

Student Information



The Student Information section includes the rules, guidelines, and processes that allow the student and College to operate while assuring concern for the rights of others and their property. The topics in this section are listed alphabetically.

Administration of Student and Academic Codes

The Vice President of Student Affairs (VPSA) shall be primarily responsible for the administration of the student conduct system. The Student Life Coordinator (SLC) may work closely with the VPSA in resolving minor disciplinary problems resulting from the violation of regulations regarding student activities.

The Vice President of Academic Affairs (VPAA) shall be primarily responsible for the administration of the academic conduct system, in cooperation with the Dean of Instructions. On rare occasions there may be incidents that involve both student and academic conduct, at which time the Vice President's will consult and the more serious offense will have precedence. (The consultation is to include the necessity for having the President appoint an additional 'standby' appeals committee as a precaution to help ensure fairness of due process in this unusual situation.) For more information, please see the LCC Student Handbook.

Admission of Non-English Speaking Applicants (Procedure 4.010)

Labette Community College wants to provide an opportunity for all students to attend College and have a successful experience. Experience indicates that certain criteria should be met to enroll in College courses to have a successful College experience. Since our College courses are taught in the English language, the following process has been established to enhance student success for those students whose primary language is not English.

International Students must:

Complete the International Student Admissions Application.

A non-refundable \$100 application fee is required at the time of Application

The Application for Admission must be submitted at least three months before the start of the semester in which the student wishes to enroll (unless the student is transferring from another institution from within the United States)

Submit an official copy of High School/Secondary School academic transcripts

An English translation of the grades and grading scale. Translations may be accepted from an official equivalent translation company.

If student attended a high school in the United States, an Official copy of the High School transcript must be mailed to the College.

English Proficiency Requirements: Submit evidence of English language proficiency

If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:

Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English

Test of English as a Foreign Language (TOEFL) score of 513 written (PBT) or 183 computer based (CBT) or 65 internet-based (iBT)

International English Language Testing System (IELTS) score of 5.5 or higher

Completion of ELS Language Centers level 112 (http://www.els.edu/contents/US_University.aspx)

Completion of an Intensive English Program at an accredited four year university.

Complete the Statement of Financial Information and Certification of Support forms

Submit with a certified bank statement proving financial ability to the College.

If the country is paying for the student's education, a letter from the country must be provided verifying that the student will be receiving a scholarship/funding prior to enrollment.

Submit proof of health insurance

Provide a photocopy of the health insurance card

If the student does not currently have health insurance, the student will need to purchase and provide evidence of new coverage on or before arrival at Labette Community College.

Submit proof of Tuberculosis Testing if needed

Students entering Labette Community College who are from "High Incidence" areas are defined as areas with reported or estimated incidence of ≥ 20 cases of TB per 100,000 population must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada. See Procedure 4.011 for more information. High risk countries can be found by going to www.who.int/globalatlas/dataQuery.

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

Complete steps 1-5 above

Send Official transcript from previous College/University

Complete the Transfer Eligibility Form

After the above requirements are met, the applicant will be considered for admission. If the applicant is accepted, an I-20 form will be issued.

APPEAL

TOEFL Scores 485-512 (written) and 155-183 (computer-based)

Records of individuals who have scored within these ranges will automatically be reviewed by the Vice President of Student Affairs and the Vice President of Academic Affairs. Such a student should provide any evidence available which demonstrates sufficient ability in English. A decision to admit the student may include a provision for participation in English as a Second Language classes.

TOEFL Scores Below 485 (written) and 155 (computer based)

Records of individuals who have scored at this 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 to communicate in English. The review will be completed by the Vice President of Student Affairs and the Vice President of Academic Affairs. Approval for admission may include required participation in English as a Second Language classes or similar preparatory activities. Admission to certain classes or programs may be restricted until English language ability is adequately improved.

Revised: 11/1/10

Alcohol/Drug-Free Campus Policy

Definition of Terms

- “College property” means any property owned, leased or rented by LCC including *hotel rooms, rental cars, and meeting rooms or facilities rented* by the College on a short or long-term basis.
- “Alcoholic beverages” as used in this policy, mean beverages, which are alcoholic liquor, or cereal malt beverages as defined in Kansas Statutes.
- “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 the College does not directly control them.

General Regulations

- Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.
- As a general operational policy, alcohol may not be purchased with College funds.
- 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.
- College employees/students may not transport fellow employees/students or drive in a personally owned/leased vehicle while under the

influence of alcoholic beverages or illegal drugs or when impaired by the use of prescription medications during College business or College-sponsored trips.

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

Purpose and Scope

The abuse of alcohol and other drugs interferes with the processes of learning, teaching, research and public service, which are the functions of Labette Community College. In order to accomplish its mission, and further, to comply with the Drug Free Schools and Communities Act, this policy is promulgated.

Internal Sanctions

Any student or employee who violates this policy shall be subject to disciplinary action, including, without limitation, probation, expulsion, suspension, or termination of campus/LCC enrollment/employment (including clinicals and internships); may be required to participate satisfactorily in an appropriate rehabilitation program; or may be referred for prosecution.

External Sanctions

Violation of applicable local, state, and federal laws governing the possession, use, manufacture, or distribution of alcohol and other drugs may subject violators to fines, imprisonment, and/or community service requirements. Convictions become part of an individual's criminal record and may prohibit certain career and professional opportunities.

Health Risks

Abuse of drugs and alcohol can result in behavioral changes; impairment of judgment and coordination; elevated/lowered blood pressure; depression; anxiety; hallucinations; convulsions; temporary and permanent loss of memory; damage to the heart, liver, brain, etc.; sterility; lowered immune system and increased infection; cancer; emphysema; chronic bronchitis, and death.

Alcohol/Other Drug Assistance Programs

Programs are available in the Parsons area to help LCC students/employees deal with substance abuse related issues. Federal laws ensure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner.

Coordination and Reference

At LCC

Labette Community College has teamed with Labette Center for Mental Health to assist current students with the expense of mental health care if needed. If a student is in need of assistance, they should make an appointment with the Vice President of Student Affairs. The Vice President will refer the student to the Labette Center for Mental Health. The college will pay for three sessions with the Labette Center for Mental Health if the student does not have medical

insurance.

Services are also available through:

Hotlines – 7 days a week, 24 hours a day:

Labette Center for Mental Health	(620) 421-3771
Southeast Kansas Mental Health Center	(620) 473-2241
Family Life Center	(620) 231-5863
Four County Mental Health Center	(800)499-1748

Animals on Campus (Procedure 2.18)

The following procedure is based on LCC Policy 2.18. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Pets and/or other animals are prohibited from all College facilities except for assisted service animals or animals who have received proper authorization from the Vice President of Finance and Operations for educational purposes. Permitted pets and/or other animals must be leashed or otherwise secured and shall not be left in automobiles, tethered on campus, or otherwise endangered.

Awareness of Policies

Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Life Office, Student Affairs Office, or in the LCC Library. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus that is likely to have an adverse effect on the College or the educational process. In the event of an infraction:

- A. The student(s) believed to have been involved will meet the respective Vice President of Academic Affairs to review the incident.
- B. Following a preliminary investigation, if sufficient evidence indicates that a violation of the Code has occurred, the Vice President of Academic Affairs will initiate the procedures for a hearing as indicated in Section 3 of the LCC Student Handbook.
- C. Should the student disagree with the findings, an appeal is allowed and is to be pursued within the respective procedures.

Cardinal Cards

Each student at Labette Community College is to have an LCC CARDINAL I.D. CARD, which can be obtained from the Student Affairs Office. Replacement cost is \$5.00. CARDINAL CARDS are for identifying students that attend LCC and should not be considered an official form of identification outside the College. CARDINAL CARDS are required to enroll, add/drop and for disbursement of financial aid to students as well as the use of the Library, admission to various athletic, social and cultural events, and discounts at various area businesses.

Change of Information

Changes of information such as contact information, name, adviser, concentration, degree, etc. are processed in the Student Affairs Office.

Students are required to maintain current information.

- A student who has legally changed his/her name must provide appropriate documentation to validate the change. Financial aid, grade reports, diplomas and transcripts are issued under a student's legal name as recorded in the Student Affairs Office.
- Students are responsible for having their current mailing address on file to avoid not receiving enrollment, financial aid and any other important notices including some changes in policies/procedures. (Financial Aid checks are required to be returned to the federal government if not claimed within a very limited time period.)
- When changing adviser/concentration/degree, the proper form must be signed by the student's current adviser, and where appropriate, by the new adviser and returned to Student Affairs Office.

Computer and Internet Usage (Procedure 3.25)

Labette Community College (LCC) makes computer and Internet access available to students, faculty, staff and service area residents for their use in pursuing the educational and administrative goals of the College. Access to LCC's network, computer systems and Internet connection is granted subject to College policies, procedures and local, state, and federal laws.

Because the College gives priority to its educational mission, has only a limited number of computers, and has an Internet system limited on the amount of data it can efficiently handle, it is important that this resource is used only in ways that are ethical, legal, considerate of others, reflect academic honesty and community standards (Policy 3.08 Library Internet Usage and Procedure 3.10 Library Challenged Materials), and are responsible in terms of preservation of the resource for all users at the College. Any action that fails to demonstrate respect for intellectual property, data ownership, or system security mechanisms, any action that violates individuals' rights to privacy or freedom of speech, any action that violates freedom from intimidation, harassment, and unprovoked annoyance, or any action that otherwise unreasonably interferes with another person's use is prohibited.

The following procedure is intended to serve as a basic outline for the use of computer resources at Labette Community College other than those resources found in the Library. The Library has adopted its own set of policies and procedures (Policy 3.08 and Procedure 3.10) addressing computer and Internet usage in the Library. This procedure is intended to provide reasonable protection of the rights of individual users, fair access, and effective management of LCC computer resources. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to those resources. The Library also provides access for non-students who live in the College service area.

The College owns or leases the computers, software, Internet access account and auxiliary hardware such as printers, routers, scanners, etc., located on College or extension site property. Computers or hardware of any kind may only be connected to the College computer or Internet system with the permission of the Director of Information Technology.

Persons violating this procedure may be subjected to disciplinary action by the College, including but not limited to the following: service area residents may be banned from College computer labs or buildings and students may be referred to the Vice President of Student Affairs for disciplinary action. Faculty and staff will be subject to the appropriate disciplinary policy and procedures.

