete.

Insurance

Health & Accident

The American Association of Community Colleges endorses this product. Too many times students confronted with the high medical costs of illness &/or injury, are having to delay or drop out of college. Primary eligibility requirement is that the student must be enrolled in 4 or more in-class credit hours. Premiums range from \$300-\$500/year, varying according to which of the two plans are selected, excluding dependents (dependents are eligible). Payments may be made quarterly.

For informative brochure/application contact LCC Student Services: 620-421-6700 x1264; FAX: 620-421-0180; website: <http://www.labette.edu/studentlife> or go to <http://www.studentresources.com> for direct customer service contact. *

Note: Students accepted into a Health Care Program are required to have liability insurance. For more information, contact your Health Care Program advisor.

**For local insurance agencies go to: <http://www.parsonschamber.org/>*

PERSONAL PROPERTY

National Student Services, Inc., with over 700 colleges participating, has special benefits for students enrolled in their program as follows:

- All Risks Coverage.
- Actual Cash Value or Replacement Cost.
- \$1,000 liability coverage at no extra charge to all participating students.
- \$1,000 coverage for property in storage, between semesters and during the summer.
- Deductibles of \$25, \$50, or \$100.
- All major credit cards accepted.
- Coverage can be secured over the Internet, by FAX, or regular mail.
- 30 days to examine policy for complete refund of the premium.

Questions??? Call NSSI's toll free number, (800) 654-6814 or e-mail: karen@nsssinc.com. Website can be viewed at www.nsssinc.com.

* For informative brochure/application contact LCC Student Affairs: 620-421-6700 x1264; FAX: 620-421-0180; website: <http://www.labette.edu/studentlife>.

**For local insurance agencies go to: <http://www.parsonschamber.org/>*

International Students

The International Student Advisor is located on the second floor of the Student Union Building.

The following checklist provides the steps required for Admission. It is preferred that students apply for Admission and submit all required items at least three (3) months before the semester they plan to attend LCC.

1. **Complete the enrollment/application form.**
 - a. A non-refundable \$100 application fee is required. Submit the Application for admission preferably at least three months before the start of the semester in which you wish to enroll (unless you are transferring from another institution within the US).
2. **Submit official copies of High School/Secondary School, and/or University academic transcripts with an English translation of the grades and grading scale.**
 - a. Translations may be accepted from the following organizations: Educational Perspective, World Educational Services, or an equivalent translation company. If you attended a high school in the United States, you'll need to request that the High School **mail** an Official copy of your transcript to Labette Community College.
3. **English Proficiency Requirements:** Submit evidence of English language proficiency. Students must meet **one** of the following criteria to demonstrate proficiency:
 - a. Minimal TOEFL test scores:
 - Internet Based (iBT) = 65, paper-based (PBT) = 513, Computer Based (CBT) = 183.
 - b. IELTS (International English Language Testing System) score of 5.5 or higher.
 - c. Have attended and graduated from an American High School within the United States and have maintained a minimum 2.0 CGPA (cumulative grade point average). You'll need to request that the High School **mail** an Official copy of your transcript to Labette Community College.
 - d. Completion of ELS Language Center Level 112.
 - e. Completion of an Intensive English Program at an accredited four year university.

4. **Complete the Statement of Financial Information and Certification of Support** forms and submit them with a certified bank statement proving financial ability to attend Labette Community College.
5. **Submit proof of International health insurance.**
 1. If you do not have health insurance you will need to purchase and provide evidence of new coverage on or before arrival at Labette Community College. For information regarding insurance companies that have proven to be reliable for previous students, please contact the International Student Advisor in the Admissions Office.

Transfer Students (those who have previously attended another US college)

1. Complete steps 1-5 above.
2. Complete the Transfer Eligibility Form and return to Labette Community College.

I-20 Information:

The I-20 is a Certificate of Eligibility for Non-immigrant Student Status for those who wish to study in the US. The I-20 form must be taken to the American Embassy or Consulate when you apply for a Visa. More info can be found at http://www.ice.gov/SEVIS/becoming_nonimmigrant_student_52007.htm

Placement Testing (Procedure 3.22)

The purpose of placement testing is to enhance student success in college. Placement test scores are used to place students in the most appropriate level for success. All students who plan to enroll for the first time in a College Level English, or Math course at Labette Community College must take the appropriate ACCUPLACER test or provide appropriate COMPASS, ACT or SAT scores. Although COMPASS placement tests will no longer be given at LCC after May 2016, COMPASS placement test scores will be accepted until fall 2021.

