

### IMPORTANT DATES

8/20	.....Classes begin
8/24	.....Last day to add courses w/o Instructor permission Last day for full tuition refund Last day to make payment arrangements
8/31	.....Last day to add courses w/instructor permission Must make payment arrangements at time of enrollment Last day for textbook refunds (restrictions may apply)
9/3	.....College Closed (Labor Day)
10/12	.....College Closed (Fall Break)
10/31	.....Degree Check Requests Due
11/1	.....Spring Enrollment Begins
11/9	.....College Closed (Veteran's Day)
11/16	.....Last day to withdraw from all classes
12/4-12/10	.....Evening Finals
12/6-12/7	.....No Classes, College Open Testing/Advising Days (Weather make-up days)
12/10-12/13	.....Day/Online Finals
12/17	.....Grades Due @ noon
12/18	.....Offices Close by 4:30 for Holiday Break

### CELL PHONES IN THE CLASSROOM

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 Honesty Procedure 3.07.

### DROPPING A COURSE

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 adviser approval.
- Courses may be added during the second week of classes with instructor AND adviser approval.
- Courses can be dropped by email to your adviser but not by phone.
- It is the responsibility of the student to confirm all add / drops / withdrawals, regardless of the situation.

For more complete information, see <http://www.labette.edu/catalog/add-drop.html>

### GUESTS & CHILDREN IN THE CLASSROOM

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) does 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 LCC.

### OUT-OF-CLASS STUDENT WORK EXPECTATIONS

Students should expect to spend a minimum of two hours on out-of-class student work for every hour spent in the classroom.

### IDENTIFICATION CARDS

In order to provide a safe and secure environment, all LCC students, employees, and guests are required to have identification while on campus. The college will make every effort to ensure that all individuals on campus are here for appropriate reasons. All LCC students and employees are required to have an LCC Identification Card. Failure to have the identification card could result in disciplinary action by the Vice President of Student Affairs for students and the appropriate supervisor for staff.

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.

### INCLEMENT WEATHER INFORMATION

In the event of class cancellations or Campus closing, you will hear announcements through local media, the Website, e-mail or the School Messenger phone system. Listen to local radio (KLKC, KKOW, KGGF, KSYN, KIND) and TV stations, (KOAM/FOX, KSN and KODE) beginning at 6:15 a.m., or regarding evening/extension classes, 3:15 p.m. Make sure your personal information is up to date by going to the link below.

For additional information and to view the school policy on inclement weather, see <http://www.labette.edu/catalog/weather.html>

### USE OF TOBACCO PRODUCTS

LCC is a tobacco-free institution. The College employees, students, and visitors will share in the respectful adherence and enforcement of the tobacco-free policy.

1. Tobacco use in any form and/or electronic cigarettes is prohibited on all College-owned property and within leased College office, classroom space and vehicles. The use of all tobacco products, is prohibited on College-owned facilities and facilities leased and controlled by the College.
2. Tobacco use is prohibited in all indoor and outdoor facilities, including athletic fields, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, and in privately owned vehicles on college property.
3. Tobacco use is prohibited, other than in designated smoking areas, at meetings and conferences sponsored by LCC or during any travel sponsored by the College.

For more complete information, see <http://www.labette.edu/catalog/tobacco.html>

### ACADEMIC HONESTY

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:
  - a. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
  - b. Using, during a test, materials not authorized by the instructor (including when taking tests in the Student Success Center);
  - c. Collaborating with another person without authorization during an examination, clinical, or in preparing academic work;
  - d. 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;
  - e. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
  - f. Bribing another person to obtain an un-administered examination or information about an un-administered examination; or
  - g. 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.

For more complete information, see <http://www.labette.edu/catalog/honesty.html>.

### STUDENT CODE OF CONDUCT

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

B. *Tobacco*. The College will uphold and enforce the Kansas law concerning the use of smoking products in public places. In addition, College Policy 2.09 prohibits the use of all tobacco products on campus.

C. *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.

D. *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.

E. *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.

F. *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 or putting any person in fear and apprehension of harm will not be tolerated.

For more complete information, see <http://www.labette.edu/catalog/conduct.html>

### CONCEALED CARRY RESTRICTIONS

Each student who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the law and this policy. Individuals who carry a handgun on Campus must carry it concealed on or about their person at all times. The carrier must at all times remain within the exclusive and uninterrupted control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed handgun while on campus.