Appropriate Use

Appropriate use of the College's information technology resources includes instruction, independent study, authorized research, independent research, and official work of the offices, departments, and recognized student and campus organizations of the College. While it is not considered to be an appropriate use, the College realizes that service area residents, employees and students will likely indulge in some recreational usage of the College's information technology resources. The College will tolerate some recreational usage as long as that usage does not violate policy, procedure, or state or federal law, and, in the case of College employees, does not interfere with the performance of the employee's duties. Viewing or downloading of non-educational or offensive material is strictly prohibited. Email or posting of any material that may be offensive to others such as; profanity, defamation, and harassment are also prohibited.

Authorized users are service area residents, employees and students of the College and others whose access furthers the mission of the College and whose usage does not interfere with other users' access to resources. In addition, a user must be authorized to use certain computing or network resources by the Director of Information Technology before accessing the resource. All persons other than employees must have direct supervision.

No employee of Labette Community College shall use their personal small/home based business to profit or advertise during a college function or on the college website or any college publication. They may not use their personal business to gain profit or customers during work hours or at LCC events. Employees may not use college facilities or equipment for gain of profit or customers for their personal business.

Confidentiality and Privacy of Computer Files and E-mail

In a public institution of higher education, employees' and students' privacy should be preserved to the maximum extent possible consistent with good business practices. However, privacy or confidentiality of documents and messages stored on LCC's computer equipment cannot be guaranteed.

Authorized access to data or information contained on College computers involves both privilege and responsibility, not only for the user, but also for Information Technology personnel. LCC will treat information stored on computers as confidential in most cases. However, persons using College computers should have no expectation of privacy or confidentiality for documents and messages stored on College owned equipment. E-mail and files stored on LCC's computers may be accessed by authorized College employees for a number of valid business reasons including, but not limited to, the following purposes:

1. Troubleshooting hardware and software problems,
2. Preventing unauthorized access and system misuse,
3. Retrieving business related information and documents,
4. Investigating reports of violation of policy, procedure or state or federal law,
5. Complying with subpoenas and Open Records Law requests for information,
6. Rerouting or disposing of undeliverable e-mail.

Only personnel authorized by the President may monitor usage or access files or records that a College administrator has not otherwise given them appropriate permission or authority to view in order to perform the duties of their position. Supervisors have the authority to access files of employees working for them due to their responsibility to supervise and monitor the work of their staff. Authorized staff, including supervisors, will keep all confidential and personal information learned through their monitoring and file accessing duties confidential and reveal only that information which is necessary to administer the College's policies and procedures and limit the dissemination of information learned through their duties to those with a business related need to know.

Staff and students must disclose their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College owned computer they use. Additionally staff and students should not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. If any Internet material is downloaded, it should be scanned using the College's antivirus software before use.

Examples of Prohibited Use

Use of LCC's network and computer systems is not a right. It is conditioned upon compliance with this and other College procedures and policies as well as all applicable laws. Though not exhaustive, the following list is provided to inform users of the types of activities that are prohibited by this and other policies and procedures: using facilities, accounts, access codes, privileges or pass words that you are not authorized to use; viewing, copying, altering, or destroying anyone's files without explicit permission from that individual; representing yourself electronically as another user; unlawfully harassing others; creating and/or forwarding chain letters; viewing, posting, printing or mailing obscene materials; game playing that interferes with academic or administrative use by others; making, distributing, or using

unauthorized copies of licensed software; unauthorized copying, reproducing, or redistributing others' text, photos, sound, video graphics, designs or other information formats; obstructing others' work by consuming large amounts of system resources, such as band width, disk space, CPU time; paper, printer toner, etc.; unauthorized testing of systems and/or resources, such as using program loops, intentionally introducing destructive software e.g., "virus" software or attempting system crashes; running or otherwise configuring software or hardware to intentionally allow access by unauthorized users; attempting to circumvent or subvert any system's security measures; advertising for commercial gain; distributing unsolicited commercial advertising; disrupting services, damaging files or intentionally damaging or destroying equipment, software or data belonging to LCC or other users; using computing resources for unauthorized monitoring of electronic communications; destroying public records in violation of LCC's Retention of Records Policy ; violating any LCC or Kansas Board of Regents policy or any local, state or federal law.

If there is any doubt whether the user may engage in a specific activity using College equipment, the user has the responsibility to inquire concerning the permissibility of the activity, prior to execution. Such questions should be directed to the Director of Information Technology.

E-mail

Users of e-mail should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be kept totally secure and is, therefore, vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents.

E-mail users should also know that even if the sender and recipient have "deleted" their copies of an e-mail from their machines, there may be copies of the electronic mail that have been archived by the College's regular back-up of data on its file servers; therefore, the copies can be retrieved weeks or even months later.

LCC e-mail services may, subject to the previously mentioned restrictions, be used for personal communication purposes provided such use does not interfere with the operation of College information technologies including e-mail services, burden the College with additional costs, or interfere with the user's job duties or other obligations to the College.

Electronic mail may constitute a public record, such as documents subject to disclosure under the Kansas Open Records Act or other laws or as a result of litigation. However, prior to such disclosure, the College evaluates all requests for information submitted by the public for compliance with the provisions of the Act or other applicable law. In addition, electronic mail may constitute official College records. E-mails of these types may need to be retained for longer than an e-mail system is capable of retaining them. The sender/recipient should consult with the

College's designated Open Records Officer to determine if a particular e-mail message constitutes a College record or document subject to the Kansas Open Records Act.

Violation of these procedures, or the principles upon which they are based, may be considered a violation of College work rules or policy and will be treated as such. Disciplinary action will be taken in accordance with the appropriate College disciplinary policy and may also include removal of computing privileges and possible third-party prosecution in a court of law if the violation involves royalty or copyright infringement or other violation of law. In order to reduce the amount of labor College employees expend handling spam, the College is implementing the following spam blocking procedure:

1. Any College employee wishing to block spam for a specific site will submit to the Information Technology Department a list of the email addresses of the sites they wish to block.

Important Information and Work Rules

A. The Director of Information Technology will maintain a system to selectively block access to websites containing obscene materials (based on community standards) and/or materials that degrade the performance of the College's computer system by consuming excessive band width, storage space or create other impediments to the intended usage of the College's computer systems. Students and staff needing access to sites of this nature for valid academic or research purposes may contact the Vice President of Academic Affairs to obtain temporary access to the websites necessary to the academic or research purpose. Recognizing that the College has the duty to provide access to constitutionally protected ideas and thought, the College will not use "filtering" software that uses keyword searches that indiscriminately blocks access to sites with academically acceptable content along with sites with unprotected obscene content.

1. Complaints concerning obscene websites or websites that are interfering with the operations of the College's computer systems, should be forwarded to the Vice President of Academic Affairs for review and possible action.
2. Any authorized computer user may petition the Vice President of Academic Affairs to unblock a blocked website on the grounds it is not truly obscene under community standards (Policy 3.08 and Procedure 3.10) or that it has sufficient redeeming social/educational value to merit access.
 - b. The petitioner or the Director of Information Technology or the Vice President of Academic Affairs may appeal the decision to the President in writing. The President will review the matter and make a final determination. No further appeal will be permitted.

- B. Students and staff should not circumvent, disable, or otherwise try to render ineffective, College instituted website blocks, content access restrictions, or password systems. Violation of this rule will be considered a serious violation of policy and procedure.
- C. Staff and students must disclose to their supervisor or instructor their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College-owned computer they use. Additionally, staff and students must not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. When any Internet material is downloaded, it should be scanned using the College's antivirus software before use.
- D. Staff's on-line Internet use during working hours should be primarily limited to work-related activities. Students and staff are expected to show consideration of and respect for the rights, property (whether intellectual, electronic, or material), and time of others. Following is a partial listing of the types of activities deemed to be in violation of this procedure:
 - 1. Stealing or using another's password or data, using another person's account, or
 - 2. Degrading the performance of the computer system or internet system by excessive personal or College use, such as maintaining connection to the internet for long periods when not actively using the connection, using excessive Internet bandwidth during peak usage periods for activities such as downloading large non-business related files, using streaming media such as internet radio or video files for extended periods, running instant messaging or other internet software that uses internet resources to the extent that other users are inconvenienced by degraded performance, or
 - 3. Employing abusive or objectionable language in electronic communications such as e-mail or in a computer lab or group work areas, or
 - 4. Using more than one machine except where required for class work; or
 - 5. Altering the configuration or software on any College-owned computer by changing basic computer configuration settings, deleting software or files from College-owned computers, and/or adding new software or updating existing computer software using resources from any source without permission of the Director of Information Technology.

- E. In computer labs during class time, the class work takes precedence over personal use. When a lab is in use for a scheduled class, non-enrolled students and staff are not permitted to use the lab facilities without permission from the instructor.
- F. Course work takes priority over personal use even when a scheduled class is not in session. In the event a computer lab is full during non-class hours, students using the computers for personal business such as e-mail, games, etc. are expected to give up their computers to students who need the computer for course work.
- G. Computing resources must be used wisely. Do not waste them by printing large files without good reason, sending large amounts of personal email, sending chain mail, or other time or resource wasting actions. Since network disk space is limited, students should keep their files on their own diskettes unless instructed otherwise; staff are expected to make appropriate use of network and computer-based storage and not waste storage space as well.
- H. Computing environments should be kept clean and free of hazards to the equipment and free of annoyances to the users:
 - 1. Eating, drinking, and smoking are not allowed in any computer lab. Users are responsible for helping to keep these areas clean. Do not leave scraps of paper, printouts, or other extraneous material behind when leaving the lab.
 - 2. Loud conversations, horseplay and other distracting behavior should not be practiced in computer labs or group work areas. Listening to music in a computer lab should be done only through a headset with the volume set low enough that others couldn't hear.
- I. All use of computer labs must be scheduled for classroom purposes by the Office of Academic Affairs and all other usage by the Facilities Office and authorized by the Director of Information Technology. Unauthorized access to labs outside of posted hours is not permitted.
- J. Only authorized software may be used on College-owned computers. The use of personal copies of software on LCC computers without permission of the Director of Information Technology is not allowed. Information Technology personnel may remove non-authorized software or non-licensed software from College computers upon discovery.
- K. Piracy or illegal copying of computer software violates copyright law and is a punishable offense. It will not be tolerated at Labette Community College.
- L. The security of College computing equipment and data is the responsibility of all College students and staff. Anyone witnessing suspicious activity is encouraged

to immediately contact the Director of Information Technology or the Vice President of Finance and Operations. Each College department is expected to pay extra attention to the security of computers and data in its control.