English Composition I Course Placement: The student must have an ACCUPLACER Sentence Skills score of 69 or above, or the appropriate COMPASS, ACT, or SAT score to enroll in English Comp I. Without a qualifying score, the student needs to complete the Pre-College Writing and Reading course with a C or better prior to enrolling in English Comp I. If a student has taken a college English course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process.

A Reading or Writing deficiency must be addressed in the first semester. The student must enroll in the reading and writing course in which they placed (Reading & Writing Essentials or Pre-College Reading & Writing) during the first semester of their program of study, and continuous enrollment is required until the reading/writing competency for their program is achieved.

Math Course Placement: These courses require minimum ACCUPLACER, COMPASS, ACT, or SAT placement scores prior to enrollment. If the student has taken a math course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process. A student with a math deficiency should enroll in the math course in which they placed during the first semester of their program of study.

The ACCUPLACER test for each subject/discipline may be taken twice in a three month period. Students who are enrolled in the recommended remedial course, based on their ACCUPLACER score, may retake the test upon completion of the course. If the ACCUPLACER score falls into an appeal score zone, the student must follow the appeal process for that subject/discipline.

Reading Requirements for Health Science Programs: Some Health Science programs (such as Nursing) have a reading requirement determined by program policy. Students enrolled in any of these programs should check with their advisors to determine if such a requirement exists.

Additional Information

College students who apply for Pell Grants and who will be taking Writing & Reading Essentials, Pre-College Writing &

Reading, Foundations of Math, Beginning Algebra, Intermediate Algebra, or any other developmental course must have taken the appropriate placement test in order to qualify for the grant funds.

Students enrolled full-time at other colleges who wish to also enroll at LCC at the same time will be allowed to enroll in any course without being required to take the writing or reading placement exam. Students must provide unofficial transcripts or grade reports at the time of enrollment. English and math courses will still require placement testing, or appropriate ACT or SAT scores.

Students enrolled for one credit hour or less, or enrolled in Community Services and Workforce Education courses, are exempt from the above procedure.

Students requesting accommodations for ACCUPLACER testing due to their documented disabilities must contact the college's designated ADA coordinator at least two business days prior to their desired testing date. Students may contact the coordinator by phone at (620) 421-6700, ex. 1230, or in person in the Business Office on the main campus in Parsons. The coordinator will work with the SSC staff to ensure proper accommodations are in place for the student prior to testing.

Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, extension 1147 or by email at testing@labette.edu.

Writing Placement

Score	Placement in
ACCUPLACER Sentence Skills Score of 20 – 39 COMPASS writing score of 1-51 ACT English score of 1-13	ENGL 097 Reading & Writing Essentials
ACCUPLACER Sentence Skills Score of 40 – 68 COMPASS writing score of 52-69 ACT English score of 14-17	ENGL 099 Pre-College Reading & Writing
ACCUPLACER Sentence Skills Score of 69 or higher COMPASS writing score of 70 or higher ACT English score of 18 or higher SAT Verbal score of 360 or higher	ENGL 101 English Composition I

Appeal Process

Students who have taken the ACCUPLACER Sentence Skills test twice and score between 37 and 39 may write an essay for consideration of placement into Pre-College Writing & Reading

Students who have taken the ACCUPLACER Sentence Skills test twice and score between 66 and 68 may write an essay for consideration of placement into English Composition I.

Students can only go up one level by writing the essay.

Procedure for writing the essay:

The essay will be written in the Student Success Center (Main Campus) or at the Cherokee Center when someone is available to monitor the student. Concurrent students may write the essay in the high school counselor's office if they cannot come to the main campus or Cherokee.

The student will be given a list of topics chosen by the English faculty.

The student will fill out a form listing their name, ID number, address, and phone number.

The student will receive paper and written instructions for writing the essay. It must be written in pen.

Once it is completed, the essay will be sent to the English Department. At least one full-time faculty member will read the essay to make the determination.

Once the decision has been made, the essay and decision are returned to the Student Success Center.

One of the SSC staff, usually the English Specialist, will contact the student with the appropriate course in which to enroll. The English Specialist will also inform Admissions of the determination.

The grading of the essay will be complete in 24 to 48 hours during the regular work week.

