

Labette Community College



2011-2012 Catalog

For additional information, or to enroll, contact:

Labette Community College
200 South 14th Street
Parsons, KS 67357
(620) 421-6700 or 1-888-LABETTE
Website is <http://www.labette.edu>

At the time of printing, this Catalog represented the current curriculum, educational plans, offerings, tuition, rates, fees, and requirements. However, the information may be altered from time to time to carry out the purposes and objectives of the College. Labette Community College retains the right to cancel programs or course offerings when enrollments are insufficient to continue them on an educationally sound and/or economically efficient basis. At all times, the most current version of the Catalog will be on the College Website, <http://www.labette.edu>.

*Labette Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified handicapped in its education programs, activities, recruitment, admissions, or employment as required by Titles VI, VII, IX, and Section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to:
Vice President of Student Affairs, Labette Community College, 200 South 14th Street, Parsons, KS 67357.
Telephone (620) 421-6700, extension 1264.*

Table Of Contents

Important Phone Numbers	3
Message from the President	4
General Information	5
Academic Information	8
College Services & Facilities	37
Financial Information	43
Student Information	50
Student Activities	97
Degree Requirements	99
Course Descriptions	208
College Personnel	290
Index	293

Photograph by:
LCC Public Relations Department

Important Phone Numbers

Administrative Offices: Dial (620) 421-6700 then extension or dial direct (620) 820 then extension.

Main Campus	421-6700 or 1-888-LABETTE
Admissions Director.....	1228
Adult Basic Education and GED Program	1125 or 1182
Alumni Relations	1281
Athletic Director.....	1017/Fax 421-5303
Athletics/Coaches.....	1012
Bookstore	1165
Business Office	1231/Fax 421-0180
Cherokee Center.....	(877)800-1070 or (620)232-5820
Community Services	1278 or 1273
Computer Services	1146
Dean of Instruction.....	1255
Director of Financial Aid/Registrar.....	1274
Director of Library Services.....	1168
Director of Nursing	1263 or 1217
Director of Radiography	1157 or 1158
Director of Respiratory Care.....	1157 or 1160
Disabilities Services	1234
Extension.....	1221
Facilities & Auxiliary Services Director	1235
Financial Aid.....	1246, 1219 or 1226
Food Services/Catering	1184
Foundation	1281
Human Resources.....	1234
Instructional Media	1155
Library.....	1167 or 1154/Fax 421-1469
Student Support Services	1143/Fax 421-8284
Outreach Director.....	1221
Physical Therapy Assistant Director	421-2294
PREP Talent Search	421-2972/Fax 421-2888
President's Office.....	1223/Fax 421-0921
Print Shop.....	1233 or 1243/Fax 421-2786
Public Relations	1280
Student Life Coordinator.....	1178
Student Senate.....	1178
Student Success Center	1147/ Fax 421-8284
Tutoring Services, Student Support Services	1149
Tutoring Services, Student Success Center	1182
Vice President of Academic Affairs.....	1224
Vice President of Finance & Operations.....	1231
Vice President of Student Affairs.....	1264/Fax 421-2309
Veteran's Affairs.....	1226
Workforce Ed & Community Services Director	1278

Message from the President



As someone who began his higher education at a community college, I know what you can achieve at Labette Community College.

I know that when you continue your education or enter a career you have chosen you will be prepared for success.

I know that if you are a recent high school graduate or an adult returning to college to gain new skills, Labette Community College has the programs and support services designed to guide and enrich your college experience.

I know that Labette Community College has outstanding and dedicated faculty and staff with the knowledge and ability to help you prepare for the future.

I know from experience that at Labette Community College you can take the first steps in achieving your personal, academic and professional goals.

A lot of creative and exciting things are happening at Labette Community College – from plays and concerts to athletics. It is up to you to take advantage of the opportunity to get to know your faculty on an individual basis. Many of them are Labette Community College graduates!

I invite you to visit Labette Community College by website or in person. Come see what makes us so dynamic. Our Labette Community College family enthusiastically welcomes you.

See you soon,

George C. Knox, Ed.D.
President

General Information

Vision Statement

Labette Community College (LCC) will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

Mission Statement

Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

Core Values

Labette Community College's commitment to its mission and to the communities it serves is anchored in core values shared by students, faculty, staff, administration, and Board of Trustees. These core values guide the College community and endure through the changing needs, aspirations, and goals of the campus and the community.

Accessibility

Labette Community College values open admission for all students regardless of their educational and socio-economical backgrounds. The College provides comprehensive learning opportunities through course scheduling at a variety of times and locations and diverse delivery methods.

Accountability

Labette Community College assumes a leadership role in identifying and responding to constituent needs in education and economic development. The College incorporates institutional effectiveness and outcomes assessment measures into the strategic planning and budgeting processes.

Caring

Labette Community College genuinely cares about students and the community it serves. This outlook provides a caring, supportive, and collaborative working and learning environment within the institution.

Community

Labette Community College listens to both individuals and community partners and values their input and support in shaping programs and services. Our success is in part measured by the quality and timeliness of our response and service to the community.

Diversity

Labette Community College values the dignity, worth, and potential of all people and the respectful treatment of individuals who learn and work at the College; therefore, the College celebrates the diversity in both our communities and our world.

Integrity

Personal honesty and reliability are essential elements at Labette Community College. The College community expects and consistently stands for integrity, ethical behavior, and personal responsibility both in words and actions.

Learning

The heart of Labette Community College is teaching and learning. Student learning is our primary goal. Every effort is made to provide programs and services that will assist students in reaching their maximum potential.

Quality

Labette Community College assists students and the community in attaining their goals through excellence in personnel, programs, activities, and technology. The College values quality in all endeavors and continuously strives for improvement, seeking new, flexible, and responsive ways to achieve its mission.

History of LCC

On April 4, 1923, Parsons voters approved a two-year Junior College by a 4 to 1 margin. Labette Community College was founded as Parsons Junior College that year on the top floor of the old high school building at 26th and Main. The 1925 graduating class had 23 members. Their course of study was conducted entirely at the old high school. The College program moved to the new Parsons Senior High-Junior College building (now Parsons Middle School) in 1926. The College relocated to its present campus in the former East Junior High School building at 14th and Broadway in 1963.

In June of 1965, voters approved the creation of the Labette Junior College District. The Parsons Board of Education operated the College on an interim basis, but it became a separate entity when the Labette Community Junior College Board of Trustees was elected in the spring of 1966. In 1978, the College was renamed Labette Community College.

The College has evolved from a city college primarily serving those students who wished to transfer to a four-year institution to a comprehensive community college offering transfer degrees, professional/technical degrees and certificates, continuing education, customized training for business and industry, lifelong learning opportunities, and a variety of programs and services for Southeast Kansas and the four-state region.

Accreditation and Membership

Labette Community College is a member of the American Association of Community Colleges (AACC) and the Kansas Association of Community College Trustees (KACCT). The Kansas Board of Regents (KBOR) and the Higher Learning Commission of the North Central Association of Colleges and Schools accredit Labette Community College. Individuals should direct their questions, comments, or concerns to:

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
(785) 296-3421
<http://www.kansasregents.org>

Or

Higher Learning Commission of the North
Central Association of Colleges and Schools
30 N LaSalle Street, Suite 2400
Chicago, IL 60602-2504
(800) 621-7440 or (312) 263-0456
<http://www.ncahigherlearningcommission.org>

The LCC Bi-level Nursing Program is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC), 3343 Peachtree Rd NE, Ste. 850, Atlanta, GA 30326, 404-975-5000, <http://www.nlnac.org>. The Nursing Program is also approved by the Kansas State Board of Nursing, (KSBN), Landon State Office Building, 900 SW Jackson Street, Ste. 1051, Topeka, KS 66612-1230, (785) 296-4929, <http://www.ksbn.org>.

The Radiography Department is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Ste. 900, Chicago, IL 60606-2901, (312) 704-5300, <http://www.jrcert.org>.

The Respiratory Therapy Department is accredited by the Committee on Accreditation for Respiratory Care (COARC), 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835 or (800) 874-5615, <http://www.coarc.com>.

Labette Community College Foundation

The Labette Community College Foundation is a Kansas nonprofit corporation and an Internal Revenue Service 501 (c)(3) organization. The purpose of the Foundation is to raise money from alumni, friends, and businesses in support of College programs. The majority of Foundation support is for scholarships. Support is also provided for buildings and grounds, faculty/staff development, student activities, equipment and supplies, and community outreach.

The Foundation manages the Jack and Ruth Gribben Endowment Fund that sponsors the annual Gribben English Lecture Series and the biennial Gribben Community Classics Series. The Foundation awards the annual Cardinal Citation for lifetime service and the annual William and Allene Guthrie Van Meter Outstanding Alumni Achievement Award.

A booklet listing Foundation scholarships is available in the Foundation Office and the College Admissions Office. The Foundation does not make scholarship award decisions. Award decisions are made by the College Financial Aid Office in accordance with established policies and procedures. For more information on the Labette Community College Foundation please call (620) 820-1281.

Academic Information



This section includes various rules, guidelines, and processes that allow the student and College to operate on a common basis for a common purpose---completion of the student's educational goals. The topics in this section are listed alphabetically.

Academic Advisement

LCC provides academic advising for students through counselors, faculty and qualified instructional staff. Academic advising *assists* students in making choices about programs of study and coursework, facilitates transfer, and improves student retention. **To receive financial aid all students are required by federal law to have a specific program/major.**

Currently enrolled students will be assigned advisers by the Office of Admissions.

All students, other than students enrolling in personal interest courses, are encouraged to meet with their assigned adviser each semester to select courses that will assist them in meeting their educational objectives. Students may enroll online unless a restriction has been placed on the student due to involvement in athletics, a grade point average issue, not meeting pre-requisite requirements, or other issues. Students may also meet with an adviser to complete enrollment. Spring Enrollment begins November 1st and Summer/Fall Enrollment begins April 1st.

Students Not currently enrolled will meet with an adviser who may help the student decide on a course schedule, especially during times the faculty are unavailable. The Director of Admissions/Coordinator of Advising will assign the student an academic adviser within the student's area of concentration. In subsequent enrollments the student will be required to meet with the adviser of that concentration and is to follow adopted advisement procedures.

Students enrolling in 'personal interest courses' **only** will not be required to meet with an adviser. The Office of Student Affairs will accept enrollment forms.

Academic Forgiveness

Labette Community College (LCC) permits students to petition for academic forgiveness of coursework completed at least three (3) years prior to the petition date. Approval of the petition permits a new start without the handicap of a prior academic

record. A student eligible for consideration may apply for academic forgiveness by petitioning the Vice President of Academic Affairs using the following guidelines:

1. Labette Community College course work subject to the petition must have been taken three (3) or more calendar years prior to the date of the petition.
2. There must have been a break in enrollment at LCC of at least two (2) calendar years after the term for which the petition is filed.
3. When invoking academic forgiveness, a student may designate not more than two (2) academic terms (fall, spring, or summer) to be forgiven in his or her academic record. Only terms completed prior to returning to LCC may be designated.
4. At the time of petitioning for academic forgiveness, the student must have completed 12 credit hours within the previous 12 months with an earned GPA of at least 2.0 at LCC.
5. A petition for academic forgiveness will not be considered if a degree has been earned from LCC subsequent to the semester(s) in question.
6. All "forgiven" course work will continue to appear on the transcript but will not be included in the student's LCC cumulative GPA, nor shall any course in the term be counted toward a degree granted by LCC.
7. Academic forgiveness will be granted only once.
8. This procedure refers to LCC only. A student transferring from or to another institution will have to follow the other institution's procedure.
9. Students who have been granted academic forgiveness will not be considered for graduation with honors.
10. Granting of academic forgiveness does not affect nor alter a student's record for financial aid awards or for athletic eligibility.

Academic Honesty (LCC Procedure 3.07)

Labette Community College expects students to adhere to a strict code of academic behavior, honesty, and ethics. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct.

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:
 1. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
 2. Using, during a test, materials not authorized by the instructor;
 3. Collaborating with another person without authorization during an examination, clinical, or in preparing academic work;

4. 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;
 5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
 6. Bribing another person to obtain an un-administered examination or information about an un-administered examination; or
 7. 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 in the LCC Catalog, “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.

Academic Conduct Appeals Procedure

A. Initiation of Action

Should an instructor believe that a student has committed an act of academic misconduct while performing work under his or her supervision:

- The instructor shall provide a written document to the student that will detail the alleged violation and the proposed penalty for that violation. The form for this documentation may be found on Public Folders/Forms/Academic Misconduct. This form is to be completed by the instructor.

- The student must sign a copy of this document to acknowledge receipt (this does not indicate agreement with the allegation).
 - The student will then have 5 working days to meet with the instructor to further discuss the allegation of academic misconduct and the proposed penalty. Either party may choose to have a witness present at the meeting.
 - Should the student fail to meet with the instructor within 5 days the penalty will be imposed and the matter considered closed.
 - It is the responsibility of the instructor to provide copies of the document describing the violation and the proposed action to the student, the Dean of Instruction, and the Vice President of Student Affairs.
 - In any case where the student is not readily available the written document should be sent to the student via certified mail. In any case where the instructor may not be available to meet with the student within 5 working days after receipt of the document the instructor should present his/her evidence to the Dean of Instruction and the student should proceed directly to a Level One Appeal if the student disagrees with the proposed action in the written document.
- B. Instructor/Student Meeting
- If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the instructor is convinced that an act of academic misconduct did in fact occur, the instructor shall:
- Advise the student of such fact and the penalty to be imposed.
 - The issue will be considered resolved at this level if both parties sign in acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing to the Dean of Instruction within 5 working days.
- C. Level One Appeal
1. If the student does not accept the resolution, the student has five (5) working days to appeal in writing to the Dean of Instruction. The student is to send a copy to the instructor.
 2. The written appeal should include:
 - An indication that a formal appeal of the issue is being initiated.
 - Request reconsideration of the assessment.
 - Explain the specific situation being appealed.
 - State the specific basis for the appeal.
 - Include any written evidence and state what additional evidence is available for presentation.
 3. The Dean of Instruction will meet separately with the instructor and the student to review the decision and try to resolve the issue. A written response will be provided within five (5) working days. At the discretion of the Dean of Instruction, all three parties may meet to discuss the case.
 4. The issue will be resolved at this level if both the instructor and student sign acceptance of an agreement as to the allegations of misconduct and any resulting penalties or if neither the student nor the instructor appeals the matter to the Vice President of Student Affairs.

D. Level Two Appeal

1. If either the student or the instructor does not accept the decision of the Dean of Instruction, they (he/she) may appeal in writing to the Vice President of Student Affairs. The written appeal should include:
 - An indication that a formal appeal of the issue is being initiated.
 - Request reconsideration of the assessment.
 - Explain the specific situation being appealed.
 - State the specific basis for the appeal.
 - Include any written evidence and state what additional evidence is available for presentation.
2. Request to appeal must be initiated within five (5) working days following the notification of the Dean of Instruction's decision.
3. If a request to appeal is filed, the Vice President of Student Affairs will convene the Appeals Committee. The Appeals Committee will consist of: three (3) faculty members, three (3) students and one (1) staff member or administrator. If any person on the committee has been or will be involved in the process at another level, such person should not serve on the committee.
4. The Vice President of Student Affairs will notify the student, the instructor, and the Dean of Instruction that the request to appeal has been filed by sending each of them copies of the request to appeal.
5. The hearing will be conducted as prescribed in the Student Handbook.
 - **Rights of Student in Hearings.** Each student who is summoned to a hearing or who is temporarily suspended shall be afforded the right to:
 - Notification in writing of the College policy alleged to have been violated, and of the charges claimed to constitute the violation.
 - Notification in writing of the date, time, and location of the hearing.
 - An adviser (friend, parent, faculty member, etc.,) or legal counsel may participate in the hearing. Students wishing to have an attorney present must notify the Vice President of Student Affairs in writing three full business days in advance. Notice must include the name and address of the attorney, and authorization for the college to release information to the attorney.
 - The presentation of witnesses and other evidence, which must be requested no later than three full business days prior to the hearing. The Vice President of Student Affairs may contact these and other witnesses in advance and may request a written or recorded summary of their testimony.
 - A transcript of the hearing, if requested prior to the start of the hearing, the cost of which is to be borne by the student.
 - The exercise of a challenge of the impartiality of the hearing officer prior to the hearing; the hearing officer is to be the sole judge as to impartiality.
 - The student has the right to be present throughout the hearing, except during deliberations. This right may be waived by the

- student's failure to attend the hearing.
 - The hearing will be conducted in a manner to protect the confidence of the student and witnesses.
- **Time of Hearing.** When required, a conduct hearing shall be held as soon as practical but no earlier than five class days after the required written notice to the student, unless the student agrees to a more immediate resolution.
- **Notice of Hearing.** The Vice President of Student Affairs shall give written notice to the student containing the following:
 - A statement of the charges and a brief description of the alleged conduct upon which charges are based.
 - The date, time, and location of the hearing.
 - A reference to this chapter/section, which includes the rights of the student.
 - A statement that the student must provide a list of witnesses, and a description of other expected evidence.
 - Statement referring to the student's rights in the hearing.
 - When service is by mail, the proper official shall enclose the notice of charges in an envelope, postage prepaid, and mail the letter by regular mail to the student at the student's permanent or local address (as appropriate) as maintained in the Office of the Registrar. NOTE: It is a violation of the Code of Student Conduct for students to not maintain a valid address. If faxed to student or student designee (such as an attorney) notation on Vice President of Student Affairs copy shall be sufficient.
 - The Vice President of Student Affairs retains the option of notifying the student by email at the address noted on the Registrar database &/or other addresses of which the Vice President of Student Affairs has been made aware.
- A hearing may be postponed one time by the Vice President of Student Affairs for good cause upon written request being filed within three (3) working days prior to the date of the hearing. The length of the postponement, if granted, shall be a reasonable time, as determined by the Vice President of Student Affairs.
- The hearing officer will govern the procedure to be followed, rule on the admissibility of evidence, and control decorum in the hearing. He / she may freely question any witness.
- Upon the request of the student, or upon his own initiative, the hearing officer may issue a subpoena or subpoena *duces tecum* for a witness to appear and testify or produce documents at a hearing. Subpoenas shall be personally delivered or sent by certified mail. Students, staff and faculty who are subpoenaed to the hearing are expected to comply.
- During the hearing, only the Vice President of Student Affairs or the appropriate committee members, the student and the adviser, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. The hearing officer reserves the right to allow alleged victims to be present

throughout the hearing. Key witnesses may be allowed to remain for extended periods to listen and respond to significant testimony or evidence that is presented, at the discretion of the chair. *All persons present at the conduct hearing shall treat the matters discussed therein as confidential information not to be disclosed to others.* The hearing officer may dismiss any attendee for cause, such as inappropriate behavior.

- Legal rules of evidence do not apply to conduct hearings. Any relevant evidence may be admitted, if it is credible and is the sort of information reasonable people would rely upon in the conduct of their decision-making.
 - The student may not be compelled to testify against himself, and the hearing officer and appropriate committees shall presume the student innocent of the charges until he/she is convicted of his culpability by a preponderance of the evidence.
 - The hearing may occur, including judgments and sanctions, regardless of the student's attendance, based on the information and evidence available.
 - During an appeal hearing, the Vice President of Student Affairs and the student may present brief summation arguments. Deliberations will be closed to all but the committee members. The committee may recall anyone they believe pertinent to the deliberations. The final decision of the committee shall be by majority vote. If the decision is one of guilty, the student's past conduct record is to be reviewed when considering penalty assessment.
 - The Appeals Committee shall deliberate and determine whether the student is guilty of violating a published College policy. The Chair of the Appeals Committee shall state in writing the College policy, which was violated, each finding, the acts supporting same, and the penalty to be imposed.
 - The Vice President of Student Affairs shall inform the student of the decision, and if a disciplinary penalty has been imposed.
6. The Appeals Committee is empowered to recommend dismissal of the charge if the evidence does not substantiate that academic misconduct did in fact occur. The Committee may uphold, modify, or dismiss the decision of the instructor.
 7. The findings of the Appeals Committee will be reported to the Vice President of Student Affairs, the student, the instructor, and his/her Dean of Instruction. The Vice President of Student Affairs shall notify all parties involved of his or her decision within five (5) working days.
 8. If the action involves a change of a course grade, the Registrar also will be notified by the Vice President of Student Affairs. The Vice President of Student Affairs decision is considered final. Instructors should retain records of the final decision in a case of alleged academic misconduct for at least one (1) calendar year.

Academic Misconduct Penalties

Being found guilty of academic misconduct will result in a minimum of a zero grade for the paper, assignment, clinical, course trip, or test on which the violation occurred. Instructors may choose a more stringent course of action as specified in the course syllabus.

Academic Progress/Probation/Dismissal

A student's cumulative Grade Point Average (GPA) is used to evaluate his/her academic progress. Students are considered to be making satisfactory progress toward program completion if a minimum cumulative GPA of 2.0 is maintained.

A student whose GPA falls below minimum progress will be placed on probation for the next semester. If significant progress has been demonstrated, but the student has not quite attained a minimum of a 2.0 cumulative GPA, a second semester on probation may be granted. The student must petition the Vice President of Student Affairs to request an additional semester on probation.

If the 2.0 minimum has not been achieved after a second semester on probation, the student will be suspended from the College. Petition for reinstatement can be made after one semester has expired. During suspension, the student will be encouraged to enroll in developmental courses to assist him/her in required studies upon reinstatement.

Add/Drop/Withdrawal Policy

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.*
- Students adding courses during the second week of classes will need to obtain instructor and adviser/director 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.

Drops completed during the two weeks of courses are considered a "drop" and students are entitled to a full refund. It is the responsibility of the student to submit the completed form to Student Affairs prior to the close of business of the respective drop date.

Drops completed during the refund period will not become a part of the transcript.

During this period the:

- Drop/Add/Withdrawal Form is completed by the student.
- Student is responsible for obtaining the signature of the adviser or appropriate director.

- Student is responsible for submitting the completed form to the Student Affairs Office prior to the close of business on the respective drop date.

A student who withdraws from a course after the final refund period must complete an Add/Drop/Withdrawal Form in accordance with the procedure stated in item seven.

- Withdrawals completed after the final refund periods are considered a withdrawal and there is no refund.
- Course(s) from which the student officially withdraws after the final refund periods will appear on the transcript as a “W”.
- Students enrolled for regular fall/spring courses will be permitted to withdraw from courses until 15 class days prior to finals. *

Discontinuing attendance in class without officially dropping/withdrawing will result in an “F” being recorded on the transcript.