- M. When a problem occurs or damage is discovered in a computer lab, the first report should be to the Lab Assistant on duty. The Assistant should then convey the information to his/her supervisor. If the supervisor is unavailable, or if a Student Lab Assistant is not on duty, or if the problem is not in a computer room, please contact the Director of Information Technology.
- N. When in doubt, contact the Director of Information Technology or one of the Information Technology staff. Otherwise, do only what specifically you have been given permission to do. If you have been given permission to use a file or piece of software, use it, but do not copy it, even on paper, unless explicit permission has been given.

Publishing World Wide Web Pages

Use of the Labette Community College computer network is a privilege provided to employees. As a shared resource of the College, this access is provided as both an educational tool and as a tool for receiving and disseminating information about the College's educational programs, activities, and services more efficiently. Students and staff who use the College network have the responsibility to use it in an ethical, professional, and legal manner.

Documents prepared for dissemination over the LCC network are considered a part of the College's official public documents and, as such, are considered in the same category as the College's official printed publications. All office and department home pages are expected to contain accurate information, to be written in a clear and concise style and be presented according to guidelines approved by the Web Publishing Committee and the Director of Public Relations.

Equally important, information disseminated publicly by the College's network should represent the College in a manner consistent with printed publications, i.e., all information should be appropriate for a general, worldwide audience. Information distributed by the College network for on-campus audiences only should be appropriate for the intended audience. Department heads are responsible for approving the content of their sites and for maintaining current and accurate information. Final authority regarding the content and style of all of the College network's World Wide Web pages rests with the Web Publishing Committee.

The following procedure applies to use of the Labette Community College network resources by offices, departments, or individuals. Authors of official College web pages are expected to abide by this procedure. Individuals publishing personal World Wide Web pages through the College network should refer to the official College procedure on personal web pages for information specific to those pages.

All current and future policies and procedures of the College are applicable and

enforceable in regards to network use. These include, but are not limited to the LCC policy on nondiscrimination (including harassment), the Code of Student Conduct, and all policies printed in the student handbook, the faculty handbook, and the staff handbook. In addition, royalty, copyright and intellectual property laws, and all federal and state laws, including those regarding distribution of obscene materials, are applicable to LCC web pages -- both personal and official office/department pages.

The College prohibits the use of its network in a manner that would result in unnecessary degradation of any network resource. For example, sites that become so popular as to tie up the entire system and prevent shared use by all are prohibited.

The Role of Privacy on the LCC Network

While the College respects and encourages each individual's right to privacy, it reserves the right to view all files for the purposes of administering and maintaining the system or to investigate complaints from other users or law enforcement officials. Users of the LCC network are expected to respect the privacy of other users and are prohibited from breaking into individual, departmental, office, or system files or from using another person's access code in order to obtain or alter information in those files.

Compliance with the Web Page Procedure

The Web Publishing Committee, under the authority of the President has the responsibility for all materials posted on the College web pages and may investigate documents that do not comply with this policy and procedure. Questions about the policy and procedures or reports of noncompliance may be addressed to any member of the committee at any time. Upon receipt of a notice of a possible problem, the committee chair will investigate. If, in the chair's opinion, a page is not in compliance with these policies or procedures, he/she may temporarily take it off-line, pending a meeting of the Web Publishing Committee to review the problem. In the absence of the committee chair, any member of the committee may take immediate action to shut down a site temporarily pending further review by the committee. If the committee concludes that a violation of this or other College policies or of state or federal laws has occurred, the violation will be forwarded to the appropriate authority. Violations not covered by existing College policies will be handled directly by the Web Publishing Committee. In addition, where state and/or federal laws have been violated, the College reserves the right to cooperate with authorities of these jurisdictions.

Credit Awarded For Non-Traditional Education (Procedure 3.05)

The following procedure is based on LCC Policy 3.05. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

- A. The Vice President of Student Affairs is responsible for implementation of

these procedures. Substantive revisions of these procedures require the President's approval.

- B. College credit may be awarded for non-traditional education according to the following conditions:
1. All students must be enrolled in at least six hours at Labette Community College and have declared a degree objective.
 2. All courses for which non-traditional credit is awarded must have equivalent courses in the Labette Community College curriculum. Partial credit will not be awarded.
 3. Course credit may be awarded for courses taken in the military but they must be identified in a current American Council on Education Guide.
 4.
 - a. Non-traditional education credits will not be awarded unless the learning as fostered in a recognized, national or state organization. The Vice President of Student Affairs is responsible for approval or disapproval.
 - b. Students must provide validated documentation stating the course, knowledge, skills and credit/clock hours completed. Failure to supply such will result in non-approval.
 5. The Dean of Instruction will review, and as is applicable, seek advice from full-time faculty, and approve or disapprove the application for non-traditional education credit relating to major courses.
 6. Credit is not awarded for prior work experience.
 7. General Education course credit will not be awarded for non-traditional education.
 8. Students must complete at least 12 hours of credit at Labette Community College with at least a "C" before non-traditional credit will be awarded.
 9. A maximum of 15 credit hours may be awarded and only six will fulfill major requirements.
 10. Departmental exams administered in the major area may provide an alternative to credit awarded for non-traditional education.
 11. Students are encouraged to seek advice from the Admissions Office. A \$45 fee must accompany the required application. Normal tuition and fees, which must be paid prior to posting on a transcript, apply to

any credits awarded.

Disability Services

Labette Community College, in adhering to the belief that all people should have the opportunity to develop to their potential, endeavors to stimulate enthusiasm for learning and provide opportunities to develop skills and attitudes to be a fulfilled, contributing member of society. LCC, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ensures that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College.

Each person who has met the academic and technical standards for admission to, or participation in, College programs and has provided documentation from a certified professional stating the nature of the disability, shall receive the reasonable and appropriate accommodations needed to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. Reasonable accommodations are those that do not fundamentally alter the nature of the program, that can be provided without undue financial or administrative burden, and that can be provided without lowering academic and other essential performance standards.

Services for LCC students who have a documented disability from a certified professional are coordinated through the ADA Coordinator in the Office of Finance and Operations (2nd floor, Student Union x1230). Many services are provided at no cost to enrolled students on an individual basis and with respect to confidentiality.

How to Access Accommodations

- Students with disabilities are to contact the ADA Coordinator to schedule an intake interview. During this meeting, the discussion will focus on how the disability affects the student and what accommodations have been recommended as appropriate at a postsecondary level. Early contact with the ADA Coordinator is imperative to ensure accommodations will be in place by the first day of classes.
- Students will be required to furnish appropriate documentation of their disability. The documentation must be completed by a certified professional, and include justification and *suggested academic accommodations*. This documentation must be on file with the ADA Coordinator before accommodations can be determined.
- The ADA Coordinator will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations. Renewal of documentation is normally required every three years and is the responsibility and expense of the student.
- Students must request accommodations each semester and requests should be made a minimum of 30 days before the first day of courses.
- Students will also be required to furnish a copy of the class schedule to the Coordinator for each semester accommodations are requested.
- Notify the ADA Coordinator immediately of schedule changes, including

leaving a copy of the new schedule, with the changes marked.

Types of Accommodations May Include, But Are Not Limited To:

- Notification of instructors concerning needed accommodations
- Note taker
- Course exam accommodations
- Recorded textbooks/materials
- Sign language interpreters
- Alternate print formats
- Quiet testing rooms
- Print magnifier
- Large screen computer monitor
- Screen reading software
- Alternate lighting for testing or studying

Accommodations/Substitutions

Accommodations will only be utilized in cases where the person's inability to meet the requirement does not constitute a fundamental alteration in the nature of the course/program. Students seeking an accommodation or course substitution on the basis of a specific disability shall present documentation to the ADA Coordinator to substantiate the disability. The documentation must establish that the disability can be reasonably expected to prevent the individual from meeting course and/or degree requirements. Substitutions, which are relevant to the student's career aspirations or college concentration, will be considered.

Grievance Procedure for Students With Disabilities

Students with disabilities whose accommodations, modifications, and/or adjustments are approved and who believe that they have been discriminated against on the basis of their disability should bring these issues to the attention of the ADA Coordinator. The Coordinator will work with students, faculty and administrators to resolve disagreements regarding recommended accommodations. If the Coordinator is unable to resolve the matter informally, or if the student with a disability is not satisfied with the resolution, she/he may file a written grievance with the Vice President of Student Affairs.

Emergency/Evening/Weekend Procedures

In the event of a non-instructional issue, students should act according to the Emergency Response Plan posted in each classroom.

When the fire alarm sounds or you are asked to evacuate for other reasons such as gas leaks and bomb threats, leave the building immediately. Evacuate all buildings to Forest Park and away from fire hydrants. If the situation allows, take all belongings with you.

The Environmental Services personnel will notify employees and students of possible approaching tornadoes during the evening and by the Emergency Response Team during regular working hours. Students and staff will move to the shelters indicated in the Emergency Response Plan in the classroom.

Other emergency related procedures are provided in the Emergency Response Plan posted in each classroom. In addition, an Emergency Intercom System is installed in each classroom that will allow each classroom to communicate with a central operator that will follow Labette Community College's Emergency Response Plan. Labette Community College reserves the right to contact medical personnel in an emergency with the college being responsible for the cost.

Emergency Response Team contact names and numbers are also provided in the plan posted in each classroom.

Falsification/Misrepresentation of College Records*

- No student shall complete a College record dishonestly.
- No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, a record, form, or document used by the College, nor shall a student knowingly/recklessly use altered, counterfeited, or forged records, forms, or documents.
- No student shall hinder or mislead or attempt to hinder or mislead a properly identified College official in the performance of his duty by providing false or misleading information or by misrepresenting the facts.

* Example: Documents related to residency, admission, disability, etc.

Library Access (Procedure 3.12)

CHILDREN IN THE LIBRARY

The Library at Labette Community College exists first and foremost to serve the students, staff, faculty and administration of the College. Children under twelve years of age must be accompanied by an adult, and may not be left unattended in the Library. In general, permission for children under age 12 to use or be in the Library unattended will not be granted. Unattended children require the attention of an adult, and library staff usually cannot take the time from their other duties to care for children.

