

LABETTE COMMUNITY COLLEGE
2009-2010 Student Handbook

200 S. 14th • Parsons, Kansas • 67357

The information included in this handbook may be changed or modified at any time to correspond to decisions of the LCC Board of Trustees, local, state or federal requirements and should not be construed as being contractual in nature. At all times, the most current version of the handbook will be on the College website, www.labette.edu.

Labette Community College is accredited by the Higher Learning Commission of the North Central Association. Individuals should direct their questions, comments or concerns to the:

The Higher Learning Commission of the North Central Association
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
(800) 621-7440 or (312) 263-0456
FAX (312) 263-7462

Labette Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified handicapped in its educational programs, activities, recruitment, admissions or employment as required by Titles VI, VII, IX and Section 504 of the Rehabilitation Act of 1973.

VISION STATEMENT

Labette Community College will continue to enhance its standing as an exceptional college by striving for excellence in all its programs, services, and activities.

MISSION STATEMENT

Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

CORE VALUES

Labette Community College's commitment to its mission and to the community it serves is anchored in core values shared by students, faculty, staff, administration, and Board of Trustees. These core values guide the College community and endure through the changing needs, aspirations, and goals of the campus and the community.

- Accessibility:** Labette Community College values open admission for all students regardless of their educational and socio-economic backgrounds. The College provides comprehensive learning opportunities through course scheduling at a variety of times and locations and diverse delivery methods.
- Accountability:** Labette Community College assumes a leadership role in identifying and responding to constituent needs in education and economic development. The College incorporates institutional effectiveness and outcomes assessment measures into the strategic planning and budgeting processes.
- Caring:** Labette Community College genuinely cares about students and the community it serves. This outlook provides a caring, supportive and collaborative working and learning environment within the institution.
- Community:** Labette Community College listens to both individuals and community partners and values their input and support in shaping programs and services. Our success is in part measured by the quality and timeliness of our response and service to the community.
- Diversity:** Labette Community College values the dignity, worth, and potential of all persons and the respectful treatment of individuals who learn and work at the College. In keeping with that, the College celebrates the diversity in both our community and our world.
- Integrity:** Personal honesty and reliability are essential elements at Labette Community College. The College community expects and consistently stands for integrity, ethical behavior, and personal responsibility both in words and actions.
- Learning:** The heart of Labette Community College is teaching and learning. Student learning is LCC's primary goal. Every effort is made to provide programs and services that will assist students in reaching their maximum potential.
- Quality:** Labette Community College assists students and the community in attaining their goals through excellence in personnel, programs, activities, and technology. The College values quality in all endeavors and continuously strives for improvement, seeking new, flexible and responsive ways to achieve its mission.

IMPORTANT PHONE NUMBERS

Administrative Offices: (421-6700, then dial extension)

Academic Affairs/Vice President.....	1224
Admissions (admissions@labette.edu)	1264
Alumni Relations	1281
Athletics/Coaches.....	1012
Bookstore	1165
Business/Cashier's Office	1282/1231
Community Services/Workforce Ed	1278
Disability Services.....	1230
Finance & Operations/Vice President.....	1231
Financial Assistance	1246/1219
Food Services/Catering.....	1184
Foundation/Development Resources.....	1281
Information Technology/Computer Services	1146
Library.....	1168
Online/Outreach (elizabethw@labette.edu)	1221
Personnel Office/Human Resources	1234
Physical Facilities.....	1284
President	1223
Printing Services and Office Supplies	1233
Public Relations	1212
Registrar.....	1236/1274
Retention	1178
Student Activities and Organizations.....	1178
Student Affairs/Vice President	1264
Student Government.....	1178
Student Success Center	1147/1153
Student Support Services.....	1147
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Veterans Affairs	1226

ACADEMIC OFFICES

Delyna Bohnenblust, Director of Nursing	1217/1263
Joe Burke, Vice President of Academic Affairs .	1224
David Colburn, Associate Dean-Career Tech Ed	1241/1249
Director of Respiratory Care	1157/1160
June Downing, Director of Radiography	1157/1158
MiChielle Cooper, Director Community Services	1273/1278
Sara Harris, Associate Dean-General Education	1255/1275
Linda Moore, Criminal Justice Coordinator	1283
Elizabeth Walker, Director Outreach	1221
Cherokee County Satellite Campus	877-800-1070

ACADEMIC ADVISEMENT

LCC provides academic advising for students through counselors, faculty and qualified instructional staff. Academic advising assists students in making choices about programs of study and coursework, facilitates transfer, and improves student retention. **To receive financial aid all students are required by federal law to have a specific program/major.**

Currently enrolled students will be assigned advisors by the Office of Admissions. All students, other than students enrolling in personal interest courses, are encouraged to meet with their assigned advisor each semester to select courses that will assist them in meeting their educational objectives. Students may enroll online unless a restriction has been placed on the student due to involvement in athletics, a grade point average issue, not meeting pre-requisite requirements, or other issues. Students may also meet with an advisor to complete enrollment. Spring Enrollment begins October 15th and Summer/Fall Enrollment begins March 1st.

Students Not currently enrolled will meet with an advisor who may help the student decide on a course schedule, especially during times the faculty are unavailable. The Director of Admissions/Coordinator of Advising will assign the student an academic advisor within the student's area of concentration. In subsequent enrollments the student will be required to meet with the advisor of that concentration and is to follow adopted advisement procedures.

Students enrolling in 'personal interest courses' **only** will not be required to meet with an advisor. The Office of Student Affairs will accept enrollment forms.

ACADEMIC FORGIVENESS

Refer to Academic Information section in current catalog for explanation and procedures at www.labette.edu/catalog/academic.htm#forgive

ACADEMIC PROGRESS/PROBATION/DISMISSAL

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

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

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

ADD/DROP POLICY*

It is the *student's responsibility* to officially add or drop a course in which he/she is enrolled. (Students are not to cease class attendance without *completely* processing an Add/Drop Form. Failure to take such action *will result in an "F"* being assigned for the course.)

- Courses may be added or dropped during the first week of classes with only advisor approval.*
- Students adding courses during the second week of classes will need to obtain instructor and advisor/director approval.*
- Courses can be dropped by email to your advisor but not by phone.
- It is the responsibility of the student to confirm all add/drops/withdrawals, regardless of the situation.

Drops completed during the two weeks of courses are considered a “drop” and students are entitled to a full refund. It is the responsibility of the student to submit the completed form to Student Affairs prior to the close of business of the respective drop date.

Drops completed during the refund period will not become a part of the transcript. During this period the:

- Drop/Add/Withdrawal Form is completed by the student.
- Student is responsible for obtaining the signature of the advisor or appropriate director.
- Student is responsible for submitting the completed form to the Student Affairs Office prior to the close of business on the respective drop date.

A student who withdraws from a course after the final refund period must complete an Add/Drop/Withdrawal Form in accordance with the procedure stated in item seven.

- Withdrawals completed after the final refund periods are considered a withdrawal and there is no refund.
- Course(s) from which the student officially withdraws after the final refund periods will appear on the transcript as a “W”.
- Students enrolled for regular fall/spring courses will be permitted to withdraw from courses until 15 class days prior to finals. *

Discontinuing attendance in class without officially dropping/withdrawing will result in an “F” being recorded on the transcript.

Failure to complete an Incomplete Contract agreement will *automatically* result in an “F” being recorded on the transcript.

Students will not be permitted to withdraw or drop a course in which they have received an “F” due to academic misconduct.

** = Refer to academic calendar for specific dates, especially for the summer sessions.*

ALCOHOL/DRUG-FREE CAMPUS POLICY

(Board Approved/Rev:01/03)

The President must approve procedures in support of this 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	(620) 331-1748

ATTENDANCE GUIDELINES

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

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

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

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

AUDITING A CLASS

Refer to the current *LCC Catalog*, available on LCC website:
<http://www.labette.edu/catalog/academic.htm>

BOOKSTORE

The College Bookstore is located on the first floor of the Student Union and is normally open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Hours are extended from 7:30 a.m. to 6:30 p.m. the first two weeks of each semester. The Bookstore sells textbooks and school supplies, including those unique to some programs such as allied health and art. There are also stylish clothing and various items displaying the school logo and snacks.

LCC delivers textbooks to each extension site that courses are offered. However, if it is more convenient to purchase textbooks at another site on another evening, call the Bookstore (421-6700 x1165 or x1166) before 2 p.m. The Bookstore and Bookmobile schedules are listed in each semester's class schedule. Please consult the list for dates and times or contact us via email: Bookstore@labette.edu

For students enrolled only in online courses and do not have the opportunity to come to the campus bookstore, you may go to the LCC homepage: www.labette.edu and click on the eCampus icon.