Reading Placement

Score	Placement in
ACCUPLACER Reading Comprehension Score of 20 – 53 COMPASS reading score of 1-54 ACT reading score of 12 or below SAT reading score of 255 or below	ENGL 097 Reading & Writing Essentials required (typically a student would take the ACCUPLACER Sentence Skills test to place into this course)
ACCUPLACER Reading Comprehension Score of 54– 68 COMPASS reading score of 55-74 ACT reading score of 13-16 SAT reading Score of 256-299	ENGL 099 Pre-College Reading & Writing required (typically a student would take the ACCUPLACER Sentence Skills test to place into this course)
ACCUPLACER Reading Comprehension Score of 69 or higher COMPASS reading score of 75 or higher ACT reading score of 17 or higher SAT reading score of 300 or higher	No reading course required prior to, or as a co-requisite for General Education courses

Appeal Process

Students who score within three (3) points of their desired course placement for Reading are eligible for the appeals process. As a first appeal, students have the opportunity to retake the placement test. A second (and final) appeal of placement requirements will be handled through the English Department.

Mathematics Placement

Score	Placement in
ACCUPLACER Elem Algebra 20-39 COMPASS Pre-Algebra 1-33 ACT Math Score 1-13	MATH 88 Foundations of Math
ACCUPLACER Elem Algebra 40-59 COMPASS Pre-Algebra 34-100 ACT Math Score 14-16	MATH 96 or MATH 106 Beginning Algebra <i>or</i> Applied Math
ACCUPLACER Elem Algebra 60-80 COMPASS Algebra 34-56 ACT Math Score 17-19 SAT Math Score 460 – 489	MATH 100 Intermediate Algebra
ACCUPLACER Elem Algebra 81 or higher COMPASS Algebra 57-100 COMPASS College Algebra 1-100 ACT Math Score 20 or higher SAT Math Score 490 or higher	MATH 115 or MATH 111 College Algebra <i>or</i> Mathematics for Education
ACCUPLACER College Level Math 80 or higher COMPASS College Algebra 44-100 COMPASS Trigonometry 1-100 ACT Math Score 21 or higher SAT Math Score 540 or higher	Elementary Statistics, Trigonometry, Matrix Algebra <i>or</i> Intro to Analytical Processes
ACCUPLACER College Level Math 86 or higher COMPASS Trigonometry 44-100 ACT Math Score 26 or higher	Calculus I* *C or better in high school Pre-Calculus or Trigonometry required

If a student is placed in Intermediate Algebra by the placement test, they may take the Intermediate Algebra final. If they pass the final, they will be allowed to enroll in College Algebra. Students can only take the final for the course in which they were placed by ACCUPLACER to move to the next course in the sequence. The sequence of courses is as follows:

- Foundations of Math
- Beginning Algebra or Applied Mathematics
- Intermediate Algebra
- Mathematics for Education
- College Algebra
- Trigonometry/Elementary Statistics/Business Calculus/Matrix Algebra/Intro to Analytical Processes
- Calculus I
- Calculus II
- Calculus III
- Differential Equations

Trigonometry, Elementary Statistics, Business Calculus, and Matrix Algebra, all carry a prerequisite of College

Algebra and are considered roughly equal in terms of placement level.

RedZone

The RedZone is a portal to your information at LCC. The RedZone allows students to see their semester schedule, access their grades and unofficial transcript, as well as view their progress in their classes and check out their billing statement. Also, students will access their online/hybrid courses through the RedZone.

Students need their Student ID number and PIN to log on the RedZone. The Student ID number is found on the front of their Cardinal ID card. The PIN, password, is assigned by Computer Services. Students will receive a letter containing their PIN number after they get enrolled.

Information about logging on the RedZone is available on the LCC website.

Repeat Courses

Students receiving a D or an F grade may repeat the course for credit one time without approval. Students who want to repeat a course for credit more than one time will need the approval from one of the following: VP of Academic Affairs, VP of Student Affairs, Dean of Instruction, Student Success Center Director, or Cherokee Coordinator. Only the most recent grade for the course will be used in GPA calculation; however, the prior grade will still appear on the transcript. Courses noted as repeatable may be repeated without approval. Students receiving financial aid should always check with the Financial Aid Department before repeating any course.

Residency (Policy 4.05)

For purposes of charging tuition, the College is required by law to determine the residency of each prospective student.

Residence means person's place of habitation, to which, whenever students are absent they have the intention of returning. Among significant factors which may be considered, but not any one of which to be necessarily considered conclusive without support of convincing evidence, in determining intent to become a resident are: the payment of property taxes, purchase of license tags, driver's license, location of employment, and registration for voting purposes. Such factors must be in existence at least six months prior to enrollment or re-enrollment while the parent or student is living in the district. In the case of a student under 18 years of age, the parents or court-appointed guardians must meet the residence requirements.