**Safety Requirements:** To reduce the risk of accidental discharge when carrying a concealed handgun on Campus (whether on the person or in a carrier), the concealed handgun is to be secured, in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. The holster is to have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety are to be carried with the safety in the "on" position. Semiautomatic handguns are to be carried without a chambered round of ammunition and revolvers with the hammer resting on an empty cylinder.

**Main Parsons Campus Only:** Individuals are advised that, pursuant to the Federal Gun Free School Zones Act, it is unlawful for an individual to possess a firearm within 1,000 feet of an elementary or secondary school, and the College's main Parsons Campus is within such a gun free school zone. Exceptions to this prohibition are made for possession in the case of

- individuals with a Kansas Concealed Carry License;
- where the firearm is unloaded and in a locked container or locked firearms rack in a vehicle;

### WHERE TO GO FOR ASSISTANCE

#### YOUR INSTRUCTOR

Faculty members usually include their office hours and contact information in the class syllabus. If not, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session.

#### LIBRARY

The Library is located at the corner of 13<sup>th</sup> & Main Streets on the Main Campus in Parsons. Students and employees of LCC who present a LCC ID may check out books for a period of two weeks. Other items may be used in the library, including magazines, newspapers, reference materials and reserve materials. Currently enrolled students and LCC employees may request material through interlibrary loan.

For more complete information, see <http://www.labette.edu/library/index.html>

#### ONLINE COURSE SUPPORT

- For technical assistance with online courses through RedZone
- [onlinesupport@labette.edu](mailto:onlinesupport@labette.edu) (evenings and weekends)
  - (620) 820-1146 (office 8-4:30 pm M-F)

#### SERVICES FOR STUDENTS WITH DISABILITIES

Services for LCC students who have a documented disability from a certified professional are coordinated through the ADA Coordinator in the Business Office on the Main Campus in Parsons. Services are provided at no cost to enrolled students on an individual basis and with respect to confidentiality. Contact Megan Hentzen ([meganh@labette.edu](mailto:meganh@labette.edu)) 620-820-1230.

For more complete information, see <http://www.labette.edu/studentaffairs/disability.html>

#### STUDENT SUCCESS CENTER

The Student Success Center is located on the Main Campus in Parsons and provides the following services to all students and community members:

- Computer Lab with 12 stations and FREE black and white printing
- Placement and instructor makeup testing
- Test proctoring for on-line and distance ed. courses
- FREE Peer Tutoring in many subjects. ([elizabethr@labette.edu](mailto:elizabethr@labette.edu)) 620-820-1142
- Career Services Coordinator available to assist students with résumé creation and editing. ([sarac@labette.edu](mailto:sarac@labette.edu)) 620-820-1147
- Military-Connected Student Services Coordinator available to assist military-connected students (Veterans, dependents, active-duty, guard, & reservist) to support services within the College and Community. ([sarac@labette.edu](mailto:sarac@labette.edu)) 620-820-1227
- Student Support Services, offering academic assistance to help first-generation, income-eligible students and those living with disabilities. SSS helps to increase the persistence, graduation, and transfer rates of eligible students at LCC.

For more complete information, see <http://www.labette.edu/ssc/index.html>

#### STUDENT UNION

**Bookstore:** Located on the first floor of the Student Union. For more complete information, see <http://www.labette.edu/bookstore/index.html>

**Business Office:** Located on the Main Campus in Parsons on the second floor of the Student Union. For more complete information, see <http://www.labette.edu/businessoffice/index.html>

**Cardinal Café:** Located on the first floor of the Student Union. For more complete information, see <http://www.labette.edu/cafe/index.html>

**Financial Aid:** Located on the second floor of the Student Union. For more complete information, see <http://www.labette.edu/financialaid/index.html>

#### FINAL EXAM SCHEDULE

Final examinations will be given according to the schedule of examinations available at <http://www.labette.edu/calendars/LCC-Finals-Schedule-Fall-2018.pdf> All Students are expected to take their final during the scheduled times. Students that have more than three finals scheduled in one day need to contact the Vice President of Academic Affairs.