Failure to complete an Incomplete Contract agreement will *automatically* result in an “F” being recorded on the transcript.

Students will not be permitted to withdraw or drop a course in which they have received an “F” due to academic misconduct.

*** Refer to academic calendar for specific dates, especially for the summer sessions**

**Allied Health Related Courses
(Optional - Not Required)**

The following courses have been approved by Allied Health Programs, the Registrar’s Office and the Financial Aid Office as courses that will enhance any Allied Health major.

BIOL	101	Biology (3)
BIOL	108	Principles and Concepts of Genetics (3)
BIOL	120	Biology with Lab (5)
BIOL	122	Environmental Life Science (5)
BIOL	124	General Botany (5)
BIOL	126	General Zoology (5)
BUAD	104	Business Law I (3)
CHEM	120	Intro to Chemistry (5)
CHEM	124	College Chemistry I (5)
CHEM	126	College Chemistry II (5)
CHEM	204	Organic Chemistry I (5)
CHEM	206	Organic Chemistry II (5)
COMM	110	Critical Thinking (3)
EDUC	101	Child Abuse/Neg (1)
EDUC	147	Information Literacy (2)
HEAL	101	CPR (.5)
HEAL	121	Certified Nurses Aide (CNA) (6)
HEAL	132	Certified Med Aide (1)
HEAL	151	Advanced Cardiac Life Support (ACLS) (1)
LEAR	101	College Success Skills (1)
MATH	115	College Algebra (3)
MATH	120	Elementary Statistics (3)

MATH	125	Trigonometry (3)
MATH	130	Calculus I (5)
NURS	105	Principles of Nursing Leadership and Management (1)
NURS	112	Phlebotomy (1)
NURS	115	Alternative and Complementary Therapies (1)
NURS	116	Pharmacology (3)
NURS	118	IV Therapy for LPN's (3)
NURS	119	NCLEX® Review Course (3)
NURS	151	Therapeutic Nutrition (3)
O TEC	107	Medical Document Format (3)
O TEC	124	Medical Terminology (3)
O TEC	125	Adv. Medical Terminology (3)
O TEC	128	Medical Transcript (2)
O TEC	130	Adv. Medical Transcript (3)
O TEC	133	Medical Coding (3)
O TEC	134	Medical Coding II (3)
O TEC	142	Pharmacology and Laboratory Medicine for Medical Transcription (3)
PARA	132	Beginning Sign Language (3)
PED	105	Personal and Community Health (3)
PED	114	Basic Nutrition (3)
PED	116	Lifetime Fitness (1)
PED	118	First Aid (2)
PHIL	101	Philosophy
PHIL	102	Ethics (3)
PHIL	104	Intro to Logic
PHIL	201	Medical Ethics (1)
RELI	101	Comparative World Religions (3)
SPEC	125	Spanish for Nurses (1)

All Foreign Language, Psychology and Anthropology & Sociology courses listed as General Education Electives on page

Appeal of Final Grade

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 year 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 and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.

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 and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
 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 submitted to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
 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 or Vice President of Academic Affairs 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, nonsubstantive 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.

Students may be removed from class only by college personnel. 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.

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

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, Children and Guests

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. 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 as indicated in Academic Honesty Procedure.

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.

College Credit for Nontraditional Education

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.
5. General education course credit will not be awarded for nontraditional education.
6. Course credit may be awarded for courses taken in the military if the course is identified in a current American Council on Education Guide.
7. Nontraditional education credits will not be awarded unless the learning was fostered in a recognized national or state organization.
8. Students must provide validated documentation stating the courses, knowledge, skills, and credit/clock hours completed.
9. The Dean of Instruction will review, and as applicable, seek advice from full-time faculty.
10. In some areas, departmental exams may provide an alternative to credit awarded for nontraditional education.
11. Credit is not awarded for prior work experience.

College Entrance Examination Board (CEEB)

Advanced Placement (AP) Examinations are given each year to high school students who are enrolled in Advanced Placement courses. The student will be required to pay regular tuition to have the credits recorded on his or her transcript. LCC will accept a total of 12 AP credit hours of general education. LCC will grant credit to students presenting the following examination scores:

Score	Credit Hours
5	5-10
4	3-10
3	3-5
1 or 2	0

Note: Not all institutions accept CEEB credits. It is the student's responsibility to check with the institution they might be transferring to in order to ensure acceptance.

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. 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. The fee for CLEP testing is currently \$77 per test with a \$15 administration fee. The student will also be required to pay regular tuition to have the credits recorded on his or her LCC transcript.

Courses that are awarded by CLEP examination will be noted on transcripts as "Transferred from College Level Exam Program."

Note: Not all institutions accept CLEP credits. It is the student's responsibility to check with the institution they might be transferring to in order to ensure acceptance. For information regarding subject examinations or additional information about the test, please contact the Student Success Center at (620) 421-6700, extension 1182.

College Success Skills

All first-time, full-time students with fewer than 15 credit hours after high school graduation are required to enroll in the College Success Skills course during their first semester. This course introduces students to Labette Community College and provides various tips for students to succeed.

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 the 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 for use 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.

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 a student decides 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 you, or from your high school counselor. Non attendance does not automatically drop a student. Not paying for the course does not automatically drop the student.

Once a student graduates from high school, they will need to request their LCC transcript be sent to any other college they might attend. Their high school transcript will not reflect the college credit, only the college transcript will.

High school students are not eligible for Federal Financial Aid, however, LCC offers a “Jumpstart” Scholarship for students who qualify.

LCC Jumpstart and Dual/Concurrent Enrollment Assistance

Students attending Labette County high schools are eligible to receive up to 16 hours of paid tuition provided they meet the 2.0 GPA requirement.

Cherokee county and Crawford County high school students will receive up to 16 hours of paid tuition/semester if they meet the 2.5 GPA requirement.

Students attending high schools in other Kansas counties may receive assistance/scholarship of half tuition for up to 6 hours per semester with a GPA of 2.5 or above, including online courses.

Students must complete the Student Financial Assistance/Scholarship Application and submit it to the LCC Financial Aid Department before the end of the first week of classes. This scholarship does not cover fees or books. Students exceeding the maximum hours are responsible for 100% of the remaining balance.

For more information about Concurrent/Dual courses, contact Elizabeth Walker (Outreach Director) Office 620-820-1221 or email: elizabethw@labette.edu

Course Load

Students who are enrolled in 12 hours are considered full time. The **average** full-time load for fall and spring is from 15 to 18 credit hours per semester. Students may take up to 21 credit hours per semester with approval of their adviser. The Vice President

of Academic Affairs must approve enrollment in more than 21 credit hours per semester.

The full-time load for summer is 12 credit hours. Students who will receive financial aid must enroll in at least six (6) credit hours to receive half-time assistance. The Vice President of Academic Affairs must approve enrollment in more than 12 credit hours in the summer sessions.

Degree Options

Labette Community College offers Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in General Studies degrees.

The Associate in Arts (AA) and Associate in Science (AS) Degrees are designed for students who plan to transfer to a four-year institution and pursue a baccalaureate degree.

The Associate in General Studies (AGS) Degree recognizes the completion of a broad general education and is a non-transfer degree. Transfer students will need to complete more lower-division courses at transfer universities unless they choose their courses very carefully.

The Associate in Applied Science (AAS) Degree is a career degree for students who plan to seek employment in a professional/technical area.

The AAS Degree may transfer only to specific degree programs at selected colleges and universities. Generally, this degree will only apply toward a bachelor's degree for technology occupations. Students should seek degree program evaluation, analysis, and advice from the institution to which they plan to transfer.

Developmental/Precollege 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.

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 Appeal Process

TOEFL Scores between 490-519 (written) and 160-189 (computer-based):

Records of individuals who have scored lower than 520 but higher than 490 will automatically be reviewed by the Vice President of Student Affairs and the Vice President of Academic Affairs. Such a student should provide any evidence available which demonstrates sufficient ability to understand English. A decision to admit the student may include a provision for participation in an English as a Second Language course.

TOEFL Scores Below 490 (written) and 160 (computer-based):

Records of individuals who have scored lower than 490 will be reviewed only upon written request from the student. The student should include in the request any evidence that demonstrates his or her ability to understand and communicate in English. The Vice President of Student Affairs and the Vice President of Academic Affairs will complete the review. Approval for admission may include required participation in an English as a Second Language course or similar preparatory activities. Admission to certain courses or programs may be restricted until English language ability is adequately improved.

ESL - Test of English as a Foreign Language Skills (TOEFL)

A student whose primary language is not English must submit, prior to enrolling, one of the following:

1. Record of successful completion of high school in which the language of instruction was English, or
2. Test of English as a Foreign Language (TOEFL) score of 520 written or 190 computer-based or higher, or
3. Completion of an ESL course/program from an accredited institution.

Grades

Grade Change

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) calendar year after the date the final course grade was officially recorded.

- A. For grade change requests submitted within one year 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 and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.

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 and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
 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 submitted to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
 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 or Vice President of Academic Affairs 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, nonsubstantive changes or decisions to ensure the procedures are operationally effective.

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.

A	Excellent	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Below Average passing	1 grade point
F	Failing	0 grade point
P	Passing - Credit only, not computed in cumulative grade point average	
N	No credit - Not computed	
I	Incomplete - Not computed	
W	Withdrawn - No credit, no grade	
R	Course Repeated - not included in GPA	
T	Audit - No credit, no grade	

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 three 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 adviser 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 at least 42 credit hours and plan to graduate in the 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 October prior to spring graduation. Transfer students must complete at least 18 credit hours at LCC to graduate. 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 degree selected. The response will indicate those requirements completed and those that need to be completed.

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. Students must also have met their financial obligations to Labette Community College, including their graduation fees, and have taken the appropriate exit assessment.

Students who lack five credit hours or less at the end of the spring semester and plan to complete all course requirements by the end of the fall semester following graduation 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 March 1st. If the student wishes to wait a year and participate in graduation the following spring, after courses are complete, he or she must notify the Student Affairs Office prior to March 1st to be removed from the graduation list. Graduation fees will be refunded if notification is received prior to March 1st.

All "Degree Check Requests" that have been completed within the previous year are re-evaluated after the certification date in the Spring semester. Students who the Registrar has determined are eligible to graduate in May will receive information indicating what they need to do to complete the graduation process. Only students who have completed the graduation process will have their degree noted on their transcript.

Since LCC only confers degrees once a year, degree requirements completed before the Spring semester begins, will not be noted on transcripts until after the Spring semester with the exception of Allied Health graduates.

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 will be identified in the graduation program and may wear a gold cord during the ceremony.

High School Students

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 Admissions Office 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 please see Concurrent/Dual Credit information on page 22.

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

LCC provides contact information regarding local realtors and property owners/managers who handle rental properties. Contact the Student Affairs Office for this information via our website, or go to Parsons, Kansas website: www.parsonsk.com. Our office listing has several property managers that are not on the Parsons website and which we periodically update. You are also encouraged to discuss this topic with your campus tour guide when you make your campus visit. If you want to advertise for roommates or that you have an apartment/house to share rent, students are allowed to post notices on campus and/or leave contact information with our admissions staff to give to other students either looking for housing or roommates. Students coming during the summer to select an apartment/house and enroll in classes have more options than those that come after August 1. *Hint: Some property managers will be more “flexible” if they can meet your parent(s) and/or you are neat and clean in appearance and possess written character references.*

Incomplete Coursework

An incomplete grade may be given when course requirements have not been completed due to illness or other conditions usually beyond the control of the student. A student receiving an incomplete must consult with the instructor to complete a contract outlining requirements to finish the course, including a date by which the coursework must be completed.

Failure to complete the contract will automatically result in an “F” grade. Students cannot withdraw from a course involving an incomplete contract. Because incompletes may also affect a student’s financial aid, students should contact the Financial Aid Office.

Insurance

Health & Accident

The American Association of Community Colleges endorses this product. Too many times students confronted with the high medical costs of illness &/or injury, are having to delay or drop out of college. Primary eligibility requirement is that the student must be enrolled in 4 or more in-class credit hours. Premiums range from \$300-\$500/year, varying according to which of the two plans are selected, excluding dependents (dependents are eligible). Payments may be made quarterly.

For informative brochure/application contact LCC Student Services: 620-421-6700 x1236 or x1264; FAX: 620-421-0180; website: <http://www.labette.edu/stusvcs/studentlife/stulife.htm> or go to <http://www.studentresources.com> for direct customer service contact. *

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

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/stusvcs/studentlife/stulife.htm>.

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

International Students

The International Student Adviser 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.

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 with the USA).
- 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:** Submit evidence of English language proficiency. Students must meet **one** of the following criteria to demonstrate proficiency:
 - a. Minimal TOEFL test scores:
Internet Based (iBT) = 65, paper-based (PBT) = 513, Computer Based (CBT) = 183.
 - b. IELTS (International English Language Testing System) score of 5.5 or higher.
 - c. Have attended and graduated from an American High School within the United States and have maintained a minimum 2.0 CGPA (cumulative grade point average). You'll need to request that the High School **mail** an Official copy of your transcript to Labette Community College.
- 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.**
 1. 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 Adviser in the Admissions Office.

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 U.S. 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

The purpose of placement testing is to enhance student success in college. Placement test scores are used to place students in the most appropriate level for success. All students with less than 12 academic credit hours must take the English, math, and reading placement tests or have proof of acceptable ACT scores.

If a student has taken college Math, college English or 12 academic credit hours with a grade of C or better, prior to enrolling at LCC, he or she must provide an official college transcript or college grade report of previous courses. Placement in appropriate courses will be determined during the enrollment process.

College students who apply for Pell Grants and who will be taking Writing Essentials or Pre-Comp, Reading Essentials or College Reading, Foundations of Math, Beginning Algebra, or any other developmental course must have taken the appropriate placement test in order to qualify for the grant funds.

Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, extension 1182, 1142, or 1153.

Placement Testing for English Courses

Score	Placement in
COMPASS writing score of 0-51 OR ACT writing score of 0-13	Writing Essentials
COMPASS writing score of 52-69 OR ACT writing score of 14-17	Pre-Comp
COMPASS writing score of 70 or higher OR ACT writing score of 18 and above	English Composition I

1. Students who have taken the COMPASS Writing test twice and score between 49 and 51 can write an essay to try to get into Pre-Comp.
2. Students who have taken the COMPASS Writing test twice and score between 67 and 69 can write an essay to try to get into English Composition I.
3. Students can only go up one level by writing the essay.

Procedure for writing the essay:

- A. The essay will be written in the Student Success Center (SSC).

- B. The students will be given a list of topics chosen by the English faculty.
- C. The student will fill out a form listing his or her name, ID number, address, and phone number.
- D. The student will receive written instructions for writing the essay, paper, and pen.
- E. Once it is completed, the essay and form will be sent to the English Department. At least two people will read the essay and decide, independently, whether or not the student should be admitted into the higher course. If there is a disagreement, a third faculty member will read the essay to make the determination.
- F. Once the decision has been made, the essay and decision are returned to the Student Success Center.
- G. One of the SSC staff, usually the English Specialist, will contact the student regarding which course to enroll in. The English Specialist will also inform Admissions of the determination.
- H. The grading of the essay usually takes no more than 24 to 48 hours, so the student will be able to enroll in a timely manner.

Placement Testing for Mathematics Courses

A student is placed into a math course by using one of three methods: ACT scores, COMPASS placement test scores, or passing the prerequisite course(s). There is no placement in math for ACT scores of less than 20. Students with less than 20 in mathematics on the ACT will be required to take the COMPASS test. The following tables illustrate the cut off points for placing into math courses at LCC.

Placement for First Time Enrollees - ACT Placement

ACT Math Score	Supporting High School Course & Grade	Placement Recommendation
1-13	N/A	Foundations of Math
14-16	N/A	Beginning Algebra <i>or</i> Applied Math
17-19	N/A	Intermediate Algebra
20 or Higher	N/A	College Algebra <i>or</i> Mathematics for Education
21-25	B in high school Pre-Calculus or Trigonometry OR C or better in high school Calculus	Elementary Statistics, Trigonometry, Business Calculus, Matrix Algebra <i>or</i> Intro to Analytical Processes
26 or Higher	A in high school Pre-Calculus or Trigonometry OR B or better in high school Calculus	Calculus I

The COMPASS math test is made up of several subtests. Students start on the algebra tests. If they answer a series of questions correctly, they will be moved up to the college algebra test. Not all students will take all the tests; it depends on how well they answer the questions.

COMPASS Results - Math Placement

Placement Subtest	Score Range	Placement Recommendation
Pre-Algebra	0-33	Foundations of Math
	34-100	Beginning Algebra <i>or</i> Applied Math
Algebra	34-56	Intermediate Algebra
	57-100	College Algebra <i>or</i> Mathematics for Education
College Algebra	0-43	College Algebra <i>or</i> Mathematics for Education
	44-100	College Algebra Mathematics for Education Elementary Statistics, Matrix Algebra, Trigonometry Business Calculus <i>or</i> Intro to Analytical Processes
Trigonometry	0-43	College Algebra Mathematics for Education Elementary Statistics, Matrix Algebra, Trigonometry Business Calculus <i>or</i> Intro to Analytical Processes
	44-100	All of the above and Calculus I

The COMPASS test can only be taken twice, after which there is an appeal process for the COMPASS placement. If a student is placed in Intermediate Algebra by the placement test, they may take the Intermediate Algebra final. If they pass the final, they will be allowed to enroll in College Algebra. Students can only take the final for the course in which they were placed by COMPASS to move to the next course in the sequence. The sequence of courses is as follows:

- Foundations of Math
- Beginning Algebra or Applied Mathematics
- Intermediate Algebra
- Mathematics for Education
- College Algebra
- Trigonometry/Elementary Statistics/Business Calculus
- Calculus I

- Calculus II
- Calculus III
- Differential Equations

Trigonometry, Elementary Statistics, and Business Calculus all carry a prerequisite of College Algebra and are considered roughly equal in terms of placement level.

Placement Testing for Reading

All students must take a reading placement test unless they have completed at least 12 credit hours of college level academic courses with a grade of C or better. Students must provide an official transcript to be exempt from the reading placement test.

During the summer sessions, students enrolled at other colleges will be allowed to enroll in any course without being required to take the reading placement exam. Students must provide transcripts at the time of enrollment. English and math courses will still require placement testing or appropriate ACT scores. Students enrolled for one credit hour or less as well as Community Services and Workforce Education courses are exempt from the above procedure.

Placement Requirements

Score	Placement in
ACT reading score of 12 or below OR COMPASS reading score of 0-54	Reading Essentials required
ACT reading score of 13-16 OR COMPASS reading score of 55-74	College Reading required
ACT reading score of 17 or higher OR COMPASS reading score of 75 or higher	No Basic Reading Course Required

Placement Testing Appeal Process (COMPASS Test)

As a first appeal, students have the opportunity to retake the placement test. The second and final appeal of placement requirements will be handled through the Dean of Instruction. Placement based on either test scores or appeal is mandatory.

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, as well as view their progress in their classes and check out their billing statement. Also, students will access their online 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.

Repeating Courses

The grade earned in a course that is repeated will replace the grade and credit previously earned but GPA will not be recalculated until a degree check is processed. Both course completions will remain on all transcripts. (See also Academic Forgiveness)

Residency

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

Residence means a person's place of habitation to which, whenever the student is absent, he or she has 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 or 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 the 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 30 days from the first day 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 college courses at the high school 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 nonconcurrent courses in which he or she is enrolled before high school graduation

unless the residence status legally changes. For additional information, please contact the Registrar.

Satisfactory Academic Progress

During each semester, notices of unsatisfactory work may be sent to the student. The notice may indicate unsatisfactory work or may show a failing grade. However, it is the student's responsibility to check regularly with instructors to be aware of their grade standing. The student is not guaranteed a passing grade at the end of the semester.

Transcripts

Transcripts will be provided at a cost of \$5.00.

Official records will not be released until the Registrar or Assistant Registrar's Office has received a Transcript Request Form signed by the student or receives a written request which includes the student's name, address, social security number or student ID number, birth date, signature, dates of attendance, and where the record is to be sent. Records picked up in Student Affairs will not be released unless the individual presents a picture ID.

Transcripts and grade reports 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. They will also be withheld if exit assessments have not been taken.

Students can print unofficial transcripts through the Red Zone.

Transfer Credits

A maximum of 42 credit hours of recognized credit transferred from another college can be applied to associate degree requirements at Labette Community College. A minimum of 18 credit hours must be completed at LCC for an Associate's Degree and at least half of the credit hours required for a certificate must be completed at LCC.

Who Is Eligible To Enroll

Any individual who has graduated from an accredited high school or received a General Education Development (GED) may attend LCC as a regular student. Students must provide proof of high school graduation or GED completion. Individuals 18 years of age and older who do not meet any of the above criteria may attend as a special student on probation until at least 30 credit hours with a GPA of 2.0 or better have been completed. Permission to enroll as a special student is granted by the Vice President of Academic Affairs.

College Services & Facilities



The College Services & Facilities section defines services that are available to Labette Community College students and provides a brief description of the buildings used by LCC.

College facilities may be used for student activities as well as community activities. All facilities are scheduled through the Facilities Department located on the second floor of the Student Union Building. More detailed procedures are available in the current LCC Student Handbook. Copies of the LCC Student Handbook are kept in the Student Affairs Office and the Library www.labette.edu/library. A handicapped entrance and elevator are available at the northwest entrance of the Main Building. The services and facilities are listed alphabetically in the paragraphs that follow.

Accommodation Services

Special needs services such as assistance for students with disabilities for any student in need of assistance must report to the Payroll Accountant located in the Business Office of the Student Union Building. See Disability Services for more information.

Bookstore

The College Bookstore is located on the first floor of the Student Union. All required instructional books and reference materials for scheduled courses at LCC are available in the bookstore. The bookstore carries all the latest LCC apparel, caps, kids' gear, supplies, gifts, collectables and a great candy and snack selection. The College Bookstore can be contacted by calling (620) 421-6700, extension 1165 or 1166. Normal business hours are 8:00 am to 4:30 pm with expanded hours at the beginning of each semester.

Textbooks and other reference materials are also available for scheduled courses at the LCC Cherokee Center. Additional books or reference materials may be ordered through the Main Campus Bookstore and sent to the Cherokee Center for pick up. The LCC Cherokee Center may be contacted by calling (620) 232-5820. Normal business hours are Monday – Thursday from 7:30 am to 7:30 pm and Friday from 7:30 am to 5:00.

Online students or other students who do not have the opportunity to come to either bookstore may call the Main Campus Bookstore and have the books mailed to them. A list of textbooks and all pertinent information may be found at www.labette.edu

under the Bookstore page.