TEXTBOOK POLICY

Labette Community College, in an effort to ensure that the institution minimize costs to students, hereby adopts the following policy concerning the repurchase and resale of used textbooks. Though provisions for repurchase and resale of used textbooks must be fair and equitable to students, the policy should not impair the sound fiscal management and operation of the college bookstore.

In order to increase the availability of used textbooks, LCC will implement a three-year adoption rule. Exceptions to using a textbook for less than three years must be approved by the Vice President of Academic Affairs.

TEXTBOOK BUYBACK GUIDELINES (NEW)

Bookstore profit margins are controlled by a complex variety of factors. This is perhaps the area where the college can have the largest impact on the total cost of textbooks. In order to be successful, the LCC bookstore will operate towards achieving the following:

- Textbooks can be returned for full credit under the following conditions:
 - The sales receipt# and student identification card are presented to Bookstore personnel and provided the textbook is in the same condition as purchased; i.e., unopened and unmarked and by the following due dates:
 - Summer - During the first week of classes
 - Fall - During the first two weeks of classes
 - Spring - During the first two weeks of classes
 - For short-term (mini-semester) courses, textbooks will be bought back for full credit at the discretion of the Bookstore manager
- NOTE: Defective copies of textbooks may be exchanged for another copy when accompanied with the sales receipt# and student identification card.

Textbooks, which are in good condition and which will be used the following semester, will be bought back at 30-40% of the list price of the book. It will be the responsibility of the bookstore personnel to post, each semester, specific textbook buy back dates:

- Summer - Last two weeks of July.
- Fall - Last week of November through the last day of classes before Winter Break.
- Spring - Last week of April to last day of classes.

The bookstore will resell used textbooks at 75% of the new book price.

Textbooks no longer in use will be bought back at a value as determined by individual used book companies. Out-of-print textbook as well as spiral bound textbooks, study guides, workbooks, or trade books cannot be bought back.

Management may allow exceptions under extenuating circumstances.

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, advisor, 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 advisor/concentration/degree, the proper form must be signed by the student's current advisor, and where appropriate, by the new advisor and returned to Student Affairs Office.

COMPUTER LABS

Computer Labs at the Parsons main campus are available anytime a class is not in session. Course schedules are posted on the outside the computer labs. Computers are also available in the Student Union Lounge.

COMPUTER USE POLICY/PROCEDURES (edited)

The following information 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 which has adopted its own set of policies and procedures addressing computer and internet usage in the Library. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to those resources. Computers or hardware of any kind, not owned by the College, may only be connected to the College computer or Internet system with the permission of the appropriate Information Technology personnel.

Persons violating this policy and the procedures to implement it are subject 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 Student Affairs Office for disciplinary action. Faculty and staff will be subject to the appropriate disciplinary policy and procedures.

Appropriate Use/Users

Appropriate use of the College's information technology resources includes instruction; and independent study; authorized research; independent research; official work of the offices, departments, recognized campus organizations of the College. 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.

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, ...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 . . . valid . . . reasons including, but not limited to, the following purposes:

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

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 passwords that you are not authorized to use;
- viewing, copying, altering, or destroying anyone's files without explicit permission;

- 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;
- 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, 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 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/federal law.

If there is any doubt whether the user may engage in 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 (x1146).

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. . . . 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, and therefore, the copies can be retrieved weeks or even months later.

LCC e-mail services may, subject to previously mentioned restrictions, be used for personal communications 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 like other documents subject to disclosure under the Kansas Open Records Act or other laws, or as a result of litigation.

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.

DEVELOPMENTAL/PRECOLLEGE COURSES

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

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.

FINANCIAL AID

Financial aid programs are available for eligible students attending Labette Community College, which is approximately two-thirds of our students. The programs include scholarships, Federal Pell Grants, Federal Supplemental Educational Grants, Workstudy and Federal Family Educational Loans. *Call 421-6700 x1219 or x1246 for more information.*

Students must have a high school diploma or G.E.D. before they can receive federal funds. Students with a correspondence diploma or from a home schooling program must do one of the following: (1) complete and pass the G.E.D. examination; (2) take the Test of Adult Basic Education (TABE), Forms 5 and 6, Level A. Required scores are: Reading-768; Mathematics Computation-804; Mathematics Concepts and Applications-759; language-714; spelling-749; (3) pass the Compass Placement tests and be placed in the appropriate courses according to the scores established by the institution.

Students should contact the Financial Aid Office (FAO) on the second floor of the Student Union for more information about all of the programs and respective applications by calling the above numbers or via our website: <http://www.labette.edu/stusvcs/finaid/finaid.htm#fafsa> or our email address at: financialaid@labette.edu.

It is important that all required forms should be completed and turned into the Financial Aid Office at least 2 weeks prior to the first day of classes.

STEPS FOR APPLYING FOR FINANCIAL AID

- File a FAFSA (Free Application for Federal Student Aid) by May 1 for priority consideration.
- The schools listed on the application will receive a copies of the information electronically. They will be reviewing it for accuracy. Upon receiving notification from the processing center contact the Financial Aid Office immediately. *[It is the responsibility of the student to be sure that all information is accurate and respective paperwork is submitted in a timely manner.]*
- The Financial Assistance Office will contact the student:
 - By sending a checklist of items needed to complete the file.
 - If selected for verification, to bring in documents verifying income.
 - An Award Letter
- If enrolled and aid is processed, go to the Business Office and credit

tuition to any grants or scholarships.

- If not enrolled, come to the Financial Aid Office for assistance.
- Pell Grant checks are issued between the 6th-8th week each semester. Thereafter, normal processing time for a check will be 2-3 weeks after properly completing paperwork and receiving the award letter.
- To receive a loan come by the Financial Aid Office for an application and some simple but important directions (more loan info below).
- Students not receiving an award letter at least ten business days prior to the first day of courses must contact the Business Office or go to www.labette.edu and click "Payments Online" to set up payment arrangements. Call the Business Office, x1231, for additional information.
- Should it be initially determined that you are not eligible for aid contact the Chair of the Financial Aid Appeals Committee to submit an appeal or the Director of Financial Aid/Registrar. Many appeals are approved, if completed properly.

Loans

- Help is also available for those who want to apply for federal loans.
- Individuals wanting to apply should go to the LCC website, [Http://www.labette.edu](http://www.labette.edu). Select financial Aid/Scholarships, Loan Applications-Entrance Counseling and complete the Entrance Exam. Answering the questions should take approximately 20 minutes.
- At the site, answers to a series of questions will determine eligibility. Answering the questions should take approximately 20 minutes.
- Immediately upon completing the questionnaire, a pop-up screen will tell users whether they are eligible to apply.
- Eligible persons who want to apply must complete a paper application for a federal loan, sign it, and bring or mail it to the LCC Financial Aid Office. Individuals must complete a FAFSA before submitting a loan application.

SCHOLARSHIPS:

Scholarship awards are subject to availability of funds. Students are encouraged to apply early. Applications are available in Student Affairs. *Preference will be given to applications received prior to April 1st, but will be accepted until funds are expended.* GPA and the number of hours enrolled are considerations, but not always deciding factors.

FEES ARE NOT COVERED UNDER MOST SCHOLARSHIPS. LCC academic scholarships are normally limited to one per student. Many application are valid for one semester, and must be resubmitted each semester.

NOTE: all applicants must process a Free Application for Federal Student Aid (FAFSA) prior to issuance of any financial assistance, including scholarships,

except High School students.

ACADEMIC SCHOLARSHIPS

High school seniors may apply for an academic scholarship to be used the fall semester following high school graduation.

<u>Grade Point Average</u> (Based on seven semesters)	<u>Scholarship Amount</u> (Up to 16 credit hours)
3.75-4.00.....	Tuition/plus \$100 books per semester = Presidential Award
3.50-3.74.....	Tuition/plus \$50 books per semester = Dean's Award
2.50-3.49.....	Tuition only (Labette County Residents) = Merit Award

Applications received prior to April 1 receive preference. Students must be enrolled full time (12 credit hours or more) by June 15 prior to the fall semester and December 15 for spring semester to validate acceptance.. Allied Health students should check with their appropriate director. Students who withdraw to less than 12 credit hours will be ineligible for the following semester.

Reapplication: (assistance may be renewed as long as funds are available):

- Must submit application by April 1 of freshman year;
- Must be enrolled for the fall semester of sophomore year by May 1;
- Must maintain the required grade point average and semester hours.

JUMPSTART/DUAL ENROLLMENT ASSISTANCE: High school students who are eligible to enroll may receive assistance with properly completed scholarship application. Students attending Labette County high schools are eligible to receive full tuition up to 16 hours per semester if they have met the 2.0 GPA requirement. Cherokee and Crawford County students will receive up to 9 hours of paid tuition per semester, provided they meet the 2.5 GPA requirement. Students attending high schools in other Kansas counties may receive a scholarship of one-half tuition for up to 6 hours per semester w/GPA of 2.5 or above. A high school official must approve attendance and student must be enrolled at LCC. *Fees and books are not covered by this assistance.*

General Assistance: All full-time students who have a grade point average of 2.00 or better and demonstrate financial need. may apply. Awards will be for tuition and based on financial need as long as funds are available.