STUDY GROUPS

1. Groups of students sent to the library for study purposes tend to become a distraction if left without a proctor. It is not the duty of the Library staff to act as proctor for these groups. The following guidelines should lessen the tendency of study groups to disturb other library users:
2. The instructor will give the Library staff at least 24 hours prior notice.
3. A proctor, who must remain with the class, must accompany groups of five (5) or more.
4. The Library staff reserves the right to ask any individual, sub-group, or the group as a whole to leave the Library because of inappropriate behavior.

DISABLED STUDENTS SERVICES

The Labette Community College Library staff shall make a reasonable effort to provide assistance to disabled students as needed to assure equal access to the library's resources and services. The students will also be referred to the ADA Coordinator in the Human Resources Office.

Assistance in the Library may take various forms depending on the disabling condition and may include but may not be limited to the following:

1. Help with literature searching.
2. Retrieval of materials from the stacks, shelves, files, etc.
3. Staff-assisted copy service at self-service rates for persons unable to use the copy machine.
4. Help with filling out of interlibrary loan forms.

TOURS

Tours of the Labette Community College Library and its resources are available for all LCC faculty members, staff and administration and their students. Advance notice is required to provide the best experience for the students. The Library staff will schedule the tours as close to the desired date as possible. Tours may be adapted as needed.

DISPLAYS

The Library reserves the right to decline the offer of art objects, posters, and other displays. The Library Director will decide what displays will be allowed in the Library.

Library Conduct (Procedure 3.13)

Users of the Labette Community College Library have the right to expect a safe and pleasant library environment free of disruptive activity, access to clean and undamaged library materials, surroundings free from food, tobacco, alcohol and drugs. Ensuring a pleasant and productive environment for study and research for all users requires that each user of the Library follow the Library's Conduct Procedures and refrain from the activities listed below:

1. Removing or attempting to remove library material or property without checking them out or without proper authorization.
2. Mutilating library materials by marking, underlining, or removing pages or portions of pages; removing bindings; injuring or defacing library materials or property in any way.
3. Creating a disturbance or behaving in a manner that interferes with normal use of the Library (Including but not limited to rowdiness, noise, falsely setting off fire alarms, and offensive behavior).
4. Harassing or threatening Library staff members or patrons.

5. Consuming food or drink around the computer areas of the Library.
6. Smoking or using smokeless tobacco in the Library.
7. Possession or consumption of alcohol or illegal drugs in the Library.
8. Treating other patrons without respect or dignity, or behaving in an inappropriate or discourteous manner.
9. Loud conversations or laughter that is disturbing to other users.
10. Obscene or abusive language.
11. Blocking or in any way interfering with the free movement of any person or persons.
12. Carrying weapons of any sort by any individual except law enforcement officers.
13. Using radios, tape players, etc. without headphones that prevent transmission of sound to others.
14. Soliciting or selling of any kind, unless approved by the Library Director.
15. Distribution of leaflets or posting of notices not approved of by the Library Director.
16. Rearranging furniture or equipment from one location to another without permission.

The Labette Community College Library and the patrons of the Library need this procedure in order to provide a clean and healthy environment for study and research, to preserve library materials, to protect library furnishings and equipment, and to prevent the disruption of other patrons' use of the Library. Taking part in the activities listed in this section may result in loss of library privileges, disbarment from the Library premises, College imposed sanctions and/or criminal prosecution.

INJURY OR SUDDEN ILLNESS

If a patron is injured or becomes suddenly ill and requires medical attention, the Library staff will assess the situation. A first-aid kit is available, but for more serious injuries, or if there is any doubt of the severity of a person's injury or illness, an ambulance will be called (911). The Library staff will obtain the name, address, and phone number of the ill or injured patron, of any witnesses, if appropriate, and the names of any College staff who were involved or who might have witnessed the incident. Library staff will notify the administration as soon as possible.

EMERGENCIES

In the event of a fire, a tornado, or another emergency situation, Library staff will alert the patrons to the procedures for evacuation or taking shelter. *Emergency Response Plans* are posted in the Library.

Library Internet Usage (Procedure 3.08)

The following procedures are based on LCC Policy 3.08 and 3.09. The policies can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policies.

Disclaimer

The LCC Library has no control over the Internet or its content and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Patrons should be aware that the Internet may contain material of a controversial

nature, and each individual must accept personal responsibility for determining the suitability and appropriateness of information obtained through the Internet.

While the Library staff may guide patrons to Internet sites that further the library's mission, the staff will not attempt to monitor, control or restrict anyone's access to the range of information available. The Internet may contain material that is inappropriate for viewing by children. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Complaints about the use of the Internet in the Labette Community College Library will be handled with the Library's Challenged Materials Policy.

Security

The LCC Library assumes no responsibility for any damages, direct or indirect, that may occur from the use of its electronic resources. Users should be aware that computer viruses exist and take steps to avoid being a victim or unwitting distributor of these processes. While the Library shall make every attempt to ensure confidentiality, security is technically difficult to achieve, and electronic communications and files could become public.

Acceptable use

Use of the LCC Library's Internet access for purposes contrary to state or federal laws or in a manner that violates the LCC Library's Conduct Policy will not be tolerated. Such purposes include **but are not limited to**, harassment of others, distribution of unsolicited advertising or chain letters, falsely identifying oneself, unauthorized copying of copyrighted material, propagation computer viruses, and attempting to access unauthorized files or systems (including saving or changing files on the library's hardware or attempting to access programs not related to the computer's intended use as an Internet workstation for educational purposes). Such activities may result in loss of system privileges, College-imposed sanctions, disbarment from the Library premises, and/or criminal prosecution. Violators will receive formal notice of the College's Internet Use Policy and will be given a chance to appeal the resulting sanctions.

Staff Assistance

Internet use requires basic computer skills. The LCC Library staff will provide assistance in locating information as time permits. While every attempt will be made to provide public Internet access during all scheduled opening hours, the LCC Library cannot guarantee that service will run uninterrupted or trouble free.

Responsibility

The Library Director holds responsibility for interpreting, monitoring, and ensuring regular review of this policy. The Library Director also holds the responsibility for effectively communicating employee responsibilities regarding this policy.

Filtering

The Labette Community College Library will abide by the Kansas Library Association's Statement on Internet Filtering, adopted June 16, 1998. The statement is found in the appendix of this manual.

Location of Records

Student records maintained by the Student Affairs Office include admissions applications, transcripts, enrollment forms, schedule change forms, and ACT & SAT scores. Financial Aid applications and records, including student earnings and disbursements, are on file in the Financial Aid Office.

Student placement test results are maintained in the Student Success Center.

Applications for admission to specific programs, test results, confidential references, and unofficial copies of transcripts are maintained in the Program Assistant's Office of the prospective department. (i.e. Nursing, Radiography, Respiratory Care, etc.).

A charge of \$1.00 per page will be assessed the student for reproduction of the records requested by the student official. Official Academic transcripts are \$5.00 per copy. Students can print an unofficial transcript using their student ID in Student Affairs.

Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title IX, Education Amendments of 1972 or Title VII of the 1064 Civil Rights Act. In its 1980 guidelines, the Equal Employment Opportunity Commission (EEOC) defines the rights and responsibilities of employers and employees in the workplace. Labette Community College prohibits sexual harassment by all employees and students in accordance with applicable Kansas and Federal laws.

The College is committed to maintaining an environment free of objectionable and disrespectful conduct and will not tolerate behavior of a sexual nature that interferes with an individual's performance or creates an intimidating, hostile, or offensive learning or working environment.

Alleged incidents of sexual harassment will be fully and promptly investigated, and appropriate disciplinary or other corrective action will be taken where the investigation indicates such harassment did occur. Students who feel they are being harassed by anyone connected to LCC should contact the Director of Human Resources at (620) 421-6700, extension 1234, or Vice President of Finance & Operations at extension 1231. Students may also contact the Vice President of Student Affairs at extension 1264.

Soliciting, Distributing Literature, and Advertising on College Property (Procedure 2.11)

The following procedure is based on LCC Policy 2.11. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Labette Community College procedures relative to time, manner and place for the acts of soliciting, distributing and advertising on College property are established to ensure that the educational functions of the institution are not significantly interfered

with by individuals or groups while providing reasonable opportunities for persons to exercise their rights of freedom of speech and expressions. Decisions regarding the acts of soliciting, advertising and distributing literature on College property will be made on a content and subject neutral basis

Only those groups or individuals representing Colleges or non-profit organizations may use College property for the purpose of soliciting, distributing literature and or advertising unless the Vice President of Student Affairs makes an exception. The Student Life Specialist is designated to approve or disapprove all materials to be posted. The Director of Admissions is designated to approve campus visits. The Vice President of Student Affairs may be consulted by the Student Life Specialist and/or Director of Admissions as appropriate.

Definitions

College “property” means property under the College’s jurisdiction, either owned or leased.

“Advertising” means placing or displaying printed, written, drawn materials (such as artistic documents) and/or publications on College property or on vehicles on College property.

“Soliciting” means to approach persons with a plea or request, to include sale of merchandise, services, commodities or requests for funds.

“Distributing literature” means to hand materials to persons or to make materials available to persons, or to place materials on College property or vehicles on College property.

“Authorizing office” means the Student Life Office or Director of Admissions Office.

Advertising

Advertising materials must:

Be factual and represent the true nature of the event, activity, service, or commodity advertised;

Not claim or imply College endorsement or sponsorship;

Be date-stamped by the authorizing office before posting, and be in accord with any other applicable College policies or procedures.

Advertising by individuals and groups

Advertising on College property requires approval of the authorizing office and is subject to the procedures herein and other procedures, which may be required to effectively operate the College.

On-campus groups and organizations must, when advertising activities not open to the public, confine advertising to the College property on which the activity is to occur.

Off-campus groups or organizations wishing to advertise on College property must follow approved operating procedures relative thereto.

Individuals may, if authorized, use designated bulletin boards for personal announcements. Such announcements are removed on a regular basis.

Forms of Advertising

- A. Posters
- B. Posters may be displayed on bulletin boards on College property if:
- C. The poster displays the sponsoring organization's name and the date-stamp of the authorizing office is attached.
- D. The poster is no larger than 12 x 18 inches
- E. There is only one poster on a bulletin board, which advertises the same activity.
- F. Posters may not be placed on utility posts, trees or shrubs, information or directional signs, interior or exterior building walls, doors or windows, or similar locations. Individuals or organizations violating regulations may be held liable for damages caused by posting.

