
Alcoholic Beverages (Policy 2.10)

To ensure that the College is in compliance with local, state, and federal laws, and judiciously expends public funds, this policy is established. Furthermore, Labette Community College (LCC) is in compliance with the Federal Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

A. Definition of Terms:

1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.
2. "Alcoholic beverages" as used in this policy, mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.
3. "College funds" mean any funds managed and controlled within the College's financial accounting system.
4. Funds of the LCC Foundation are not included in this because they are not directly controlled by the College.

B. General Regulations

1. Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.
2. As a general operational policy, alcohol may not be purchased with College funds.
3. College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.
4. College employees or students may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications while on College business or on a College sponsored trip.
5. College employees or students may not be on College owned or leased property while under the influence of alcoholic beverages or illegal drugs.

C. Violations

1. Employees or students who violate this policy are subject to applicable disciplinary actions. Violation of section B-3 & 4 above will be considered a serious offense and may be punishable by termination or expulsion for a first offense. Please refer to Policy 2.16 Performance Improvement.
2. The College may file complaints with local law enforcement agencies or ban members of the general public who violate this policy.
3. Procedures in support of this policy must be approved by the President.

Appeal of Final Grade (Procedure 3.18)

In the event a student believes that a grade for a course has been incorrectly recorded, procedures to request a grade change may be obtained through the Student Affairs Office. Students may request a grade change no later than one (1) semester after the date the final course grade was officially recorded.

A. For grade change requests submitted within one (1) semester of the date of having been originally recorded, the following actions will occur:

1. The student must first contact the instructor with a written statement regarding why he/she requests a grade change. The instructor will then make a written response to the student within ten working days of receipt of the request on whether he/she will make a grade change. If the instructor decides to change the grade, a Change of Grade form is submitted by the instructor to the Dean of Instruction for approval and is then sent to the Registrar, who will officially record the grade change.

2. If the student is not satisfied with the instructor's decision, the student must contact, in writing, the instructor's immediate supervisor (Program Director, Dean of Instruction) within ten working days after the decision was rendered by the instructor. The instructor's supervisor must then make a decision, after consultation with both the instructor and the student, on the grade change. The instructor's supervisor will make a written response to the student, copied to the instructor, within ten working days of the date he/she was originally contacted by the student. If the instructor's immediate supervisor decides to change the grade, a Change of Grade form is submitted to the Dean of Instruction for approval and is then sent to the Registrar, who will officially record the grade change.
 3. If the student is not satisfied with the supervisor's decision and if the instructor's immediate supervisor reports to the Dean of Instruction, the student must contact, in writing, the Dean of Instruction within ten working days after the decision was rendered by the instructor's immediate supervisor. The Dean of Instruction must then make a decision to approve or disapprove the decision, after consultation with all parties involved, and will respond to the student, with the response copied to the supervisor and instructor, within ten working days of the date he/she was originally contacted by the student. If the Dean of Instruction decides to change the grade, a Change of Grade form is sent to the Registrar, who will officially record the grade change.
 4. If the student is not satisfied with the Dean of Instruction's decision, he/she must contact, in writing, the Vice President of Academic Affairs within ten working days after the decision was rendered by the Dean of Instruction. The Vice President of Academic Affairs will then make a decision to approve or disapprove the requested grade change after consultation with all parties involved, and will respond to the student, with copies to the other parties, within ten working days of the date he/she was originally contacted by the student. The Vice President of Academic Affairs will inform the Registrar and student of any changes which should be officially recorded. Such a decision will be considered final.
- B. If the instructor of the course is no longer available, the student may submit, in writing, to the instructor's immediate supervisor (Program Director, Dean of Instruction), a request that a grade be changed. Such request must provide reasons why a change should be made. After considering the request and the circumstances, the supervisor will make a recommendation to the Dean of Instruction and a decision will be rendered. Such decision will be considered final.
- C. These procedures are the responsibility of the Vice President of Academic Affairs who may make minor, non-substantive changes or decisions to ensure the procedures are operationally effective.

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.

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. The Academic Affairs' office restricts the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be 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).

This procedure does not restrict the use of a communication device during an emergency situation.

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.

Further, the Curriculum and Instruction committee recommended that this procedure be a requirement on the Master Course Syllabus.

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)

Credit for Prior Learning (CPL) is learning that has not been transcribed by an institution of higher learning. CPL will be evaluated based on the different types below and may be awarded according to the following conditions:

1. The student must currently be enrolled in at LCC and have a declared major 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. All earned credit will receive a grade of "P" for pass and will not be calculated into the cumulative grade point average.
4. Credit for prior learning will be counted toward graduation and may be used to fulfill curriculum requirements.
5. Credit for prior learning cannot be used to meet the enrollment requirement for federal or institutional aid.
6. Credit for prior learning cannot be used to repeat classroom credit in which a grade was received.
7. A maximum of 45 total credit hours of Credit for Prior Learning may be awarded based on the declared major.
8. Charges may be assessed for specific types of CPL listed below.

Multiple types of CPL can be considered for credit:

Portfolio Evaluation

In some instances, college credit may be awarded by means of a portfolio evaluation. A portfolio is a narrative document that details experiences, training, formal education, and work background. The narrative along with documentation will be turned in to the Registrar's office. Evaluation to determine if the objectives of a college class are met will be determined by the Academic Affairs office. No additional charges will be assessed.

Certificate Evaluation

In some instances, students may show a certificate of successful completion of training in order to get college credit for a class covering the same material. Certificates must be turned in to the Registrar's office, and evaluation to determine if college credit can be awarded will be determined by the Academic Affairs office. No additional charges will be assessed.

