

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

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### **Attendance Guidelines**

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

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

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### **Audit**

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

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### **Classroom Disruptions: Cell Phones, Use of Cell Phones in Classroom: (Procedure 3.32)**

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

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

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

This procedure does not restrict the use of a communication device during an emergency situation.

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

Further, the Curriculum and Instruction committee recommended that this procedure be a requirement on the Master Course Syllabus.

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### **Guests and Children in the Classroom: (Procedure 3.33)**

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

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

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### **Credit for Prior Learning (Procedure 3.05)**

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Credit for Prior Learning (CPL) is learning that has not been transcribed by an institution of higher learning. CPL will be evaluated based on the different types below and may be awarded according to the following conditions:

1. The student must currently be enrolled in at LCC and have a declared major at LCC.
2. All courses for which Credit for Prior Learning are awarded must have equivalent courses in the Labette Community College curriculum. Partial credit will not be awarded.
3. All earned credit will receive a grade of "P" for pass and will not be calculated into the cumulative grade point average.
4. Credit for prior learning will be counted toward graduation and may be used to fulfill curriculum requirements.
5. Credit for prior learning cannot be used to meet the enrollment requirement for federal or institutional aid.
6. Credit for prior learning cannot be used to repeat classroom credit in which a grade was received.
7. A maximum of 45 total credit hours of Credit for Prior Learning may be awarded based on the declared major.
8. Charges may be assessed for specific types of CPL listed below.

Multiple types of CPL can be considered for credit:

#### **Portfolio Evaluation**

In some instances, college credit may be awarded by means of a portfolio evaluation. A portfolio is a narrative document that details experiences, training, formal education, and work background. The narrative along with documentation will be turned in to the Registrar's office. Evaluation to determine if the objectives of a college class are met will be determined by the Academic Affairs office. No additional charges will be assessed.

#### **Certificate Evaluation**

In some instances, students may show a certificate of successful completion of training in order to get college credit for a class covering the same material. Certificates must be turned in to the Registrar's office, and evaluation to determine if college credit can be awarded will be determined by the Academic Affairs office. No additional charges will be assessed.

#### **AP College Entrance Examination Board (CEEB-AP)**

Advanced Placement tests (AP) are administered to high school students at the end of college-level courses that are taught in high school. To request test scores contact AP Services at <https://apcentral.collegeboard.org/scores/#/> and have scores sent to the Registrar's office. The Registrar's office will determine if college credit can be awarded based on the following list