Banners

- A. College units and recognized campus organizations may display advertising on one or both sides of a banner on College property:
- B. In locations identified by the authorizing office.
- C. To display a banner on College property, the unit or organization must request such, in writing, to the appropriate authorizing office at least 7 calendar days before the display date. If the request is approved the unit or organization must:
- D. Display the unit or organization's name in clear, legible letters in a prominent location on the banner.
- E. To acquire approval, take the banner to the authorizing office at least two days before the display date;
- F. Place the banner in the approved location and remove the banner after the approved posting period.

Soliciting

Individuals and groups are permitted to solicit on College property as follows:

- A. Recognized student organizations or specific College units/departments may do so if approved by the authorizing office.
- B. Off-campus companies or groups are prohibited unless the Vice President of Student Affairs makes an exception.
- C. Individuals seeking personal gain are prohibited unless the Vice President of Student Affairs makes an exception.

Solicitation by recognized student organizations or College units

- A. Recognized student organizations wishing to solicit on College property must present a written request to the authorizing office. Such request must state the date and time for the activity and must be received at least two days in advance of the requested date. If the request is approved, the organization may solicit for the time period approved but not to exceed five calendar days. Extensions require an additional request.
- B. Solicitation may be limited to a specific area designated by the authorizing office.
- C. The activity must not, due to loud noises or interruptions, disrupt the educational activities of the College.
- D. The individual or group must request from the Facilities Director use of

- College-owned furniture.
- E. The individual or group may post signs, banners, or other materials at their table.
 - F. Individual or group must remain in approved areas and not obstruct traffic.

Distribution of Literature

- A. Distribution of literature is prohibited in areas associated with educational and administrative functions of the College, which include, but are not limited to, inside buildings or external walkways from which individuals enter and exit classrooms. An inside area which is an exception to this procedure is the first floor of the Student Union. The area will be designated by the authorizing office.
- B. Individuals or groups must remain in approved area(s) for the duration of the activity.
- C. Not wander to undesignated areas of the College property while distributing literature.
- D. Not obstruct pedestrian or vehicular traffic flow, or the free movement of any individual by any means or activities.
- E. Ensure that the activity does not, due to loud noises, disrupt the educational activities of the College.
- F. In the event there is an allegation of disruption, follow direction of authorized College officials.
- G. In addition to the procedures stated above, individuals or groups may distribute literature according to the following procedures:
- H. Handbills, pamphlets and other literature distributed on College property must display the name of the sponsoring organization or group.
- I. In the event literature distribution results in unreasonable littering of the College property by such individuals or groups, such activity may be halted by College officials.
- J. Literature may not be placed on vehicles parked on College property.
- K. If individuals or groups wish to place literature on College property for pickup by passers-by, they must do so in areas/locations designated by the authorizing office.

Approval/Disapproval of Activities

- A. Individuals or groups may be denied, by the authorizing office, the opportunity to conduct an activity for soliciting, material distribution, and advertising on College property because of scheduling conflicts or space not being available on a particular day. Alternative days/times or places will be offered by the authorizing office.
- B. The Vice President of Student Affairs is responsible for administration of these procedures. Any exceptions to such must be authorized by him/her.

Student Code of Conduct (LCC Procedure 4.08)

Labette Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create the atmosphere in which these goals can be pursued, the College maintains disciplinary rules and regulations. Students are expected to behave in a

manner conducive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct that occurs either on campus or off campus.

The Vice President of Student Affairs shall be primarily responsible for the administration of the student conduct system. The Vice President of Student Affairs will coordinate academic misconduct with the Dean of Instruction, as stated in Procedure 3.07 Academic Honesty.

A. Applicability

This Code of Student Conduct is applicable to every student enrolled at the College, whether part time or full time and whether in residence, by extension, or otherwise and may at times apply to persons off campus when using College facilities or participating in LCC programs or activities, including, but not limited to, off campus outings and clinical practice trips. This code is adopted pursuant to authority granted by the LCC Board of Trustees.

B. Definitions

1. Academic work: includes preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted &/or performed for purposes of evaluation/grade determination.
2. Code: this Code of Student Conduct.
3. College: Labette Community College.
4. College officials: those persons given the responsibility and authority by the appropriate agency or person, including trustees, regents, faculty, physical plant and administrative staff.
5. College property: property owned/used/controlled/occupied by the College, including property physically removed from a campus.
6. Day: Business day is that in which College administrative offices are open for normal business, even if no classes are being held.
7. Disciplinary action: proceedings under Section 3 of this code.
8. Hazing: activities defined in the LCC Hazing Code ([Appendix A](#)).
9. Hearing Officer: that person appointed by the VP of Student Affairs or the Chair of the Appeals Committee, to conduct hearings under Section Three of this code.
10. Notice: correspondence (1) sent by mail, including email, addressed to the addressee at the local address, as shown on College computer records in the Office of the Registrar/Admissions; (2) personally delivered to the addressee; or (3) personal contact.
11. Preponderance of the evidence: that quantum of evidence which, when given probative force, would tend to prove that a fact is more likely to be true than not.
12. Published LCC policy: any provision of a Board of Trustees order or rule, an official College policy or procedure, or a published directive, rule, or regulation of the College.
13. Record: all written documents, forms, copies, reports, statements, tape recordings, or tangible evidence in a disciplinary action.
14. Will and Shall are used in the imperative sense.

C. Awareness of Student Code of Conduct Policies

Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Affairs' Office or in the Library. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus that is likely to have an adverse effect on students, employees, the College or the educational process. In the event of an infraction:

The student(s) believed to have been involved will meet with the respective college official to review the incident.

Following a preliminary investigation, if sufficient evidence indicates that a violation of the Code has occurred, the official will initiate the procedures for an initial hearing, as indicated in Section 3.

Should the student disagree with the findings, an appeal is allowed from the initial hearing, and is to be pursued within the respective procedures.

D. Conduct Required

Each student shall conduct himself in a manner consistent with the College's mission as an educational institution. Any student who fails to conduct himself in such a manner violates this Code and a disciplinary penalty may be imposed.

E. Conduct Prohibited

Specific examples of conduct that are in violation of the Student Code of Conduct include, but are not limited to, the following, and include any attempt to commit the following (including conspiracy or collusion):

1. Commission of an act that would constitute an offense under appropriate federal, state or local criminal and civil statute.
2. Violation of any published College policy.
3. Failure to comply with the directives of a College official acting in the performance of his duties. This includes the failure to respond to a summons to the office of an administrative officer within the designated time or to present identification upon request of any college official. This summons may be issued by mail, phone, email, texting, etc.
4. Furnishing false information to the College, and/or giving false testimony or other evidence at a College disciplinary or other administrative proceeding
5. Issuance of a check without sufficient funds or otherwise failing to meet financial obligations to the College.
6. Sharing of LCC RedZone pin number or LCC e-mail address password with anyone.
7. Unauthorized throwing of any object in/from College facilities.
8. Misuse, abuse or unauthorized use of fire extinguisher or other safety equipment (such as alarms or notification equipment).
9. Engaging in conduct that interferes with or disrupts any College teaching,

research, administrative, disciplinary, public service, any other authorized activity or the peace and welfare of any person, whether on or off the campus includes collusion. (See Item F below).

10. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.
11. Possession of or making use of College keys for an unauthorized purpose.
12. Engaging in or submitting to hazing which includes but is not limited to an initiation by an organization utilizing any dangerous, harmful, or degrading act toward a student (See Item G below).
13. Violation of the published College policies on the possession and use of alcoholic beverages.
14. Gambling in any form on College property.
15. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance (whether or not it is an illegal substance), especially on College property or at College activities. or
16. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or property on College property.
17. Theft, destruction, damage, or misuse of property belonging to or the responsibility of the College or to any person.
18. Any forgery or fraud, including but not limited to alteration, or misuse of College documents, forms, records, meal cards or identification cards.
19. Advocating or recommending orally or in writing conscious or deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and setting in place such actions.
20. Unauthorized entry/use of LCC buildings, facilities, equipment, resources.
21. Not maintaining current official mailing addresses (local & permanent) in the Student Affairs Office or giving a false, invalid or fictitious address.
22. Knowingly or recklessly (1) initiating, communicating, or circulating a report of a present, past or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies (can include any semblance of a terroristic threat); (2) placing a person in fear of serious bodily injury; or (3) preventing or interrupting the occupation of a building, room or aircraft, automobile, or other mode of conveyance. This includes collusive action to commit these acts.
23. Violation of college, local, state or national parking & traffic regulations.
24. Receiving three (3) Academic Misconduct Forms during their attendance at LCC. (Refer to Procedure 3.07)
25. Receiving three (3) Tobacco Incident Forms during their attendance at LCC. (Refer to Procedure 2.09)
26. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software. (Refer to Computer Use Policy under the policies/procedure section)
27. Malfeasance or misuse of elective or appointed office in a student organization

or position as a college work study, its members or the welfare of the College community.

28. Behavior misconduct. Individuals are not to exhibit behavior that threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner.

This includes intentionally, knowingly, recklessly harassing or threatening, in person, by phone, in writing, in collusion or other means, which thereby causes or intends to cause annoyance or alarm. This includes racial, ethnic or sexual harassment, and bullying.

"Bullying" means any intentional gesture or any intentional written, verbal, or electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property;

Placing a student or staff member in reasonable fear of harm to the student or staff member; or

Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

A student may be directed to desist from behavior, which, in the opinion of a college official, is intended to or has the effect of subjecting an individual to this type of harassment or intimidation.

Students persisting in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.

29. Rape. Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Unwanted sexual activity, including date/acquaintance/gang rape/sexual harassment, will not be tolerated and the perpetrator (s) could face both College disciplinary action and criminal charges.

30. Firearms, fireworks, and other weapons. Possession of firearms, fireworks, explosives, facsimile and unlawful weapons such as those listed below shall be prohibited on College property. The use of any object to cause or to attempt to cause, either injury to a person or damage to property is prohibited. The possession or use of any fireworks, explosives or firearms on the College property is in violation of College regulations. Students identified in these violations face serious disciplinary action, up to and including suspension, expulsion, and/or dismissal from school, as well as referral for prosecution. Storage space for firearms or other weapons is not provided on College property. A weapon is defined, but not limited to the following:

A bludgeon, sand club, metal knuckles, or throwing star, or any knife commonly referred to as a switch blade, which is a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife having a blade that opens

- or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- A dagger, dirk, billy, blackjack, slingshot, dangerous knife, straight edged razor, stiletto or any other inherently dangerous or deadly weapon or instrument of like character, except that an ordinary pocket knife with no blade more than three inches in length shall not be construed to be a dangerous knife, or a dangerous or deadly weapon or instrument;
- A tear-gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;
- A pistol, revolver or other firearm. (Refer to the Weapons Policy in the previous section.)
- A spring gun.