AP College Entrance Examination Board (CEEB-AP)

Advanced Placement tests (AP) are administered to high school students at the end of college-level courses that are taught in high school. To request test scores contact AP Services at <https://apcentral.collegeboard.org/scores/#/> and have scores sent to the Registrar's office. The Registrar's office will determine if college credit can be awarded based on the following list

which shows the AP tests approved and the minimum score required for credit:

CEEB-AP Examination	Minimum Score Accepted	Labette Course Equivalency and Credit Hours
ARTS		
2-D Art & Design	3	ART107: Two Dimensional Design (3 cr.)
Drawing	3	ART103: Drawing I (3 cr.)
English		
English Language and Composition	3	ENGL101: English Composition I (3 cr.)
English Language and Composition**	4	ENGL101 English Composition I (3 cr.) AND ENGL102: English Composition II (3 cr.)
English Literature and Composition	3	ENGL 206: General Literature (3 cr.)
History and Social Sciences		
Human Geography	3	GEOG101: World Regional Geography (3 cr.)
Macroeconomics	3	ECON203: Macroeconomics (3 cr.)
Microeconomics	3	ECON204: Microeconomics (3 cr.)
Psychology	3	PSYC101: General Psychology (3 cr.)
United States Government and Politics	3	POLS105: American Government (3 cr.)
United State History	3	HIST101: American History to 1877 (3 cr.) AND HIST102: American History Since 1877 (3 cr.)
World History: Modern	3	HIST104: World History Since 1500 (3 cr.)
Math and Computer Science		
Calculus AB	3	MATH130: Calculus I (5 cr.)
Calculus AB subscore on Calculus BC exam	3	MATH130: Calculus I (5 cr.)
Calculus BC	3	MATH130: Calculus I (5 cr.) AND MATH131: Calculus II (5 cr.)
Computer Science Principles	3	COMP110: Computer Concepts and Applications (3 cr.)
Statistics	3	MAT120: Elementary Statistics (3 cr.)
Sciences		
Biology	3	BIOL128: Principles of Biology I (5 cr.)
Biology	5	BIOL128: Principles of Biology I (5 cr.) AND BIOL129: Principles of Biology II (5 cr.)
Chemistry	3	CHEM124: College Chemistry I (5 cr.)
Chemistry	5	CHEM124: College Chemistry I (5 cr.) AND CHEM126: College Chemistry II (5 cr.)

Environmental Science	3	BIOL122: Environmental Life Science (5 cr.)
World Languages and Cultures		
French Language and Culture	3	LANG104: French I (5 cr.) AND LANG105: French II (5 cr.)
Spanish Language and Culture	3	LANG127: Spanish I (5 cr.) AND LANG128: Spanish II (5 cr.)
** May receive both ENGL 101 & 102 with a score of 4 or higher.		

CLEP

College Level Examination Program (CLEP) The CLEP is a national system of credit by examination, offering five general examinations assessing college level general education, as well as a number of subject examinations relating to specific college courses.

Labette Community College is an approved CLEP Testing Center. Both general and subject examinations are administered in the Student Success Center. Results should be sent to the Registrar's office to determine if college credit can be awarded based on the scores below. LCC will accept a total of 12 CLEP credit hours of general education. A score of 50 or above is required to apply the credits toward a degree.

CLEP Test	Minimum Score Accepted	Labette Course Equivalency and Credit Hours
American Government	50	POLS 105: American Government (3 cr.)
American Literature	50	ENGL 209: American Literature I (3 cr.)
Analyzing and Interpreting Literature	50	ENGL 206: General Literature (3 cr.)
Biology	50	BIOL 120: General Biology (5 cr.)
Calculus	50	MATH 130: Calculus I (5 cr.)
Chemistry	50	CHEM 120: Introduction to Chemistry (5 cr.)
College Algebra	50	MATH 115: College Algebra (3 cr.)
College Composition	50	ENGL 101: English Composition I (3 cr.)
College Composition Modular	50	ENGL 101: English Composition I (3 cr.) AND ENGL 102: English Composition II (3 cr.)
College Mathematics	50	MATH 100: Intermediate Algebra AND MATH 115: College Algebra (3 cr.)
English Literature	50	ENGL 207: British Literature I (3 cr.)
Financial Accounting	50	ACCT 112: Financial Accounting (3 cr.)
French Language	50	LANG 104: French I (5 cr.)
French Language	59	LANG 104: French I (5 cr.) AND LANG 105: French II (5 cr.)
History of the U.S. I	50	HIST 101: American History to 1877 (3 cr.)
History of the U.S. II	50	HIST 102: American History Since 1877 (3 cr.)
Human Growth & Development	50	PSYC 201: Developmental Psychology (3 cr.)
Info. Systems and Computer Applications	50	COMP 120: Computer Information Systems (3 cr.)
Introduction Psychology	50	PSYC 101: General Psychology (3 cr.)
Introduction Sociology	50	SOCI 101: General Sociology (3 cr.)

Principles of Macroeconomics	50	ECON 203: Macroeconomics (3 cr.)
Principles of Microeconomics	50	ECON 204: Microeconomics (3 cr.)
Spanish Language	50	LANG 127: Spanish I (5 cr.)
Spanish Language	63	LANG 127: Spanish I (5 cr.) AND LANG 128: Spanish II (5 cr.)
Western Civilization I (Ancient Near East to 1648)	50	HIS 103: World History to 1500 (3 cr.)
Western Civilization II (1648 to Present)	50	HIS 104: World History Since 1500 (3 cr.)

DSST

DSST exams allow students to earn college credit for knowledge obtained outside the traditional classroom. For more information about the DSST exams go to http://getcollegetcredit.com/test_takers. Results of this test should be sent to the Registrar's office for evaluation.

The following list shows the DSST tests approved at Labette and the minimum score required for credit:

DSST Exam List:	Minimum Score:	Labette Course:
A History of the Vietnam War	**	**No Equivalent Course
Art of the Western World	**	**No Equivalent Course
Astronomy	400	PHSC 103: Introduction to Astronomy
Business Ethics in Society	**	**No Equivalent Course
Business Mathematics	400	OTEC 119: Business Math
Computing and Information Technology	400	COMP 120: Computer Information Systems
Criminal Justice	400	CRIM 101: Intro to Administration of Justice
Environmental Science	400	BIOL 122: Environmental Life Science
Ethics in America	400	PHIL 106: Ethics
Ethics in Technology	**	**No Equivalent Course
Foundations of Education	400	EDUC 140: Introduction to Teaching
Fundamentals of College Algebra	400	MATH 115: College Algebra
Fundamentals of Counseling	**	**No Equivalent Course
Fundamentals of Cybersecurity	**	**No Equivalent Course
General Anthropology	400	SOCI 207: Anthropology
Health and Human Development	400	PED 105: Personal and Community Health
History of the Soviet Union	**	**No Equivalent Course
Human Resource Management	**	**No Equivalent Course
Human/Cultural Geography	400	GEOG 101: World Regional Geography
Introduction to Business	400	BUAD 101: Introduction to Business
Introduction to Geography	400	GEOG 101: World Regional Geography
Introduction to Geology	400	PHSC 101: Physical Geology
Introduction to Law Enforcement	400	CRIM 101: Intro to Administration of Justice
Introduction to the Modern Middle East	**	**No Equivalent Course
Introduction to World Religions	400	RELI 101: Comparative World Religions
Lifespan Development Psychology	400	PSYC 201: Developmental Psychology
Management Information Systems	**	**No Equivalent Course