Business Office

The Business Office is located on the second floor of the Student Union. Students may pay their bills or make inquiries about a bill in the Business Office. The Business Office can be contacted by calling (620) 421-6700, extension 1231.

Cherokee Center

The Cherokee Center is located south of Pittsburg at the junction of HWY 400 and HWY 69. The Cherokee Center offers day and evening general education courses. Staff at the Cherokee Center are able to assist with advising, enrolling and financial aid.

Ed Hendershot Gallery

The Ed Hendershot Gallery is a modern climate-controlled exhibition space measuring 15 feet by 54 feet located on the second floor of the LCC Main Building. It is a multifunctional area that can accommodate a wide range of events. Its primary purpose is to serve Labette Community College students and residents of Southeast Kansas by providing a place for activities that promote personal enrichment and lifelong learning. Ideally, these cultural, intellectual, and social activities will enhance the quality of community life.

Fine Arts Building

Located at Heacock and Main, the Fine Arts Building houses the Art and Traditional Music Departments. The building includes a ceramics lab, studio space, classrooms, performance space, a piano lab, a music theory computer lab, and faculty offices.

Graphic Design Building

The Graphic Design Building, located at 1229 Broadway, houses a state-of-the-art Graphic Design Program.

Health Science Building

The Health Science Building is located south of the Student Union. The building houses classrooms and office space for Nursing, Radiography, and Respiratory Care Programs. Other department offices and general education classrooms are also housed in this facility. An elevator is located just inside the handicapped accessible entrance on the east side.

Library

The Library is located on the first floor of the Main Building and provides an academic environment for students and faculty. The Library's over 27,000 volumes and over 100 hard copy magazines and journals attempt to provide support for all areas of study at Labette Community College. The Library maintains online access for students to magazine indexes, including some full image or full text magazine and newspaper articles, an encyclopedia, national and state government documents, and research help. Some of these resources must be accessed on campus, but others are

available from home. Using the Web to provide library resources and email reference allows the Library to serve LCC students at various locations including distance education and extension sites. The Library provides WI-FI and Internet computers with the Office Suite that can be used by all students.

In addition, the interlibrary loan service can provide materials not owned by the Library from other libraries throughout the United States. Students have access to the Web, and email in the Library. Qualified librarians are available to provide assistance and library instruction programs upon request. The Library is open during the fall and spring semesters Monday through Thursday from 8:00 am – 9:00 pm and Friday 8:00 am-4:30 pm. During the summer semesters the hours are 7:00 am –7:00 pm Monday and Tuesday, 7:00-4:30 Wednesday and Thursday and closed on Friday.

Main Building

The three-story Main Building provides space for many classrooms and programs. The first floor houses the biological science, communications, and English departments, as well as the Library. In addition to classrooms, the second floor houses administrative offices, the Print Shop, Thiebaud Theatre, and the Ed Hendershot Gallery.

Business and computer sciences departments, as well as computer labs and the Computer Services Office, are located on the third floor. An elevator is available by the handicapped accessible entrance located on the northwest side of the building.

Main Building Annex

Connected to the northeast corner of the Main Building, the Annex houses chemistry, physics, mathematics offices, classrooms and laboratories. A handicapped accessible door is located at the east entrance.

Multipurpose Building (Gymnasium)

The Multipurpose Building (Gym) houses the Athletic Department and offices. The building includes facilities for basketball, wrestling, volleyball, intramural sports, baseball and softball hitting and pitching, physical education activity, and athletic training courses. The facility is also used for other activities that require a large indoor space or a large amount of seating.

Parking

Several free parking lots are provided on the main campus. There is also curb parking around the campus. Students are expected to park properly and to respect parking signs, other vehicles, and pedestrians at all times. Improper parking may result in a fine from the College or city police. Any fines imposed by the College are to be paid in the Business Office.

Recording Arts Technology Building

The Recording Arts Technology, located at 1225 Broadway, houses a 32-track digital recording studio. It also provides three independent isolation recording rooms and a computer lab for Program students.

Student Affairs

The Student Affairs Office is located on the second floor of the Student Union Building and includes the Vice-President of Student Affairs Office, the Admissions Offices, the Financial Aid Offices and the Registrar's Office.

The Admissions Office coordinates LCC recruiting and assists with advising. Advising is available to first time LCC and return students who have not declared a major. Applications, enrollments and Add/Drop forms are also processed in the Admissions Office.

Please see the Financial Information section for Financial Aid information.

The Registrar's Office is responsible for the academic records of all LCC students. Other responsibilities include verifying degree/certificate eligibility; coordinating enrollment of students; evaluation of transfer courses; and commencement coordination.

Scholarships

Please see Financial Information section of this catalog, beginning on page 44.

Student Health Services/Health Insurance

Each student is responsible for his or her own health insurance. The College neither endorses nor participates in such programs for the general student population, nor does the College provide a student health service. Student health insurance information and applications are available in the Student Affairs Office.

Student Life Office

The Student Life Office is located on the first floor of the Student Union Building.

The Student Life Specialist oversees the Organizations and clubs, Student Government Association, and Campus Activities Board.

Organizations, clubs, SGA and the many campus activities that are offered throughout the year help keep our students involved and enhance their college experience.

There are also computers, big screen TV, video games, etc. available to LCC students in the Student Life Office.

Student Success Center

The Student Success Center provides services that assist students to succeed academically and houses two grant programs: Adult Basic Education/GED and Title IV Student Support Services (Student Support Services). It is the site of placement testing and developmental courses. In addition, a computer lab is open for classes and student use. The Student Success Center provides peer tutoring. Most of these services are available through the following programs:

Adult Basic Education

Provides basic skills instruction, GED instruction and testing, English as a Second Language, and literacy testing.

Student Support Services

A federally funded TRIO (Student Support Services) program that provides intensive, highly individualized support services to first generation, low-

moderate income, and/or disabled students. Services include academic advising, professional and peer tutoring, workshops, cultural activities, campus visits, and more.

Student Success Center Computers

Computers are available for student use in the Student Success Center. Computerized assistance in writing, reading, and mathematics is available on these computers.

Student Union

The Student Union is the central location where students can enroll, apply for financial aid, pay for tuition and fees, purchase their textbooks, get a home-cooked meal, then relax in the student lounge without leaving the building.

Primary offices and services located in the Student Union are: Student Government, Student Life Coordinator, Cardinal Café, College Bookstore, Admissions, Business Office, Financial Aid, Student Affairs, Human Resources, Accommodation Services, and Facilities/Auxiliary Services.

An elevator is available for access to the second floor and there are two handicapped accessible entrances located at the northwest and southeast sides of the building.

Talent Search

The Talent Search Program is designed to assist potential first generation college students. Although this is the primary criteria, students can be accepted based on other criteria, such as family financial status, children who have been placed in foster care, and children awarded to the court, just to name a few.

Through early intervention and with the services provided, the LCC Talent Search-PREP program encourages students to remain in school and then to pursue postsecondary opportunities in college and vocational or technical schools. Talent Search-PREP provides services to students in middle school, high school, and adults who desire to re-enter school at no charge. Contact the LCC office at 620-421-2972 for further information.

Thiebaud Theatre

Located in the Main Building, the 200-seat modern theatre with its thrust stage is used for cultural events such as plays, music recitals, and concerts. When not being used for these events, it is used as a lecture hall for courses and as a meeting place for organizations, seminars, and workshops. An elevator and handicapped accessible entrance are available on the northwest side of the Main Building.

Workforce Education and Community Services

Courses for workforce development, continuing education, personal improvement, recreation, cultural and community enrichment are brought to the community through the Workforce Education and Community Services Department. These courses provide opportunities to increase personal proficiency in particular skills or

professions and for personal enrichment through planned cultural and recreational studies.

Instructors are leading professionals, experienced community members, college faculty members and other educators who bring to the community exciting learning opportunities, regardless of the student's age or previous educational experience.

Workforce Education courses target the needs of business and industry in Labette and Cherokee counties. In many instances, LCC can work with individual businesses to design customized education and training solutions for their workforce needs. Workforce Education also provides courses and workshops accessible to many employees of community businesses seeking to improve job-related skills and improve their own opportunities for advancement and success.

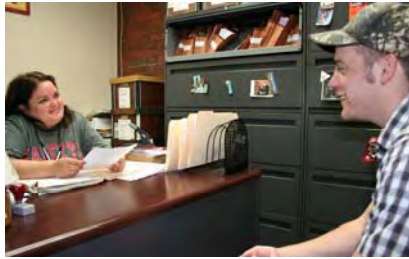
The Workforce Education Department also offers Certified Nurse Aide, Certified Medication Aide, Home Health Aide and other Allied Health occupational certifications.

Community Service courses are designed to enrich the lives of everyone in our community. The courses range from computer to Yoga. The courses are developed to fit the needs and interests of the community.

Since the Workforce Education and Community Service courses are developed throughout each semester, current courses can be accessed on the LCC website or by calling the department directly at (620) 820-1278.



Financial Information



Financial Aid

Financial aid programs are available for eligible students attending Labette Community College. Students must complete the Free Application for Federal Student Aid (FAFSA) for all federal and most institutional scholarships.

Students must have a high school diploma or a GED to be eligible for all federal programs. Students who have graduated with a correspondence diploma or from a home schooling program should complete and pass the GED examination. Students who have graduated with a correspondence diploma must have written documentation that the diploma is recognized as a high school diploma by the state in which the correspondence school is located or follow the testing procedure above.

Types of Federal Financial Aid Available at LCC

Federal Pell Grants

A Federal Pell Grant is a need-based grant awarded to eligible students who have not yet earned a bachelor's degree.

Academic Competitiveness Grant

A grant available to Pell Grant eligible students who completed a "recognized state rigorous secondary-school program of study" and maintain a 3.0 GPA or better college GPA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A grant that is available for Pell Grant eligible students who demonstrate exceptional need. FSEOG recipients are determined by the financial aid office according to their need.

Federal Work-Study

The Federal Work-Study Program provides the opportunity for part-time employment for Pell Grant eligible students. LCC also offers institutional work-study opportunities for students without financial need.

Federal Direct Student Loan

Federal Direct Student Loans are available to eligible students. These loans are made through the federal government and must be repaid.

Federal Direct PLUS Loan

Federal Direct PLUS Loans are available for parents to help pay for their child's education. These loans are also made through the federal government and must be repaid.

Institutional Scholarships

Students are encouraged to apply early for all scholarships. Applications are available in Student Affairs and on our website. Preference will be given to applications received prior to April 1st. Grade point average (GPA) and the number of hours enrolled are considerations but not always deciding factors. Scholarship awards are subject to availability of funds.

Academic Scholarships:

Who may apply: High school seniors may apply for an academic scholarship to be used for the first academic year following high school graduation, with renewal pending performance & availability of funds.

	<u>GPA (7 semesters)</u>	<u>Amount (up to 16 credit hours)</u>
Presidential Award	3.75 - 4.00	Tuition/plus \$200 books/semester
VP Award	3.50 - 3.74	Tuition/plus \$100 books/semester
Merit Award	3.00 - 3.49	Tuition plus \$50 books/semester

Student must be enrolled in 12 or more credit hours by June 15 prior to fall semester and December 15 for spring semester to validate acceptance. Allied Health students should check with their appropriate director. Students who withdraw to less than 12 credit hours will be ineligible the next renewal period.

Reapplication (scholarships **may** be renewed as long as funds are available):

1. Must submit application by April 1 of Freshman year.
2. Must be enrolled in 15 hours for fall semester of Sophomore year by June 15.
3. Must maintain required grade point average (cumulative).

Jumpstart Concurrent/Dual Credit Enrollment Assistance

High school students who are eligible to enroll may receive assistance w/properly completed Student Financial Assistance/Scholarship Application. *Attendance must be approved by a high school official. Fees and books are not covered by LCC.*

1. Students attending Labette County high schools are eligible to receive full tuition up to 16 hours/semester if they meet the required 2.0 GPA.
2. Cherokee County and Crawford County high school students will receive up to 16 hours of paid tuition/semester, if they meet the required 2.5 GPA.
3. Students attending high schools in other Kansas counties may receive assistance/scholarship of half tuition for up to 6 hours per semester w/ GPA of 2.5 or above, including online courses.

Activity Assistance

Assistance is awarded per semester or academic year for performance (i.e., baseball, graphic design, wrestling, recording arts technology, cheerleading, softball, music,

volleyball, dance team, basketball, leadership, fine arts, etc.). Criteria & length of scholarship are established by the coaches &/or instructors of each activity.

Foundation Scholarships *

Many Foundation scholarships from private and corporate donors are available and awarded according to applicant qualifications and funding availability. Early application is encouraged.

GED Scholarships *

Students receiving their GED through the Adult Basic Education program offered by the Student Success Center at Labette Community College are eligible for the GED Scholarship. The students will receive up to 12 credit hours of paid tuition if they enroll within 6 months of successfully completing their GED, funds permitting.

General Assistance *

Students must meet the following characteristics to be considered for aid, if funds are available: enrolled and have at least an LCC grade point average of 2.0 and demonstrate financial need via FAFSA application. **(Full-Time, Part-Time, & Nontraditional Students)**

International Assistance

Awarded to international students (funds permitting) who have and maintain a cumulative LCC GPA of 3.0. The scholarship shall not exceed the in-state rate of tuition for 16 hours per semester.

Labette County Assistance

Labette County residents who have an accredited high school diploma or GED are eligible to receive full tuition up to 16 credit hours per semester at LCC, regardless of past LCC academic performance. Reapplication and 2.0 cumulative GPA are necessary for renewal. Some exceptions do apply.

Transfer Assistance *

A transfer student: (1) must submit official transcripts from all schools previously attended; (2) has completed a minimum of 12 hours at one other institution of higher education with cumulative 2.5 GPA. Tuition assistance up to 16 credit hours/semester. Renewable if GPA exceeds 2.0 & if funds are available.

*Must complete the FAFSA to be eligible for these scholarships

Tuition & Fees

Tuition and fees are subject to change by action of the LCC Board of Trustees. The following fees reflect the 2011-2012 academic year. At the time of printing, the amounts listed in this catalog are correct, but are subject to change. The most current charges will be listed on the College Website at www.labette.edu.

(Per Credit Hour) (subject to change)

Kansas Residents Plus	\$45.00 Tuition <u>\$35.00</u> Incidental Fees \$80.00 per credit hour
Arkansas, Missouri, & Oklahoma Residents Plus	\$66.00 Tuition <u>\$35.00</u> Incidental Fees* \$101.00 per credit hour
Other Out of State Residents Plus	\$70.00 Tuition <u>\$35.00</u> Incidental Fees* \$105.00 per credit hour
International Plus	\$120.00 Tuition <u>\$35.00</u> Incidental Fees* \$155.00 per credit hour
Audits** Plus	\$89.00 Tuition <u>\$35.00</u> Incidental Fees* \$124.00 per credit hour

*Fees: The \$35.00 incidental fee includes the operational cost of the Student Government Association and the Campus Activities Board, admission to all student activities, student life office, student scholarships, athletic events and Student Union maintenance, equipment and utilities.

**Audits: Receive no credit or class participation.

To set up installment payments go to the LCC Website (<http://www.labette.edu/>) **and click on Payments Online** or contact the Business Office at (620) 421-6700 ext. 1231.

Tuition and fees are waived for Labette County Senior Citizen residents (60 years of age and over) enrolling in credit courses; however, the Senior Citizen will be responsible for any material fees and any required textbooks for the credit course.

Other Costs - (subject to change)

Application for Nontraditional Credit	\$45.00
CLEP Testing	\$70.00
GED Testing	\$68.00
Graduation	\$25.00
Insufficient or non-fund check charge	\$30.00
Transcripts	\$5.00

^ = Amount depends upon courses enrolled

Per Course Fees:

Adult Care Home Operator	\$25.00
Art	\$15.00 - \$35.00
Biology - 5 credit hour with lab	\$45.00

College Chemistry I, II - 5 credit hour with lab	\$75.00
Organic Chemistry I, II - 5 credit hour with lab	\$75.00
Basic Chemistry I, II, III (no lab)	\$50.00
English Composition I	\$8.00
Graphic Design	\$20.00
Math, Foundations of	\$15.00
Noncredit Personal Enrichment	Varies
Nursing (Basic Nursing Course fees)	\$25.00**
Nursing (IV Therapy only)	\$30.00**
Nursing (1 st year) ATI exam fees ^	\$77.00 - \$280.00**
Nursing (2 nd year) ATI exam fees ^	\$77.00 - \$418.00**
Photography	\$20.00
Physical Science with Lab	\$75.00
Physics with Lab	\$25.00
Private Music Lessons (1/2 hour per week)	\$75.00
Radiography Labs	\$15.00**
Recording Arts Technical	\$20.00
Respiratory Lab	\$15.00**
Respiratory Clinical	\$15.00**
Statistics	\$10.00
Student Success Skills	\$10.00
Writing Essentials & Pre-Comp	\$15.00
Other Per Credit Hour Fees	
Allied Health Courses	\$10.00
Cherokee Center	\$10.00
Computer Courses	\$10.00
Office Technology Courses	\$10.00
Online Courses	\$25.00
Video Courses	\$25.00

* = Other courses may have mandatory fees attached to cover cost of consumable supplies.

= *At the time of the printing, the amounts listed above were correct, but are subject to change. The most current charges are normally listed on the College website: /www.labette.edu*

**This fee is in addition to the \$10.00 credit hour fee for allied health courses.

Tuition & Fees Refund

Fall and Spring Regular Semester Day/Evening/Extension Courses:

- Full Refund – Drops during the first two weeks of the semester.

Summer Courses:

- Full Refund – Drops during first two class days.
- = Mini session refund dates may differ

Note: Students will have official and unofficial transcripts withheld if any financial obligations have not been paid or if materials and/or equipment have not been returned to the College (see Holds).

Procedures for Withdrawing from Courses

To officially withdraw from courses, LCC students must withdraw through the Registrar's/Admissions Office (2nd floor of the Student Union Building). The student's official withdrawal date is determined by the day the withdrawal is processed in this office. *The sole responsibility for initiating and completing the withdrawal process rests with the student.* Failure to officially withdraw will result in the recording of all grades of F at the end of the semester/session. The Return to Title IV Funds policy will automatically be calculated at 50% or the midpoint of the semester/session for students who withdraw without giving notification, since LCC is not required to take attendance.

Refund Policy for ALL LCC Students

A student permitted to withdraw from a course or courses in an academic session in which he or she is enrolled may be allowed a refund of the tuition and the fee charge for that course or courses. In the event some or all of the tuition and fees were paid by some source(s) other than the student, including but not limited to scholarships, grants, and Federal Title IV Funds, the first refund amounts will be made payable to those sources. If the student has any unpaid account with the College any refund due from withdrawal may be applied to such an account. Any amount paid to the College that exceeds tuition and fees paid by these other sources, and any amounts due to the College, shall then be paid to the student. For students who completely withdraw from classes and have received Federal Title IV funds, please refer to the Federal Return to Title IV Funds policy available on the web at www.labette.edu/

The first class day constitutes the beginning of the semester for tuition refunds. For courses that are scheduled out of sequence of the regular fall and spring sessions, including summer, the student should refer to the Academic Calendar published in the schedule of classes, or on the web at www.labette.edu/calendar/academic/academic.htm; otherwise check your course syllabus or the Office of the Registrar. Institutional refunds for all students who withdraw or reduce the number of hours enrolled are calculated according to the dates in the Academic Calendar, as posted on the web. These refund schedules apply to each course from which a student withdraws. Withdrawal from a course and enrollment in another course are treated as two separate transactions, unless they are requested simultaneously. For the regular fall and spring semesters, 100% refund period is the first five class days of the semester; 50% refund period is during the second five class days; no refund is available beyond the tenth class day of the semester.

For students receiving federal funds, disbursement periods and amount are set after refund deadlines and the FAO makes the respective adjustments to their enrollment status. It is the responsibility of the student to inform the FAO of any such revision in status. Enrollment status changes for students who have not received federal funds during an institutional refund period will allow for refunds in the following priority order:

- (1) LCC Scholarships
- (2) To the student

Refund Due to Serious Illness or Injury

If a student is unable to complete a semester or session due to serious illness or injury, the student must present acceptable official documentation signed by a licensed health care provider certifying the circumstances in adequate detail. Upon completion this documentation should be directed to the Registrar for review and determination of appropriate action. Based on an approved request, the student will be withdrawn from all courses and refunded the tuition and fees for the semester/session, provided that the student has personally and fully paid all other outstanding tuition and fees, and has no other outstanding College financial obligations. If the above student received Title IV federal financial aid, the current return to Title IV Funds policy must be applied.

Refund Due to Death of Student

If a student should die during a semester/session in which the student is duly enrolled, the student's estate will be refunded the tuition and fees based on the above stated policies. To initiate this process, the family may contact the Office of the Registrar.



Student Information



The Student Information section includes the rules, guidelines, and processes that allow the student and College to operate while assuring concern for the rights of others and their property. The topics in this section are listed alphabetically.

Administration of Student and Academic Codes

The Vice President of Student Affairs (VPSA) shall be primarily responsible for the administration of the student conduct system. The Student Life Coordinator (SLC) may work closely with the VPSA in resolving minor disciplinary problems resulting from the violation of regulations regarding student activities.

The Vice President of Academic Affairs (VPAA) shall be primarily responsible for the administration of the academic conduct system, in cooperation with the Dean of Instructions. On rare occasions there may be incidents that involve both student and academic conduct, at which time the Vice President's will consult and the more serious offense will have precedence. (The consultation is to include the necessity for having the President appoint an additional 'standby' appeals committee as a precaution to help ensure fairness of due process in this unusual situation.) For more information, please see the LCC Student Handbook.

Admission of Non-English Speaking Applicants (Procedure 4.010)

Labette Community College wants to provide an opportunity for all students to attend College and have a successful experience. Experience indicates that certain criteria should be met to enroll in College courses to have a successful College experience. Since our College courses are taught in the English language, the following process has been established to enhance student success for those students whose primary language is not English.

International Students must:

Complete the International Student Admissions Application.

A non-refundable \$100 application fee is required at the time of Application

The Application for Admission must be submitted at least three months before the start of the semester in which the student wishes to enroll (unless the student is transferring from another institution from within the United States)

Submit an official copy of High School/Secondary School academic transcripts

An English translation of the grades and grading scale. Translations may be accepted from an official equivalent translation company.

If student attended a high school in the United States, an Official copy of the High School transcript must be mailed to the College.