Activity Assistance: This assistance is awarded for performance (i.e. Recording Art Technology, baseball, basketball, art, wrestling, choir, leadership, volleyball, softball, cheerleading and music). The coaches and/or instructors of each activity establish criteria.

Part-Time Assistance: Students meeting the following characteristics will be considered for aid, if funds are available: enrolled in less than 12 credit hours,

have a minimum 2.0 LCC grade point average and demonstrate financial need.

Nontraditional Assistance: A nontraditional student: (1) Is 25 years of age or older; (2) Has an educational objective of a degree, certificate or employment training; and (3) Has not attended Labette Community College within the last three years. Nontraditional students who are not eligible for other College need-based scholarship programs may be awarded assistance not to exceed the amount of tuition for 9 credit hours; can be renewed for 2nd semester, if GPA exceeds 2.0.

International Assistance: Awarded to international students (funds permitting) who have and maintain a cumulative LCC GPA of 3.0 and maintain enrollment in 12 semester hours of coursework that can be applied toward a specific degree (6 credit hours for the summer). Failure to complete 12 semester hours with a cumulative 3.0 GPA will disqualify the student for this assistance. The assistance shall not exceed the in-state rate of tuition and cannot be used for incidental fees unless approved by the Director of Financial Aid. This scholarship will be awarded on a first-come first-serve basis.

GED Assistance: Students receiving their GED through the Adult Basic Education program offered by the Student Success Center at Labette Community College are eligible for the GED Assistance. The student will receive up to 12 credit hours of paid tuition if they enroll with 6 months of successfully completing their GED, funds permitting. Students must also complete the FAFSA. The Assistance is awarded on a first-come first-serve basis, pending available funds.

Foundation Scholarships: Individuals and groups to the Labette Community College Foundation have endowed a number of scholarships. Many of the scholarships are designated to specific areas or groups. Currently the Foundation gives approximately \$100,000 a year to assist LCC students to improve their lives and that of their families.

Work-study: Some job vacancies are posted on the bulletin board in the Student Union, just as you enter the building. You are advised to initiate the job search as soon as possible, as there are often positions at the college in immediate need of help. *First, you will need to check with financial aid in the student affairs office to be cleared for eligibility and to receive the necessary form.* This form must be returned immediately upon being hired but before your work assignment begins.

FOOD SERVICE

The Cardinal Café in the Student Union is open from 7 a.m. to 1:30 p.m., Mon-Fri. The Café is known for its homestyle food and its large portions. Special and daily rates are available. Our weekly specials continue to grow in

popularity, and we often offer entrees from \$1-\$2.00 such as thick hamburgers, pancakes, biscuits and gravy and more!!! Guests of students and the general public are welcome. For additional information, including information regarding our professional catering services for large or small groups, contact Food Service at 620-421-6700 x1184 or email: TrudyY@labette.edu. (Groups hosting events on campus, especially during normal business hours, that involve food are to coordinate via food service.) Students can request several meal cards and have them charged to their financial aid account, which allows them to benefit from a discount plus the convenience of not having to carry cash. Anyone can purchase a discount meal card from the Cardinal Cafe.

CHANGE OF GRADE FOR COURSES

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

A. For grade change requests submitted within one year of the date of having been originally recorded, the following actions will occur:

1. The student must first contact the instructor with a written statement regarding why he/she requests a grade change. The instructor will then make a written response to the student within ten working days of receipt of the request on whether he/she will make a grade change. If the instructor decides to change the grade, a Change of Grade form is submitted by the instructor to the appropriate Associate Dean and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
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, appropriate Associate Dean) 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 appropriate Associate Dean and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.

3. If the student is not satisfied with the supervisor's decision and if the instructor's immediate supervisor reports to an Associate Dean, the student must contact, in writing, the appropriate Associate Dean within ten working days after the decision was rendered by the instructor's immediate supervisor. The appropriate Associate Dean 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 Associate Dean decides to change the grade, a Change of Grade form is submitted to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.

4. If the student is not satisfied with the Associate Dean'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 Associate Dean. 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, appropriate Associate Dean), 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 appropriate Associate Dean or Vice President of Academic Affairs 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, nonsubstantive changes or decisions to ensure the procedures are operationally effective.

GRADING SYSTEM

Refer to the current *LCC Catalog*, of which a copy is available in the Library and on our website: <http://www.labette.edu/catalog/academic.htm>

GRADUATION PROCEDURES

All students with at least 42 credit hours completed who plan to graduate in the fall or spring must request and complete an official degree check in the Student Affairs Office by submitting a Degree Check Request Form to the Registrar.

- It should be submitted by the end of October prior to spring graduation.
- All transcripts from other institutions must be on file.
- Evaluation results of the student's permanent academic record will be mailed to the student, outlining specific requirements needed for the degree selected. The response will indicate those requirements completed and those that will need to be completed.
- Upon receipt of the Registrar's degree check, it is the responsibility of the student to review this vitally important document for accuracy and clarity, and to contact the Registrar immediately if the student has any questions. <http://www.labette.edu/stusvcs/registrar/registrar.htm>
- Degree candidates must meet graduation requirements found in the catalog of the student's graduation year or a catalog from any of the three years immediately prior to graduation, provided the student was enrolled during the year selected.
- *Students must also have met their financial obligations to LCC, including graduation fees, and have taken the appropriate completer assessment.*
- Students who lack five credit hours or less at the end of the spring semester and plan to complete all course requirements by the end of the fall semester after graduation can apply for and participate in the graduation ceremony with the provision that the cumulative GPA is at least 2.0.
- If the student wishes to wait a year and participate in graduation the following spring, after courses are complete, he/she must notify the Registrar prior to March 1 to be removed from the graduation list.
- *NOTE:* Graduation requirements include a 2.0 minimum cumulative GPA.
- *Graduation with honors* shall be determined by the following grade point averages as calculated the semester prior to graduation:
 - *Summa Cum Laude* 4.00
 - *Magna Cum Laude* 3.75-3.99
 - *Cum Laude* 3.50-3.74
- Eligible students will be listed on the graduation program and may wear a gold cord during the ceremony.

HONOR ROLL

Students who enroll in and complete a minimum of 12 credit hours in a semester with a grade point average of 4.00 will be included on *the President's Honor Roll*. Students who are enrolled in at least 12 credit hours and earn a grade point average of at least 3.50 with no grades below a "C" will be eligible for the *Dean's Honor Roll*. Part-time students who have been enrolled in 6

credit hours but fewer than 12 semester hours each semester and have completed 24 total credit hours are also eligible for the respective honor roll.

HOUSING

LCC provides contact information regarding local realtors and property owners/managers who handle rental properties. Contact the Student Affairs Office for this information via our website, or go to Parsons, Kansas website: www.parsonsksk.com. Our office listing has several property managers that are not on the Parsons website and which we periodically update. You are also encouraged to discuss this topic with your campus tour guide when you make your campus visit. If you want to advertise for roommates or that you have an apartment/house to share rent, students are allowed to post notices on campus and/or leave contact information with our admissions staff to give to other students either looking for housing or roommates. Students coming during the summer to select an apartment/house and enroll in classes have more options than those that come after August 1. *Hint: Some property managers will be more "flexible" if they can meet your parent(s) and/or you are neat and clean in appearance and possess written character references.*

INSURANCE: HEALTH & ACCIDENT

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

For informative brochure/application contact LCC Student Services: 620-421-6700 x1236 or x1264; FAX: 620-421-0180; website:

<http://www.labette.edu/stusvcs/studentlife/stulife.htm> or go to

<http://www.studentresources.com> for direct customer service contact. **

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

INSURANCE: PERSONAL PROPERTY

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

- All Risks Coverage.
- Actual Cash Value or Replacement Cost.
- \$1,000 liability coverage at no extra charge to all participating students.
- \$1,000 coverage for property in storage, between semesters and during the summer.
- Deductibles of \$25, \$50, or \$100.
- All major credit cards accepted.

- Coverage can be secured over the Internet, by FAX, or regular mail.
- 30 days to examine policy for complete refund of the premium.

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

** For informative brochure/application contact LCC Student Affairs: 620-421-6700 x1178 or x1264; FAX: 620-421-0180; website: <http://www.labette.edu/stusvcs/studentlife/stulife.htm>.

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

LIBRARY

The Library is located on the first floor of the Main Building and provides an academic environment for students and faculty. The Library's over 25,000 volumes attempt to provide support for all areas of study at Labette Community College. The Library maintains CD ROM and online access for students to magazine indexes, including some full image or full text magazine and newspaper articles, an encyclopedia, national and state government documents, and research help. Some of these resources must be accessed on campus, but others are available from home. Using the Web to provide library resources and email reference allows the Library to serve LCC students at various locations including distance education sites.