At the beginning of each semester, the Registrar's Office shall determine the residency status for tuition purposes of each student who enrolls. Students who have not resided in Kansas for six months prior to the first day of classes are determined to be nonresident students and are charged out-of-state tuition rates. It is the student's responsibility to enroll under the proper residence classification. If a student enrolls as a Kansas resident and is later determined by the Registrar to be a non-Kansas resident, the student will be charged as a nonresident and payment will be required for all semesters the student was enrolled incorrectly. However, if a student that is classified as a nonresident upon enrollment disagrees with that classification, the student has the first week of classes to appeal the classification.

All appeals must be made in writing to the Registrar's Office. If a student does not exercise the right to appeal within the time allotted, the classification or reclassification becomes final. All decisions, charges, and refunds will be in accordance with the state law and KBOR guidelines.

High School students determined to be out-of-state residents enrolled in concurrent courses during the school day according to the state guidelines governing community Colleges, will be assessed the in-state tuition rate while enrolled in concurrent courses. The same student will be charged the out-of-state rate for any non-concurrent courses in which he or she is enrolled before school graduation unless the residence status legally changes.

Reverse Transfer



Beginning in the Fall of 2014, students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

Contact the Registrar's Office of the institution which you are attending for more information. Visit http://www.kansasregents.org/transfer_articulation for more information.

Transcripts

There are 2 types of transcripts – unofficial, which is free; and official, which has a fee of \$10.00. If you need an unofficial transcript for your records, you can print one from your RedZone Account. You will need your username and password to access your RedZone Account.

Official transcripts are generally sent directly to other colleges, employers or to students in sealed envelopes. If the seal on the envelope is broken, the transcript becomes unofficial. To request an official transcript online please go to the LCC website, click on the Students tab, Transcripts/Registrar and then click on the link to order an official transcript. This link will take you to the National Student Clearinghouse which provides this service for LCC. The site will walk you through placing your order, including delivery options and fees. Order updates will be emailed to you. You can also track your order online. You can also fill out the Transcript Request Form in the Admission Office. Faxed transcript requests are no longer accepted.

Transcripts will be withheld if any financial obligations to the College have not been paid or if material and/or equipment have not been returned to the College.

Transfer Credits

Labette Community College accepts transfer courses from regionally accredited colleges/universities. The transfer courses must be equivalent to course(s) offered at LCC or can be utilized to meet a General Education requirement. Other acceptable courses will be evaluated according to the student's declared concentration at LCC.

LCC adheres to the Kansas Seamless Transfer Among Regent System using the KSRN Matrix developed by Kansas Board of Regents which guarantees transfer of approved courses among all Kansas public postsecondary institutions.

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.**

Military courses are accepted as suggested by the American Council on Education (ACE) if we have the equivalent course(s) and if the course(s) would be acceptable for the student's major.

Transfer hours will be changed to meet the semester hour system. Grades will be defined by our grading definitions.

A maximum of 42 credit hours of recognized credit transferred from another college can be applied to associate degree requirements at Lafayette Community College. A minimum of 15 credit hours must be completed at LCC for an Associate's Degree. At least half of the credit hours required for a certificate must be completed at LCC.

COURSE ▶ **TRANSFER**

*See page 17 for more information

REVERSE ◀ **TRANSFER**

** See Page 28 for more information

Who Is Eligible To Enroll

Students must have graduated from an accredited high school or have received a high school equivalency diploma to enroll in a Degree-Seeking capacity. Students who have not met either of these standards can still enroll but must complete one of the standards above to graduate from LCC.

Non-Degree-Seeking students who are 18 years old or older who are not graduates of state-accredited high schools and have been determined by an LCC advisor to be able to benefit from the courses the students will be enrolled must complete an Enrollment Exception form and send it to the Admissions Office.

Students 16-18 years old who have dropped out of high school must provide documentation from the high school the student attended indicating the student has withdrawn from attendance and has been determined by an LCC advisor to be able to benefit from the courses in which the student will enroll. Such students must also complete an Enrollment Exception form and send it to the Admissions Office.

High school students who have successfully completed freshman year will need to complete the High School Enrollment form and have it signed by their principal. Students below Sophomore status who have been designated as "gifted" will need to complete the High School Enrollment form, have it signed by the principal, and submit a completed and current (must cover period of enrollment) Individualized Education Program (IEP) with a list of the college courses that are recommended as part of the program.

Transfer students from other Colleges seeking admission to Lafayette Community College must complete an application for admission and submit copies of unofficial transcripts before consideration will be given for enrollment.