Math for Liberal Arts	**	**No Equivalent Course
Money and Banking	**	**No Equivalent Course
Organizational Behavior	**	**No Equivalent Course
Personal Finance	400	BUAD 205: Personal Finance
Personnel/Human Resource Management	**	**No Equivalent Course
Principles of Advanced English Composition	400	ENGL 101: English Composition I
Principles of Finance	**	**No Equivalent Course
Principles of Financial Accounting	400	ACCT 112: Financial Accounting
Principles of Physical Science I	**	**No Equivalent Course
Principles of Public Speaking	400	COMM 101: Public Speaking
Principles of Statistics	400	MATH 120: Elementary Statistics
Principles of Supervision	**	**No Equivalent Course
Substance Abuse	400	CRIM 118: Drugs in Society
Technical Writing	**	**No Equivalent Course
The Civil War and Reconstruction	**	**No Equivalent Course

American Council on Education (ACE) and ACE Guides:

ACE is a major coordinating body for higher education institutions in the U.S., providing third party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).

Individuals seeking advanced standing credit should refer to the ACE website. Transcripts should be sent to the Registrar's office for evaluation in consultation with the Academic Affairs office.

Other:

Multiple options can be used to assess for CPL. If one of the above options does not match a student's needs, the student must request a review of CPL by the Registrar's office. The Registrar will work with Academic Affairs to review the request and determine what further action will take place.

Concurrent/Dual Credit Courses for High School Students

Concurrent Credit courses are college courses taught at the high school by qualified high school instructors in which students receive both high school and college credit. Students are enrolled by LCC personnel who come to the school, or by high school counselors or teachers. Students are taught using the same materials as the on campus college courses and use the same textbook, unless the high school textbook has been approved by the college. The same outcomes and competencies must be met by concurrent students and regular traditional college students.

Dual Credit courses are regular college courses taken by a high school student, taught by a regular LCC instructor (rather than a high school instructor). These classes may be on any campus or online and are not special classes for high school students only.

A high school student who has attained sophomore standing (successfully completed freshman year) may enroll in college courses with permission from his or her high school principal. The student must submit an enrollment form to the Concurrent/Dual Credit Coordinator with the "Unified School District Authorization" section completed and signed by the principal. A student who has been designated as "gifted" and below Sophomore status may enroll only upon submission of a completed and current (dates must cover period of enrollment) Individualized Education Plan (IEP) and that IEP must include a list of the college courses that are recommended as part of his or her plan. The IEP must be submitted to the Admissions Office at the time of enrollment.

High school students enrolled in concurrent/dual courses are required to follow the policies of the college. They will need to enroll and pay their tuition/fees by the stated deadline each semester. If they miss the deadline, they cannot take the course for college credit. Students must have their high school principal sign their enrollment form and have appropriate placement scores. Students are responsible for paying for concurrent/dual courses they enroll in and for purchasing their textbook, unless the high school provides one. If students decide they want to drop a course, or not take it for college credit, they will need to complete a drop form. They must submit the drop form to the college by the drop deadline or they will receive a grade for the course and be obligated for the cost of taking the course, regardless of the reason. Drop forms can be obtained from the LCC admissions office, by requesting one be mailed to them, or from their high school counselor. Non attendance does not automatically drop a student. Not paying for the course does not automatically drop the student. Once students graduate from high school, they will need to request their LCC transcript be sent to any other colleges they might attend. Their high school transcript will not reflect the college credit, only the college transcript will.

For more information about Concurrent/Dual Credit courses, contact the Concurrent/Dual Credit Coordinator Office 620-820-1221.

Course Load

For the fall and spring semesters, 12 credit hours are considered full-time. The average full-time student is enrolled in 15 to 18 credit hours. Students may take up to 21 credit hours per semester with approval of their advisor. The Vice President of Academic Affairs must approve enrollment in more than 21 credit hours per semester.

The full-time load for the summer semester is 6 credit hours. However, for federal financial aid, full-time status for the summer semester is 12 credit hours. The Vice President of Academic Affairs must approve enrollment in more than 10 credit hours.

Course Transfer



The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for the system wide transfer courses listed on the KBOR website. A student who completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course. These approved courses are identified in the Course Description section with the KRSN (Kansas Regents Shared Number) assigned number.

Course Equivalency Guides: Click on any of the course names at the website at the end of this paragraph to review the Course ID number, title, and number of credits assigned to that course at each public postsecondary institution in the system. Visit http://www.kansasregents.org/transfer_articulation for more information.

Developmental/Pre-College Courses

A majority of college students take at least one precollege course, often referred to as developmental/remedial courses. These are individuals who need additional study prior to enrolling in a college level course. They are usually eligible for financial aid as these courses often serve as prerequisites for upper level courses. These courses do not carry College credit nor apply toward any degree requirements, which may cause your graduation date to be extended. Students must receive a grade of C or better to pass Developmental Pre-College Courses.

Educational Fees (Policy 4.02)

Students are charged educational fees, which include tuition and a general fee. Educational fees, in addition to other sources of revenue, provide partial support for various College operations, programs and services. The amount of the educational fees requires approval of the Board of Trustees.

To ensure effective operation of the College and fiscal accountability, students are expected to make prompt payment as accounts become due and payable. Students who fail to pay accounts as directed by the business office may be subject to sanctions.

Under extreme circumstances, students who withdraw from courses may be eligible for a refund of educational fees.

Procedures regarding educational fees, including fees related to specific programs and services, and refunds, will be determined by the President.

