
Audit

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

**Classroom Disruptions: Cell Phones,
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 such as the use of cell phones as an instructional tool. Cell phones may not be dialed or answered in a classroom (including text messages, games, and other uses).

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

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 Dean of Instruction or Program Director prior to the class meeting. In the event that an exception is granted, it is the student's responsibility to make sure the child(ren) do not disrupt the educational environment of the class. Adult guests may be admitted at the discretion of the instructor.

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

Credit for Prior Learning (Procedure 3.05)

A. Credit for prior Learning (CPL) is learning that has not been transcribed by an institution of higher learning.

- A. The Vice President of Academic Affairs is responsible for implementation of these procedures.
- B. Credit for Prior Learning may be awarded according to the following conditions:
 1. The student must currently be enrolled in at least 3 credit hours and have a declared major, or have successfully completed at least 3 credit hours at LCC.
 2. All courses for which Credit for Prior Learning are awarded must have equivalent courses in the Labette Community College curriculum. Partial credit will not be awarded.
 3. The Dean of Instruction will review, and as is applicable, seek advice from faculty, to approve or disapprove the Application for Credit for Prior Learning Transfer of CPL courses relating to the concentration and/or general education courses.
 4. A maximum of 25 total credit hours of Credit for Prior Learning may be awarded based on the declared major with approval of the Vice President of Academic Affairs.
 5. Students are encouraged to seek advice regarding CPL from the Military-Connected Student Services Coordinator or the Dean of Instruction.
 6. A \$45 fee must accompany the required Application for Credit for prior Learning Transfer form to cover administrative costs associated with transferring CPL credit to their LCC transcript. (Note: one \$45 fee