English Proficiency Requirements: Submit evidence of English language proficiency

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

Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English

Test of English as a Foreign Language (TOEFL) score of 513 written (PBT) or 183 computer based (CBT) or 65 internet-based (iBT)

International English Language Testing System (IELTS) score of 5.5 or higher

Completion of ELS Language Centers level 112 (http://www.els.edu/contents/US_University.aspx)

Completion of an Intensive English Program at an accredited four year university.

Complete the Statement of Financial Information and Certification of Support forms

Submit with a certified bank statement proving financial ability to the College.

If the country is paying for the student's education, a letter from the country must be provided verifying that the student will be receiving a scholarship/funding prior to enrollment.

Submit proof of health insurance

Provide a photocopy of the health insurance card

If the student does not currently have health insurance, the student will need to purchase and provide evidence of new coverage on or before arrival at Labette Community College.

Submit proof of Tuberculosis Testing if needed

Students entering Labette Community College who are from "High Incidence" areas are defined as areas with reported or estimated incidence of ≥ 20 cases of TB per 100,000 population must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada. See Procedure 4.011 for more information. High risk countries can be found by going to www.who.int/globalatlas/dataQuery.

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

Complete steps 1-5 above

Send Official transcript from previous College/University

Complete the Transfer Eligibility Form

After the above requirements are met, the applicant will be considered for admission. If the applicant is accepted, an I-20 form will be issued.

APPEAL

TOEFL Scores 485-512 (written) and 155-183 (computer-based)

Records of individuals who have scored within these ranges will automatically be reviewed by the Vice President of Student Affairs and the Vice President of Academic Affairs. Such a student should provide any evidence available which demonstrates sufficient ability in English. A decision to admit the student may include a provision for participation in English as a Second Language classes.

TOEFL Scores Below 485 (written) and 155 (computer based)

Records of individuals who have scored at this level will be reviewed only upon written request from the student. The student should include in the request any evidence that demonstrates his or her ability to understand and to communicate in English. The review will be completed by the Vice President of Student Affairs and the Vice President of Academic Affairs. Approval for admission may include required participation in English as a Second Language classes or similar preparatory activities. Admission to certain classes or programs may be restricted until English language ability is adequately improved.

Revised: 11/1/10

Alcohol/Drug-Free Campus Policy

Definition of Terms

- “College property” means any property owned, leased or rented by LCC including *hotel rooms, rental cars, and meeting rooms or facilities rented* by the College on a short or long-term basis.
- “Alcoholic beverages” as used in this policy, mean beverages, which are alcoholic liquor, or cereal malt beverages as defined in Kansas Statutes.
- “College funds” mean any funds managed and controlled within the College’s financial accounting system. Funds of the LCC Foundation are not included in this because the College does not directly control them.

General Regulations

- Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.
- As a general operational policy, alcohol may not be purchased with College funds.
- 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.
- College employees/students may not transport fellow employees/students or drive in a personally owned/leased vehicle while under the

influence of alcoholic beverages or illegal drugs or when impaired by the use of prescription medications during College business or College-sponsored trips.

Violations

- 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.
- The College may file complaints with local law enforcement agencies or ban members of the general public who violate this policy.

Purpose and Scope

The abuse of alcohol and other drugs interferes with the processes of learning, teaching, research and public service, which are the functions of Labette Community College. In order to accomplish its mission, and further, to comply with the Drug Free Schools and Communities Act, this policy is promulgated.

Internal Sanctions

Any student or employee who violates this policy shall be subject to disciplinary action, including, without limitation, probation, expulsion, suspension, or termination of campus/LCC enrollment/employment (including clinicals and internships); may be required to participate satisfactorily in an appropriate rehabilitation program; or may be referred for prosecution.

External Sanctions

Violation of applicable local, state, and federal laws governing the possession, use, manufacture, or distribution of alcohol and other drugs may subject violators to fines, imprisonment, and/or community service requirements. Convictions become part of an individual's criminal record and may prohibit certain career and professional opportunities.

Health Risks

Abuse of drugs and alcohol can result in behavioral changes; impairment of judgment and coordination; elevated/lowered blood pressure; depression; anxiety; hallucinations; convulsions; temporary and permanent loss of memory; damage to the heart, liver, brain, etc.; sterility; lowered immune system and increased infection; cancer; emphysema; chronic bronchitis, and death.

Alcohol/Other Drug Assistance Programs

Programs are available in the Parsons area to help LCC students/employees deal with substance abuse related issues. Federal laws ensure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner.

Coordination and Reference

At LCC

Labette Community College has teamed with Labette Center for Mental Health to assist current students with the expense of mental health care if needed. If a student is in need of assistance, they should make an appointment with the Vice President of Student Affairs. The Vice President will refer the student to the Labette Center for Mental Health. The college will pay for three sessions with the Labette Center for Mental Health if the student does not have medical

insurance.

Services are also available through:

Hotlines – 7 days a week, 24 hours a day:

Labette Center for Mental Health	(620) 421-3771
Southeast Kansas Mental Health Center	(620) 473-2241
Family Life Center	(620) 231-5863
Four County Mental Health Center	(800)499-1748

Animals on Campus (Procedure 2.18)

The following procedure is based on LCC Policy 2.18. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Pets and/or other animals are prohibited from all College facilities except for assisted service animals or animals who have received proper authorization from the Vice President of Finance and Operations for educational purposes. Permitted pets and/or other animals must be leashed or otherwise secured and shall not be left in automobiles, tethered on campus, or otherwise endangered.

Awareness of Policies

Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Life Office, Student Affairs Office, or in the LCC Library. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus that is likely to have an adverse effect on the College or the educational process. In the event of an infraction:

- A. The student(s) believed to have been involved will meet the respective Vice President of Academic Affairs to review the incident.
- B. Following a preliminary investigation, if sufficient evidence indicates that a violation of the Code has occurred, the Vice President of Academic Affairs will initiate the procedures for a hearing as indicated in Section 3 of the LCC Student Handbook.
- C. Should the student disagree with the findings, an appeal is allowed and is to be pursued within the respective procedures.

Cardinal Cards

Each student at Labette Community College is to have an LCC CARDINAL I.D. CARD, which can be obtained from the Student Affairs Office. Replacement cost is \$5.00. CARDINAL CARDS are for identifying students that attend LCC and should not be considered an official form of identification outside the College. CARDINAL CARDS are required to enroll, add/drop and for disbursement of financial aid to students as well as the use of the Library, admission to various athletic, social and cultural events, and discounts at various area businesses.

Change of Information

Changes of information such as contact information, name, adviser, 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 appropriate documentation to validate the change. 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 adviser/concentration/degree, the proper form must be signed by the student's current adviser, and where appropriate, by the new adviser and returned to Student Affairs Office.

Computer and Internet Usage (Procedure 3.25)

Labette Community College (LCC) makes computer and Internet access available to students, faculty, staff and service area residents for their use in pursuing the educational and administrative goals of the College. Access to LCC's network, computer systems and Internet connection is granted subject to College policies, procedures and local, state, and federal laws.

Because the College gives priority to its educational mission, has only a limited number of computers, and has an Internet system limited on the amount of data it can efficiently handle, it is important that this resource is used only in ways that are ethical, legal, considerate of others, reflect academic honesty and community standards (Policy 3.08 Library Internet Usage and Procedure 3.10 Library Challenged Materials), and are responsible in terms of preservation of the resource for all users at the College. Any action that fails to demonstrate respect for intellectual property, data ownership, or system security mechanisms, any action that violates individuals' rights to privacy or freedom of speech, any action that violates freedom from intimidation, harassment, and unprovoked annoyance, or any action that otherwise unreasonably interferes with another person's use is prohibited.

The following procedure is intended to serve as a basic outline for the use of computer resources at Labette Community College other than those resources found in the Library. The Library has adopted its own set of policies and procedures (Policy 3.08 and Procedure 3.10) addressing computer and Internet usage in the Library. This procedure is intended to provide reasonable protection of the rights of individual users, fair access, and effective management of LCC computer resources. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to those resources. The Library also provides access for non-students who live in the College service area.

The College owns or leases the computers, software, Internet access account and auxiliary hardware such as printers, routers, scanners, etc., located on College or extension site property. Computers or hardware of any kind may only be connected to the College computer or Internet system with the permission of the Director of Information Technology.

Persons violating this procedure may be subjected to disciplinary action by the College, including but not limited to the following: service area residents may be banned from College computer labs or buildings and students may be referred to the Vice President of Student Affairs for disciplinary action. Faculty and staff will be subject to the appropriate disciplinary policy and procedures.

Appropriate Use

Appropriate use of the College's information technology resources includes instruction, independent study, authorized research, independent research, and official work of the offices, departments, and recognized student and campus organizations of the College. While it is not considered to be an appropriate use, the College realizes that service area residents, employees and students will likely indulge in some recreational usage of the College's information technology resources. The College will tolerate some recreational usage as long as that usage does not violate policy, procedure, or state or federal law, and, in the case of College employees, does not interfere with the performance of the employee's duties. Viewing or downloading of non-educational or offensive material is strictly prohibited. Email or posting of any material that may be offensive to others such as; profanity, defamation, and harassment are also prohibited.

Authorized users are service area residents, employees and students of the College and others whose access furthers the mission of the College and whose usage does not interfere with other users' access to resources. In addition, a user must be authorized to use certain computing or network resources by the Director of Information Technology before accessing the resource. All persons other than employees must have direct supervision.

No employee of Labette Community College shall use their personal small/home based business to profit or advertise during a college function or on the college website or any college publication. They may not use their personal business to gain profit or customers during work hours or at LCC events. Employees may not use college facilities or equipment for gain of profit or customers for their personal business.

Confidentiality and Privacy of Computer Files and E-mail

In a public institution of higher education, employees' and students' privacy should be preserved to the maximum extent possible consistent with good business practices. However, privacy or confidentiality of documents and messages stored on LCC's computer equipment cannot be guaranteed.

Authorized access to data or information contained on College computers involves both privilege and responsibility, not only for the user, but also for Information Technology personnel. LCC will treat information stored on computers as confidential in most cases. However, persons using College computers should have no expectation of privacy or confidentiality for documents and messages stored on College owned equipment. E-mail and files stored on LCC's computers may be accessed by authorized College employees for a number of valid business reasons including, but not limited to, the following purposes:

1. Troubleshooting hardware and software problems,
2. Preventing unauthorized access and system misuse,
3. Retrieving business related information and documents,
4. Investigating reports of violation of policy, procedure or state or federal law,
5. Complying with subpoenas and Open Records Law requests for information,
6. Rerouting or disposing of undeliverable e-mail.

Only personnel authorized by the President may monitor usage or access files or records that a College administrator has not otherwise given them appropriate permission or authority to view in order to perform the duties of their position. Supervisors have the authority to access files of employees working for them due to their responsibility to supervise and monitor the work of their staff. Authorized staff, including supervisors, will keep all confidential and personal information learned through their monitoring and file accessing duties confidential and reveal only that information which is necessary to administer the College's policies and procedures and limit the dissemination of information learned through their duties to those with a business related need to know.

Staff and students must disclose their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College owned computer they use. Additionally staff and students should not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. If any Internet material is downloaded, it should be scanned using the College's antivirus software before use.

Examples of Prohibited Use

Use of LCC's network and computer systems is not a right. It is conditioned upon compliance with this and other College procedures and policies as well as all applicable laws. Though not exhaustive, the following list is provided to inform users of the types of activities that are prohibited by this and other policies and procedures: using facilities, accounts, access codes, privileges or pass words that you are not authorized to use; viewing, copying, altering, or destroying anyone's files without explicit permission from that individual; representing yourself electronically as another user; unlawfully harassing others; creating and/or forwarding chain letters; viewing, posting, printing or mailing obscene materials; game playing that interferes with academic or administrative use by others; making, distributing, or using

unauthorized copies of licensed software; unauthorized copying, reproducing, or redistributing others' text, photos, sound, video graphics, designs or other information formats; obstructing others' work by consuming large amounts of system resources, such as band width, disk space, CPU time; paper, printer toner, etc.; unauthorized testing of systems and/or resources, such as using program loops, intentionally introducing destructive software e.g., "virus" software or attempting system crashes; running or otherwise configuring software or hardware to intentionally allow access by unauthorized users; attempting to circumvent or subvert any system's security measures; advertising for commercial gain; distributing unsolicited commercial advertising; disrupting services, damaging files or intentionally damaging or destroying equipment, software or data belonging to LCC or other users; using computing resources for unauthorized monitoring of electronic communications; destroying public records in violation of LCC's Retention of Records Policy ; violating any LCC or Kansas Board of Regents policy or any local, state or federal law.

If there is any doubt whether the user may engage in a specific activity using College equipment, the user has the responsibility to inquire concerning the permissibility of the activity, prior to execution. Such questions should be directed to the Director of Information Technology.

E-mail

Users of e-mail should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be kept totally secure and is, therefore, vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents.

E-mail users should also know that even if the sender and recipient have "deleted" their copies of an e-mail from their machines, there may be copies of the electronic mail that have been archived by the College's regular back-up of data on its file servers; therefore, the copies can be retrieved weeks or even months later.

LCC e-mail services may, subject to the previously mentioned restrictions, be used for personal communication purposes provided such use does not interfere with the operation of College information technologies including e-mail services, burden the College with additional costs, or interfere with the user's job duties or other obligations to the College.

Electronic mail may constitute a public record, such as documents subject to disclosure under the Kansas Open Records Act or other laws or as a result of litigation. However, prior to such disclosure, the College evaluates all requests for information submitted by the public for compliance with the provisions of the Act or other applicable law. In addition, electronic mail may constitute official College records. E-mails of these types may need to be retained for longer than an e-mail system is capable of retaining them. The sender/recipient should consult with the

College's designated Open Records Officer to determine if a particular e-mail message constitutes a College record or document subject to the Kansas Open Records Act.

Violation of these procedures, or the principles upon which they are based, may be considered a violation of College work rules or policy and will be treated as such. Disciplinary action will be taken in accordance with the appropriate College disciplinary policy and may also include removal of computing privileges and possible third-party prosecution in a court of law if the violation involves royalty or copyright infringement or other violation of law. In order to reduce the amount of labor College employees expend handling spam, the College is implementing the following spam blocking procedure:

1. Any College employee wishing to block spam for a specific site will submit to the Information Technology Department a list of the email addresses of the sites they wish to block.

Important Information and Work Rules

A. The Director of Information Technology will maintain a system to selectively block access to websites containing obscene materials (based on community standards) and/or materials that degrade the performance of the College's computer system by consuming excessive band width, storage space or create other impediments to the intended usage of the College's computer systems. Students and staff needing access to sites of this nature for valid academic or research purposes may contact the Vice President of Academic Affairs to obtain temporary access to the websites necessary to the academic or research purpose. Recognizing that the College has the duty to provide access to constitutionally protected ideas and thought, the College will not use "filtering" software that uses keyword searches that indiscriminately blocks access to sites with academically acceptable content along with sites with unprotected obscene content.

1. Complaints concerning obscene websites or websites that are interfering with the operations of the College's computer systems, should be forwarded to the Vice President of Academic Affairs for review and possible action.
2. Any authorized computer user may petition the Vice President of Academic Affairs to unblock a blocked website on the grounds it is not truly obscene under community standards (Policy 3.08 and Procedure 3.10) or that it has sufficient redeeming social/educational value to merit access.
 - b. The petitioner or the Director of Information Technology or the Vice President of Academic Affairs may appeal the decision to the President in writing. The President will review the matter and make a final determination. No further appeal will be permitted.

- B. Students and staff should not circumvent, disable, or otherwise try to render ineffective, College instituted website blocks, content access restrictions, or password systems. Violation of this rule will be considered a serious violation of policy and procedure.
- C. Staff and students must disclose to their supervisor or instructor their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College-owned computer they use. Additionally, staff and students must not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. When any Internet material is downloaded, it should be scanned using the College's antivirus software before use.
- D. Staff's on-line Internet use during working hours should be primarily limited to work-related activities. Students and staff are expected to show consideration of and respect for the rights, property (whether intellectual, electronic, or material), and time of others. Following is a partial listing of the types of activities deemed to be in violation of this procedure:
 - 1. Stealing or using another's password or data, using another person's account, or
 - 2. Degrading the performance of the computer system or internet system by excessive personal or College use, such as maintaining connection to the internet for long periods when not actively using the connection, using excessive Internet bandwidth during peak usage periods for activities such as downloading large non-business related files, using streaming media such as internet radio or video files for extended periods, running instant messaging or other internet software that uses internet resources to the extent that other users are inconvenienced by degraded performance, or
 - 3. Employing abusive or objectionable language in electronic communications such as e-mail or in a computer lab or group work areas, or
 - 4. Using more than one machine except where required for class work; or
 - 5. Altering the configuration or software on any College-owned computer by changing basic computer configuration settings, deleting software or files from College-owned computers, and/or adding new software or updating existing computer software using resources from any source without permission of the Director of Information Technology.

- E. In computer labs during class time, the class work takes precedence over personal use. When a lab is in use for a scheduled class, non-enrolled students and staff are not permitted to use the lab facilities without permission from the instructor.
- F. Course work takes priority over personal use even when a scheduled class is not in session. In the event a computer lab is full during non-class hours, students using the computers for personal business such as e-mail, games, etc. are expected to give up their computers to students who need the computer for course work.
- G. Computing resources must be used wisely. Do not waste them by printing large files without good reason, sending large amounts of personal email, sending chain mail, or other time or resource wasting actions. Since network disk space is limited, students should keep their files on their own diskettes unless instructed otherwise; staff are expected to make appropriate use of network and computer-based storage and not waste storage space as well.
- H. Computing environments should be kept clean and free of hazards to the equipment and free of annoyances to the users:
 - 1. Eating, drinking, and smoking are not allowed in any computer lab. Users are responsible for helping to keep these areas clean. Do not leave scraps of paper, printouts, or other extraneous material behind when leaving the lab.
 - 2. Loud conversations, horseplay and other distracting behavior should not be practiced in computer labs or group work areas. Listening to music in a computer lab should be done only through a headset with the volume set low enough that others couldn't hear.
- I. All use of computer labs must be scheduled for classroom purposes by the Office of Academic Affairs and all other usage by the Facilities Office and authorized by the Director of Information Technology. Unauthorized access to labs outside of posted hours is not permitted.
- J. Only authorized software may be used on College-owned computers. The use of personal copies of software on LCC computers without permission of the Director of Information Technology is not allowed. Information Technology personnel may remove non-authorized software or non-licensed software from College computers upon discovery.
- K. Piracy or illegal copying of computer software violates copyright law and is a punishable offense. It will not be tolerated at Labette Community College.
- L. The security of College computing equipment and data is the responsibility of all College students and staff. Anyone witnessing suspicious activity is encouraged

to immediately contact the Director of Information Technology or the Vice President of Finance and Operations. Each College department is expected to pay extra attention to the security of computers and data in its control.

- M. When a problem occurs or damage is discovered in a computer lab, the first report should be to the Lab Assistant on duty. The Assistant should then convey the information to his/her supervisor. If the supervisor is unavailable, or if a Student Lab Assistant is not on duty, or if the problem is not in a computer room, please contact the Director of Information Technology.
- N. When in doubt, contact the Director of Information Technology or one of the Information Technology staff. Otherwise, do only what specifically you have been given permission to do. If you have been given permission to use a file or piece of software, use it, but do not copy it, even on paper, unless explicit permission has been given.

Publishing World Wide Web Pages

Use of the Labette Community College computer network is a privilege provided to employees. As a shared resource of the College, this access is provided as both an educational tool and as a tool for receiving and disseminating information about the College's educational programs, activities, and services more efficiently. Students and staff who use the College network have the responsibility to use it in an ethical, professional, and legal manner.

Documents prepared for dissemination over the LCC network are considered a part of the College's official public documents and, as such, are considered in the same category as the College's official printed publications. All office and department home pages are expected to contain accurate information, to be written in a clear and concise style and be presented according to guidelines approved by the Web Publishing Committee and the Director of Public Relations.

Equally important, information disseminated publicly by the College's network should represent the College in a manner consistent with printed publications, i.e., all information should be appropriate for a general, worldwide audience. Information distributed by the College network for on-campus audiences only should be appropriate for the intended audience. Department heads are responsible for approving the content of their sites and for maintaining current and accurate information. Final authority regarding the content and style of all of the College network's World Wide Web pages rests with the Web Publishing Committee.

The following procedure applies to use of the Labette Community College network resources by offices, departments, or individuals. Authors of official College web pages are expected to abide by this procedure. Individuals publishing personal World Wide Web pages through the College network should refer to the official College procedure on personal web pages for information specific to those pages.

All current and future policies and procedures of the College are applicable and

enforceable in regards to network use. These include, but are not limited to the LCC policy on nondiscrimination (including harassment), the Code of Student Conduct, and all policies printed in the student handbook, the faculty handbook, and the staff handbook. In addition, royalty, copyright and intellectual property laws, and all federal and state laws, including those regarding distribution of obscene materials, are applicable to LCC web pages -- both personal and official office/department pages.

The College prohibits the use of its network in a manner that would result in unnecessary degradation of any network resource. For example, sites that become so popular as to tie up the entire system and prevent shared use by all are prohibited.

The Role of Privacy on the LCC Network

While the College respects and encourages each individual's right to privacy, it reserves the right to view all files for the purposes of administering and maintaining the system or to investigate complaints from other users or law enforcement officials. Users of the LCC network are expected to respect the privacy of other users and are prohibited from breaking into individual, departmental, office, or system files or from using another person's access code in order to obtain or alter information in those files.

Compliance with the Web Page Procedure

The Web Publishing Committee, under the authority of the President has the responsibility for all materials posted on the College web pages and may investigate documents that do not comply with this policy and procedure. Questions about the policy and procedures or reports of noncompliance may be addressed to any member of the committee at any time. Upon receipt of a notice of a possible problem, the committee chair will investigate. If, in the chair's opinion, a page is not in compliance with these policies or procedures, he/she may temporarily take it off-line, pending a meeting of the Web Publishing Committee to review the problem. In the absence of the committee chair, any member of the committee may take immediate action to shut down a site temporarily pending further review by the committee. If the committee concludes that a violation of this or other College policies or of state or federal laws has occurred, the violation will be forwarded to the appropriate authority. Violations not covered by existing College policies will be handled directly by the Web Publishing Committee. In addition, where state and/or federal laws have been violated, the College reserves the right to cooperate with authorities of these jurisdictions.

Credit Awarded For Non-Traditional Education (Procedure 3.05)

The following procedure is based on LCC Policy 3.05. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

- A. The Vice President of Student Affairs is responsible for implementation of

these procedures. Substantive revisions of these procedures require the President's approval.

