

the Vice President of Academic Affairs will initiate the procedures for a hearing.

- C. Should the student disagree with the findings, an appeal is allowed and is to be pursued within the respective procedures.

Cardinal Cards

In order to help provide a safer and more secure environment, all Labette Community College (LCC) students, employees, and guests are asked to have identification while on campus. LCC students may be asked to present their identification card when picking up books, checks and at other times to ensure appropriate identity. The college will make every effort to ensure that all individuals on campus are here for appropriate reasons. All Labette Community College students and employees are asked to have an LCC Identification Card.

LCC identification cards must not be tampered with or altered. Doing so could result in disciplinary action by the Vice President of Student Affairs for students and the appropriate supervisor for staff. The initial identification card is free. Replacement cards, whether lost or stolen, are \$10 each. Identification Cards may be obtained from the Admissions Office located on the second floor of the Student Union. The hours of operation for the Admissions Office are:

Fall and Spring Semesters: Monday-Thursday from 8:00 a.m. – 4:30 p.m.

Summer Sessions: Monday-Thursday from 7:00 a.m. – 4:30 p.m.

Visitors to campus, may be asked to provide photo identification as well as their reason for being on campus, if an issue warrants.

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 a copy of their Social Security Card and a Government Issued Photo ID. 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.
- Concentration changes can only be made during the first two weeks of each semester.

Computer and Internet Usage (Procedure 3.25)

Accommodation 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