In addition, the interlibrary loan service can provide materials not owned by the Library from other libraries throughout the United States. Students have access to the Web, and email in the Library. Qualified librarians are available to provide assistance and library instruction programs upon request. The Library is open during the fall and spring semesters Monday through Thursday from 8:00 am – 8:30 pm and Friday 8:00 am-4:30 pm. During the summer semesters the hours are 7:00 am –7:00 pm Monday and Tuesday, 7:00-4:30 Wednesday and Thursday and closed on Friday.

MENTAL HEALTH SERVICES

Labette Community College understands that students may face mental health issues while attending college. In an effort to provide support for LCC students, the Student Affairs Office will provide a referral program to the Labette Center for Mental Health for students whom the Vice President of Student Affairs determines is in need of assistance. If a student feels they need mental health counseling, they should make an appointment with the Vice President of Student Affairs. The Vice President of Student Affairs will determine if services are needed and complete the required referral paperwork for the Labette Center for Mental Health. LCC will pay for up to three visits for the student to begin treatment.

PARKING

Adequate parking is available for students. Several parking lots are provided, in addition to curb parking around the campus. Students are expected to park properly and to respect parking signs, other vehicles and pedestrians at all times. Improper parking may result in a fine. Fines are to be paid in the Business Office. Holds will be placed on the records of students who have unpaid fines and they are subject to other disciplinary action, including community service/special projects, and fines for late payment.

PASS/FAIL COURSES

Some students may wish to take certain courses for a pass/fail grade rather than a letter grade. If a student wishes to receive a pass/fail grade, the student must make this request in the first three weeks of class. The request is to be in writing to the instructor, and the instructor and Office of Academic Affairs must approve it. The instructor is to attach the approved request to the grade sheet upon completion of the course.

Note: Students should check with their advisor about the *transferability* of pass/fail courses prior to initiating requests for pass/fail grades. The courses are added to a student's credit hour total but are *not* included in the grade point average.

CELL PHONES, CHILDREN, and PETS

Use of Cell Phones in Classroom: (Procedure 3.32)

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

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

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

In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions under the *Academic Regulations in the Student Handbook*.

Guests and Children in the Classroom: (Procedure 3.33)

Children are not allowed to accompany LCC students to classes. In the event of an emergency, requests for an exception to this rule must be made by the student to the appropriate Associate Dean 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.

PLACEMENT ASSESSMENTS

Labette Community College is committed to student success in coursework and programs of study. Placement assessments are utilized to place students into English, mathematics and reading courses for which they have the most appropriate level of knowledge and skills to succeed. Placement assessments are not used to deny admission to the College. *Failure to take the placement assessments can result in ineligibility for financial aid.*

Students who plan to enroll in these courses for the first time are required to take placement assessments before the enrollment in those courses (at any level) will be permitted. Scores will be used to place students in the most appropriate courses. Students may arrange to take placement assessments by calling the Labette Community College Student Success Center, Parsons campus at (620) 820-1142. No appointment is necessary, although it is preferred in that they help ensure you will have a qualified staff person available to assist you. *SSC staff are also available for testing during the specific evening we are at our extension sites, as posted in the Schedule of Courses.*

REGISTRAR

The Office of the Registrar is responsible for the academic records of all LCC students. Other activities include verifying degree/certificate eligibility; coordinating enrollment of students; assisting in the preparation of course enrollment schedules and degree/certificate check sheets and commencement coordination. Student adds, drops and complete withdrawals are initiated through the Registrar/Student Affairs Office. Degree program checks are conducted for all students upon applying for graduation no later than the semester prior to the session in which a student expects to complete their program. Completion of the program of study is verified by audit and recorded on the student transcripts. *All students must apply and be cleared for graduation with the Registrar.*

REPEATING COURSES

The grade earned in a course that is repeated will replace the grade and credit previously earned. Both course completions will remain on all transcripts. (See also Academic Forgiveness in Catalog.) Courses with the same course number and exact title will only be counted the last time they are completed toward graduation requirements as well as the student's Grade Point Average.

RESIDENCY (Tuition & Fee Purposes)

For purposes of charging tuition, LCC is required by law to determine the residency of each prospective student. Residence is a person's place of habitation, to which, whenever students are absent they have the intention of returning. Among significant factors which may be considered, but not any one of which to be necessarily considered conclusive without support of convincing evidence, in determining intent to become a resident are: the payment of property taxes, purchase of license tags, driver's license, location of employment and registration for voting purposes. *Such factors must be at least six month's duration and existent prior to enrollment/re-enrollment.* Tax returns of the student &/or parent may be requested. If a student is under 18 years of age, the parent(s) or court-appointed guardian(s) must meet residence requirements. Undocumented individuals should contact the Registrar for clarification of their status.

At the beginning of each semester, the Registrar shall determine the residence status for tuition purposes of each student who enrolls. If the Registrar determines that the original residency classification of any student was incorrect, written notice of reclassification may be given at any time to such student, together with a statement of any additional tuition owed by or any refund due such student for any semester, and the same shall be due and payable. Students who have been recruited from another state for *employment* purposes only may attend at the in-state rate. The company official must provide the Registrar with an appropriate letter stating under what circumstances the individual was hired. Decisions may be appealed to the Residency Appeal Board. Contact the Registrar for additional information: <http://www.labette.edu/stusvcs/registrar/registrar.htm>

SEXUAL HARASSMENT

LCC wants its students to be able to learn and work in an atmosphere free of sexual and other types of harassment. The College has policies in place to handle misconduct of this nature and will enforce them. Students should contact the VPSA if you feel you are being harassed by anyone connected to LCC. LCC takes harassment seriously and pledges to:

- Promptly and fairly investigate all claims of harassment.
- Maintain confidentiality to the extent that conducting a fair investigation and the law allows.
- Let you know the results of the investigation.

- Not allow retaliation against anyone who in good faith reports harassment or gives truthful evidence.
- Take appropriate action to stop harassment in all cases where the investigation indicates the need.

STUDENT INFORMATION

Under Section 438 of the *General Education Provision Act* as amended; Part 99, PRIVACY RIGHTS OF PARENTS AND STUDENTS, Subsection 99.37, educational institutions may disclose to the public personally identifiable information about students provided that it is classified as directory information. Each student has the right to refuse the release of all or part of the directory information concerning him or her. This refusal must be in writing to the Registrar by the third week of courses each semester.

Areas in which student records are maintained:

- *Academic Records:* Student Affairs Offices; Offices of the Vice President of Academic Affairs and faculty; academic advisors; Student Success Center.
- *Student Affairs Records:* Student Affairs Office.
- *Financial Records:* Finance & Operations Office; Financial Assistance Office.
- *Information Services Office.*

Directory Information: Student information may be released by authorized College officials to competent persons with a need to know without the consent of the student. This includes agencies directly affiliated with the College such as the Foundation, Public Relations, Student Support Services Talent Search, Student Success Center and authorized educational institutions. This includes pictures of students and their families and friends participating in college activities. If you want to change your directory information contact the Student Affairs Office, second floor Student Union. Students not wanting their directory information released should contact the Student Affairs Office within the first three weeks of each semester to complete the proper form. A charge of \$1.00 per page beginning with the third copy will be assessed the student for reproduction of any requested records. Directory information is considered as:

- Name
- Address
- Current Telephone Number
- Current Enrollment Status
- Participation in official activities (athletics)
- Program/Concentration
- Previous institution most recently attended and similar information as permitted by the Family Education Rights and Privacy Act
- Degrees and awards received
- Dates of attendance
- Date of graduation

Student Records: Students have the right to inspect and review any and all official records, files and data directly related to the student. Students may 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 the opportunity for a hearing to challenge the content of the student's college records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy act or other rights of students and to provide an opportunity for the correction or deletion of any such 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. The college may provide a form for this purpose. College or personally identifiable data specifically authorized by federal law shall not include information that would permit personal identification of the student. Documentation of 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, as required by law, but only for inspection by the student.

Student Right to Know/Campus Security Act: This report is provided in compliance with the federal Student Right-To-Know and Campus Security Act, Public 101-542. The regulations of this law require an institution of higher learning to disclose information about the completion or graduation rates and campus safety policies and procedures to current and prospective students and employees. *LCC has a long history of being a very safe campus. Contact the Vice President of Student Affairs for specific information or go to:* <http://www.labette.edu/students/crimstat.htm>

STUDENT SUCCESS CENTER

The Student Success Center performs many valuable services for the student body and the community. It is a source of *learning assistance* and *tutoring* for students who wish to take advantage of every opportunity to ensure success in College. The Center also offers courses and friendly, personal assistance for students who wish to improve *skills in such areas as math, English, vocabulary, spelling, reading, writing and study skills*. *One of the most successful and reputable GED programs in the state is available for persons who do not have a high school diploma*. Several computers are available for student use. The Student Success Center hours are normally 7:30 a.m. to 6:00 p.m. Monday thru Thursday and 7:30 a.m. to 4:30 p.m. Fridays.