F. College Policy Prohibiting Disruptive Activities

The College reserves the right to take disciplinary action against individual students and/or groups who are involved in disruptive activities. Such disciplinary action may be taken independently of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions.

Persons engaging in certain disruptive activities on the College campus, including extension sites, will be subject to discipline and referred to the County Attorney for criminal prosecution.

No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus property or extension sites of LCC.

For the purposes of this section, disruptive activity means:

Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;

Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;

Preventing or attempting to prevent by force, violence or threat of force or violence a lawful assembly authorized by the school administration;

Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or

Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without authorization of the school administration.

Activity/behavior, which prevents the academic process from proceeding in an orderly fashion and which continues after the college official has requested the behavior of the student to cease and/or the student has been issued a written statement to refrain

from such behavior. (An instructor can dismiss a student from that class session for disruptive behavior. The student is to meet with the Vice President of Student Affairs prior to returning to class, if so directed by the instructor.)

Persistent or gross acts of willful disobedience or defiance toward college personnel.

Verbal abuse towards a student or college employee.

Disorderly, lewd, indecent or obscene conduct.

Breach of peace on college property or at any college sponsored or supervised function.

Failure to comply with socially acceptable standards of personal hygiene, e.g. body odor, lice, smelly clothing.

Behavior when taken by itself may not normally be perceived as disruptive, but when viewed in the overall context of the situation, especially as it relates to repetitive behavior, noticeably impedes the learning environment.

For the purposes of this section, a lawful assembly is also disrupted when any person in attendance is rendered incapable of participating in the assembly due to use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Kansas.

G. College Policy Prohibiting Hazing

The College reserves the right to take disciplinary action against individual students and/or groups who are involved in hazing activities, especially those which endanger the physical &/or mental health of those involved. Such disciplinary action may be taken independently of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus. Any hazing activity described below upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by LCC shall be presumed to be a forced activity, even if the student willingly participated in such activity.

For purposes of clarification:

Hazing means an activity that endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating as an entity of LCC;

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Kansas Statutes, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

Endanger the mental health shall include, but not limited to, any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

H. Procedures

Investigation. When the Vice President of Student Affairs receives information that a student has allegedly violated a published College policy, she/he shall investigate the alleged violation. The Vice President of Student Affairs may discuss, consult and advise with the individuals involved.

Faculty and staff shall submit a Behavior Misconduct Form to report violations of Procedure 4.08. The forms are available on Public Folders and on the RedZone Faculty Page.

Full-time and adjunct faculty shall submit Academic Misconduct Forms to the Vice President of Student Affairs and the Dean of Instruction. The forms are available on Public Folders and on the RedZone Faculty Page.

Faculty, staff, and students shall submit Tobacco Incident Forms for students to the Vice President of Student Affairs. The forms are available on Public Folders and on the RedZone Faculty Page.

Faculty, staff, and students may also submit a violation via written correspondence (letter or email) or by contacting the Vice President of Student Affairs via phone call or in person.

Administrative Hearing. If the Vice President determines from the investigation that a hearing shall occur, the student will be notified by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address listed in the College's Database. When the student appears before the Vice President of Student Affairs, the student shall have an opportunity to relate or explain any facts bearing on the alleged violation. After a fair and impartial assessment, the Vice President of Student Affairs shall make a determination of whether a published College policy was violated, and if so, will impose the appropriate disciplinary penalty. The Vice President of Student Affairs shall provide the student with a written decision either at the time of hearing or within ten days of the hearing. The Vice President of Student Affairs also retains the option of referring the case to the Appeals Committee.

Nonacceptance of Administrative Disposition. If the student chooses not to accept the Vice President of Student Affairs' decision, the student has ten (10) consecutive business days after the notification of the decision is mailed in which to file a written request for an appeal to the President.

I. Short Term Suspension Pending a Hearing

When Appropriate. In the event the Vice President of Student Affairs or the President has reasonable cause to believe that a student's continued

enrollment poses (1) a danger to the safety of the student, other persons, or College property; or is (2) an ongoing threat of disrupting the academic or administrative process, the Vice President of Student Affairs or the President may impose any of the disciplinary penalties provided below, pending a hearing. (3) The Vice President of Student Affairs may also require the student to undergo counseling and/or an evaluation, at the college's expense. The Vice President of Student Affairs may require counseling and/or evaluation be completed prior to the temporary discipline or as part of the final sanction.

Notice of Temporary Action. Upon the decision to impose the disciplinary action, the Vice President of Student Affairs or the President shall notify the student email or in person.

Hearing. Upon notification to the student of the temporary disciplinary action, the Vice President of Student Affairs shall immediately initiate the hearing procedures provided in the Code, and a hearing shall normally be held no later than ten class days after the temporary disciplinary action was taken.

J. Hearings

Rights of Student in Hearings. Each student who is summoned to a hearing or who is temporarily suspended shall be afforded the right to:

- a. Notification in writing of the College policy alleged to have been violated, and of the charges claimed to constitute the violation.
- b. Notification in writing of the date, time, and location of the hearing.
- c. An adviser (friend, parent, faculty member, etc.) or legal counsel may participate in the hearing. Students wishing to have an attorney present must notify the Vice President of Student Affairs in writing three full business days in advance. Notice must include the name and address of the attorney, and authorization for the college to release information to the attorney.
- d. The presentation of witnesses and other evidence, which must be requested no later than three full business days prior to the hearing. The Vice President of Student Affairs may contact these and other witnesses in advance and may request a written or recorded summary of their testimony.
- e. A transcript or recording of the hearing, if requested prior to the start of the hearing, the cost of which is to be borne by the student.
- f. The student has the right to be present throughout the hearing, except during deliberations. This right may be waived by the student's failure to attend the hearing.

The hearing will be conducted in a manner confidentially to protect the privacy of the student and witnesses.

Time of Hearing. When required, a conduct hearing shall be held as soon as practical but no earlier than five class days after the required written notice to the student, unless the student agrees to a more immediate resolution.

Notice of Hearing. The Vice President of Student Affairs shall give written notice to the student containing the following:

- a. A statement of the charges and a brief description of the alleged conduct upon which charges are based.

- b. The date, time, and location of the hearing.
- c. A reference to this chapter/section, which includes the rights of the student.
- d. A statement that the student must provide a list of witnesses, and a description of other expected evidence.
- e. Statement referring to the student's rights in the hearing.
- f. Statement regarding non-attendance at hearing (see item 5 below)
- g. When service is by mail, the proper official shall enclose the notice of charges in an envelope, postage prepaid, and mail the letter by regular mail to the student at the student's permanent or local address (as appropriate) as maintained in the Office of the Registrar. NOTE: It is a violation of the Code of Student Conduct for students to not maintain a valid address. If faxed to student or student designee (such as an attorney) notation on Vice President of Student Affairs copy shall be sufficient.
- h. The Vice President of Student Affairs retains the option of notifying the student by email at the address noted on the Registrar database &/or other addresses of which the Vice President of Student Affairs has been made aware.
- i. A hearing may be postponed one time by the Vice President of Student Affairs for good cause upon written request being filed within three (3) working days prior to the date of the hearing. The length of the postponement, if granted, shall be a reasonable time, as determined by the Vice President of Student Affairs and if applicable, the Vice President shall determine if the students remains on suspension until the hearing is held.
- j. If the student does not appear at the hearing, the student will waive the right to the hearing. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) will render a decision based on the information and evidence available.
- k. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) will govern the procedure to be followed, rule on the admissibility of evidence, and control decorum in the hearing. He /she may freely question any witness.
- l. Upon the request of the student, or upon his own initiative, the hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) may issue a subpoena or subpoena *duces tecum* for a witness to appear and testify or produce documents at a hearing. Subpoenas shall be personally delivered or sent by certified mail. Students, staff and faculty who are subpoenaed to the hearing are expected to comply.
- m. During the hearing, only the Vice President of Student Affairs or the appropriate committee members, the student and the adviser, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) reserves the right to allow alleged victims to be present throughout the hearing. Key witnesses may be allowed to remain for extended periods to listen and respond to significant testimony or evidence that is presented, at the discretion of the chair. *All persons present at the discipline hearing shall treat the matters discussed therein as confidential*

information not to be disclosed to others. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) may dismiss any attendee from the hearing for cause, such as inappropriate behavior.

n. Legal rules of evidence do not apply to conduct hearings. Any relevant evidence may be admitted, if it is credible and is the sort of information reasonable people would rely upon in the conduct of their decision-making.

o. The student may choose not to testify, and the hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) and appropriate committees shall presume the student innocent of the charges until he/she is found to have committed the act by a preponderance of the evidence.

p. The hearing may occur, including judgments and sanctions, regardless of the student's attendance, based on the information and evidence available.

q. During an appeal hearing, which will be conducted by an Appeal Committee, the Vice President of Student Affairs and the student may present brief summation arguments. Deliberations will be closed to all but the committee members. The committee may recall any witness who can provide information pertinent to the deliberations. The final decision of the committee shall be by majority vote. If the committee finds the student guilty, the committee will review the student's past violation(s) when considering penalty assessment for the student.

r. The Appeals Committee shall deliberate and determine whether the student is guilty of violating a published College policy. The Chair of the Appeals Committee shall state in writing the College policy, which was violated, each finding, the acts supporting same, and the penalty to be imposed.

The Vice President of Student Affairs shall inform the student of the decision in writing, and if a disciplinary penalty has been imposed.

K. Disciplinary Penalties

Nature of Penalties. The following penalties comprise, but are not limited to, the range of official College actions, which may be taken when a student engages in prohibited conduct. These penalties are not exclusive and may be imposed together with other penalties.

Warning: A verbal or written notice to the student that a violation of a published College policy has occurred and that the continuation of such conduct or action could result in further disciplinary action. This becomes a matter of record in the Vice President of Student Affairs office.

Restricted privileges: Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of campus, dining privileges, visitation privileges, restricted privilege to attend classes or events, or participation in athletics or other extracurricular activities. The restriction may be imposed for a definite term or period of time.