- B. College credit may be awarded for non-traditional education according to the following conditions:
1. All students must be enrolled in at least six hours at Labette Community College and have declared a degree objective.
 2. All courses for which non-traditional credit is awarded must have equivalent courses in the Labette Community College curriculum. Partial credit will not be awarded.
 3. Course credit may be awarded for courses taken in the military but they must be identified in a current American Council on Education Guide.
 4.
 - a. Non-traditional education credits will not be awarded unless the learning as fostered in a recognized, national or state organization. The Vice President of Student Affairs is responsible for approval or disapproval.
 - b. Students must provide validated documentation stating the course, knowledge, skills and credit/clock hours completed. Failure to supply such will result in non-approval.
 5. The Dean of Instruction will review, and as is applicable, seek advice from full-time faculty, and approve or disapprove the application for non-traditional education credit relating to major courses.
 6. Credit is not awarded for prior work experience.
 7. General Education course credit will not be awarded for non-traditional education.
 8. Students must complete at least 12 hours of credit at Labette Community College with at least a "C" before non-traditional credit will be awarded.
 9. A maximum of 15 credit hours may be awarded and only six will fulfill major requirements.
 10. Departmental exams administered in the major area may provide an alternative to credit awarded for non-traditional education.
 11. Students are encouraged to seek advice from the Admissions Office. A \$45 fee must accompany the required application. Normal tuition and fees, which must be paid prior to posting on a transcript, apply to

any credits awarded.

Disability 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 lowering academic and other essential performance standards.

Services for LCC students who have a documented disability from a certified professional are coordinated through the ADA Coordinator in the Office of Finance and Operations (2nd floor, Student Union x1230). Many services are provided at no cost to enrolled students on an individual basis and with respect to confidentiality.

How to Access Accommodations

- Students with disabilities are to contact the ADA Coordinator to schedule an intake interview. During this meeting, the discussion will focus on how the disability affects the student and what accommodations have been recommended as appropriate at a postsecondary level. Early contact with the ADA Coordinator is imperative to ensure accommodations will be in place by the first day of classes.
- Students will be required to furnish appropriate documentation of their disability. The documentation must be completed by a certified professional, and include justification and *suggested academic accommodations*. This documentation must be on file with the ADA Coordinator before accommodations can be determined.
- The ADA Coordinator will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations. Renewal of documentation is normally required every three years and is the responsibility and expense of the student.
- Students must request accommodations each semester and requests should be made a minimum of 30 days before the first day of courses.
- Students will also be required to furnish a copy of the class schedule to the Coordinator for each semester accommodations are requested.
- Notify the ADA Coordinator immediately of schedule changes, including

leaving a copy of the new schedule, with the changes marked.

Types of Accommodations May Include, But Are Not Limited To:

- Notification of instructors concerning needed accommodations
- Note taker
- Course exam accommodations
- Recorded textbooks/materials
- Sign language interpreters
- Alternate print formats
- Quiet testing rooms
- Print magnifier
- Large screen computer monitor
- Screen reading software
- Alternate lighting for testing or studying

Accommodations/Substitutions

Accommodations will only be utilized in cases where the person's inability to meet the requirement does not constitute a fundamental alteration in the nature of the course/program. Students seeking an accommodation or course substitution on the basis of a specific disability shall present documentation to the ADA Coordinator to substantiate the disability. The documentation must establish that the disability can be reasonably expected to prevent the individual from meeting course and/or degree requirements. Substitutions, which are relevant to the student's career aspirations or college concentration, will be considered.

Grievance Procedure for Students With Disabilities

Students with disabilities whose accommodations, modifications, and/or adjustments are approved and who believe that they have been discriminated against on the basis of their disability should bring these issues to the attention of the ADA Coordinator. The Coordinator will work with students, faculty and administrators to resolve disagreements regarding recommended accommodations. If the Coordinator is unable to resolve the matter informally, or if the student with a disability is not satisfied with the resolution, she/he may file a written grievance with the Vice President of Student Affairs.

Emergency/Evening/Weekend Procedures

In the event of a non-instructional issue, students should act according to the Emergency Response Plan posted in each classroom.

When the fire alarm sounds or you are asked to evacuate for other reasons such as gas leaks and bomb threats, leave the building immediately. Evacuate all buildings to Forest Park and away from fire hydrants. If the situation allows, take all belongings with you.

The Environmental Services personnel will notify employees and students of possible approaching tornadoes during the evening and by the Emergency Response Team during regular working hours. Students and staff will move to the shelters indicated in the Emergency Response Plan in the classroom.

Other emergency related procedures are provided in the Emergency Response Plan posted in each classroom. In addition, an Emergency Intercom System is installed in each classroom that will allow each classroom to communicate with a central operator that will follow Labette Community College's Emergency Response Plan. Labette Community College reserves the right to contact medical personnel in an emergency with the college being responsible for the cost.

Emergency Response Team contact names and numbers are also provided in the plan posted in each classroom.

Falsification/Misrepresentation of College Records*

- No student shall complete a College record dishonestly.
- No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, a record, form, or document used by the College, nor shall a student knowingly/recklessly use altered, counterfeited, or forged records, forms, or documents.
- No student shall hinder or mislead or attempt to hinder or mislead a properly identified College official in the performance of his duty by providing false or misleading information or by misrepresenting the facts.

* Example: Documents related to residency, admission, disability, etc.

Library Access (Procedure 3.12)

CHILDREN IN THE LIBRARY

The Library at Labette Community College exists first and foremost to serve the students, staff, faculty and administration of the College. Children under twelve years of age must be accompanied by an adult, and may not be left unattended in the Library. In general, permission for children under age 12 to use or be in the Library unattended will not be granted. Unattended children require the attention of an adult, and library staff usually cannot take the time from their other duties to care for children.

STUDY GROUPS

1. Groups of students sent to the library for study purposes tend to become a distraction if left without a proctor. It is not the duty of the Library staff to act as proctor for these groups. The following guidelines should lessen the tendency of study groups to disturb other library users:
2. The instructor will give the Library staff at least 24 hours prior notice.
3. A proctor, who must remain with the class, must accompany groups of five (5) or more.
4. The Library staff reserves the right to ask any individual, sub-group, or the group as a whole to leave the Library because of inappropriate behavior.

DISABLED STUDENTS SERVICES

The Labette Community College Library staff shall make a reasonable effort to provide assistance to disabled students as needed to assure equal access to the library's resources and services. The students will also be referred to the ADA Coordinator in the Human Resources Office.

Assistance in the Library may take various forms depending on the disabling condition and may include but may not be limited to the following:

1. Help with literature searching.
2. Retrieval of materials from the stacks, shelves, files, etc.
3. Staff-assisted copy service at self-service rates for persons unable to use the copy machine.
4. Help with filling out of interlibrary loan forms.

TOURS

Tours of the Labette Community College Library and its resources are available for all LCC faculty members, staff and administration and their students. Advance notice is required to provide the best experience for the students. The Library staff will schedule the tours as close to the desired date as possible. Tours may be adapted as needed.

DISPLAYS

The Library reserves the right to decline the offer of art objects, posters, and other displays. The Library Director will decide what displays will be allowed in the Library.

Library Conduct (Procedure 3.13)

Users of the Labette Community College Library have the right to expect a safe and pleasant library environment free of disruptive activity, access to clean and undamaged library materials, surroundings free from food, tobacco, alcohol and drugs. Ensuring a pleasant and productive environment for study and research for all users requires that each user of the Library follow the Library's Conduct Procedures and refrain from the activities listed below:

1. Removing or attempting to remove library material or property without checking them out or without proper authorization.
2. Mutilating library materials by marking, underlining, or removing pages or portions of pages; removing bindings; injuring or defacing library materials or property in any way.
3. Creating a disturbance or behaving in a manner that interferes with normal use of the Library (Including but not limited to rowdiness, noise, falsely setting off fire alarms, and offensive behavior).
4. Harassing or threatening Library staff members or patrons.

5. Consuming food or drink around the computer areas of the Library.
6. Smoking or using smokeless tobacco in the Library.
7. Possession or consumption of alcohol or illegal drugs in the Library.
8. Treating other patrons without respect or dignity, or behaving in an inappropriate or discourteous manner.
9. Loud conversations or laughter that is disturbing to other users.
10. Obscene or abusive language.
11. Blocking or in any way interfering with the free movement of any person or persons.
12. Carrying weapons of any sort by any individual except law enforcement officers.
13. Using radios, tape players, etc. without headphones that prevent transmission of sound to others.
14. Soliciting or selling of any kind, unless approved by the Library Director.
15. Distribution of leaflets or posting of notices not approved of by the Library Director.
16. Rearranging furniture or equipment from one location to another without permission.

The Labette Community College Library and the patrons of the Library need this procedure in order to provide a clean and healthy environment for study and research, to preserve library materials, to protect library furnishings and equipment, and to prevent the disruption of other patrons' use of the Library. Taking part in the activities listed in this section may result in loss of library privileges, disbarment from the Library premises, College imposed sanctions and/or criminal prosecution.

INJURY OR SUDDEN ILLNESS

If a patron is injured or becomes suddenly ill and requires medical attention, the Library staff will assess the situation. A first-aid kit is available, but for more serious injuries, or if there is any doubt of the severity of a person's injury or illness, an ambulance will be called (911). The Library staff will obtain the name, address, and phone number of the ill or injured patron, of any witnesses, if appropriate, and the names of any College staff who were involved or who might have witnessed the incident. Library staff will notify the administration as soon as possible.

EMERGENCIES

In the event of a fire, a tornado, or another emergency situation, Library staff will alert the patrons to the procedures for evacuation or taking shelter. *Emergency Response Plans* are posted in the Library.

Library Internet Usage (Procedure 3.08)

The following procedures are based on LCC Policy 3.08 and 3.09. The policies can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policies.

Disclaimer

The LCC Library has no control over the Internet or its content and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Patrons should be aware that the Internet may contain material of a controversial

nature, and each individual must accept personal responsibility for determining the suitability and appropriateness of information obtained through the Internet.

While the Library staff may guide patrons to Internet sites that further the library's mission, the staff will not attempt to monitor, control or restrict anyone's access to the range of information available. The Internet may contain material that is inappropriate for viewing by children. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Complaints about the use of the Internet in the Labette Community College Library will be handled with the Library's Challenged Materials Policy.

Security

The LCC Library assumes no responsibility for any damages, direct or indirect, that may occur from the use of its electronic resources. Users should be aware that computer viruses exist and take steps to avoid being a victim or unwitting distributor of these processes. While the Library shall make every attempt to ensure confidentiality, security is technically difficult to achieve, and electronic communications and files could become public.

Acceptable use

Use of the LCC Library's Internet access for purposes contrary to state or federal laws or in a manner that violates the LCC Library's Conduct Policy will not be tolerated. Such purposes include **but are not limited to**, harassment of others, distribution of unsolicited advertising or chain letters, falsely identifying oneself, unauthorized copying of copyrighted material, propagation computer viruses, and attempting to access unauthorized files or systems (including saving or changing files on the library's hardware or attempting to access programs not related to the computer's intended use as an Internet workstation for educational purposes). Such activities may result in loss of system privileges, College-imposed sanctions, disbarment from the Library premises, and/or criminal prosecution. Violators will receive formal notice of the College's Internet Use Policy and will be given a chance to appeal the resulting sanctions.

Staff Assistance

Internet use requires basic computer skills. The LCC Library staff will provide assistance in locating information as time permits. While every attempt will be made to provide public Internet access during all scheduled opening hours, the LCC Library cannot guarantee that service will run uninterrupted or trouble free.

Responsibility

The Library Director holds responsibility for interpreting, monitoring, and ensuring regular review of this policy. The Library Director also holds the responsibility for effectively communicating employee responsibilities regarding this policy.

Filtering

The Labette Community College Library will abide by the Kansas Library Association's Statement on Internet Filtering, adopted June 16, 1998. The statement is found in the appendix of this manual.

Location of Records

Student records maintained by the Student Affairs Office include admissions applications, transcripts, enrollment forms, schedule change forms, and ACT & SAT scores. Financial Aid applications and records, including student earnings and disbursements, are on file in the Financial Aid Office.

Student placement test results are maintained in the Student Success Center.

Applications for admission to specific programs, test results, confidential references, and unofficial copies of transcripts are maintained in the Program Assistant's Office of the prospective department. (i.e. Nursing, Radiography, Respiratory Care, etc.).

A charge of \$1.00 per page will be assessed the student for reproduction of the records requested by the student official. Official Academic transcripts are \$5.00 per copy. Students can print an unofficial transcript using their student ID in Student Affairs.

Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title IX, Education Amendments of 1972 or Title VII of the 1064 Civil Rights Act. In its 1980 guidelines, the Equal Employment Opportunity Commission (EEOC) defines the rights and responsibilities of employers and employees in the workplace. Labette Community College prohibits sexual harassment by all employees and students in accordance with applicable Kansas and Federal laws.

The College is committed to maintaining an environment free of objectionable and disrespectful conduct and will not tolerate behavior of a sexual nature that interferes with an individual's performance or creates an intimidating, hostile, or offensive learning or working environment.

Alleged incidents of sexual harassment will be fully and promptly investigated, and appropriate disciplinary or other corrective action will be taken where the investigation indicates such harassment did occur. Students who feel they are being harassed by anyone connected to LCC should contact the Director of Human Resources at (620) 421-6700, extension 1234, or Vice President of Finance & Operations at extension 1231. Students may also contact the Vice President of Student Affairs at extension 1264.

Soliciting, Distributing Literature, and Advertising on College Property (Procedure 2.11)

The following procedure is based on LCC Policy 2.11. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Labette Community College procedures relative to time, manner and place for the acts of soliciting, distributing and advertising on College property are established to ensure that the educational functions of the institution are not significantly interfered

with by individuals or groups while providing reasonable opportunities for persons to exercise their rights of freedom of speech and expressions. Decisions regarding the acts of soliciting, advertising and distributing literature on College property will be made on a content and subject neutral basis

Only those groups or individuals representing Colleges or non-profit organizations may use College property for the purpose of soliciting, distributing literature and or advertising unless the Vice President of Student Affairs makes an exception. The Student Life Specialist is designated to approve or disapprove all materials to be posted. The Director of Admissions is designated to approve campus visits. The Vice President of Student Affairs may be consulted by the Student Life Specialist and/or Director of Admissions as appropriate.

Definitions

College “property” means property under the College’s jurisdiction, either owned or leased.

“Advertising” means placing or displaying printed, written, drawn materials (such as artistic documents) and/or publications on College property or on vehicles on College property.

“Soliciting” means to approach persons with a plea or request, to include sale of merchandise, services, commodities or requests for funds.

“Distributing literature” means to hand materials to persons or to make materials available to persons, or to place materials on College property or vehicles on College property.

“Authorizing office” means the Student Life Office or Director of Admissions Office.

Advertising

Advertising materials must:

Be factual and represent the true nature of the event, activity, service, or commodity advertised;

Not claim or imply College endorsement or sponsorship;

Be date-stamped by the authorizing office before posting, and be in accord with any other applicable College policies or procedures.

Advertising by individuals and groups

Advertising on College property requires approval of the authorizing office and is subject to the procedures herein and other procedures, which may be required to effectively operate the College.

On-campus groups and organizations must, when advertising activities not open to the public, confine advertising to the College property on which the activity is to occur.

Off-campus groups or organizations wishing to advertise on College property must follow approved operating procedures relative thereto.

Individuals may, if authorized, use designated bulletin boards for personal announcements. Such announcements are removed on a regular basis.

Forms of Advertising

- A. Posters
- B. Posters may be displayed on bulletin boards on College property if:
- C. The poster displays the sponsoring organization's name and the date-stamp of the authorizing office is attached.
- D. The poster is no larger than 12 x 18 inches
- E. There is only one poster on a bulletin board, which advertises the same activity.
- F. Posters may not be placed on utility posts, trees or shrubs, information or directional signs, interior or exterior building walls, doors or windows, or similar locations. Individuals or organizations violating regulations may be held liable for damages caused by posting.

Banners

- A. College units and recognized campus organizations may display advertising on one or both sides of a banner on College property:
- B. In locations identified by the authorizing office.
- C. To display a banner on College property, the unit or organization must request such, in writing, to the appropriate authorizing office at least 7 calendar days before the display date. If the request is approved the unit or organization must:
- D. Display the unit or organization's name in clear, legible letters in a prominent location on the banner.
- E. To acquire approval, take the banner to the authorizing office at least two days before the display date;
- F. Place the banner in the approved location and remove the banner after the approved posting period.

Soliciting

Individuals and groups are permitted to solicit on College property as follows:

- A. Recognized student organizations or specific College units/departments may do so if approved by the authorizing office.
- B. Off-campus companies or groups are prohibited unless the Vice President of Student Affairs makes an exception.
- C. Individuals seeking personal gain are prohibited unless the Vice President of Student Affairs makes an exception.

Solicitation by recognized student organizations or College units

- A. Recognized student organizations wishing to solicit on College property must present a written request to the authorizing office. Such request must state the date and time for the activity and must be received at least two days in advance of the requested date. If the request is approved, the organization may solicit for the time period approved but not to exceed five calendar days. Extensions require an additional request.
- B. Solicitation may be limited to a specific area designated by the authorizing office.
- C. The activity must not, due to loud noises or interruptions, disrupt the educational activities of the College.
- D. The individual or group must request from the Facilities Director use of

- College-owned furniture.
- E. The individual or group may post signs, banners, or other materials at their table.
 - F. Individual or group must remain in approved areas and not obstruct traffic.

Distribution of Literature

- A. Distribution of literature is prohibited in areas associated with educational and administrative functions of the College, which include, but are not limited to, inside buildings or external walkways from which individuals enter and exit classrooms. An inside area which is an exception to this procedure is the first floor of the Student Union. The area will be designated by the authorizing office.
- B. Individuals or groups must remain in approved area(s) for the duration of the activity.
- C. Not wander to undesignated areas of the College property while distributing literature.
- D. Not obstruct pedestrian or vehicular traffic flow, or the free movement of any individual by any means or activities.
- E. Ensure that the activity does not, due to loud noises, disrupt the educational activities of the College.
- F. In the event there is an allegation of disruption, follow direction of authorized College officials.
- G. In addition to the procedures stated above, individuals or groups may distribute literature according to the following procedures:
- H. Handbills, pamphlets and other literature distributed on College property must display the name of the sponsoring organization or group.
- I. In the event literature distribution results in unreasonable littering of the College property by such individuals or groups, such activity may be halted by College officials.
- J. Literature may not be placed on vehicles parked on College property.
- K. If individuals or groups wish to place literature on College property for pickup by passers-by, they must do so in areas/locations designated by the authorizing office.

Approval/Disapproval of Activities

- A. Individuals or groups may be denied, by the authorizing office, the opportunity to conduct an activity for soliciting, material distribution, and advertising on College property because of scheduling conflicts or space not being available on a particular day. Alternative days/times or places will be offered by the authorizing office.
- B. The Vice President of Student Affairs is responsible for administration of these procedures. Any exceptions to such must be authorized by him/her.

Student Code of Conduct (LCC Procedure 4.08)

Labette Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create the atmosphere in which these goals can be pursued, the College maintains disciplinary rules and regulations. Students are expected to behave in a

manner conducive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct that occurs either on campus or off campus.

The Vice President of Student Affairs shall be primarily responsible for the administration of the student conduct system. The Vice President of Student Affairs will coordinate academic misconduct with the Dean of Instruction, as stated in Procedure 3.07 Academic Honesty.

A. Applicability

This Code of Student Conduct is applicable to every student enrolled at the College, whether part time or full time and whether in residence, by extension, or otherwise and may at times apply to persons off campus when using College facilities or participating in LCC programs or activities, including, but not limited to, off campus outings and clinical practice trips. This code is adopted pursuant to authority granted by the LCC Board of Trustees.

B. Definitions

1. Academic work: includes preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted &/or performed for purposes of evaluation/grade determination.
2. Code: this Code of Student Conduct.
3. College: Labette Community College.
4. College officials: those persons given the responsibility and authority by the appropriate agency or person, including trustees, regents, faculty, physical plant and administrative staff.
5. College property: property owned/used/controlled/occupied by the College, including property physically removed from a campus.
6. Day: Business day is that in which College administrative offices are open for normal business, even if no classes are being held.
7. Disciplinary action: proceedings under Section 3 of this code.
8. Hazing: activities defined in the LCC Hazing Code ([Appendix A](#)).
9. Hearing Officer: that person appointed by the VP of Student Affairs or the Chair of the Appeals Committee, to conduct hearings under Section Three of this code.
10. Notice: correspondence (1) sent by mail, including email, addressed to the addressee at the local address, as shown on College computer records in the Office of the Registrar/Admissions; (2) personally delivered to the addressee; or (3) personal contact.
11. Preponderance of the evidence: that quantum of evidence which, when given probative force, would tend to prove that a fact is more likely to be true than not.
12. Published LCC policy: any provision of a Board of Trustees order or rule, an official College policy or procedure, or a published directive, rule, or regulation of the College.
13. Record: all written documents, forms, copies, reports, statements, tape recordings, or tangible evidence in a disciplinary action.
14. Will and Shall are used in the imperative sense.

C. Awareness of Student Code of Conduct Policies

Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Affairs' Office or in the Library. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus that is likely to have an adverse effect on students, employees, the College or the educational process. In the event of an infraction:

The student(s) believed to have been involved will meet with the respective college official to review the incident.

Following a preliminary investigation, if sufficient evidence indicates that a violation of the Code has occurred, the official will initiate the procedures for an initial hearing, as indicated in Section 3.

Should the student disagree with the findings, an appeal is allowed from the initial hearing, and is to be pursued within the respective procedures.

D. Conduct Required

Each student shall conduct himself in a manner consistent with the College's mission as an educational institution. Any student who fails to conduct himself in such a manner violates this Code and a disciplinary penalty may be imposed.

E. Conduct Prohibited

Specific examples of conduct that are in violation of the Student Code of Conduct include, but are not limited to, the following, and include any attempt to commit the following (including conspiracy or collusion):

1. Commission of an act that would constitute an offense under appropriate federal, state or local criminal and civil statute.
2. Violation of any published College policy.
3. Failure to comply with the directives of a College official acting in the performance of his duties. This includes the failure to respond to a summons to the office of an administrative officer within the designated time or to present identification upon request of any college official. This summons may be issued by mail, phone, email, texting, etc.
4. Furnishing false information to the College, and/or giving false testimony or other evidence at a College disciplinary or other administrative proceeding
5. Issuance of a check without sufficient funds or otherwise failing to meet financial obligations to the College.
6. Sharing of LCC RedZone pin number or LCC e-mail address password with anyone.
7. Unauthorized throwing of any object in/from College facilities.
8. Misuse, abuse or unauthorized use of fire extinguisher or other safety equipment (such as alarms or notification equipment).
9. Engaging in conduct that interferes with or disrupts any College teaching,

research, administrative, disciplinary, public service, any other authorized activity or the peace and welfare of any person, whether on or off the campus includes collusion. (See Item F below).

10. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.

11. Possession of or making use of College keys for an unauthorized purpose.

12. Engaging in or submitting to hazing which includes but is not limited to an initiation by an organization utilizing any dangerous, harmful, or degrading act toward a student (See Item G below).

13. Violation of the published College policies on the possession and use of alcoholic beverages.

14. Gambling in any form on College property.

15. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance (whether or not it is an illegal substance), especially on College property or at College activities. or

16. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or property on College property.

17. Theft, destruction, damage, or misuse of property belonging to or the responsibility of the College or to any person.

18. Any forgery or fraud, including but not limited to alteration, or misuse of College documents, forms, records, meal cards or identification cards.

19. Advocating or recommending orally or in writing conscious or deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and setting in place such actions.

20. Unauthorized entry/use of LCC buildings, facilities, equipment, resources.

21. Not maintaining current official mailing addresses (local & permanent) in the Student Affairs Office or giving a false, invalid or fictitious address.

22. Knowingly or recklessly (1) initiating, communicating, or circulating a report of a present, past or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies (can include any semblance of a terroristic threat); (2) placing a person in fear of serious bodily injury; or (3) preventing or interrupting the occupation of a building, room or aircraft, automobile, or other mode of conveyance. This includes collusive action to commit these acts.

23. Violation of college, local, state or national parking & traffic regulations.

24. Receiving three (3) Academic Misconduct Forms during their attendance at LCC. (Refer to Procedure 3.07)

25. Receiving three (3) Tobacco Incident Forms during their attendance at LCC. (Refer to Procedure 2.09)

26. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software. (Refer to Computer Use Policy under the policies/procedure section)

27. Malfeasance or misuse of elective or appointed office in a student organization

or position as a college work study, its members or the welfare of the College community.

28. Behavior misconduct. Individuals are not to exhibit behavior that threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner.

This includes intentionally, knowingly, recklessly harassing or threatening, in person, by phone, in writing, in collusion or other means, which thereby causes or intends to cause annoyance or alarm. This includes racial, ethnic or sexual harassment, and bullying.

"Bullying" means any intentional gesture or any intentional written, verbal, or electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property;

Placing a student or staff member in reasonable fear of harm to the student or staff member; or

Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

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 an individual to this type of harassment or intimidation.

Students persisting in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.

29. Rape. Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Unwanted sexual activity, including date/acquaintance/gang rape/sexual harassment, will not be tolerated and the perpetrator (s) could face both College disciplinary action and criminal charges.

30. Firearms, fireworks, and other weapons. Possession of firearms, fireworks, explosives, facsimile and unlawful weapons such as those listed below shall be prohibited on College property. The use of any object to cause or to attempt to cause, either injury to a person or damage to property is prohibited. The possession or use of any fireworks, explosives or firearms on the College property is in violation of College regulations. Students identified in these violations face serious disciplinary action, up to and including suspension, expulsion, and/or dismissal from school, as well as referral for prosecution. Storage space for firearms or other weapons is not provided on College property. A weapon is defined, but not limited to the following:

A bludgeon, sand club, metal knuckles, or throwing star, or any knife commonly referred to as a switch blade, which is a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife having a blade that opens

- or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- A dagger, dirk, billy, blackjack, slingshot, dangerous knife, straight edged razor, stiletto or any other inherently dangerous or deadly weapon or instrument of like character, except that an ordinary pocket knife with no blade more than three inches in length shall not be construed to be a dangerous knife, or a dangerous or deadly weapon or instrument;
- A tear-gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;
- A pistol, revolver or other firearm. (Refer to the Weapons Policy in the previous section.)
- A spring gun.

F. College Policy Prohibiting Disruptive Activities

The College reserves the right to take disciplinary action against individual students and/or groups who are involved in disruptive activities. Such disciplinary action may be taken independently of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions.

Persons engaging in certain disruptive activities on the College campus, including extension sites, will be subject to discipline and referred to the County Attorney for criminal prosecution.

No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus property or extension sites of LCC.

For the purposes of this section, disruptive activity means:

Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;

Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;

Preventing or attempting to prevent by force, violence or threat of force or violence a lawful assembly authorized by the school administration;

Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or

Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without authorization of the school administration.

Activity/behavior, which prevents the academic process from proceeding in an orderly fashion and which continues after the college official has requested the behavior of the student to cease and/or the student has been issued a written statement to refrain

from such behavior. (An instructor can dismiss a student from that class session for disruptive behavior. The student is to meet with the Vice President of Student Affairs prior to returning to class, if so directed by the instructor.)

Persistent or gross acts of willful disobedience or defiance toward college personnel.

Verbal abuse towards a student or college employee.

Disorderly, lewd, indecent or obscene conduct.

Breach of peace on college property or at any college sponsored or supervised function.

Failure to comply with socially acceptable standards of personal hygiene, e.g. body odor, lice, smelly clothing.

Behavior when taken by itself may not normally be perceived as disruptive, but when viewed in the overall context of the situation, especially as it relates to repetitive behavior, noticeably impedes the learning environment.

For the purposes of this section, a lawful assembly is also disrupted when any person in attendance is rendered incapable of participating in the assembly due to use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Kansas.

G. College Policy Prohibiting Hazing

The College reserves the right to take disciplinary action against individual students and/or groups who are involved in hazing activities, especially those which endanger the physical &/or mental health of those involved. Such disciplinary action may be taken independently of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus. Any hazing activity described below upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by LCC shall be presumed to be a forced activity, even if the student willingly participated in such activity.

For purposes of clarification:

Hazing means an activity that endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating as an entity of LCC;

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Kansas Statutes, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

Endanger the mental health shall include, but not limited to, any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

H. Procedures

Investigation. When the Vice President of Student Affairs receives information that a student has allegedly violated a published College policy, she/he shall investigate the alleged violation. The Vice President of Student Affairs may discuss, consult and advise with the individuals involved.

Faculty and staff shall submit a Behavior Misconduct Form to report violations of Procedure 4.08. The forms are available on Public Folders and on the RedZone Faculty Page.

Full-time and adjunct faculty shall submit Academic Misconduct Forms to the Vice President of Student Affairs and the Dean of Instruction. The forms are available on Public Folders and on the RedZone Faculty Page.

Faculty, staff, and students shall submit Tobacco Incident Forms for students to the Vice President of Student Affairs. The forms are available on Public Folders and on the RedZone Faculty Page.

Faculty, staff, and students may also submit a violation via written correspondence (letter or email) or by contacting the Vice President of Student Affairs via phone call or in person.

Administrative Hearing. If the Vice President determines from the investigation that a hearing shall occur, the student will be notified by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address listed in the College's Database. When the student appears before the Vice President of Student Affairs, the student shall have an opportunity to relate or explain any facts bearing on the alleged violation. After a fair and impartial assessment, the Vice President of Student Affairs shall make a determination of whether a published College policy was violated, and if so, will impose the appropriate disciplinary penalty. The Vice President of Student Affairs shall provide the student with a written decision either at the time of hearing or within ten days of the hearing. The Vice President of Student Affairs also retains the option of referring the case to the Appeals Committee.

Nonacceptance of Administrative Disposition. If the student chooses not to accept the Vice President of Student Affairs' decision, the student has ten (10) consecutive business days after the notification of the decision is mailed in which to file a written request for an appeal to the President.

I. Short Term Suspension Pending a Hearing

When Appropriate. In the event the Vice President of Student Affairs or the President has reasonable cause to believe that a student's continued

enrollment poses (1) a danger to the safety of the student, other persons, or College property; or is (2) an ongoing threat of disrupting the academic or administrative process, the Vice President of Student Affairs or the President may impose any of the disciplinary penalties provided below, pending a hearing. (3) The Vice President of Student Affairs may also require the student to undergo counseling and/or an evaluation, at the college's expense. The Vice President of Student Affairs may require counseling and/or evaluation be completed prior to the temporary discipline or as part of the final sanction.

Notice of Temporary Action. Upon the decision to impose the disciplinary action, the Vice President of Student Affairs or the President shall notify the student email or in person.

Hearing. Upon notification to the student of the temporary disciplinary action, the Vice President of Student Affairs shall immediately initiate the hearing procedures provided in the Code, and a hearing shall normally be held no later than ten class days after the temporary disciplinary action was taken.

J. Hearings

Rights of Student in Hearings. Each student who is summoned to a hearing or who is temporarily suspended shall be afforded the right to:

- a. Notification in writing of the College policy alleged to have been violated, and of the charges claimed to constitute the violation.
- b. Notification in writing of the date, time, and location of the hearing.
- c. An adviser (friend, parent, faculty member, etc.,) or legal counsel may participate in the hearing. Students wishing to have an attorney present must notify the Vice President of Student Affairs in writing three full business days in advance. Notice must include the name and address of the attorney, and authorization for the college to release information to the attorney.
- d. The presentation of witnesses and other evidence, which must be requested no later than three full business days prior to the hearing. The Vice President of Student Affairs may contact these and other witnesses in advance and may request a written or recorded summary of their testimony.
- e. A transcript or recording of the hearing, if requested prior to the start of the hearing, the cost of which is to be borne by the student.
- f. The student has the right to be present throughout the hearing, except during deliberations. This right may be waived by the student's failure to attend the hearing.

The hearing will be conducted in a manner confidentially to protect the privacy of the student and witnesses.

Time of Hearing. When required, a conduct hearing shall be held as soon as practical but no earlier than five class days after the required written notice to the student, unless the student agrees to a more immediate resolution.

Notice of Hearing. The Vice President of Student Affairs shall give written notice to the student containing the following:

- a. A statement of the charges and a brief description of the alleged conduct upon which charges are based.

- b. The date, time, and location of the hearing.
- c. A reference to this chapter/section, which includes the rights of the student.
- d. A statement that the student must provide a list of witnesses, and a description of other expected evidence.
- e. Statement referring to the student's rights in the hearing.
- f. Statement regarding non-attendance at hearing (see item 5 below)
- g. When service is by mail, the proper official shall enclose the notice of charges in an envelope, postage prepaid, and mail the letter by regular mail to the student at the student's permanent or local address (as appropriate) as maintained in the Office of the Registrar. NOTE: It is a violation of the Code of Student Conduct for students to not maintain a valid address. If faxed to student or student designee (such as an attorney) notation on Vice President of Student Affairs copy shall be sufficient.
- h. The Vice President of Student Affairs retains the option of notifying the student by email at the address noted on the Registrar database &/or other addresses of which the Vice President of Student Affairs has been made aware.
- i. A hearing may be postponed one time by the Vice President of Student Affairs for good cause upon written request being filed within three (3) working days prior to the date of the hearing. The length of the postponement, if granted, shall be a reasonable time, as determined by the Vice President of Student Affairs and if applicable, the Vice President shall determine if the students remains on suspension until the hearing is held.
- j. If the student does not appear at the hearing, the student will waive the right to the hearing. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) will render a decision based on the information and evidence available.
- k. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) will govern the procedure to be followed, rule on the admissibility of evidence, and control decorum in the hearing. He /she may freely question any witness.
- l. Upon the request of the student, or upon his own initiative, the hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) may issue a subpoena or subpoena *duces tecum* for a witness to appear and testify or produce documents at a hearing. Subpoenas shall be personally delivered or sent by certified mail. Students, staff and faculty who are subpoenaed to the hearing are expected to comply.
- m. During the hearing, only the Vice President of Student Affairs or the appropriate committee members, the student and the adviser, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) reserves the right to allow alleged victims to be present throughout the hearing. Key witnesses may be allowed to remain for extended periods to listen and respond to significant testimony or evidence that is presented, at the discretion of the chair. *All persons present at the discipline hearing shall treat the matters discussed therein as confidential*

information not to be disclosed to others. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) may dismiss any attendee from the hearing for cause, such as inappropriate behavior.

n. Legal rules of evidence do not apply to conduct hearings. Any relevant evidence may be admitted, if it is credible and is the sort of information reasonable people would rely upon in the conduct of their decision-making.

o. The student may choose not to testify, and the hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) and appropriate committees shall presume the student innocent of the charges until he/she is found to have committed the act by a preponderance of the evidence.

p. The hearing may occur, including judgments and sanctions, regardless of the student's attendance, based on the information and evidence available.

q. During an appeal hearing, which will be conducted by an Appeal Committee, the Vice President of Student Affairs and the student may present brief summation arguments. Deliberations will be closed to all but the committee members. The committee may recall any witness who can provide information pertinent to the deliberations. The final decision of the committee shall be by majority vote. If the committee finds the student guilty, the committee will review the student's past violation(s) when considering penalty assessment for the student.

r. The Appeals Committee shall deliberate and determine whether the student is guilty of violating a published College policy. The Chair of the Appeals Committee shall state in writing the College policy, which was violated, each finding, the acts supporting same, and the penalty to be imposed.

The Vice President of Student Affairs shall inform the student of the decision in writing, and if a disciplinary penalty has been imposed.

K. Disciplinary Penalties

Nature of Penalties. The following penalties comprise, but are not limited to, the range of official College actions, which may be taken when a student engages in prohibited conduct. These penalties are not exclusive and may be imposed together with other penalties.

Warning: A verbal or written notice to the student that a violation of a published College policy has occurred and that the continuation of such conduct or action could result in further disciplinary action. This becomes a matter of record in the Vice President of Student Affairs office.

Restricted privileges: Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of campus, dining privileges, visitation privileges, restricted privilege to attend classes or events, or participation in athletics or other extracurricular activities. The restriction may be imposed for a definite term or period of time.

Special project: The requirement that the student complete a special project, which may be, but is not limited to, writing an essay, attending special courses, community service, lectures, or counseling sessions at the student's expense. The special project may be imposed only for a definite term.

Restitution: Paying for physical or property damage, losses, or misappropriation, either monetarily or by the performance of specific duties.

Disciplinary probation: A finding that the student is not in good standing, and that his continued enrollment is conditioned upon adherence to published College policies. Probation may be imposed only for a definite term but automatically imposes the following:

- i. A student on disciplinary probation or additional disciplinary sanctions is ineligible to hold or be elected to an office of any student organization recognized by the College;
- ii. A student on disciplinary probation or additional disciplinary sanctions may not represent the College in any special honorary role, e.g. SKILLS USA Conference, choir tour, athletic competition.

Prohibition against readmission.

Loss of or ineligibility for a student scholarship, grant or loan.

Suspension: Separation from the College for a definite term, during which the student shall not be permitted to attend courses or participate in any College activity. *

Expulsion: Expulsion is the termination of student status for an indefinite period, up to one calendar year. The conditions of readmission, if any, shall be stated in the order of expulsion. When an offense is so severe that the College will not allow the student to reenroll, the student will be expelled. If a student is reinstated after the expulsion, it is only after a complete reconsideration of the case by the Vice President of Student Affairs (or the Appeals Committee).*+

Banned from Campus: If the seriousness of the offense warrants, a student may be banned permanently from campus. When a student is banned, they will be informed in writing that if they are on college property, the local authorities will be contacted.

Recording of Penalties. The penalties provided would be noted in the student's conduct file.

Finality of Penalties. No penalty shall normally take effect until disciplinary action becomes final. Disciplinary action becomes final when:

In the event of administrative disposition, upon receipt by the student of the decision.

In the event of a hearing, upon notification to the student of the decision of the Appeals Committee.

In the event of review by the President, or Board whether directly or by appeal, upon notification to the student.

If disciplinary action is invoked prior to appeal, student may request an appearance before the proper supervisor/body.

* = Vice President of Student Affairs has the option of requiring the individual to attend a screening/assessment appointment at the student's expense prior to permitting readmission.

+ *Expelled Student Procedure*

A student can be banned from campus when an incident is reported that could be threat to one or more individuals at the college. When this is done, it is considered a temporary ban and will not exceed ten days while an investigation is being completed. The student will receive a letter indicating this is the case and will be made aware of the process.

When a student is expelled, they will receive a letter from the Vice President of Student Affairs indicating expulsion as well as any time limits and conditions that have been placed on the student. Depending on where the student is at in the Discipline Process, they will have the opportunity to attend a hearing or appeal the decision.

At the time of a temporary ban or an expulsion, the Administration Team will be notified of the expulsion, the reason, and will include a picture of the student.

The Administration Team then determines which staff members within their departments should be notified of the temporary ban or expulsion without giving the reason unless deemed necessary. A statement regarding FERPA and the confidentiality of the issues will be made at this time. In addition, staff will be told that additional communication will occur as warranted, based on where the individual is in the hearing/appeal process. Some of the following staff should be informed:

Instructors the student has for the current semester, as well as full-time faculty, will be informed by the Dean of Instruction.

Staff sitting on the “front line” of customer service areas, i.e.

Admissions Desk, Business Office Desk, Receptionist, Library.

Academic Adviser.

Director of Facilities.

Coach and Student Organization Advisers if appropriate.

If a student is cleared to be back on campus, the Vice President of Student Affairs will contact the individuals listed above indicating such as well as any restrictions that have been placed on the student. The Dean of Instruction will then inform the instructors.

If a student is expelled from on ground classes (Main Campus, Cherokee Center, Extension Sites), the Vice President of Student Affairs will make a recommendation on whether the student should remain in any online courses he or she might be enrolled in. The student may be allowed to complete these courses for the semester but then will not be allowed to re-enroll at LCC.

Each disciplinary situation is different so the timeline, persons informed, and process may be modified based on unique circumstances.

A listing of all expelled students will be kept on file by the Administration Team with the Vice President of Student Affairs providing updates as needed.

L. Appeals

1. Appellate Jurisdiction

Vice President Level. The Vice President of Student Affairs will administrate all student conduct matters. Students involved in

nonacademic misconduct may appeal the Vice President of Student Affairs' decision to the Appeals Committee. Academic appeals of the Dean of Instruction decisions may also be sent to the Appeals Committee, pending review by the Vice President of Student Affairs.

Appeals. The Vice President of Student Affairs, in the event of a written appeal of a disciplinary sanction, shall coordinate the appeal hearing logistics such as notification to all parties of the time, date, location, etc., similar to that stated above. Nonacademic appeals will then go direct to the Committee. Academic Appeals will have to be processed via the Dean of Instruction, then, if not resolved, to Vice President of Student Affairs for review before bringing it to the Committee.

Appeals Committee. This body, approved by the President, serves one year. It is comprised of two faculty, three students and two staff members (one Educational Support Staff and one Professional Staff) The Chair will work closely with Vice President of Student Affairs to follow appropriate procedures for the hearing.

2. Perfecting Appeal

Filing Deadline: A student wishing to appeal the Vice President of Student Affairs' decision must have a signed, written notice of the appeal request with appropriate rationale to the Vice President of Student Affairs' office no later than 4 p.m. ten (10) business days after the notification of the prior decision is mailed to the student or attorney, or five (5) business days if faxed or hand delivered.

The grounds for requesting appeal should be:

The sanction imposed was too harsh (probation for at least one semester, suspension, or expulsion only).

An error that significantly prejudiced the rights of the defendant. (Be specific; include documentation.)

Significant new information discovered after the initial hearing and presented to the Vice President of Student Affairs within ten days of that hearing.

3. Appeal Evaluation.

The Vice President of Student Affairs will contact the Chair of the Appeals Committee to evaluate the grounds for appeal. If they are believed to be sufficient, the Chair will notify the Vice President of Student Affairs to initiate procedures for convening the Committee no later than ten (10) business days of the request, unless there are extenuating circumstances, which are to be shared with the student.

4. Appeals Committee

The Chair of the Appeals Committee will notify the student in writing of the time, place and date of the appeal hearing with other required information (as listed in Section J).

No committee members may have a material interest in or knowledge of the issue on appeal.

Shall receive for review all written materials and information relevant

to the appeal, which will be independently reviewed by the committee members.

May collect more information to rule on the question.

The hearing will occur regardless of the student's attendance, with the decision based on the information and evidence available. See Section J for the hearing procedures.

Members may question participants written or verbal statements.

The Chair, selected by the President, may devise the format, limit discussion, and otherwise conduct the meeting, as she/he deems fair and appropriate, with the consensus of the Committee members.

5. Action on Appeal. Upon either appeal or discretionary review, the officer/committee considering the same shall review the transcript(s) and may require, at his discretion, the parties to submit written &/ or oral arguments. The officer/committee having jurisdiction may approve, reject, or modify the decision being appealed and may require that the original hearing be reopened for presentation of additional evidence and reconsideration of the current decision.
6. Appeal Review. The President may, on his/her initiative, review any disciplinary case. Upon such review he/she may approve, reject, or modify the lower decision, or may remand the decision to the original hearing for presentation of additional evidence and reconsideration of the decision.

Student Directory Information

Under Section 438 of the General Education Provision Act as amended, Part 99, Privacy Rights of Parents and Student, Subsection 99.37, educational institutions may disclose to the public personally identifiable information about students provided that it is classified as directory information.

The following is considered directory information:

Name	Degrees & awards received
Address	Dates of attendance
Email Address	Date of graduation
Current telephone status	Date of birth
Current enrollment status	Place of birth
Athletic Program information	Concentration
Previous institution most recently attended	

Student Grievance (Procedure 4.081)

Purpose

A Labette Community College student may appeal any instance of misapplication of College policy, procedure, or practice, which adversely affects him/her. Under this process, the student may not appeal the following:

- The receipt of a grade after one semester (fall and spring);
- The receipt of academic sanctions;
- Established College policies or procedures themselves

The College Student Appeal Procedure provides the student due process in the resolution of appeals. Where a specific College process is provided for resolution of a complaint it must be used.

Procedures

Students must follow the following procedures:

Step One:

A student who alleges that he/she has been adversely affected by the misapplication of College policy, procedure, or practice shall first meet informally with the person applying the policy, procedure, or practice to discuss the situation in an attempt to reach an informal resolution.

The conference must take place within five working days of the incident, which generated the complaint.

Step Two:

If this informal conference does not resolve the situation, the student may file a written grievance within five working days of the informal conference to the College official who allegedly misapplied the College policy, procedure, or practice.

The student will complete the Labette Community College Student Grievance Form and can provide additional written documentation with the form.

A copy of the form needs to be sent to the employee's supervisor and the Vice President of Student Affairs.