Payment of Educational Fees and Refunds (Procedure 4.02)

- A. Students are expected to settle all accounts with the College as they become due and payable. Beginning with registration each semester, tuition and fees not covered by financial aid will be due and payable the third week of class. Accounts not paid the third week will incur a \$50 service fee. Students enrolling after the third week of classes must pay when they register.
- If a student leaves the College with unpaid accounts, his/her academic records will be withheld, and no transcript of record or academic recommendation will be issued until the account is cleared. Students will also not be allowed to enroll in future coursework. Graduating students must clear all outstanding accounts before their diplomas/certificates will be issued.

Along with nonpayment of accounts, holds will be placed on student records for non-return of rental textbooks, book loans through the Debbie Groff Book Scholarship Program or the Student Support Services Program, library books, equipment from the Student Support Services program, and athletic items determined by the appropriate coach for student athletes. Holds will also be placed for other financial obligations to the College (i.e. payment due a student organization for travel expenses). Holds will also be placed on records of students in loan default.

- B. Tuition and fees refunds::
1. Full semester Fall and Spring classes:
 - a. Drops during the first and second weeks of the semester are eligible to have all tuition and fees refunded.
 - b. Withdrawals from courses after the second week of the semester will not receive any refund of tuition and fees.
 2. Shorter term classes, including Summer, may not be eligible for a refund once the course starts. For refund information on these courses please check with the Business Office.

Students paying by check will have a 30 day waiting period before a refund can be issued.

English as a Second Language (ESL) Applicants

Labette Community College wants to provide an opportunity for all students to attend college and be successful. Students who have achieved a level of proficiency in the English language are more likely to have a successful college experience. Labette Community College has established the following process to enhance student success for those students whose primary language is not English.

ESL Students

If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:

1. Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
2. Test of English as a Foreign Language (TOEFL) score of 70 internet-based (iBT)
3. International English Language Testing System (IELTS) score of 6 or higher
4. Completion of ELS Language Centers level 112 (http://www.els.edu/contents/US_University.aspx)
5. EIKEN scores of Pre-1 and 1
6. Completion of an Intensive English Program at an accredited four year university.
7. Completion of Bridge's Academic English Level 5

Grades

Grade Posting

Grades will be posted on the RedZone by instructors. Grades will be posted by the dates indicated in the Academic Calendar. Students can access their grades by logging onto the RedZone at www.labette.edu, using their Student ID number and their PIN.

Grading System

The following symbols are used for student evaluation and will be sent with any transcript leaving the College.

CODE EXPLANATION:		GRADE EXPLANATION:	
Code	Definition	Grade	Points Earned
W	Withdrew	A	4.0
N	No Credit	B	3.0
P	Pass	C	2.0
I	Incomplete	D	1.0
X	By Examination	F	0.0
R	Repeat *	UF	0.0 Unearned F
P	Pass Credit Only**	P	0.0 Pass Credit
WIP	Work In Progress	N	0.0 No Credit
N	No Credit	I	Incomplete***
--	Lab credit included with lecture		
AU	Audit		
UF	Unearned F		
IM	Incomplete Military		
WM	Withdrawal Military		

Grade(s) with an asterisk indicate **Academic Forgiveness**

***Repeated Courses** - Students are allowed to repeat courses if a grade below an “A” has been received. The highest grade earned will be used in GPA calculation.

****Pass Credit** - In courses where a grade is “P”, hours are not included in the GPA.

*****Incomplete Contracts** - These are submitted by the instructor prior to semester end. If work is not completed, Incompletes will be converted to an “F” at the close of the following semester.

Unearned – An Unearned F is given if the student did not complete the final or the final assignment. An F is given if the student completed the final or the final assignment and has earned a grade of F.

Transfer Credits - Labette Community College accepts transfer credits from other regionally accredited institutions and grades earned are computed in the cumulative GPA.

Pass/Fail Grade Process

Some students may wish to take certain courses for a pass/fail grade rather than a letter grade. If a student wishes to receive a pass/fail grade, he or she must make this request during the first two weeks of the course. The request should be completed on the Request for Pass/Fail Grade form by the student and given to the instructor. It must be approved by the instructor and the Vice President of Academic Affairs. Once processed, the request cannot be reversed. The white copy of the approved request is to be attached to the grade sheet at the end of the term (the canary copy will be sent to the student).

Note: Students are cautioned to check with their advisor about the transferability of pass/fail courses prior to initiating requests for pass/fail grades. The courses are added to a student’s credit hour total, but are not included in the grade point average. Pass/fail status may affect transfer as well.

Graduation Procedures

Note: Graduation requirements include a 2.0 minimum cumulative GPA.

All students who have completed or are currently enrolled in must equal 42 credit hours and plan to graduate in the following fall or spring semester must request an official degree check in the Student Affairs Office by completing a “Degree Check Request” form. A “Degree Check Request” should be submitted no later than the end of January prior to spring graduation. Students who wish to graduate in December must submit a Degree Check Request by October 31 and all degree requirements must be completed by the end of the Fall Semester.

All student who have or will complete all certificate requirement’s by the end of their currently enrolled semester must request an official certificate check in the Student Affairs Office by completing a “Certificate Check Request” form. A “Certificate Check Request” should be submitted no later than the end of January prior to spring graduation. Students who will complete their certificate in December must submit a Certificate Check Request by October 31 and all certificate requirements must be completed by the end of the Fall Semester.

All graduating students and certificate earners must have their high school transcript or high school equivalent transcript on file. Transfer students must complete at least 15 credit hours at LCC to graduate with an Associates Degree. All official transcripts from other institutions must be on file. Evaluation results of the student’s permanent academic record will be mailed to the student, outlining specific requirements needed for the certificate/degree selected. The response will indicate those requirements completed and those that need to be completed.

Certificate/Degree candidates must meet graduation requirements found in the catalog of the student’s graduation year or a catalog from any of the three years immediately prior to graduation, provided the student was enrolled during the year selected. When a degree program is discontinued, students have two years to complete the program. Students who have completed the program within this time period will be awarded a degree.

Students who lack six credit hours or less at the end of the spring semester and plan to complete all course requirements are eligible to apply for and participate in the graduation ceremony. To qualify, students must have a cumulative GPA of at least 2.0 according to grades posted prior to January 31st. Students who wish to be removed from the graduation list must do so by April 1st. After April 1st, the graduation list will contain the names of all students eligible to participate in the graduation ceremony in May despite any changes to their enrollment status.