STUDENT SUPPORT SERVICES (SSS)

Student Support Services (*formerly Operation Excel*) is a TRIO Student Service grant program funded by the United States Department of Education. This program is designed to primarily assist individuals who are first generation college students, low to moderate income or have learning or physical

disabilities. The program provides supportive services to help participants reach their goal of graduating and/or transferring to a four-year school. The program offers advising, tutoring, transfer guidance, cultural enrichment activities, quality workshops and mentoring for SSS students. The program is located in the Student Success Center and office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. More information can be obtained by contacting the Student Support Services Director, 820-1153. Interested students are encouraged to contact the director immediately as the success rate and consistent quality of its program has led to an occasional waiting list of applicants.

PREP-TALENT SEARCH

PREP-Talent Search is a federally funded TRIO grant that identifies and assists participants who have the potential to succeed in higher education. The PREP (People Reaching Excellence through Preparation) Talent Search Program provides academic, career, and financial aid counseling to middle school students, high school students, *and re-entry adults* (postsecondary stop-outs and secondary drop-outs). *Services include:* advice on entry and re-entry programs, tutorial and mentoring services, information on postsecondary educational institutions, exposure to college campuses, cultural/educational tours in and out-of-state, information on student financial assistance, assistance in completing college admissions and financial aid applications, and assistance in preparing for college entrance examinations.

TRANSCRIPTS

Transcripts properly requested and received by noon will normally be ready by 3pm the same business day. Official transcripts will be provided at a cost of \$5.00 each payable by cash, check, Visa/MasterCard.* If you wish to pay by credit card please call the Business Office at (620) 421-6700 ext. 1231. *Important Note: Transcripts will be withheld if any financial obligations to the college have not been paid.*

Official records will not be released until a TRANSCRIPT REQUEST FORM (<http://www.labette.edu/stusvcs/registrar/transcript.htm>) has been signed by the student or a written request has been submitted to the Office of the Registrar which includes:

- Student's Name
- Address
- Social Security Number
- Date of Birth
- Address where the transcript is to be sent
- Student's Signature

Requests should be mailed to:
Labette Community College/Office of the Registrar

200 S. 14th Street
Parsons, KS 67357

Faxed request:

Requests can be faxed to 620-421-0180 with payment made by Visa or MasterCard through the Business Office at (620) 421-6700, ext. 1231.

* = Cost is subject to change.

TUITION AND FEES

Kansas Residents per credit hour [Includes *\$31 incidental fees per credit hour] \$75.00

Oklahoma/Missouri/Arkansas Residents per credit hour [Includes *\$31 incidental fees per credit hour] \$96.00

Nonresidents per credit hour [Includes *\$31 incidental fees per credit hour] \$100.00

Audits per credit hour [Includes *\$31 incidental fees per credit hour] \$119.00
Audits: Receive no credit or class participation.

*Fees: The \$31.00 incidental fee includes operational costs of the Student Government Association/Campus Activities Board, admission to all student activities, student life office, student scholarships, athletic events, Student Union maintenance, equipment and utilities, etc.

To set up installment payments go to the LCC website and click on Payments Online or contact the Business Office (x1231).

There are additional costs and fees per courses and items. Please see the LCC Catalog for a listing of these.

Tuition and Fees Refund

For Fall and Spring Semester courses, students will receive a full refund for courses dropped within the first two weeks of the semester. For the Summer Semester, students will receive a full refund for courses dropped within the first two days of the semester. Please note mini sessions refund dates may differ.

Return to Title IV Funds Policy for Students Receiving Federal Aid

According to PL 105-244, Sec.484B, 64FR59016, this federal policy governs students who receive Federal Title IV Funds and withdraw from ALL courses at Labette Community College (LCC). {Should the student withdraw within the full refund period as noted on the current academic calendar there is no charge for tuition and fees. If federal financial aid was awarded it will be canceled and

returned to the necessary programs.) This policy also governs withdrawals for students who receive their federal financial aid from LCC and are enrolled in study abroad or through any consortium agreement whereby LCC acts as the home institution for financial aid purposes. This regulation also applies to a student who withdrew and whose parent borrowed a PLUS Loan.

LCC students who are Title IV recipients {See 668.22(2)[4]} are all students who have established eligibility for such funds, but may not have received these funds prior to total withdrawal. There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs.

1. Determine the date of the student's withdrawal and the percentage of payment period (semester) attended by the student. (Students begin the *official* withdrawal process in the Registrar's Office.)
2. Calculate the amount of Title IV financial aid earned by the student. The amount of Title IV financial aid that a student earns is determined by multiplying the percentage of the payment period completed by the total amount of Title IV aid disbursed or that could have been disbursed. The percentage completed is determined by dividing the days attended in the semester by the total number of days in the semester:

Days Attended in the Semester/Total Calendar Days in the Semester*

% Completed * = Minus breaks of 5 days or longer

If the percentage completed exceeds 60%, regulations state that 100% is used as the earned percentage.

If the percentage completed is 60% or less, regulations state that the percentage earned is the same percentage as the percentage completed.

3. Compare the amount of financial aid earned and amount already disbursed to the student to determine the amount of financial aid that is unearned. (Subtracting earned aid from aid already disbursed.)
4. If the amount earned is greater than the amount disbursed, the student is entitled to a late disbursement of Title IV funds. (Students will be notified if a late disbursement can be made.) An example would be if the student's Subsidized Loan had been guaranteed but the lender had not disbursed the funds to the College.
5. If the amount earned is less than the amount disbursed, Title IV financial aid must be returned. Once this is determined, LCC's share is calculated first, and is the lesser of:
 - Total unearned financial aid; or
 - The figure derived by multiplying institutional charges by the percentage of financial aid that is unearned. (The unearned percentage is the complement of the earned percentage. For example, if the earned percentage is 20%, the unearned percentage is 80%.) If the amount of unearned financial aid is greater than the amount of the College's earned charges, the

student must return the difference.

6. Labette Community College has 30 days to return its share of unearned financial aid. If a student is required to return unearned aid, repayment must be made within 45 days. The return of funds is initiated in the following order (Federal Workstudy is always excluded in the formula):
 - A. Unsubsidized Federal Stafford Loan
 - B. Subsidized Federal Stafford Loan
 - Federal PLUS Loan
 - Federal Pell Grant
 - Federal SEOG
 - Any other Title IV grant or loan assistance

The College's portion of unearned financial aid is applied first, and then the student's portion is applied to the programs not satisfied by the College's share. Any portion of the student's share that is allocated to a grant program is automatically reduced by 50% per federal regulations. (Funds repaid by students to the grant programs must be repaid to the federal government within the 45-day requirement or the student will lose all Title IV financial aid eligibility.) Additionally, any portion of the student's share that is allocated to a loan program is repaid under the terms and conditions of the specific loan program.

Refund Policy for All LCC Students

A student permitted to withdraw from a course or courses in an academic session in which he or she is enrolled may be allowed a refund of the tuition and the fee charge for that course or courses. In the event some or all of the tuition and fees were paid by some source(s) other than the student, including but not limited to scholarships, grants, and Federal Title IV Funds, the first refund amounts will be made payable to those sources. If the student has any unpaid account with the College any refund due from withdrawal may be applied to such an account. Any amount paid to the College that exceeds tuition and fees paid by these other sources, and any amounts due to the College, shall then be paid to the student. For students who completely withdraw from classes and have received Federal Title IV funds, please refer to the federal Return to Title IV Funds policy available in the Financial Aid Office or on the web at www.labette.edu

The first class day constitutes the beginning of the semester for tuition refunds. For courses that are scheduled out of sequence of the regular Fall and Spring sessions, including Summer, the student should refer to Academic Calendar published in the Schedule of Classes, or on the web at www.labette.edu/calendar/academic/academic.htm; otherwise check your course syllabus or the Office of the Registrar. Institutional refunds for all students who withdraw or reduce the number of hours enrolled are calculated

according to the dates in the Academic Calendar, as posted on the web. These refund schedules apply to each course from which a student withdraws. Withdrawal from a course and enrollment in another course are treated as two separate transactions, unless they are requested simultaneously. For the regular Fall and Spring semesters, 100% refund period is the first two weeks of the semester; no refund is available beyond the second week of the semester.

For students receiving federal funds, disbursement periods and amount are set after refund deadlines and the Financial Aid Office makes the respective adjustments to their enrollment status. It is the responsibility of the student to inform the Financial Aid Office of any such revision in status. Enrollment status changes for students who have not received federal funds during an institutional refund period will allow for refunds in the following priority order: (1) LCC Scholarships; (2) To the student.