Special project: The requirement that the student complete a special project, which may be, but is not limited to, writing an essay, attending special courses, community service, lectures, or counseling sessions at the student's expense. The special project may be imposed only for a definite term.

Restitution: Paying for physical or property damage, losses, or misappropriation, either monetarily or by the performance of specific duties.

Disciplinary probation: A finding that the student is not in good standing, and that his continued enrollment is conditioned upon adherence to published College policies. Probation may be imposed only for a definite term but automatically imposes the following:

- i. A student on disciplinary probation or additional disciplinary sanctions is ineligible to hold or be elected to an office of any student organization recognized by the College;
- ii. A student on disciplinary probation or additional disciplinary sanctions may not represent the College in any special honorary role, e.g. SKILLS USA Conference, choir tour, athletic competition.

Prohibition against readmission.

Loss of or ineligibility for a student scholarship, grant or loan.

Suspension: Separation from the College for a definite term, during which the student shall not be permitted to attend courses or participate in any College activity. *

Expulsion: Expulsion is the termination of student status for an indefinite period, up to one calendar year. The conditions of readmission, if any, shall be stated in the order of expulsion. When an offense is so severe that the College will not allow the student to reenroll, the student will be expelled. If a student is reinstated after the expulsion, it is only after a complete reconsideration of the case by the Vice President of Student Affairs (or the Appeals Committee).*+

Banned from Campus: If the seriousness of the offense warrants, a student may be banned permanently from campus. When a student is banned, they will be informed in writing that if they are on college property, the local authorities will be contacted.

Recording of Penalties. The penalties provided would be noted in the student's conduct file.

Finality of Penalties. No penalty shall normally take effect until disciplinary action becomes final. Disciplinary action becomes final when:

In the event of administrative disposition, upon receipt by the student of the decision.

In the event of a hearing, upon notification to the student of the decision of the Appeals Committee.

In the event of review by the President, or Board whether directly or by appeal, upon notification to the student.

If disciplinary action is invoked prior to appeal, student may request an appearance before the proper supervisor/body.

* = Vice President of Student Affairs has the option of requiring the individual to attend a screening/assessment appointment at the student's expense prior to permitting readmission.

+ *Expelled Student Procedure*

A student can be banned from campus when an incident is reported that could be threat to one or more individuals at the college. When this is done, it is considered a temporary ban and will not exceed ten days while an investigation is being completed. The student will receive a letter indicating this is the case and will be made aware of the process.

When a student is expelled, they will receive a letter from the Vice President of Student Affairs indicating expulsion as well as any time limits and conditions that have been placed on the student. Depending on where the student is at in the Discipline Process, they will have the opportunity to attend a hearing or appeal the decision.

At the time of a temporary ban or an expulsion, the Administration Team will be notified of the expulsion, the reason, and will include a picture of the student.

The Administration Team then determines which staff members within their departments should be notified of the temporary ban or expulsion without giving the reason unless deemed necessary. A statement regarding FERPA and the confidentiality of the issues will be made at this time. In addition, staff will be told that additional communication will occur as warranted, based on where the individual is in the hearing/appeal process. Some of the following staff should be informed:

Instructors the student has for the current semester, as well as full-time faculty, will be informed by the Dean of Instruction.

Staff sitting on the "front line" of customer service areas, i.e.

Admissions Desk, Business Office Desk, Receptionist, Library.

Academic Adviser.

Director of Facilities.

Coach and Student Organization Advisers if appropriate.

If a student is cleared to be back on campus, the Vice President of Student Affairs will contact the individuals listed above indicating such as well as any restrictions that have been placed on the student. The Dean of Instruction will then inform the instructors.

If a student is expelled from on ground classes (Main Campus, Cherokee Center, Extension Sites), the Vice President of Student Affairs will make a recommendation on whether the student should remain in any online courses he or she might be enrolled in. The student may be allowed to complete these courses for the semester but then will not be allowed to re-enroll at LCC.

Each disciplinary situation is different so the timeline, persons informed, and process may be modified based on unique circumstances.

A listing of all expelled students will be kept on file by the Administration Team with the Vice President of Student Affairs providing updates as needed.

L. Appeals

1. Appellate Jurisdiction

Vice President Level. The Vice President of Student Affairs will administrate all student conduct matters. Students involved in

nonacademic misconduct may appeal the Vice President of Student Affairs' decision to the Appeals Committee. Academic appeals of the Dean of Instruction decisions may also be sent to the Appeals Committee, pending review by the Vice President of Student Affairs.

Appeals. The Vice President of Student Affairs, in the event of a written appeal of a disciplinary sanction, shall coordinate the appeal hearing logistics such as notification to all parties of the time, date, location, etc., similar to that stated above. Nonacademic appeals will then go direct to the Committee. Academic Appeals will have to be processed via the Dean of Instruction, then, if not resolved, to Vice President of Student Affairs for review before bringing it to the Committee.

Appeals Committee. This body, approved by the President, serves one year. It is comprised of two faculty, three students and two staff members (one Educational Support Staff and one Professional Staff) The Chair will work closely with Vice President of Student Affairs to follow appropriate procedures for the hearing.

2. Perfecting Appeal

Filing Deadline: A student wishing to appeal the Vice President of Student Affairs' decision must have a signed, written notice of the appeal request with appropriate rationale to the Vice President of Student Affairs' office no later than 4 p.m. ten (10) business days after the notification of the prior decision is mailed to the student or attorney, or five (5) business days if faxed or hand delivered.

The grounds for requesting appeal should be:

The sanction imposed was too harsh (probation for at least one semester, suspension, or expulsion only).

An error that significantly prejudiced the rights of the defendant. (Be specific; include documentation.)

Significant new information discovered after the initial hearing and presented to the Vice President of Student Affairs within ten days of that hearing.

3. Appeal Evaluation.

The Vice President of Student Affairs will contact the Chair of the Appeals Committee to evaluate the grounds for appeal. If they are believed to be sufficient, the Chair will notify the Vice President of Student Affairs to initiate procedures for convening the Committee no later than ten (10) business days of the request, unless there are extenuating circumstances, which are to be shared with the student.

4. Appeals Committee

The Chair of the Appeals Committee will notify the student in writing of the time, place and date of the appeal hearing with other required information (as listed in Section J).

No committee members may have a material interest in or knowledge of the issue on appeal.

Shall receive for review all written materials and information relevant

to the appeal, which will be independently reviewed by the committee members.

May collect more information to rule on the question.

The hearing will occur regardless of the student's attendance, with the decision based on the information and evidence available. See Section J for the hearing procedures.

Members may question participants written or verbal statements.

The Chair, selected by the President, may devise the format, limit discussion, and otherwise conduct the meeting, as she/he deems fair and appropriate, with the consensus of the Committee members.

5. Action on Appeal. Upon either appeal or discretionary review, the officer/committee considering the same shall review the transcript(s) and may require, at his discretion, the parties to submit written &/ or oral arguments. The officer/committee having jurisdiction may approve, reject, or modify the decision being appealed and may require that the original hearing be reopened for presentation of additional evidence and reconsideration of the current decision.
6. Appeal Review. The President may, on his/her initiative, review any disciplinary case. Upon such review he/she may approve, reject, or modify the lower decision, or may remand the decision to the original hearing for presentation of additional evidence and reconsideration of the decision.

Student Directory Information

Under Section 438 of the General Education Provision Act as amended, Part 99, Privacy Rights of Parents and Student, Subsection 99.37, educational institutions may disclose to the public personally identifiable information about students provided that it is classified as directory information.

The following is considered directory information:

Name	Degrees & awards received
Address	Dates of attendance
Email Address	Date of graduation
Current telephone status	Date of birth
Current enrollment status	Place of birth
Athletic Program information	Concentration
Previous institution most recently attended	

Student Grievance (Procedure 4.081)

Purpose

A Labette Community College student may appeal any instance of misapplication of College policy, procedure, or practice, which adversely affects him/her. Under this process, the student may not appeal the following:

- The receipt of a grade after one semester (fall and spring);
- The receipt of academic sanctions;
- Established College policies or procedures themselves

The College Student Appeal Procedure provides the student due process in the resolution of appeals. Where a specific College process is provided for resolution of a complaint it must be used.

Procedures

Students must follow the following procedures:

Step One:

A student who alleges that he/she has been adversely affected by the misapplication of College policy, procedure, or practice shall first meet informally with the person applying the policy, procedure, or practice to discuss the situation in an attempt to reach an informal resolution.

The conference must take place within five working days of the incident, which generated the complaint.

Step Two:

If this informal conference does not resolve the situation, the student may file a written grievance within five working days of the informal conference to the College official who allegedly misapplied the College policy, procedure, or practice.

The student will complete the Labette Community College Student Grievance Form and can provide additional written documentation with the form.

A copy of the form needs to be sent to the employee's supervisor and the Vice President of Student Affairs.

The student and employee of the College shall meet within two class days after receipt of the materials.

The employee shall provide the student a written decision within five class days following the meeting. The decision needs to be provided by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address provided on the Student Grievance Form.

A copy of the written decision needs to be sent to the employee's supervisor and the Vice President of Student Affairs.

Step Three

If the initial formal decision is adverse to the student, she/he may appeal the decision to the employee's immediate supervisor within five working days thereafter except if the immediate supervisor is a senior College official (Vice President or President). In that case, the process moves to step four.

The student will complete a new Student Grievance Form, indicating it is a Step Three Grievance.

A copy of the form needs to be sent to the Vice President of Student Affairs.

The supervisor will be provided copies of all previously considered materials and forms from the student and written materials from the

employee on which the earlier decision was based.

The supervisor will review all supporting materials submitted as well as any other relevant materials and will meet with the student and the employee (individually or together, at the discretion of the supervisor) within five working days thereafter to further discuss and clarify the question at issue.

The supervisor will render a written decision to the student and the employee within five additional working days. The decision shall be provided by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address provided on the Student Grievance Form.

A copy of the written decision needs to be sent to the Vice President of Student Affairs.

If the grievance is concerning an academic issue, a copy of the written decision needs to be sent to the Vice President of Academic Affairs.

Step Four

The student may appeal the decision of the supervisor to the Student Grievance Appeals Committee within five class days after receipt of the decision by filing written notice to the President.

The written notice should include a new Student Grievance Form, indicating it is a Step Four Grievance.

The President will appoint three students from the Student Government Association, two faculty, and one each of educational support and professional employees to the Student Grievance Appeals Committee.

No committee members may have a material interest in or knowledge of the issue on appeal.

