
Academic Information

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

Academic Advisement

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

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

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

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

Academic Forgiveness

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

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

[Academic Misconduct \(Procedure 3.07\)](#)

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

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

Academic Progress, Probation, and Dismissal

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

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

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

[Alcoholic Exemption \(Policy 2.10\)](#)

[Appeal of Final Grade \(Procedure 3.18\)](#)

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 who would like to keep documentation of illness/injury/special circumstances confidential may send to Case Manager who will notify instructors.