Procedures for Withdrawing From Courses

To officially withdraw from courses, LCC students must withdraw thru the Registrar's/Admissions Office (2nd floor of the Student Union). The student's official withdrawal date is determined by the day the withdrawal is processed in this office. *The sole responsibility for initiating and completing the withdrawal process rests with the student.* Failure to officially withdraw will result in the recording of 'F' for all grades at the end of the semester/session. The Return to Title IV Funds policy will automatically be calculated at 50% or the midpoint of the semester/session for student who withdraw without giving notification, since LCC is not required to take attendance.

Refund Due to Serious Illness or Injury

If a student is unable to complete a semester or session due to serious illness or injury, the student must present acceptable official documentation signed by a licensed health care provider certifying the circumstances in adequate detail. Upon completion this documentation should be directed to the Registrar for review and determination of appropriate action. Based on an approved request, the student will be withdrawn from all courses and refunded the tuition and fees for the semester/session, provided that the student has personally and fully paid all other outstanding tuition and fees, and has no other outstanding College financial obligations. If the above student received Title IV federal financial aid, the current Return to Title IV Funds policy must be applied.

Refund Due to Death of Student

If a student should die during a semester/session in which the student is duly enrolled, the student's estate will be refunded the tuition and fees based on the above stated policies. To initiate this process, the family may contact the Office of the Registrar.

WITHDRAWING FROM COURSES*

Students may withdraw from courses until the last fifteen (15) class days of the semester or the date noted on the website Academic Calendar. Students are responsible for completing the Add/Drop/Withdrawal Form and submitting it to the Office of Student Affairs by the close of business on that date. A “W” will be posted to the student’s transcript for the respective course(s).

* = Dates differ for the various summer and non-regular terms; refer to the Schedule of Courses, course syllabus or Registrar.

WEAPONS POLICY

Labette Community College seeks to enhance the safety of its employees and students by maintaining all of its properties and activities as “Weapon-Free Zones.” Any employee, student or third party determined to be in possession of a weapon in any College building or College vehicle, on College grounds, or at any College sponsored activity or event may be subject to legal action and/or the College’s disciplinary process.

Sanctions up to and including, immediate suspension without pay and subsequent termination upon investigation of the facts of the incident may be imposed on employees. Sanctions for students up to and including immediate eviction from class, suspension or expulsion from school may also be imposed. Third parties may be banned from College events and property. Violation of this policy may subject any party in violation to civil or criminal prosecution. Sanctions imposed on students and employees under this policy by the College will be subject to any due process rights accorded the student or employee by state law, College policy, or collective bargaining agreement.

For purposes of this policy, the term weapon shall include any object that can reasonably be considered as a weapon or a facsimile of a weapon. Many objects are designed as and are commonly understood to be weapons. Examples include firearms; martial arts weapons; knives; metal knuckles; spring or CO₂ powered projectile guns; bludgeons or clubs of various types; tear gas; and grenades or other explosive/incendiary devices. The College bans all such previously mentioned weapon types and any facsimile of these weapon types under this policy.

Additionally, the College recognizes that many common objects and tools are designed for uses other than as a weapon but may be used or may be modified for use as a weapon. In considering whether a particular common object or tool shall be considered to be a weapon under this policy, College officials will consider the time, place, and other circumstances surrounding the possession of the common object including the explanation for its possession and whether the object has been modified or otherwise altered to make a more effective weapon in making their determination.

The provisions of the Weapons Policy do not apply to the possession of weapons in College buildings, on College grounds, or at any College sponsored activity if the possession of weapons is:

- Connected with a weapons safety course or a weapons education course approved and authorized by the College, or
- Authorized in writing by the President, or
- The weapon is in the possession of a full-time law enforcement officer, displaying a badge, required to carry a weapon as a condition of his employment, or a uniformed, part-time law enforcement officer on active duty conducting official business. (This does not preclude our procedure whereby the officer is to be escorted by a college official if she/he is to approach a student on campus—especially in the classroom.)

WEATHER POLICY

Occasionally, courses may be canceled due to inclement weather, such as snow and/or ice. Students, faculty, and staff should assume that classes will be held on schedule, unless specifically notified otherwise. If students have kept their phone numbers current with the college they may receive an electronic phone message updating them about the situation—in addition to any emergency situation that might arise.

Classes may be cancelled as follows:

- Day only (Main Campus &/or Extension)
- Evening/Extension only
- Day and Evening/Extension both

Authority to Cancel Courses

The Vice President of Academic Affairs and Vice President of Finance and Operations will consult regarding road conditions. The Vice President of Academic Affairs will make a recommendation to the President, who will act to authorize canceled classes. If classes are canceled, the President (or in his absence, the Vice President of Academic Affairs will contact the Director of Public Relations who will contact radio and TV stations.

Under no circumstances should an instructor or other employee assume responsibility for canceling a class due to weather concerns. In the event an instructor cannot drive to the class location, her/his supervisor should be informed. The supervisor will determine what actions will be taken.

Cancellation of Classes by Location

The College will cancel classes on the basis of location. Location means: (1) Parsons Campus, (2) Cherokee Center and (3) extension locations.

Timelines for Cancellation

Day Classes: Normally, a decision to cancel day classes will be made no later than 6:00 a.m., or as soon as possible thereafter.

Evening/Extension Classes: A decision to cancel evening/extension classes will be made no later than 3:00 p.m. Evening/Extension courses may be held even if day classes were cancelled.

Extension Classes: Extension courses will not be held if the facility in which they are meeting is closed that day.

Notification of News Media

Local radio (normally KLKC, KKOW, KGGF) and TV stations (normally KOAM, KSN, KODE) will be informed of any class cancellations as soon as possible after the decision has been made. The Director of Public Relations will be responsible for contacting radio and TV stations.

Regarding Employees

Employees of the college will normally be notified of any revision in schedule due to weather via an electronic phone message to the number they have provided to the college.

WEATHER NOTICE TO STUDENTS:

When snow or ice threatens the normal class schedule, listen to local radio and TV stations regarding changes in the schedule. If the radio or TV station or its website does not state that LCC classes have been cancelled, or the student has not received an electronic phone message from the college, students should assume that classes will be held on the normal schedule.

In the event of cancellations, there will be one of these announcements.

- "Day classes at Labette Community College are cancelled. Evening and Extension classes beginning at 5:30 pm or later will meet on the normal schedule."
- "Classes for Labette Community College are cancelled for day, evening and extension."
- "Evening and Extension classes for Labette Community College are cancelled."

Listen to local radio (KLKC, KKOW, KGGF) and TV stations, (KOAM, KSN and KODE) beginning at 6:15 am, or regarding evening/extension courses, 3:15 pm.

Tornadoes

In the case of an approaching tornado people in the:

- *Main Building* are to move to inside hallways (preferably on the lower floors) and shut room doors.
- *Annex:* If time permits, move to the bottom floor of the main building. If not, move to A104.
- *Student Success Building:* If time permits move to the bottom floor of the

main building. If not move to A103.

- *Health Science Building:* First floor, move to H118. Second floor, move to H224.
- *Student Union:* Move to the restrooms or bookstore area.
- *Gym:* Move to the locker rooms.
- *Fine Arts Building:* If time permits move to the gym locker rooms.
- *Recording Arts Technology/ Graphic Design/ Talent Search:* If time permits move to the restrooms in Building 1227 (Talent Search).

NOTE: It always a good idea to go to the lowest floor and to the center of a nonsteel building where there aren't any windows.

STUDENT CODE OF CONDUCT LCC POLICY AND 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 which is conducive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus.

Regulations

- A. Alcohol. The College will uphold and enforce the Kansas law concerning the possession and consumption of alcoholic liquor and beer.

- B. **Illegal Drugs.** The College supports the enforcement of the State of Kansas laws and federal laws on controlled substances. Use, possession and/or sale of such substances is prohibited whether on campus or off campus.
- C. **Behavior Misconduct.** Students are not to exhibit behavior, which threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner. 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 a fellow student to this type of harassment or intimidation. A student who persists in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.
- D. **Rape.** Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Any unwanted sexual activity, including date/acquaintance rape or gang rape, will not be tolerated and the "perpetrator(s)" could face both College judicial action and criminal charges.
- E. **Assault.** Any actual or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation, or personal abuse against any member of the College community is forbidden. Face to face confrontation utilizing fighting words or racial epithets may constitute an assault.
- F. **Firearms, Fireworks and Other Weapons.** Possession of firearms, fireworks, explosives and unlawful weapons such as the following 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 as responsible for such activity may face serious disciplinary action, suspension/dismissal from housing and/or suspension/dismissal from school, as well as prosecution. Storage space for firearms or other weapons is not provided on College property.
1. A bludgeon, sand club, metal knuckles, or throwing star, or any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any 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;

2. a dagger, dirk, billy, blackjack, sling shot, dangerous knife, straight-edged razor, stiletto or any other dangerous or deadly weapon or instrument of like character, except that an ordinary pocket knife with no blade more than four inches in length shall not be construed to be a dangerous knife, or a dangerous or deadly weapon or instrument;
3. a tear gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;
4. a pistol, revolver or other firearm;
5. a spring gun.