All “Degree Check Requests” that have been completed within the previous year are re-evaluated after the certification date in the Spring semester. Students the Registrar has determined as eligible to graduate in May will receive information indicating what they need to do to complete the graduation process. Only students who have successfully completed all degree requirements will have their degree noted on their transcript. LCC has a commencement ceremony once a year, in May. Students who complete their degree requirements by the end of the Fall semester will have the degree and graduation date noted on their transcripts. These students will be able to participate in the graduation ceremony the following May.

Graduation with honors shall be determined by the following grade point averages as calculated the semester prior to graduation.

- Summa Cum Laude 4.0
- Magna Cum Laude 3.75-3.99
- Cum Laude 3.50-3.74

Honor students and Veterans will be identified in the graduation program. Diplomas are mailed to graduates in June.

Holds

Enrollments, official, and unofficial transcripts and related information will be withheld if any financial obligations to the College have not been paid, materials and/or equipment have not been returned, or if the student has yet to take the exit assessment.

Home Schooled and Correspondence Students

Home schooled and correspondence students are eligible to enroll as a regular student after presenting proof of graduation in compliance with Kansas Law. However, additional requirements must be met to be eligible for federal aid. (See “Financial Aid Information” section.)

Honor Roll

Students who enroll in and complete a minimum of 12 credit hours in a semester with a grade point average of at least 4.0 will be included on the President’s Honor Roll. Students who are enrolled in at least 12 credit hours and have a grade point average of at least 3.5 with no grades below a “C” will be eligible for the Dean’s Honor Roll.

Housing

Labette Community College supports The Cardinal Villas in providing quality housing for our students. The Cardinal Villas is a premier on-campus student focused community. The Cardinal Villas guarantee your comfort in our fully- furnished units with private bedrooms and bathrooms. The Cardinal Villas offer academic term leasing and a roommate matching program to ensure a smooth transition in your new home.

Incomplete Coursework

Students who have experienced an extenuating circumstance that prevents completion of a course may request an “I” (incomplete) grade from the instructor. In order to be considered, the student must have been in attendance for at least the first 60% of the course and have a passing grade at the time of the request. The instructor will complete a contract that outlines the requirements the student must complete to finish the course. The contract includes a date by which the coursework must be submitted and must be signed by the student and the instructor. Failure to complete the contract will automatically result in an “F” grade. Students cannot withdraw from a course with an incomplete contract. Because incompletes may affect a student’s financial aid, students need to contact the Financial Aid Office when they have an incomplete.

Insurance

Health & Accident

Labette Community College does not provide Student Health Insurance Plans, however, you might consider one of the options below if you do not currently have insurance. Students must directly contact these providers for insurance coverage. Student Insurance - www.studentinsuranceusa.com

Insurance Companies in Parsons

The website for the Parsons Chamber of Commerce is <http://www.parsonschamber.org/>.

International Students

Please contact the DSO you work with regarding international student health insurance information.

PERSONAL PROPERTY

National Student Services, Inc., with over 700 colleges participating, has special benefits for students enrolled in their program as follows:

- All Risks Coverage.
- Actual Cash Value or Replacement Cost.
- \$1,000 liability coverage at no extra charge to all participating students.
- \$1,000 coverage for property in storage, between semesters and during the summer.
- Deductibles of \$25, \$50, or \$100.
- All major credit cards accepted.
- Coverage can be secured over the Internet, by FAX, or regular mail.
- 30 days to examine policy for complete refund of the premium.

Questions??? Call NSSI’s toll free number, (800) 654-6814 or e-mail: karen@nssinc.com. Website can be viewed at : www.nssinc.com.

* For informative brochure/application contact LCC Student Affairs: 620-421-6700 x1264; FAX: 620-421-0180; website: <http://www.labette.edu/studentlife>.

*For local insurance agencies go to: <http://www.parsonschamber.org/>

International Students

The International Student Advisor is located on the second floor of the Student Union Building.

The following checklist provides the steps required for Admission. It is preferred that students apply for Admission and submit all required items at least three (3) months before the semester they plan to attend LCC.

1. **Complete the enrollment/application form.**
 - a. A non-refundable \$100 application fee is required. Submit the Application for admission preferably at least three months before the start of the semester in which you wish to enroll (unless you are transferring from another institution within the US).
2. **Submit official copies of High School/Secondary School, and/or University academic transcripts with an English translation of the grades and grading scale.**
 - a. Translations may be accepted from the following organizations: Educational Perspective, World Educational Services, or an equivalent translation company. If you attended a high school in the United States, you'll need to request that the High School mail an Official copy of your transcript to Labette Community College.
3. **English Proficiency Requirements:** If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:
 - a. Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
 - b. Test of English as a Foreign Language (TOEFL) score of 70 internet-based (iBT)
 - c. International English Language Testing System (IELTS) score of 6 or higher
 - d. Completion of ELS Language Centers level 112 (http://www.els.edu/contents/US_University.aspx)
 - e. EIKEN scores of Pre-1 and 1
 - f. Completion of an Intensive English Program at an accredited four year university.
 - g. Completion of Bridge's Academic English Level 54.
4. **Complete the Statement of Financial Information and Certification of Support forms** and submit them with a certified bank statement proving financial ability to attend Labette Community College.
5. **Submit proof of International health insurance.**
 - a. If you do not have health insurance you will need to purchase and provide evidence of new coverage on or before arrival at Labette Community College. For information regarding insurance companies that have proven to be reliable for previous students, please contact the International Student Advisor in the Admissions Office.
6. **Submit proof of Tuberculosis Testing if needed**
 - a. Students entering Labette Community College who are from the countries listed below must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada.
 - b. Afghanistan, Bangladesh, Brazil, Cambodia, China, DR Congo, Ethiopia, India, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, Russian Federation, South Africa, Thailand, Uganda, UR Tanzania, Vietnam, and Zimbabwe

Transfer Students (those who have previously attended another US college)

1. Complete steps 1-5 above.
2. Complete the Transfer Eligibility Form and return to Labette Community College.

I-20 Information:

The I-20 is a Certificate of Eligibility for Non-immigrant Student Status for those who wish to study in the US The I-20 form must be taken to the American Embassy or Consulate when you apply for a Visa. More info can be found at http://www.ice.gov/SEVIS/becoming_nonimmigrant_student_52007.htm

Placement Testing (Procedure 3.22)

All degree-seeking students who plan to enroll for the first time in a College-level English or Math course at Labette Community College must provide placement scores from either a standardized test approved by the college (ACT, SAT, ACCUPLACER, Compass) taken within the last 3 years, or a copy of a high school transcript within 3 years of graduation, or GED scores within 3 years of enrollment taken on the 2014 version. The ACCUPLACER test for each subject/discipline may be taken twice in a three-month period. Students who are enrolled in the recommended remedial course, based on their ACCUPLACER score, may retake the test upon completion of the course. If the ACCUPLACER score falls into an appeal score zone, the student must follow the appeal process for that subject/discipline.

