

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

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#### **Audit**

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

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

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

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

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.

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

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

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

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#### **College Credit for Nontraditional Education**

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Nontraditional education is learning that has not been transcribed by a regionally accredited higher education institution. To encourage and assist students to complete degrees, LCC may award college credit for nontraditional education. Work experience will not be considered. The procedure and guidelines are as follows:

1. Students are encouraged to seek advice from the Admissions Office. A \$25 fee must accompany the required application. Normal tuition and fees, which must be paid prior to posting any credit on a transcript. The student must complete at least 12 credit hours at LCC with at least a cumulative 2.0 GPA before nontraditional credit will be awarded.
2. The student must be currently enrolled in at least six (6) credit hours at LCC and have a degree objective.
3. A maximum of 15 credit hours may be awarded and only six (6) can be used to fulfill concentration requirements.
4. All courses for which nontraditional credit is awarded must have equivalent courses in the LCC curriculum. Partial credit will not be awarded.