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 Associate Deans, 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 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 the College or the educational process. In the event of an infraction:

- a. The student(s) believed to have been involved will meet with the respective college official to review the incident.
- b. 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.
- c. Should the student disagree with the findings, an appeal is allowed, 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 violative 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 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. Unauthorized throwing of any object in/from College facilities.
 7. Misuse, abuse or unauthorized use of fire extinguisher or other safety equipment (such as alarms or notification equipment).
 8. *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).*
 9. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.
 10. Possession of or making use of College keys for an unauthorized purpose.
 11. 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).
 12. Violation of the published College policies on the possession and use of alcoholic beverages.
 13. Gambling in any form on College property.
 14. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance, especially on College property or at College activities. or
 15. Unauthorized possession, ignition, or detonation or 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.
 16. Theft, destruction, damage, or misuse of property belonging to or the responsibility of the College or to any person.
 17. Any forgery or fraud, including but not limited to alteration, or misuse of College documents, forms, records, meal cards or identification cards.
 18. 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, as opposed to the abstract espousal of a moral propriety of a course of action.
 19. Unauthorized entry/use of LCC buildings, facilities, equipment, resources.

20. Not maintaining current official mailing addresses (local & permanent) in the Student Affairs Office *or giving a false, invalid or fictitious address.*
21. 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.
22. Violation of college, local, state or national parking & traffic regulations.
23. Receiving three (3) Academic Misconduct Forms during their attendance at LCC. (Refer to Procedure 3.07)
24. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software. (Refer to Computer Use Policy under the policies/procedure section)
25. Malfeasance or misuse of elective or appointed office in a student organization, its members or the welfare of the College community.
26. 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.
 - a. 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.
 - b. "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:
 - i. Harming a student or staff member, whether physically or mentally;
 - ii. Damaging a student's or staff member's property;
 - iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.
 - c. 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.

- d. Students persisting in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.
27. 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, will not be tolerated and the perpetrator(s) could face both College disciplinary action and criminal charges.
28. Firearms, fireworks, and other weapons. Possession of firearms, fireworks, explosives 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, such as suspension &/or dismissal from school, as well as prosecution. Storage space for firearms or other weapons is not provided on College property.
- a. A bludgeon, sand club, metal knuckles, or throwing star, or any knife commonly referred to as a switch blade, which as 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;
 - b. A dagger, dirk, billy, blackjack, slingshot, dangerous knife, straight edged razor, stiletto or any other 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;
 - c. A tear-gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;
 - d. A pistol, revolver or other firearm. (Refer to the Weapons Policy in the previous section.)
 - e. A spring gun.

F. College Policy Prohibiting Disruptive Activities

- 1. 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.
- 2. Persons engaging in certain disruptive activities on the College campus, including extension sites, will be subject to prosecution.
- 3. 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.

4. For the purposes of this section, disruptive activity means:
 - a. 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;
 - b. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
 - c. Preventing or attempting to prevent by force, violence or threat of force or violence a lawful assembly authorized by the school administration;
 - d. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
 - e. 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.
 - f. 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.)
 - g. Persistent or gross acts of willful disobedience or defiance toward college personnel.
 - h. Verbal abuse towards a student or college employee.
 - i. Disorderly, lewd, indecent or obscene conduct.
 - j. Breach of peace on college property or at any college sponsored or supervised function.
 - k. Failure to comply with socially acceptable standards of personal hygiene, e.g. body odor, lice, smelly clothing.
 - l. 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.
 - m. 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.
5. Any person who violates this section a second time shall not thereafter be eligible to attend LCC for a period of two years from such sanction. Other infractions or disruptive activities will be reviewed by the Vice

President of Student Affairs for appropriate action.

6. 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:

1. *Hazing* means an activity that recklessly or intentionally 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;
2. *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
3. *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

1. *Investigation and Summons.* 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 and they shall attend such meetings as summoned.
2. *Administrative Review.* 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 indicate the decision in writing either at the time of hearing or later. The Vice President of Student Affairs also retains the option of referring the case to the Appeals Committee.

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

I. Temporary Disciplinary Action

1. *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 this done prior to the temporary discipline or as part of the final sanction.
2. *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 by any expeditious but reasonable means.
3. *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 twelve class days after the temporary disciplinary action was taken.

J. Hearings

1. *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 advisor (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 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 exercise of a challenge of the impartiality of the hearing officer prior to the hearing; the hearing officer is to be the sole judge as to impartiality.
 - g. 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.
 - h. The hearing will be conducted in a manner confidentially to protect the of the student and witnesses.
2. *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.
3. *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. 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.
 - g. 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.
4. 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.
5. The hearing officer 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.

6. Upon the request of the student, or upon his own initiative, the hearing officer 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.
7. During the hearing, only the Vice President of Student Affairs or the appropriate committee members, the student and the advisor, 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 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 conduct hearing shall treat the matters discussed therein as confidential information not to be disclosed to others.* The hearing officer may dismiss any attendee for cause, such as inappropriate behavior.
8. 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.
9. The student may not be compelled to testify against himself, and the hearing officer 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.
10. The hearing may occur, including judgments and sanctions, regardless of the student's attendance, based on the information and evidence available.
11. During an appeal hearing, 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 students past violation(s) when considering penalty assessment for the student.
12. 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.
13. The Vice President of Student Affairs shall inform the student of the decision, and if a disciplinary penalty has been imposed.

K. Disciplinary Penalties

1. *Nature of Penalties.* The following penalties comprise, but is 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.
 - a. *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.
 - b. *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, or participation in athletics or other extracurricular activities. The restriction may be imposed only for a definite term.
 - c. *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. The special project may be imposed only for a definite term.
 - d. *Restitution:* Paying for physical or property damage, losses, or misappropriation, either monetarily or by the performance of specific duties.
 - e. *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 harsher disciplinary sanction 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 harsher disciplinary sanction may not represent the College in any special honorary role, e.g. SKILLS USA Conference, choir tour, athletic competition.
 - iii. If a specific question is asked whether the student has been involved in any disciplinary situations, there is no alternative but to give an accurate answer to the question.
 - f. *Prohibition against readmission.*
 - g. *Loss of or ineligibility* for a student grant or loan.
 - h. *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. *
 - i. *Expulsion:* Termination of student status for an indefinite period. 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. Expulsion is not a permanent separation, but neither is a definite time set when return

- is expected. 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).*
2. *Recording of Penalties.* The penalties provided would be noted in the student's conduct file. Any record of penalty not noted on a transcript should be expunged no later than five years after the penalty is assessed or upon graduation, whichever is later.
 3. *Finality of Penalties.* No penalty shall normally take effect until disciplinary action becomes final. Disciplinary action becomes final when:
 - a. In the event of administrative disposition, upon receipt by the student of the decision.
 - b. In the event of a hearing, upon notification to the student of the decision of the Appeals Committee.
 - c. In the event of review by the President, or Board whether directly or by appeal, upon notification to the student.
 - d. 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 prior to permitting readmission.

L. Appeals

1. Appellate Jurisdiction

- a. *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 Associate Deans decisions may also be sent to the Appeals Committee, pending review by the Vice President of Student Affairs. (Student Life decisions may be appealed to Vice President of Student Affairs.)
- b. *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 appropriate Associate Dean, then, if not resolved, to Vice President of Student Affairs for review before bringing it to the Committee.
- c. *Appeals Committee.* This body, approved by the President, serves one year. It is comprised of three faculty, three students and one staff member (classified/professional/ administrator). The Chair will work closely with Vice President of Student Affairs to follow

- appropriate procedures for the hearing.
2. Perfecting Appeal
 - a. *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.
 - b. *The grounds for requesting appeal should be:*
 - i. The sanction imposed was too harsh (probation for at least one semester, suspension, or expulsion only).
 - ii. An error that significantly prejudiced the rights of the defendant. (Be specific; include documentation.)
 - iii. Significant new information discovered after the initial hearing and presented to the Vice President of Student Affairs within 30 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
 - a. 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.
 - b. No committee members may have a material interest in or knowledge of the issue on appeal.
 - c. Shall receive for review all written materials and information relevant to the appeal, which will be independently reviewed by the committee members.
 - d. May collect more information to rule on the question.
 - e. The hearing will occur regardless of the student's attendance, with the decision based on the information and evidence available.
 - f. Members may question participants written or verbal statements.
 - g. 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.