The Student Grievance Appeals Committee shall receive for review all written materials and information relevant to the appeal, which will be independently reviewed by committee members.

The committee may collect additional information to rule on the question.

The Student Grievance Appeals Committee will schedule a meeting on the appeal after written materials have been reviewed and invite the appealing student and College employee(s) earlier involved in the appeal process to present evidence and clarify any of the written materials. This meeting will occur within ten working days of the receipt of the Student Grievance Form by the President.

Other parties may be invited by the Student Grievance Appeals Committee to speak if necessary. All parties are to be made aware that the proceedings are confidential.

Committee members may question all participants regarding written or verbal statements.

The committee may select its own chair, devise its own format, limit discussion, and otherwise conduct the meeting as it deems fair and appropriate.

In general, the rules of procedure, rights of the student, rights of LCC, definitions, etc. as stated in the LCC Code of Student Conduct will be

followed.

The Student Grievance Appeals Committee will make its recommendation in writing on the decision of the appeal to the College President. This written recommendation will be submitted within five class days of the Student Grievance Appeals Committee meeting with the student.

These recommendations may be to affirm, reject, or modify any previous decision regarding this grievance.

The College President will review the committee's recommendation and all supporting documents with the committee chair.

The committee's recommendation is advisory and the College President will render a written decision on the appeal to all involved parties within five working days of receipt of the committee's recommendation. The decision needs to be provided by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address provided on the Student Grievance Form.

The decision on the appeal at this level is final.

Rights of Parties Involved in a Grievance

When a Student Grievance Appeals Committee meeting is scheduled, the parties named are entitled to the following:

A written notice of the complaint.

A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least two working days prior to the meeting.

A review of all available evidence, documents, or exhibits that each party may present at the meeting.

Access to the names of the witnesses who may testify.

The right to appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.

The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.

Additional Information

The decision shall be final if the student fails to employ the steps and time periods of the Student Grievance Appeal Procedure.

If a College official fails to follow the procedure, the student will be allowed an additional opportunity to file a grievance at the next step.

2. Established College policies or procedures.

Student Records

A student has the right to inspect and review any and all official records, files, and data directly related to that student. Students will be granted access to their personal College records within a period of 45 days after the request has been made. No records pertaining to the student shall be removed from the office where the records are maintained.

Students shall have an opportunity for a hearing to challenge the content of the student's College records to ensure that the records are not inaccurate, misleading,

or otherwise in violation of the privacy act or other rights of the student and to provide an opportunity for the correction or deletion of any inaccurate data contained therein.

No personal College records of a student will be released to any person or agency outside the institution without the written consent of the student unless a subpoena is issued.

College or personally identifiable data specifically authorized by federal law shall not include information that would permit personal identification of students. Authorized persons, agencies, or organizations desiring access to the records of a student will sign a written form that shall be kept permanently with the file of the student, but only for inspection by the student.

Use of Tobacco Products (Procedure 2.09)

The following procedure is based on LCC Policy 2.09. The policy and full procedure can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a full copy of the policy and procedure.

The College expects that every student, employee, and visitor will respect the Tobacco-Free Policy that has been adopted by the College. Labette Community College has implemented the following sanctions in violation of the policy/procedure:

Students

When a student is observed using a tobacco product in violation of the policy, the person who observed the behavior tells the student that he or she is in violation of the College's Policy, referencing the Tobacco Free Policy. The student is asked for their name and their student id number so the observer can complete the Tobacco Incident Form. If the student indicates they do not have or know their id number, he or she is then treated as a visitor to campus violating the policy. If the student provides the necessary information, the observer completes the form and submits the form to the Vice President of Student Affairs.

First offense: The Vice President of Student Affairs will send a warning letter to the student reminding him/her of the College's Tobacco Free Policy.

Second offense: The Vice President of Student Affairs will send a letter to the student, fining him/her \$25 for violating the College's Tobacco Free Policy. A hold will be placed on the student's record until the fine is paid.

Third offense: The Vice President of Student Affairs will send a letter to the student, notifying him/her that they have violated the LCC Student Code of Conduct and therefore, will be required to attend a hearing and follow the guidelines of LCC Student Code of Conduct Procedure 4.08. Penalties include, but are not limited to, fines, special projects, probation, and suspension.

Fourth offense: The student will be expelled from Labette Community College as a part of further violation of the LCC Student Code of Conduct Procedure 4.08.

Violence on Campus (Procedure 2.13)

The following procedure is based on LCC Policy 2.13. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Any student, employee or other person who sees an act of violence in progress should immediately notify the Vice President of Academic Affairs, Dean of Instruction, the Vice President of Student Affairs, Vice President of Finance and Operations, or the Director of Human Resources. Any student, employee or other person who feels they have been subjected to violence or the threat of violence, harassment, or bullying by one or more students, College staff or any other person connected to the College should:

Write a letter or speak to the person or persons you feel are responsible unless you feel you are in immediate danger. Tell them their actions, comments or requests are unwelcome and let them know you will report them to the College if they don't stop. In many cases, confronting the person/s will stop the offensive actions.

Note: You do not have to perform the first step in the process if you feel uncomfortable confronting the person/s or fear violence or retaliation if you do so. If you have been subjected to physical violence or threats of serious physical injury, the College also encourages you to also report the incident to the proper law enforcement officials.

If step 1 above doesn't stop the problem or you are uncomfortable confronting the person or you feel that you are in immediate danger, file a formal complaint (oral or written) with the Vice President of Academic Affairs, Dean of Instruction, the Vice President of Student Affairs, Vice President of Finance and Operations, or the Director of Human Resources. If the alleged harassment or violence involves any of Vice Presidents, Dean of Instruction or the Director of Human Resources, the complainant may contact the President and file a formal complaint or, if the alleged incident directly involves the President, the complainant may contact a member of the Board of Trustees directly to file a formal complaint.

If necessary in his or her opinion, the College official receiving the complaint should take prompt action to lessen the likelihood of further intimidation or violence pending the outcome of the investigation. Examples of appropriate actions the College official, with the approval of the President or appropriate vice president/Dean of Instruction, may use include: notification of law enforcement personnel, reassignment of work duties or class schedules, suspension with pay for employees, temporary suspension from classes and College activities for students, and banning the individual from campus. The purpose of intervention at this stage of the complaint is to prevent escalation of the problem and is not intended as punishment. In addition, the College official may contact the Threat Assessment Team as outlined in Procedure 4.14.

Students may make use of the student grievance policy as outlined in the Procedure 4.081 (also listed in the College Catalog) as an alternate method to file a harassment or violence complaint if they choose. Employees of the College may also use the appropriate College grievance policy as an alternative to pursue formal claims of violation of these policies if they wish.

Labette Community College takes all types of harassment and violent behavior seriously. The College will mediate, if requested by the victim, every informal complaint filed by a student and attempt to resolve the informal complaint to the student's satisfaction. The College will also fully and impartially investigate every formal complaint (oral or written) involving violence, threat, harassment, or intimidation. In cases where the investigation confirms our policies have been violated, the College will take the appropriate corrective action to end the violence or intimidation including making full use of the disciplinary policies of the College and legal action as appropriate. Please refer to Policy 2.16 Performance Improvement for employees and Policy 4.08 Student Code of Conduct.

Weapons On Campus (Procedure 2.12)

The following procedure is based on LCC Policy 2.12. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

1. If a Weapons Safety course or Weapons Education course is scheduled, the Dean of Instruction or vice president will inform the President, the director of physical plant, and the other vice presidents/Dean of Instruction and in writing through a memo or email. The memo or email will include the projected meeting time and dates of the class, the types of weapons that will be used, and, if possible who will be carrying weapons on to the campus.
2. To gain approval to carry a weapon on campus or at College activities, the responsible vice president/Dean of Instruction must apply to the President in writing stating the business or security demands that necessitate the need, the person or persons who will be carrying weapons, the type of weapon to be carried, and any weapons safety training the person or persons have received. The President will review the request and respond within ten working days. This provision does not apply to police officers hired as security for College activities.
3. Any College employee, student or other person with knowledge of someone possessing weapons on College property or at College functions is directed to immediately contact the President, any of the College vice presidents/Dean of Instruction/director of human resources or the director of physical plant. Upon notification, the responsible College official will immediately take steps to assess the danger to College staff and students as

well as to the public and by using their discretion and knowledge of the situation, eliminate any danger present through appropriate means.

4. The follow information should be gathered from the person reporting the weapon and/or from other sources if possible.

Name and description of the person with the weapon.
Type of weapon and its location, if known.
Current location of the person and whether there are any other persons in the area.
Whether any threats have or are being made and to whom they are directed.
Does the person appear to be upset, angry, intoxicated or irrational?

All incidents involving the possession of lethal weapons should be taken seriously, and when the responsible College official reasonably believes that there is a potential for violence or serious injury, the College official should notify local law enforcement personnel and allow them to handle the situation. The College official should also take steps to keep potential victims and third parties away from potentially hazardous areas.

The College official should use their judgment in whether to approach the person reported to have a weapon or to let the police handle the matter. The main responsibility of the College official is to help ensure the safety of students, employees, the general public and their self. However, before approaching anyone suspected of having a weapon, the official should notify other College officials and inform them of the situation, secure the area to prevent students and employees from entering, and enlist the aid of other employees before approaching the person if possible.

Removal of the weapon and the person carrying it from the College property or activity without incident is the primary objective of the College official. Confiscation of the weapon should only be attempted by the police or where there is clearly no present danger.

Violation of the Weapons on Campus policy will be considered to be a serious offense. The College will make full use of its disciplinary policies and the legal system up to and including termination of employment for employees and expulsion from school for violators. The College may also initiate or fully participate in legal actions brought against violators.

Weather Cancellations

When snow, ice, or other bad weather threatens the normal class schedule, students should listen to local radio stations, especially KLKC, KKOW, KSYN and KGGF and local television stations, especially KODE, KSN, FOX, and KOAM regarding changes in the schedule. Each student will also receive a phone call/message on the home phone number they listed with the Admissions office during enrollment, from

LCC's Emergency Alert Telephone System. Cancellation of classes is also posted on LCC's website at www.labette.edu. If the radio, television, or website does not state that LCC classes have been canceled, students should assume that classes will be held on the normal schedule.

Announcements regarding day classes will be made after 6:15am and evening and evening extensions classes after 3:15 pm. Extension classes will not be held if the facility in which they are meeting is closed that day.