Students enrolled full-time at other colleges who wish to also enroll at LCC at the same time will be allowed to enroll in any course without being required to take the writing or reading placement exam. Students must provide unofficial transcripts or grade reports at the time of enrollment. To be placed into English or Math courses students must meet one or more of the criteria in the tables below.

Students requesting accommodations for ACCUPLACER testing due to their documented disabilities must contact the College's designated ADA coordinator at least two business days prior to their desired testing date. Students may contact the coordinator by phone at (620) 421-6700, ex. 1182, or in person in the Student Success Center on the main campus in Parsons. The coordinator will work with the SSC staff to ensure proper accommodations are in place for the student prior to testing.

Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, extension 1147, or by email at testing@labette.edu.

Composition Courses	ACT Score	SAT Score	ACCUPLACER	H.S. Transcript (within 3 years of graduation) Unweighted GPA	GED Score (within 3 years of enrollment using 2014 version)	Prerequisite
Reading & Writing Essentials (ENGL 097)	0-13	Verbal: 0-359	Classic: 0-39 Next-Gen: 0-234	<2.0 Cum GPA	<150 average score	
Accelerated Learning* (ENGL 090) or Pre-College Reading & Writing (ENGL 099) or English Comp 1 with Review** (ENGL 103)	14-17	Verbal: 360-449	Classic: 40-68 Next-Gen: 235-254	≥2.0 Cum GPA	≥150 average score	A grade of "C" or above in ENGL 097
English Comp 1 (ENGL 101)	18 or higher	Verbal: 450 or higher	Classic: 69 or higher Next-Gen: 255 or higher	≥3.25 Cum GPA or ≥3.0 Cum GPA & ≥3.0 Content GPA	≥165 avg. score or ≥160 avg. score & ≥160 content	A grade of "C" or above in ENGL 099

*Students enrolling in ENGL 090 must also enroll in the designated ENGL 101 companion course

**This course will be considered college-level Comp 1 with additional review.

Mathematic Courses	ACT Score	SAT Score	ACCUPLACER	H.S. Transcript (within 3 years of graduation) Unweighted GPA	GED Score (within 3 years of enrollment using 2014 version)	Prerequisite
Skills remediation with Adult Education	0-13	0-340	Classic: 0-29 Next-Gen: 0-210	N/A	<140 average score	
Beginning Algebra with Review (MATH 095)	14	340-409	Classic: 30-39 Next-Gen: 210-232	<2.0 Cum GPA	<140 average score	
Beginning Algebra (MATH 096)	15-16	340-409	Classic: 40-59 Next-Gen: 233-249	≥2.0 Cum GPA but <2.5 Cum GPA	<141 but <150 average score	
Intermediate Algebra (MATH 100)	17-19	410-479	Classic: 60-80 Next-Gen: 250-262	≥2.5 Cum GPA	≥150 average score	A grade of "C" or higher in MATH 095 or 096
College Algebra (MATH 115) or Mathematics for Education (MATH 111) or Elementary Statistics (MATH 120)	20 or higher	480 or higher	Classic: 81 or higher Next-Gen: 263 or higher	≥3.0 Cum GPA + ≥ 2.0 Content GPA	≥160 avg. score + ≥160 content score	A grade of "C" or higher in MATH 100
Trigonometry (MATH 125) or Matrix Algebra (MATH 121)	21 or higher	500 or higher	N/A	≥3.5 Cum GPA + ≥ Final grade of B in Algebra II	N/A	A grade of "C" or higher in MATH 115
Calculus I (MATH 130)	26 or higher	590 or higher	N/A	≥3.75 Cum GPA + ≥ Finale grade of C in Trig or Pre-Calc	N/A	A grade of "C" or higher in MATH 125
Allied Health Courses	ACT Score	SAT Score	ACCUPLACER	H.S. Transcript (within 3 years of graduation) Unweighted GPA	GED Score (within 3 years of enrollment using 2014 version)	Prerequisite
CNA (HEAL 121)	13 or higher	Verbal: 360 or higher	Classic Reading: 54 or higher Next-Gen: 240 or higher	≥2.0 Cum GPA	≥150 average score	N/A

CMA (HEAL 131)	Reading: 13 or higher and Math: 14 or higher	Verbal: 360 or higher and Math: 340 or higher	Classic Reading: 54 or higher Next-Gen Reading or Writing: 240 or higher AND Classic Math: 50 or higher Next-Gen Math: 237 or higher	≥2.5 Cum GPA	≥150 average score	KS CNA license
EMT (HEAL 142)	Reading: 13 or higher and Math: 14 or higher	Verbal: 360 or higher and Math: 340 or higher	Classic Reading: 54 or higher Next-Gen Reading or Writing: 240 or higher AND Classic Math: 50 or higher Next-Gen Math: 237 or higher	≥2.5 Cum GPA	≥150 average score	High School Diploma or GED or Senior in H.S.
Health Science Programs	ACT Score	SAT Score	ACCUPLACER	H.S. Transcript (within 3 years of graduation) Unweighted GPA	GED Score (within 3 years of enrollment using 2014 version)	Prerequisite
Nursing	Reading: 17 or higher	N/A	Classic Reading: 75 or higher Next-Gen Writing: 263 or higher	N/A	N/A	N/A

Placement Testing Procedures (Procedure 3.221)

Accuplacer tests are given by appointment only and are administered at the Student Success Center (SSC) on the main campus, at the Cherokee Center, and remotely by Zoom. Tests have no time limit; however, as each test will take 60-90 minutes on average, students should bear these durations in mind when choosing an appropriate time to test. Testing appointments are available M-Th from 8:00 a.m. to 6:00 p.m. and from 8 a.m. to 4:30 p.m. on Friday from August to May on the Main Campus, the Cherokee Center and by Zoom. During the months of June and July, SSC hours are M-Th from 7 a.m. to 4:30 p.m. **No Accuplacer tests will be started within one hour of the SSC's closing.** Students may contact the SSC at extension 1147 or by email at testing@labette.edu for further information.