M. Student Grievance Procedure

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:

- A. The receipt of a grade after one year;
- B. The receipt of academic sanctions;
- C. 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. The decision shall be final if the student fails to employ the steps and time periods of the Student Grievance Appeal Procedure.

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. If this meeting does not resolve the situation, the following procedure of appeal shall be used if any appeal is filed:

Level 1:

- The student shall, within five class days of knowledge that informal resolution has failed, submit written material to the College official who allegedly misapplied the College policy, procedure, or practice.
- The written materials should
 1. indicate that a formal grievance of the issue is being initiated,
 2. request reconsideration,
 3. explain the situation being appealed,
 4. state the basis for the grievance, including the policy, procedure, or practice,
 5. include any written evidence and state what evidence is available for presentation.
- 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 two class days following the meeting.

Level 2:

- If the initial formal decision is adverse to the student, she/he may appeal the decision to the employee's immediate supervisor within five class days thereafter except if the immediate supervisor is a senior College official (Vice President or President). In that case, the process moves to level three.
- The supervisor will be provided copies of all previously considered materials 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 within five class 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 two additional class days.
- The student may appeal the decision of the supervisor to the Student Appeals committee within two class days after receipt of the decision by filing written notice to the President.

Level 3:

- The Student Grievance Appeals Committee shall be composed of three students appointed by the student government President, two faculty, and one each of classified and professional employees all appointed by the President.
- No committee members may have a material interest in or knowledge of the issue on appeal.
- The Student 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 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.
- Other parties may be invited by the Student 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.

Level 4:

- The Student Appeals Committee will make its recommendation in writing on the decision of the appeal to the appropriate senior level College official.
- These recommendations may be to affirm, reject, or modify any previous decision regarding this grievance.
- The senior official will review the committee's recommendation and all supporting documents with the committee chair.
- The committee's recommendation is advisory and the senior official will render a written decision on the appeal to all involved parties within five days of receipt of the committee's recommendation.
- The decision on the appeal at this level is final.

ACADEMIC HONESTY LCC PROCEDURE 3.07

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

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

- A. Cheating on an examination, clinical, or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
1. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
 2. Using, during a test, materials not authorized by the instructor;
 3. Collaborating with another person without authorization during an examination, clinical, or in preparing academic work;
 4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of an un-administered examination;
 5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;

6. Bribing another person to obtain an un-administered examination or information about an un-administered examination; or
 7. Attempting to bribe any faculty/staff/student to alter a grade.
- B. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work offered for credit.
- C. Any forgery, alteration, or misuse of academic documents, forms or records.
- D. Fabrication includes the intentional falsification or invention of any information.
- E. Collusion includes any secret agreement among students who participate in any academically dishonest activity.
- F. Violating requirement and/or agreements associated with “academic work” as defined by the Student Handbook as “Academic work: includes preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted and/or performed for purposes of evaluation/grade determination.”
- G. Students enrolled in online courses agree not to give their passwords, login information, or access to an online course to anyone. Any student who does so will be considered guilty of academic dishonesty and subject to the penalties described for such offenses.

PENALTIES FOR ACADEMIC MISCONDUCT

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

ACADEMIC CONDUCT APPEALS PROCEDURE

A. Initiation of Action

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

- The instructor shall provide a written document to the student that will detail the alleged violation and the proposed penalty for that violation. The form for this documentation may be found on Public

Folders/Forms/Academic Misconduct. This form is to be completed by the instructor.

- The student must sign a copy of this document to acknowledge receipt (this does not indicate agreement with the allegation).
- The student will then have 5 working days to meet with the instructor to further discuss the allegation of academic misconduct and the proposed penalty. Either party may choose to have a witness present at the meeting.
- Should the student fail to meet with the instructor within 5 days the penalty will be imposed and the matter considered closed.
- It is the responsibility of the instructor to provide copies of the document describing the violation and the proposed action to the student, the appropriate Associate Dean, and the Vice President of Student Affairs.
- In any case where the student is not readily available the written document should be sent to the student via certified mail. In any case where the instructor may not be available to meet with the student within 5 working days after receipt of the document the instructor should present his/her evidence to the appropriate Associate Dean and the student should proceed directly to a Level One Appeal if the student disagrees with the proposed action in the written document.

B. Instructor/Student Meeting

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

- Advise the student of such fact and the penalty to be imposed.
- The issue will be considered resolved at this level if both parties sign in acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing to the appropriate Associate Dean within 5 working days.

C. Level One Appeal

1. If the student does not accept the resolution, the student has five (5) working days to appeal in writing to the appropriate Associate Dean. The student is to send a copy to the instructor.

2. The written appeal should include:

- An indication that a formal appeal of the issue is being initiated.
- Request reconsideration of the assessment.
- Explain the specific situation being appealed.
- State the specific basis for the appeal.

- Include any written evidence and state what additional evidence is available for presentation.
3. The Associate Dean will meet separately with the instructor and the student to review the decision and try to resolve the issue. A written response will be provided within five (5) working days. At the discretion of the Associate Dean, all three parties may meet to discuss the case.
 4. The issue will be resolved at this level if both the instructor and student sign acceptance of an agreement as to the allegations of misconduct and any resulting penalties or if neither the student nor the instructor appeals the matter to the Vice President of Student Affairs.

D. Level Two Appeal

1. If either the student or the instructor does not accept the decision of the Associate Dean, they (he/she) may appeal in writing to the Vice President of Student Affairs. The written appeal should include:

- An indication that a formal appeal of the issue is being initiated.
 - Request reconsideration of the assessment.
 - Explain the specific situation being appealed.
 - State the specific basis for the appeal.
 - Include any written evidence and state what additional evidence is available for presentation.
2. Request to appeal must be initiated within five (5) working days following the notification of the Associate Dean's decision.
 3. If a request to appeal is filed, the Vice President of Student Affairs will convene the Appeals Committee. The Appeals Committee will consist of: three (3) faculty members, three (3) students and one (1) staff member or administrator. If any person on the committee has been or will be involved in the process at another level, such person should not serve on the committee.
 4. The Vice President of Student Affairs will notify the student, the instructor, and the Associate Dean that the request to appeal has been filed by sending each of them copies of the request to appeal.
 5. The hearing will be conducted as prescribed in the Student Handbook.
 - **Rights of Student in Hearings.** Each student who is summoned to a hearing or who is temporarily suspended shall be afforded the right to:
 - Notification in writing of the College policy alleged to have been violated, and of the charges claimed to constitute the violation.
 - Notification in writing of the date, time, and location of the hearing.
 - An advisor (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.

- 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.
 - A transcript of the hearing, if requested prior to the start of the hearing, the cost of which is to be borne by the student.
 - The exercise of a challenge of the impartiality of the hearing officer prior to the hearing; the hearing officer is to be the sole judge as to impartiality.
 - 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 to protect the confidence 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 statement of the charges and a brief description of the alleged conduct upon which charges are based.
 - The date, time, and location of the hearing.
 - A reference to this chapter/section, which includes the rights of the student.
 - A statement that the student must provide a list of witnesses, and a description of other expected evidence.
 - Statement referring to the student's rights in the hearing.
 - 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.
 - 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.

- 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.
- The hearing officer 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.
- Upon the request of the student, or upon his own initiative, the hearing officer 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.
- During the hearing, only the Vice President of Student Affairs or the appropriate committee members, the student and the advisor, 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 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 conduct hearing shall treat the matters discussed therein as confidential information not to be disclosed to others.* The hearing officer may dismiss any attendee for cause, such as inappropriate behavior.
- 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.
- The student may not be compelled to testify against himself, and the hearing officer and appropriate committees shall presume the student innocent of the charges until he/she is convicted of his culpability by a preponderance of the evidence.
- The hearing may occur, including judgments and sanctions, regardless of the student's attendance, based on the information and evidence available.
- During an appeal hearing, 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 anyone they believe pertinent to the deliberations. The final decision of the committee shall be by majority vote. If the decision is one of guilty, the student's past conduct record is to be reviewed

when considering penalty assessment.

- 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, and if a disciplinary penalty has been imposed.
6. The Appeals Committee is empowered to recommend dismissal of the charge if the evidence does not substantiate that academic misconduct did in fact occur. The Committee may uphold, modify, or dismiss the decision of the instructor.
 7. The findings of the Appeals Committee will be reported to the Vice President of Student Affairs, the student, the instructor, and his/her Associate Dean. The Vice President of Student Affairs shall notify all parties involved of his or her decision within five (5) working days.
 8. If the action involves a change of a course grade, the Registrar also will be notified by the Vice President of Student Affairs. The Vice President of Student Affairs decision is considered final. Instructors should retain records of the final decision in a case of alleged academic misconduct for at least one (1) calendar year.