The student and employee of the College shall meet within two class days after receipt of the materials.

The employee shall provide the student a written decision within five class days following the meeting. The decision needs to be provided by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address provided on the Student Grievance Form.

A copy of the written decision needs to be sent to the employee's supervisor and the Vice President of Student Affairs.

Step Three

If the initial formal decision is adverse to the student, she/he may appeal the decision to the employee's immediate supervisor within five working days thereafter except if the immediate supervisor is a senior College official (Vice President or President). In that case, the process moves to step four.

The student will complete a new Student Grievance Form, indicating it is a Step Three Grievance.

A copy of the form needs to be sent to the Vice President of Student Affairs.

The supervisor will be provided copies of all previously considered materials and forms from the student and written materials from the

- employee on which the earlier decision was based.
- The supervisor will review all supporting materials submitted as well as any other relevant materials and will meet with the student and the employee (individually or together, at the discretion of the supervisor) within five working days thereafter to further discuss and clarify the question at issue.
- The supervisor will render a written decision to the student and the employee within five additional working days. The decision shall be provided by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address provided on the Student Grievance Form.
- A copy of the written decision needs to be sent to the Vice President of Student Affairs.
 - If the grievance is concerning an academic issue, a copy of the written decision needs to be sent to the Vice President of Academic Affairs.

Step Four

- The student may appeal the decision of the supervisor to the Student Grievance Appeals Committee within five class days after receipt of the decision by filing written notice to the President.
- The written notice should include a new Student Grievance Form, indicating it is a Step Four Grievance.
- The President will appoint three students from the Student Government Association, two faculty, and one each of educational support and professional employees to the Student Grievance Appeals Committee. No committee members may have a material interest in or knowledge of the issue on appeal.
- The Student Grievance Appeals Committee shall receive for review all written materials and information relevant to the appeal, which will be independently reviewed by committee members.
- The committee may collect additional information to rule on the question.
- The Student Grievance Appeals Committee will schedule a meeting on the appeal after written materials have been reviewed and invite the appealing student and College employee(s) earlier involved in the appeal process to present evidence and clarify any of the written materials. This meeting will occur within ten working days of the receipt of the Student Grievance Form by the President.
- Other parties may be invited by the Student Grievance Appeals Committee to speak if necessary. All parties are to be made aware that the proceedings are confidential.
- Committee members may question all participants regarding written or verbal statements.
- The committee may select its own chair, devise its own format, limit discussion, and otherwise conduct the meeting as it deems fair and appropriate.
- In general, the rules of procedure, rights of the student, rights of LCC, definitions, etc. as stated in the LCC Code of Student Conduct will be

followed.

The Student Grievance Appeals Committee will make its recommendation in writing on the decision of the appeal to the College President. This written recommendation will be submitted within five class days of the Student Grievance Appeals Committee meeting with the student.

These recommendations may be to affirm, reject, or modify any previous decision regarding this grievance.

The College President will review the committee's recommendation and all supporting documents with the committee chair.

The committee's recommendation is advisory and the College President will render a written decision on the appeal to all involved parties within five working days of receipt of the committee's recommendation. The decision needs to be provided by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address provided on the Student Grievance Form.

The decision on the appeal at this level is final.

Rights of Parties Involved in a Grievance

When a Student Grievance Appeals Committee meeting is scheduled, the parties named are entitled to the following:

A written notice of the complaint.

A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least two working days prior to the meeting.

A review of all available evidence, documents, or exhibits that each party may present at the meeting.

Access to the names of the witnesses who may testify.

The right to appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.

The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.

Additional Information

The decision shall be final if the student fails to employ the steps and time periods of the Student Grievance Appeal Procedure.

If a College official fails to follow the procedure, the student will be allowed an additional opportunity to file a grievance at the next step.

2. Established College policies or procedures.

Student Records

A student has the right to inspect and review any and all official records, files, and data directly related to that student. Students will be granted access to their personal College records within a period of 45 days after the request has been made. No records pertaining to the student shall be removed from the office where the records are maintained.

Students shall have an opportunity for a hearing to challenge the content of the student's College records to ensure that the records are not inaccurate, misleading,

or otherwise in violation of the privacy act or other rights of the student and to provide an opportunity for the correction or deletion of any inaccurate data contained therein.

No personal College records of a student will be released to any person or agency outside the institution without the written consent of the student unless a subpoena is issued.

College or personally identifiable data specifically authorized by federal law shall not include information that would permit personal identification of students. Authorized persons, agencies, or organizations desiring access to the records of a student will sign a written form that shall be kept permanently with the file of the student, but only for inspection by the student.

Use of Tobacco Products (Procedure 2.09)

The following procedure is based on LCC Policy 2.09. The policy and full procedure can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a full copy of the policy and procedure.

The College expects that every student, employee, and visitor will respect the Tobacco-Free Policy that has been adopted by the College. Labette Community College has implemented the following sanctions in violation of the policy/procedure:

Students

When a student is observed using a tobacco product in violation of the policy, the person who observed the behavior tells the student that he or she is in violation of the College's Policy, referencing the Tobacco Free Policy. The student is asked for their name and their student id number so the observer can complete the Tobacco Incident Form. If the student indicates they do not have or know their id number, he or she is then treated as a visitor to campus violating the policy. If the student provides the necessary information, the observer completes the form and submits the form to the Vice President of Student Affairs.

First offense: The Vice President of Student Affairs will send a warning letter to the student reminding him/her of the College's Tobacco Free Policy.

Second offense: The Vice President of Student Affairs will send a letter to the student, fining him/her \$25 for violating the College's Tobacco Free Policy. A hold will be placed on the student's record until the fine is paid.

Third offense: The Vice President of Student Affairs will send a letter to the student, notifying him/her that they have violated the LCC Student Code of Conduct and therefore, will be required to attend a hearing and follow the guidelines of LCC Student Code of Conduct Procedure 4.08. Penalties include, but are not limited to, fines, special projects, probation, and suspension.

Fourth offense: The student will be expelled from Labette Community College as a part of further violation of the LCC Student Code of Conduct Procedure 4.08.

Violence on Campus (Procedure 2.13)

The following procedure is based on LCC Policy 2.13. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Any student, employee or other person who sees an act of violence in progress should immediately notify the Vice President of Academic Affairs, Dean of Instruction, the Vice President of Student Affairs, Vice President of Finance and Operations, or the Director of Human Resources. Any student, employee or other person who feels they have been subjected to violence or the threat of violence, harassment, or bullying by one or more students, College staff or any other person connected to the College should:

Write a letter or speak to the person or persons you feel are responsible unless you feel you are in immediate danger. Tell them their actions, comments or requests are unwelcome and let them know you will report them to the College if they don't stop. In many cases, confronting the person/s will stop the offensive actions.

Note: You do not have to perform the first step in the process if you feel uncomfortable confronting the person/s or fear violence or retaliation if you do so. If you have been subjected to physical violence or threats of serious physical injury, the College also encourages you to also report the incident to the proper law enforcement officials.

If step 1 above doesn't stop the problem or you are uncomfortable confronting the person or you feel that you are in immediate danger, file a formal complaint (oral or written) with the Vice President of Academic Affairs, Dean of Instruction, the Vice President of Student Affairs, Vice President of Finance and Operations, or the Director of Human Resources. If the alleged harassment or violence involves any of Vice Presidents, Dean of Instruction or the Director of Human Resources, the complainant may contact the President and file a formal complaint or, if the alleged incident directly involves the President, the complainant may contact a member of the Board of Trustees directly to file a formal complaint.

If necessary in his or her opinion, the College official receiving the complaint should take prompt action to lessen the likelihood of further intimidation or violence pending the outcome of the investigation. Examples of appropriate actions the College official, with the approval of the President or appropriate vice president/Dean of Instruction, may use include: notification of law enforcement personnel, reassignment of work duties or class schedules, suspension with pay for employees, temporary suspension from classes and College activities for students, and banning the individual from campus. The purpose of intervention at this stage of the complaint is to prevent escalation of the problem and is not intended as punishment. In addition, the College official may contact the Threat Assessment Team as outlined in Procedure 4.14.

Students may make use of the student grievance policy as outlined in the Procedure 4.081 (also listed in the College Catalog) as an alternate method to file a harassment or violence complaint if they choose. Employees of the College may also use the appropriate College grievance policy as an alternative to pursue formal claims of violation of these policies if they wish.

Labette Community College takes all types of harassment and violent behavior seriously. The College will mediate, if requested by the victim, every informal complaint filed by a student and attempt to resolve the informal complaint to the student's satisfaction. The College will also fully and impartially investigate every formal complaint (oral or written) involving violence, threat, harassment, or intimidation. In cases where the investigation confirms our policies have been violated, the College will take the appropriate corrective action to end the violence or intimidation including making full use of the disciplinary policies of the College and legal action as appropriate. Please refer to Policy 2.16 Performance Improvement for employees and Policy 4.08 Student Code of Conduct.

Weapons On Campus (Procedure 2.12)

The following procedure is based on LCC Policy 2.12. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

1. If a Weapons Safety course or Weapons Education course is scheduled, the Dean of Instruction or vice president will inform the President, the director of physical plant, and the other vice presidents/Dean of Instruction and in writing through a memo or email. The memo or email will include the projected meeting time and dates of the class, the types of weapons that will be used, and, if possible who will be carrying weapons on to the campus.
2. To gain approval to carry a weapon on campus or at College activities, the responsible vice president/Dean of Instruction must apply to the President in writing stating the business or security demands that necessitate the need, the person or persons who will be carrying weapons, the type of weapon to be carried, and any weapons safety training the person or persons have received. The President will review the request and respond within ten working days. This provision does not apply to police officers hired as security for College activities.
3. Any College employee, student or other person with knowledge of someone possessing weapons on College property or at College functions is directed to immediately contact the President, any of the College vice presidents/Dean of Instruction/director of human resources or the director of physical plant. Upon notification, the responsible College official will immediately take steps to assess the danger to College staff and students as

well as to the public and by using their discretion and knowledge of the situation, eliminate any danger present through appropriate means.

4. The follow information should be gathered from the person reporting the weapon and/or from other sources if possible.

Name and description of the person with the weapon.

Type of weapon and its location, if known.

Current location of the person and whether there are any other persons in the area.

Whether any threats have or are being made and to whom they are directed.

Does the person appear to be upset, angry, intoxicated or irrational?

All incidents involving the possession of lethal weapons should be taken seriously, and when the responsible College official reasonably believes that there is a potential for violence or serious injury, the College official should notify local law enforcement personnel and allow them to handle the situation. The College official should also take steps to keep potential victims and third parties away from potentially hazardous areas.

The College official should use their judgment in whether to approach the person reported to have a weapon or to let the police handle the matter. The main responsibility of the College official is to help ensure the safety of students, employees, the general public and their self. However, before approaching anyone suspected of having a weapon, the official should notify other College officials and inform them of the situation, secure the area to prevent students and employees from entering, and enlist the aid of other employees before approaching the person if possible.

Removal of the weapon and the person carrying it from the College property or activity without incident is the primary objective of the College official. Confiscation of the weapon should only be attempted by the police or where there is clearly no present danger.

Violation of the Weapons on Campus policy will be considered to be a serious offense. The College will make full use of its disciplinary policies and the legal system up to and including termination of employment for employees and expulsion from school for violators. The College may also initiate or fully participate in legal actions brought against violators.

Weather Cancellations

When snow, ice, or other bad weather threatens the normal class schedule, students should listen to local radio stations, especially KLKC, KKOW, KSYN and KGGF and local television stations, especially KODE, KSN, FOX, and KOAM regarding changes in the schedule. Each student will also receive a phone call/message on the home phone number they listed with the Admissions office during enrollment, from

LCC's Emergency Alert Telephone System. Cancellation of classes is also posted on LCC's website at www.labette.edu. If the radio, television, or website does not state that LCC classes have been canceled, students should assume that classes will be held on the normal schedule.

Announcements regarding day classes will be made after 6:15am and evening and evening extensions classes after 3:15 pm. Extension classes will not be held if the facility in which they are meeting is closed that day.



Student Activities



Intercollegiate Athletics

The intercollegiate athletics program and its students are important components to the overall image and activities of the College. The College has women's and men's basketball, baseball, softball, volleyball, and wrestling. In addition, a coed cheerleading/spirit squad entertains Cardinal fans. LCC is a member of the National Junior College Athletic Association (NJCAA) and belongs to the Kansas Jayhawk Community College Conference (KJCCC). The KJCCC is widely recognized as one of the most competitive in the nation.

Cardinal athletics continues to produce student athletes who go on to succeed at the academic four-year level and several at the professional level. Historically, Cardinal athletics has been noted for its nationally known wrestling program. It has produced scores of All-Americans, including several academic All-Americans---and a Hall of Fame coach. Baseball and Basketball also have a record of their athletes successfully moving to the next level. Softball and volleyball, although new to Cardinal athletics, have been solid performers from the beginning. Not only are the Cardinals competitive on the field, but their GPAs demonstrate that coaches demand that athletes also take their academic futures seriously.

The Vice President of Student Affairs prepares Equity in Athletics Report every year that provides statistics and other specific information on budgets, scholarship money, etc. The report, along with graduation and transfer rates for athletes, is available from the Vice President of Student Affairs.

Student Organizations

Student organizations on campus provide activities for students with special interests. Any student interested in participating in extra curricular campus life should contact the Student Life Coordinator (SLC) located in the Student Union or the specific organization adviser.

Activities of student organizations assist in the development of skills and/or knowledge in areas such as leadership, teamwork, communication, interpersonal, social, intellectual, organizational, and time management. Organizations also provide practical experience regarding the principles of democratic and political

decision making. Please refer to the LCC Student Handbook for additional information.

- Biology Club
- Campus Activities Board
- Campus Fedoras (Education Club)
- Christian Club
- Debate & Forensics Club
- Graphic Design Club
- National Student Nurses Association (NSNA)/Kansas Association Nursing Students (KANS)
- Radiography Club
- Recording Arts Tech
- Respiratory Care Club
- Skills USA
- Student Ambassadors
- Student Government Association
- Phi Beta Lambda (College division of Future Business Leaders of America)
- Phi Theta Kappa (International honor society for two year colleges)



Degree Requirements

A student may select a concentration program under one of four Associate Degrees:

Associate in Applied Science	Associate in Arts
Associate in General Studies	Associate in Science

The Associate in Arts (AA) and Associate in Science (AS) are designed for students who plan to transfer to a four-year institution and pursue a baccalaureate degree. All degrees and concentrations available at LCC are described in this catalog.

The Associate in General Studies (AGS) degree recognizes the completion of a broad general education. Transfer students will need to complete more lower-division courses at transfer universities unless they choose their courses very carefully.

The Associate in Applied Science (AAS) degree is for students who plan to seek employment after completing an associate degree in a career/technical area.

The AAS degree may transfer only to specific degree programs at selected colleges and universities. Generally, this degree will only apply toward a bachelor's degree for which the purpose is technology occupations. Students should seek degree program evaluation, analysis, and advice from the institution to which they plan to transfer.

Students who have already earned a baccalaureate degree are only eligible for an AAS degree, not an AA, AS or AGS degree.

The minimum requirements are incorporated into each program in the following section of the catalog. Course substitutions must be approved by the Registrar. Developmental courses will not be counted toward fulfilling degree requirements. A minimum of 60 credit hours is required for all associate degrees, but many concentrations require more than 60 hours.

Some programs offer certificates as well as associate degrees. Certificate programs are designed to prepare students for entry into the workforce. A certificate can be earned for specific programs ranging from 16-32 credit hours as noted in this catalog and are awarded by the Registrar's Office. Students must successfully complete the certificate program with a cumulative grade point average of 2.0 or better. At least half of the credit hours required for a certificate must be completed at LCC. Students must complete a Certificate Check Request in order to be awarded a certificate. Certificates are also offered in Business and Technology and other non degree programs for less than 16 credit hours. These certificates are awarded by the department.

Attention Transfer Students

LCC has transfer agreements with all major Kansas universities and colleges to ensure the transferability of general education courses. Students should work with their adviser to select the appropriate type and number of general education courses required by the university or college they plan to attend.

For more information, please visit www.labette.edu/stusvcs/trnsfer.htm

Please check specific programs for degree requirements.

The most current program of study can be found on the LCC Website at www.labette.edu

Associate in Arts Degree - Labette Community College

A minimum of 60 credit hours is required

Concentration Requirements: - A minimum of 15 credit hours needed

For concentration requirements, please see specific concentration

Concentration/General Education Electives: - A minimum of 6 credit hours needed

Electives can be concentration or general education

For concentration electives, please see specific concentration

College Success Skills:

Must be taken by first-time, full-time students

General Education Requirements: - A minimum of 16 credit hours needed

ENGL 101 English Composition I (3)

ENGL 102 English Composition II (3)

COMM 101 Fundamentals of Speech (3)

MATH 118 College Algebra (3) or higher

PED 116 Lifetime Fitness (1)

Natural/Physical Science Elective(s): - A minimum of 10 credit hours needed

Must include a lab - See page 48 for a list of electives

Humanities Elective(s): - A minimum of 12 credit hours needed

Must select from at least two (2) different areas - See page 54 for a list of electives

Social and Behavioral Science Elective(s): - A minimum of 6 credit hours needed

See page 48 for a list of electives

Developmental courses do not apply towards degree requirements

Associate in Science Degree - Labette Community College

A minimum of 60 credit hours is required

Concentration Requirements: - A minimum of 15 credit hours needed

For concentration requirements, please see specific concentration

Concentration/General Education Electives: - A minimum of 12 credit hours needed

Electives can be concentration or general education

For concentration electives, please see specific concentration

College Success Skills:

Must be taken by first-time, full-time students

General Education Requirements: - A minimum of 16 credit hours needed

ENGL 101	English Composition I (3)
ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
MATH 115	College Algebra (3) or higher
PED 116	Lifetime Fitness (1)

Natural/Physical Science Elective(s): - A minimum of 10 credit hours needed

Must include a lab

See page 48 for a list of electives

Humanities Elective(s): - A minimum of 6 credit hours needed

See page 48 for a list of electives

Social and Behavioral Science Elective(s): - A minimum of 6 credit hours needed

See page 48 for a list of electives

Developmental courses do not apply towards degree requirements

Associate in Applied Science Degree - Labette Community College

A minimum of 60 credit hours is required

Concentration Requirements: - A minimum of 24 credit hours needed

For concentration requirements, please see specific concentration

Concentration/Contextual/General Education Electives: - A minimum of 15 credit hours needed

Electives can be concentration, contextual, or general education

For concentration or contextual electives, please see specific concentration

College Success Skills:

Must be taken by first-time, full-time students

General Education Requirements: - A minimum of 9 credit hours needed

ENGL 101	English Composition I (3)
ENGL 102	English Composition II (3) <i>or</i>
BUAD 110	Business Communication (3) <i>or</i>
COMM 101	Fundamentals of Speech (3)
MATH 106	Applied Mathematics (3) <i>or</i>
MATH 100	Intermediate Algebra (3) <i>or</i>
MATH 115	College Algebra (3)

General Education Elective(s): - A minimum of 12 credit hours needed

See page 48 for a list of electives

Developmental courses do not apply towards degree requirements

All AAS students are required to meet with their adviser to review and sign the KS

Vocational Program Competency Form prior to graduation

Associate in General Studies Degree - Labette Community College

A minimum of 60 credit hours is required

Concentration Requirements:

A minimum of 15 credit hours

College Success Skills Course:

Must be taken by first-time, full-time students

General Education Requirements: - A minimum of 16 credit hours needed

ENGL 101	English Composition I (3)
ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
MATH 115	College Algebra (3) or higher
PED 116	Lifetime Fitness (1)

Natural/Physical Science Elective(s): - A minimum of 10 credit hours needed

Must include a lab

See page 48 for a list of electives

Humanities Elective(s): - A minimum of 6 credit hours needed

See page 48 for a list of electives

Social and Behavioral Science Elective(s): - A minimum of 6 credit hours needed

See page 48 for a list of electives

General Education Electives: - A minimum of 12 credit hours needed

See page 48 for a list of electives

Developmental courses do not apply towards degree requirements



Department Codes

Letter Code	Department Name
ACCT	Accounting
AGRI	Agriculture
AUTO	Automotive Technology
ART	Art
BUAD	Business Administration
BIOL	Biological Science
CHEM	Chemistry
CRIM	Criminal Justice
COMM	Communication
COMP	Computer Science
CULI	Culinary Arts
DRAF	Drafting
ECON	Economics
EDUC	Education
ENGL	English
FCS	Family & Consumer Science
FINA	Financial Services
FIRE	Fire Science
GEOG	Geography
GRAP	Graphic Design
HEAL	Health Care
HIST	History
HUMA	Humanities
INDU	Industrial Technology
LANG	Foreign Language
LEAR	Student Success Center
MATH	Mathematics
MGMN	Management
MUSI	Music
NURS	Nursing
OTEC	Office Technology
PARA	Paraprofessional
PED	Physical Education
PHIL	Philosophy
PHSC	Physical Science
PHYS	Physics
POLS	Political Science/Government
PSYC	Psychology
PTA	Physical Therapy Assistant
RADI	Radiography
RELI	Religion
RESP	Respiratory Care
RTEC	Recording Arts Technology
SOCI	Sociology
SONO	Sonography
SPEC	Special Interest
THEA	Theatre

General Education Electives

■ Humanities Electives

▶ Art

- ART 103 Art Appreciation (3)
- ART 133 Art History I (3)
- ART 111 Ceramics I (3)
- ART 112 Ceramics II (3) *
- ART 107 Design I (3)
- ART 108 Design II (3) *
- ART 103 Drawing I (3)
- ART 104 Drawing II (3) *
- ART 115 Painting I (3)
- ART 116 Painting II (3) *
- ART 120 Beginning Photography I (3)
- ART 121 Beginning Photography II (3) *
- ART 113 Sculpture I (3)
- HUMA 101 Introduction to the Humanities (3)

▶ English

- ENGL 104 Creative Writing (3)
- ENGL 116 Literature I: P&D (3)
- ENGL 117 Literature II: P&F (3)
- ENGL 124 Film Appreciation (3)
- ENGL 201 Science Fiction (3)
- ENGL 110 Intro to Western Literature (3)
- ENGL 106 General Literature (3)
- ENGL 122 The Novel (3)
- HUMA 101 Introduction to the Humanities (3)

▶ Foreign Language

- LANG 104 French I (5) I/O
- LANG 105 French II (5) I/O *
- LANG 116 German I (5) I/O
- LANG 117 German II (5) I/O *
- LANG 130 Russian I (5) I/O
- LANG 131 Russian II (5) I/O*
- LANG 127 Spanish I (5)
- LANG 128 Spanish II (5) *

▶ History

- HIST 101 American History to 1877 (3)
- HIST 102 American History Since 1877 (3)
- HIST 201 Kansas History (3)
- HIST 103 World Civilization to 1500 (3)
- HIST 104 World Civilization Since 1500 (3)
- HIST 108 Current World Affairs (3)

▶ Music

- MUSI 103 Music Literature (3)
- MUSI 101 Music Appreciation (3)
- MUSI 104 History of Jazz and Rock (3)
- HUMA 101 Introduction to the Humanities (3)

▶ Philosophy & Religion

- COMM 110 Critical Thinking (3)
- PHIL 104 Introduction to Logic (3)
- PHIL 101 Philosophy I (3)
- RELI 101 Comparative World Religions (3)
- RELI 105 New Testament Survey (3)
- HUMA 101 Introduction to the Humanities (3)
- PHIL 102 Ethics (3)

■ Mathematics & Sciences Electives

▶ Mathematics

- MATH 125 Trigonometry (3) *
- MATH 130 Calculus I (5) *
- MATH 115 College Algebra (3) *
- MATH 120 Elementary Statistics (3) *
- MATH 122 Intro to Analytical Processes (3) *
- MATH 127 Business Calculus (3) *

▶ Natural Science

- BIOL 130 Anatomy & Physiology (5) *
- BIOL 101 Biology (3) (no lab)
- BIOL 120 Biology (5)
- BIOL 124 General Botany (5)
- BIOL 201 Microbiology (5) *
- BIOL 126 General Zoology (5)
- BIOL 108 Principles and Concepts of Genetics (3)
- BIOL 122 Environmental Life Science (5)

▶ Physical Science

- CHEM 120 Introduction to Chemistry (5) *
- CHEM 124 College Chemistry I (5) *
- CHEM 126 College Chemistry II (5) *
- CHEM 204 Organic Chemistry I (5) *
- CHEM 206 Organic Chemistry II (5) *
- PHYS 201 College Physics I (5) *
- PHYS 205 College Physics II (5) *
- PHYS 203 Engineering Physics I (5) *
- PHYS 208 Engineering Physics II (5) *
- PHSC 105 Physical Science (5) *

■ Social & Behavioral Sciences Electives

▶ Anthropology & Sociology

- SOCI 103 Marriage and Family (3)
- SOCI 111 Social Problems (3)
- SOCI 101 Sociology (3)
- SOCI 105 Anthropology (3)

▶ Economics

- ECON 101 Issues in Today's Economy (3)
- ECON 203 Macroeconomics (3)
- ECON 204 Microeconomics (3)

▶ Geography

- GEOG 101 World Regional Geography (3)
- GEOG 202 Economic Geography (3)

▶ Political Science

- POLS 105 American Government (3)
- POLS 103 State and Local Government (3)
- HIST 108 Current World Affairs (3)

▶ Psychology

- PSYC 101 General Psychology (3)
- PSYC 201 Developmental Psychology (3)
- PSYC 202 Psychology of Adjustment (3) *

■ Other General Education Electives

- COMP 110 Computer Concepts & Appl. (3)
- BUAD 101 Introduction to Business (3)
- COMP 120 Computer Info Systems (3)
- LEAR 101 College Success Skills (1)

* Prerequisite must be met prior to taking the course. Please refer to the course descriptions.