Students wishing to take an Accuplacer placement test must present a photo ID (LCC Student ID, Driver's License, or State ID Card, or other ID issued by an educational institution or government entity) to SSC personnel before being seated for the test. Students who do not have an LCC ID number assigned will be required to complete a free application for admission available on-line on the RedZone. Students not wishing to complete the free application will be charged a \$5.00 fee for each testing session.

Accuplacer Test Administration Procedures (SSC and Cherokee Center)

1. The LCC staff member proctoring the test will verify student's photo ID and ask the student to sign-in for testing.
2. Students who do not have an LCC ID number will be given the opportunity to complete the free application for admission available on-line at the RedZone.
 - a. Once a student has completed the application and is seated for the Accuplacer test, the staff member shall

- call Admissions at extension 1264 or 1236 to notify them of completed application. This step results in a valid LCC student ID number being assigned to the student. A LCC ID number allows for proper recording of a student's test results in Jenzabar computer system.
- b. Students who do not complete this step will be referred to the Business Office to pay their \$5.00 testing fee. A receipt from the Business Office is REQUIRED before a student is allowed to test.
 3. Once a student's ID has been verified, a proctor will prepare a computer in a private testing room for student testing use. The preparation includes entering the Proctor ID and password, selecting the appropriate sub-test, and ensuring that the room is ready for testing.
 4. If a private testing room is not available, the student may choose to wait until a room becomes available or may make an appointment with SSC staff to return to take the test.
 5. Students should leave their personal belongings, including purses, book bags, computers, and wireless phones, in the secured cabinets outside the testing rooms.
 - a. Students are allowed the use of pens, pencils, scratch paper, for each test. These materials are provided by the SSC.
 - b. Outside calculators are not allowed on the mathematics sub-test. The Accuplacer test system will automatically provide a calculator within the test for the questions that allow its use.
 6. Once seated for the Accuplacer, it is the student's responsibility to enter all their information as completely and accurately as possible.
 7. At the conclusion of the test, a score report will print in the SSC.
 8. SSC staff members make a copy of the form for the Program Assistant and return the original to the student.
 9. The student is responsible for delivering the score report to the appropriate advisor for enrollment.

Accuplacer Scores Release

Students wishing to have their scores mailed or faxed to another educational institution must complete the Release of Records request form in order for an official score report to be sent from LCC. This form is available in the SSC and by emailing testing@labette.edu. The scores may be mailed, emailed or faxed from LCC to the student's desired educational institution. The student bears responsibility for ensuring the accuracy of the address or fax number provided to the SSC.

Accuplacer Score Entry in Jenzabar Computer System

Primary responsibility for entering Accuplacer sub-test scores falls to the Program Assistant in the Student Success Center. Scores are entered on a daily basis. SSC staff members administering Accuplacer tests to students should stress the importance of accurate data entry, especially in regard to the student's first and last names and Social Security numbers.

1. Within Jenzabar EX, the Program Assistant selects RE-Test Scores
2. If the student's LCC ID is on the Accuplacer test results, it can be entered in the ID field. Otherwise the student's name can be entered in the ID field and Jenzabar will search for students with the same name.
3. Use the drop down menu and cross check the last four digits of the student's Social Security number to the Accuplacer test results sheet. If the student's name doesn't appear, right click the ID field and use the Advanced Search option.
4. Once the student is selected, the Test Scores box will be populated with all of the scores for the tests the student has taken. This includes Accuplacer test results as well as ACT test scores, etc.
5. To add a test score, right click anywhere on the Test Scores box and select "Add Row."
6. Use the drop down menu on the left side to select the score to be entered.
7. Enter the date the test was taken and then double click on the blank under the Total Composite Score heading.
8. A box will pop up prompting to save information, select yes. Type in the score and select yes.
9. At the end of a data entry session, save the last data entered from the File drop down menu in the Common window.

ACT/SAT Score Entry in Jenzabar Computer System

Primary responsibility for entering ACT and SAT scores falls to the Dean of Enrollment Management Assistants in the Student Affairs Office. Scores are entered on a daily basis.

RedZone

The RedZone is a portal to your information at LCC. The RedZone allows students to see their semester schedule, access their grades and unofficial transcript, view their progress in their classes, check out their billing statement, and access their financial aide information. Also, students will access their online/hybrid courses through the RedZone.

Students need their Student ID number and PIN to log on the RedZone. The Student ID number is found on the front of their Cardinal ID card. The PIN, password, is assigned by Computer Services. Students will receive a letter containing their PIN number after they get enrolled.

Information about logging on the RedZone is available on the LCC website.

Repeat Courses

Students may repeat a course one time without approval. Students who want to repeat a course for credit more than one time will need the approval from one of the following: VP of Academic Affairs, or the Dean of Instruction. The highest grade earned for the course will be used in GPA calculation; however, the prior grade will still appear on the transcript. Courses noted as repeatable may be repeated without approval. Students receiving financial aid should always check with the Financial Aid Department before repeating any course.

Residency (Policy 4.05)

For purposes of charging tuition, the College is required by law to determine the residency of each prospective student.

Residence means person's place of habitation, to which, whenever students are absent they have the intention of returning. Among significant factors which may be considered, but not any one of which to be necessarily considered conclusive without support of convincing evidence, in determining intent to become a resident are: the payment of property taxes, purchase of license tags, driver's license, location of employment, and registration for voting purposes. Such factors must be in existence at least six months prior to enrollment or re-enrollment while the parent or student is living in the district. In the case of a student under 18 years of age, the parents or court-appointed guardians must meet the residence requirements.

At the beginning of each semester, the Registrar's Office shall determine the residency status for tuition purposes of each student who enrolls. Students who have not resided in Kansas for six months prior to the first day of classes are determined to be nonresident students and are charged out-of-state tuition rates. It is the student's responsibility to enroll under the proper residence classification. If a student enrolls as a Kansas resident and is later determined by the Registrar to be a non-Kansas resident, the student will be charged as a nonresident and payment will be required for all semesters the student was enrolled incorrectly. However, if a student that is classified as a nonresident upon enrollment disagrees with that classification, the student has the first week of classes to appeal the classification.

All appeals must be made in writing to the Registrar's Office. If a student does not exercise the right to appeal within the time allotted, the classification or reclassification becomes final. All decisions, charges, and refunds will be in accordance with the state law and KBOR guidelines.

High School students determined to be out-of-state residents enrolled in concurrent courses during the school day according to the state guidelines governing community Colleges, will be assessed the in-state tuition rate while enrolled in concurrent courses. The same student will be charged the out-of-state rate for any non-concurrent courses in which he or she is enrolled before school graduation unless the residence status legally changes.

Reverse Transfer



Beginning in the Fall of 2014, students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

Contact the Registrar's Office of the institution which you are attending for more information. Visit http://www.kansasregents.org/transfer_articulation for more information.

Semester

Semesters

Labette Community College operates on an academic year that includes 3 semesters and when needed, one fall intersession. The fall and spring semesters each have 16 weeks of instruction, the summer semesters have 8 weeks of instruction. The fall intersession has 3 to 4 weeks of instruction and is a separate session that is between the fall and spring semesters.

Courses

Courses are measured using credit hours which is equal to the number of hours students are in class during one week. Students should expect to spend a minimum of two hours on out-of-class student work for every hour spent in the classroom. LCC offers courses in different delivery methods which provides students with the flexibility to continue their education at times that fit their lifestyle.

Course Delivery Methods

On-ground or campus courses meet in the traditional classroom at the time and room stated in the schedule.

Online courses use the internet, RedZone, and other web based applications. The majority of the course is computer based using different forms of media such as audio, video and written formats. At least 76% of the instruction is provided where the faculty and students are physically separated by place and time. Some courses require at least one proctored exam. Students who enroll in online courses must have access to a computer with dependable internet service.

Hybrid courses replace a portion of the scheduled traditional classroom instruction with online instruction. The remaining time will be taught in a classroom. Students must have access to a computer with dependable internet service.

VI (IDL) courses are taught in a classroom by one instructor delivered to two separate classrooms simultaneously via video or web conferencing technology. The courses are identified in the schedule and meet in a classroom setting usually at the Cherokee Center and Parsons Campus. Some assignments and tests may require the use of the RedZone.

Student Contact

Students may be removed from class only by college personnel. If an individual needs to contact a student, they must report to or call the Office of Student Affairs, where a college official will make contact with the student. In addition, law enforcement officials entering the campus to detain students are to report to the Office of Student Affairs, and they will be escorted by authorized college personnel.

Transcripts

There are 2 types of transcripts – unofficial and official. The unofficial can be printed by the student from their RedZone account. The official must be ordered online and there is a fee of \$10.00.

Official transcripts are generally sent directly to other colleges, employers or to students in sealed envelopes. If the seal on the envelope is broken, the transcript becomes unofficial. To request an official transcript online please go to the LCC website, click on the Students tab, Transcripts/Registrar and then click on the link to order an official transcript. This link will take you to the National Student Clearinghouse which provides this service for LCC. The site will walk you through placing your order, including delivery options and fees. Order updates will be emailed to you. You can also track your order online. You can also fill out the Transcript Request Form in the Admission Office. Faxed transcript requests are no longer accepted.

Transcripts will be withheld if any financial obligations to the College have not been paid or if material and/or equipment have not been returned to the College.

Transfer Credits

Labette Community College accepts transfer courses from regionally accredited colleges/universities. The transfer courses must be equivalent to course(s) offered at LCC or can be utilized to meet a General Education requirement. Other acceptable courses will be evaluated according to the student's declared concentration at LCC.

Transferring Credits to LCC

Courses successfully completed from a regionally accredited institution that fulfills graduation requirements may be accepted and applied toward an Associate Degree or Certificate.

- A minimum of 15 credit hours that fulfill general education or major requirements as listed by the student's selected Associate Degree program must be completed at LCC.
- At least half of the required credit hours must be completed at LCC to receive a certificate.
- Official transcripts from all other colleges/universities must be sent to the Admissions Office in order for courses to be applied towards a degree or certificate.

If you have any questions concerning your transcripts or graduation please email registrar@labette.edu.

LCC adheres to the Kansas Seamless Transfer Among Regent System using the KSRN Matrix developed by Kansas Board of Regents which guarantees transfer of approved courses among all Kansas public postsecondary institutions.

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.**

Military courses are accepted as suggested by the American Council on Education (ACE) if we have the equivalent course(s) and if the course(s) would be acceptable for the student's major.

Transfer hours will be changed to meet the semester hour system. Grades will be defined by our grading definitions.

A maximum of 45 credit hours of recognized credit transferred from another college can be applied to associate degree requirements at Labette Community College. A minimum of 15 credit hours must be completed at LCC for an Associates Degree. At least half of the credit hours required for a certificate must be completed at LCC.

COURSE ▶ TRANSFER

REVERSE ◀ TRANSFER

*See page 20 for more information

** See Page 31 for more information

Enrollment Eligibility (Policy 4.01)

Degree-Seeking students must be a graduate of an accredited high school or have a high school equivalency diploma. Non-Degree-Seeking students must be at least 18 years old; not be a graduate of a state-accredited high school and be determined by LCC to be able to benefit from the courses in which the student will be enrolled. Or, if the student is 16-18 years old and has dropped out of high school, the student may attend in a Non-Degree-Seeking capacity. The student must provide documentation from the high school the student last attended indicating the student has withdrawn from attendance, and LCC advisors must determine the student can benefit from the courses in which the student will enroll.

Students must provide proof of high school graduation or high school equivalency diploma completion in order to graduate from Labette Community College.

A high school student who has attained sophomore standing (successfully completed freshman year), junior standing, or senior standing may enroll in college courses with permission from his or her high school principal. The student must submit an enrollment form to the Admissions Office with the “Unified School District Authorization” section completed and signed by the principal. A freshman student who has been designated at “gifted” by the Unified School District being attended may enroll only upon submission of a completed and current (meaning dates must cover period of enrollment) Individualized Education Program (IEP), and that IEP must indicate that the student is recommended for college classes as part of his or her IEP plan. The IEP must be submitted to the Admissions Office at the time of enrollment.