Accounting

Associate in Science

Concentration Requirements			Credit Hours
ACCT	112	Financial Accounting	3
ACCT	114	Managerial Accounting	3
ACCT	121	Computer Accounting.....	3
BUAD	101	Introduction to Business	3
BUAD	104	Business Law I.....	3
BUAD	105	Business Law II	3
COMP	115	Spreadsheet Concepts and Applications	3
Total			21

General Education Requirements.....			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra <i>or higher</i>	3
PED	116	Lifetime Fitness	1
ECON	203	Macroeconomics.....	3
ECON	204	Microeconomics	3
		Physical Science Elective with lab.....	5
		Natural Science Elective with lab	5
		Humanities Electives.....	6
		General Education Electives	6
Total			41
Program Total.....			62

Note: Membership in Phi Beta Lambda is encouraged.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Accounting
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
ACCT 112	Financial Accounting (3)
ENGL 101	English Comp I (3)
MATH 115	College Algebra (3)
BUAD 101	Introduction to Business (3)
PED 116	Lifetime Fitness (1)
Semester Hours (13) Cumulative Hours (13)	

Semester 2

Course #	Course Title
ACCT 114	Managerial Accounting (3)
ENGL 102	English Comp II (3)
COMM 101	Speech (3)
ECON 203	Macroeconomics (3)
	Natural Science Elective (5)
Semester Hours (17) Cumulative Hours (30)	

Semester 3

Course #	Course Title
BUAD 104	Business Law (3)
ECON 204	Microeconomics (3)
	General Education Elective (3)
	Humanities Elective (3)
	Physical Science Elective (5)
Semester Hours (17) Cumulative Hours (47)	

Semester 4

Course #	Course Title
BUAD 105	Business Law II (3)
COMP 115	Spreadsheet Concepts & Application (3)
ACCT 121	Computer Accounting (3)
	Humanities Elective (3)
	General Education Elective (3)
Semester Hours (15) Cumulative Hours (62)	

*** College Success Skills should be taken the first semester.**

Art
Associate in Arts

Concentration Requirements			Credit Hours
ART	103	Drawing I.....	3
ART	107	Design I.....	3
ART	111	Ceramics I <i>or</i>	
ART	113	Sculpture I	3
ART	115	Painting I.....	3
ART	130	Art Appreciation	3
ART	133	Art History I.....	3
Total			18

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra	3
PED	116	Lifetime Fitness	1
		Physical Science Elective with lab	5
		Natural Science Elective with lab	5
		Humanities Electives (from at least two areas).....	12
		Social and Behavioral Science Electives	6
		General Education Electives	3
Total			44
Program Total			62

The courses listed below will usually transfer to a four-year institution. Some will also fulfill the Humanities electives.

ART 104	Drawing II (3)
ART 112	Ceramics II (3)
ART 116	Painting II (3)
ART 117	Watercolor (3)
ART 120	Beginning Photography I (3)
ART 121	Beginning Photography II (3)
ART 127	Printmaking I (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (Lear101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Art
Associate in Arts
Four Semester Plan

Semester 1 *

Course #	Course Title
COMM 101	Speech (3)
ENGL 101	English Comp I (3)
ART 103	Drawing I (3)
ART 107	Design I (3)
	Natural Science Elective with Lab (5)
	Semester Hours (17) Cumulative Hours (17)

Semester 2

Course #	Course Title
ART 111	Ceramics I (3) <i>or</i>
ART 113	Sculpture I (3)
ART 133	Art History I (3)
PED 116	Lifetime Fitness (1)
	Physical Science Elective with Lab (5)
	Humanities Elective (3)
	Semester Hours (15) Cumulative Hours (32)

Semester 3

Course #	Course Title
ENGL 102	English Comp II (3)
MATH 115	College Algebra (3)
ART 115	Painting I (3)
	Social/Behavioral Science Elective (3)
	Humanities Elective (3)
	Semester Hours (15) Cumulative Hours (47)

Semester 4

Course #	Course Title
ART 130	Art Appreciation (3)
	Social/Behavior Science Elective (3)
	Humanities Electives (6)
	General Education Elective (3)
	Semester Hours (15) Cumulative Hours (62)

*** College Success Skills should be taken the first semester.**

Athletic Training
Associate in Science

Concentration Requirements			Credit Hours
PED	103	Care and Prevention of Athletic Injuries.....	3
PED	105	Personal & Community Health.....	3
PED	111	Athletic Training Practicum I.....	2
PED	118	First Aid.....	2
PED	120	Basic Nutrition.....	3
OTEC	124	Medical Terminology.....	3
PSYC	101	General Psychology.....	3
PSYC	201	Developmental Psychology.....	3
Total			22

General Education Requirements			Credit Hours
ENGL	101	English Composition I.....	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech.....	3
MATH	115	College Algebra <i>or</i> higher.....	3
PED	116	Lifetime Fitness.....	1
BIOL	120	Biology with Lab <i>or</i>	
		Anatomy and Physiology with Lab.....	5
BIOL	130	Physical Science Elective.....	5
		Humanities Electives.....	6
		Social and Behavioral Science Electives.....	6
		General Education Electives.....	6
Total			41
Program Total.....			63

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Athletic Training
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
OTEC 124	Medical Terminology (3)
PED 103	Care and Prevention of Athletic Injuries (3)
PED 116	Lifetime Fitness (1)
MATH 115	College Algebra (3)
COMM 101	Fundamentals of Speech (3) Humanities Elective (3)
Semester Hours (16) Cumulative Hours (16)	

Semester 2

Course #	Course Title
BIOL 130	Anatomy and Physiology (5)
ENGL 101	English Comp I (3)
PED 105	Personal and Community Health (3)
PED 118	First Aid (2)
PSYC 101	General Psychology (3)
Semester Hours (16) Cumulative Hours (32)	

Semester 3

Course #	Course Title
PED 111	Athletic Training Practicum I (2)
PED 114	Basic Nutrition (3)
PSYC 201	Developmental Psychology (3) Social and Behavioral Science Elective (3) Physical Science Elective with Lab (5)
Semester Hours (16) Cumulative Hours (48)	

Semester 4

Course #	Course Title
ENGL 102	English Comp II (3) Humanities Elective (3) Social and Behavioral Science Elective (3) General Education Electives (6)
Semester Hours (15) Cumulative Hours (63)	

*** College Success Skills should be taken the first semester.**

Biology
Associate in Science

Concentration Requirements			Credit Hours
BIOL	124	General Botany	5
BIOL	126	Zoology, General	5
BIOL	130	Anatomy and Physiology	5
CHEM	126	College Chemistry II	5
		Natural/Physical Science Elective with Lab	5
Total25

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra	3
CHEM	124	College Chemistry I	5
PED	116	Lifetime Fitness	1
BIOL	120	Biology with Lab	5
		Humanities Electives	6
		Social and Behavioral Electives	6
Total			35
Program Total			60

Recommendations for Natural & Physical Sciences Elective:

- BIOL 201 Microbiology (Plant or animal concentration) (5)
- PHYS 201 College Physics I (Biology concentration) (5)
- CHEM 204 Organic Chemistry I (Microbiology concentration) (5)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Biology
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
MATH 115	College Algebra (3)
BIOL 120	Biology with Lab (5)
CHEM 124	College Chemistry I (5)
PED 116	Lifetime Fitness (1)
Semester Hours (14) Cumulative Hours (14)	

Semester 2

Course #	Course Title
ENGL 101	English Comp I (3)
BIOL 124	General Botany (5) <i>or</i>
BIOL 126	General Zoology
BIOL 130	Anatomy & Physiology (5)
	Social and Behavior Science Elective (3)
Semester Hours (16) Cumulative Hours (30)	

Semester 3

Course #	Course Title
ENGL 102	English Composition II (3)
BIOL 124	General Botany (5) <i>or</i>
BIOL 126	General Zoology
CHEM 126	College Chemistry II (5)
	Social and Behavior Science Elective (3)
Semester Hours (16) Cumulative Hours (46)	

Semester 4

Course #	Course Title
PHYS 201	College Physics I (5) <i>or</i>
CHEM 204	Organic Chemistry I <i>or</i>
BIOL 201	Microbiology with Lab
COMM 101	Fundamentals of Speech (3)
	Humanities Elective (6)
Semester Hours (14) Cumulative Hours (60)	

* College Success Skills should be taken the first semester.

Business Administration
Associate in Science

Concentration Requirements			Credit Hours
ACCT	112	Financial Accounting.....	3
ACCT	114	Managerial Accounting.....	3
BUAD	101	Introduction to Business	3
BUAD	104	Business Law I.....	3
BUAD	105	Business Law II	3
BUAD	110	Business Communications.....	3
MATH	120	Elementary Statistics	3
Total			21

General Education Requirements			Credit Hours
ENGL	101	English Composition I.....	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra <i>or higher</i>	3
PED	116	Lifetime Fitness	1
ECON	203	Macroeconomics	3
ECON	204	Microeconomics	3
		Physical Science Elective with lab	5
		Natural Science Elective with lab	5
		Humanities Electives	6
		General Education Electives	6
Total			41
Program Total			62

Note: Membership in Phi Beta Lambda is encouraged.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Business Administration
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
ACCT 112	Financial Accounting (3)
ENGL 101	English Comp I (3)
MATH 115	College Algebra (3)
COMM 101	Speech (3)
	Humanities Elective (3)
	Semester Hours (15) Cumulative Hours (15)

Semester 2

Course #	Course Title
ACCT 114	Managerial Accounting (3)
ENGL 102	English Comp II (3)
BUAD 101	Introduction to Business (3)
MATH 120	Elementary Statistics (3)
	Natural Science Elective (5)
	Semester Hours (17) Cumulative Hours (32)

Semester 3

Course #	Course Title
BUAD 104	Business Law I (3)
ECON 204	Microeconomics (3)
PED 116	Lifetime Fitness (1)
	Humanities Elective (3)
	Physical Science Elective (5)
	Semester Hours (15) Cumulative Hours (47)

Semester 4

Course #	Course Title
BUAD 105	Business Law II (3)
BUAD 110	Business Communications (3)
ECON 203	Macroeconomics (3)
	Humanities Elective (3)
	General Education Elective (3)
	Semester Hours (15) Cumulative Hours (62)

*** College Success Skills should be taken the first semester.**

Chemistry
Associate in Science

Concentration Requirements	Credit Hours
CHEM 204 Organic Chemistry I	5
CHEM 206 Organic Chemistry II	5
PHYS 203 Engineering Physics I	5
Total	15

General Education Requirements	Credit Hours
ENGL 101 English Composition I	3
ENGL 102 English Composition II	3
COMM 101 Fundamentals of Speech	3
CHEM 124 College Chemistry I	5
CHEM 126 College Chemistry II	5
MATH 130 Calculus I	5
PED 116 Lifetime Fitness	1
	Humanities Electives
	6
	Social/Behavioral Science Elective
	6
	General Education Electives*
	12
Total	49
Program Total	64

***Transfer students should take the following General Education Electives:**

MATH 131	Calculus II (5)
MATH 201	Calculus III (5)
PHYS 208	Engineering Physics II (5)
BIOL 120	Biology (5)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Chemistry
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Comp I (3)
CHEM 124	College Chemistry I (5)
MATH 130	Calculus I (5)
	Social and Behavioral Science Elective (3)
Semester Hours (16) Cumulative Hours (16)	

Semester 2

Course #	Course Title
ENGL 102	English Comp II (3)
CHEM 126	College Chemistry II (5)
COMM 101	Fundamentals of Speech (3)
	General Education Elective (3)
Semester Hours (14) Cumulative Hours (30)	

Semester 3

Course #	Course Title
PED 116	Lifetime Fitness (1)
CHEM 204	Organic Chemistry I (5)
PHYS 203	Engineering Physics I (5)
	Humanities Elective (3)
	General Education Elective (3)
Semester Hours (17) Cumulative Hours (47)	

Semester 4

Course #	Course Title
CHEM 206	Organic Chemistry II (5)
	General Education Electives (6)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
Semester Hours (17) Cumulative Hours (64)	

* College Success Skills should be taken the first semester.

Communication
General Communication Emphasis
Associate in Arts

Concentration Requirements			Credit Hours
BUAD	110	Business Communications.....	3
COMM	103	Introduction to Advertising.....	3
COMM	105	Introduction to Public Relations	3
COMM	106	Introduction to Mass Media.....	3
COMM	110	Critical Thinking and Argumentation.....	3
COMP	120	Computer Information Systems.....	3
HIST	108	Current World Affairs.....	3
Total			21

General Education Requirements			Credit Hours
ART	107	Design I.....	3
BIOL	122	Environmental Life Science.....	5
CHEM	120	Introduction to Chemistry.....	5
COMM	101	Fundamentals of Speech	3
ECON	101	Issues in Today's Economy	3
ENGL	101	English Composition I.....	3
ENGL	102	English Composition II.....	3
ENGL	104	Creative Writing	3
MATH	115	College Algebra <i>or higher</i>	3
MUSI	101	Music Appreciation	3
PED	116	Lifetime Fitness	1
PHIL	102	Ethics	3
PSYC	101	General Psychology	3
Total			41
Program Total			62

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Communication
General Communication Emphasis
Associate in Arts
Four Semester Plan

Semester 1 *

Course #	Course Title
COMM 101	Fundamentals of Speech (3)
COMM 103	Introduction to Advertising (3)
ENGL 101	English Comp I (3)
ART 107	Design I (3)

Semester Hours (12) Cumulative Hours (12)

Semester 2

Course #	Course Title
COMM 105	Introduction to Public Relations (3)
COMM 106	Introduction to Mass Media (3)
ENGL 102	English Comp II (3)
MATH 115	College Algebra (3)
PED 116	Lifetime Fitness (1)
BIOL 122	Environmental Life Science (5)

Semester Hours (18) Cumulative Hours (30)

Semester 3

Course #	Course Title
BUAD 110	Business Communications (3)
COMP 120	Computer Information Systems (3)
ENGL 104	Creative Writing (3)
ECON 101	Issues in Today's Economy (3)
CHEM 120	Introduction to Chemistry (5)

Semester Hours (17) Cumulative Hours (47)

Semester 4

Course #	Course Title
COMM 110	Critical Thinking (3)
HIST 108	Current World Affairs (3)
MUSI 101	Music Appreciation (3)
PHIL 102	Ethics (3)
PSYC 101	General Psychology (3)

Semester Hours (15) Cumulative Hours (62)

*** College Success Skills should be taken the first semester.**

Communication
Photo Communication Emphasis
Associate of Arts

Concentration Requirements			Credit Hours
ART	120	Beginning Photography I	3
ART	121	Beginning Photography II	3
COMM	105	Introduction to Public Relations	3
COMM	106	Introduction to Mass Communication	3
GRAP	202	Digital Photography	3
GRAP	112	Two-Dimensional Design	3
GRAP	206	Photo Editing Software	3
Total.....			21

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra <i>or</i> higher	3
PED	116	Lifetime Fitness	1
CHEM	120	Introduction to Chemistry	5
BIOL	122	Environmental Life Science.....	5
ART	103	Drawing I.....	3
ART	107	Design I.....	3
ENGL	219	Film Appreciation.....	3
PHIL	106	Ethics	3
ECON	101	Issues in Today's Economy	3
PSYC	101	General Psychology	3
Total			41
Program Total			62

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Communication
Photo Communication Emphasis
Associate in Arts
Four Semester Plan

Semester 1 *

Course #	Course Title
COMM 101	Speech (3)
ENGL 101	English Comp I (3)
ART 107	Design I (3)
ART 120	Beginning Photography (3)
Semester Hours (12) Cumulative Hours (12)	

Semester 2

Course #	Course Title
ART 121	Beginning Photography II (3)
ENGL 102	English Comp II (3)
COMM 105	Public Relations (3)
MATH 115	College Algebra (3)
PED 116	Lifetime Fitness (1)
CHEM 120	Introduction to Chemistry (5)
Semester Hours (18) Cumulative Hours (30)	

Semester 3

Course #	Course Title
GRAP 202	Digital Photography (3)
GRAP 206	Photo Editing Software (3)
BIOL 122	Environmental Life Science (5)
ART 103	Drawing I (3)
ECON 101	Issues in Today's Economy (3)
Semester Hours (17) Cumulative Hours (47)	

Semester 4

Course #	Course Title
COMM 106	Introduction to Mass Media (3)
PSYC 101	General Psychology (3)
GRAP 112	Two-Dimensional Design (3)
ENGL 219	Film Appreciation (3)
PHIL 106	Ethics (3)
Semester Hours (15) Cumulative Hours (62)	

*** College Success Skills should be taken the first semester.**

**Computer Science
Information Processing**
Associate in Science

Concentration Requirements			Credit Hours
COMP 120	Computer Information Systems		3
COMP 130	Introduction to Programming.....		3
COMP 135	C++ Programming		3
COMP 138	Visual Basic Programming		3
COMP 212	Principles of Software Design		3
COMP 214	Concepts of Computer Systems.....		3
MATH 120	Elementary Statics		3
ACCT 112	Financial Accounting.....		3
ACCT 114	Managerial Accounting.....		3
Total			27

General Education Requirements			Credit Hours
ENGL 101	English Composition I		3
ENGL 102	English Composition II.....		3
COMM 101	Fundamentals of Speech		3
MATH 115	College Algebra		3
PED 116	Lifetime Fitness		1
	Natural Science Elective with lab		5
	Physical Science Elective with lab		5
	Humanities Electives		6
	Social and Behavioral Science Electives		6
Total			35
Program Total.....			62

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Computer Science - Information Processing
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
COMP 130	Introduction to Programming (3)
ACCT 112	Financial Accounting (3)
ENGL 101	English Comp I (3)
MATH 115	College Algebra (3)
	Humanities Elective (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
COMP 120	Computer Information Systems (3)
COMP 138	Visual Basic Programming (3)
ACCT 114	Managerial Accounting (3)
ENGL 102	English Comp II (3)
	Physical Science Elective (5)
Semester Hours (17) Cumulative Hours (32)	

Semester 3

Course #	Course Title
COMP 135	C++ (3)
MATH 120	Elementary Statistics (3)
	Natural Science Elective (5)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
Semester Hours (17) Cumulative Hours (49)	

Semester 4

Course #	Course Title
COMP 212	Principles of Software Design (3)
COMP 214	Computer Systems Concepts (3)
PED 116	Lifetime Fitness (1)
COMM 101	Speech (3)
	Social/Behavioral Science Elective (3)
Semester Hours (13) Cumulative Hours (62)	

*** College Success Skills should be taken the first semester.**

Computer Science
Associate in Science

Concentration Requirements			Credit Hours
COMP	120	Computer Information Systems	3
COMP	130	Introduction to Programming.....	3
COMP	135	C++ Programming	3
COMP	212	Principles of Software Design	3
COMP	214	Concepts of Computer Systems	3
MATH	120	Elementary Statics	3
		Computer Science Electives	9
Total			27

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech	3
MATH	130	Calculus I.....	5
PED	116	Lifetime Fitness	1
BIOL	120	Biology with Lab	5
		Physical Science Elective	5
		Humanities Electives	6
		Social and Behavioral Science Electives	6
Total			37
Program Total			64

***Computer Science Electives**

COMP	110	Computer Concepts & Applications (3)
COMP	115	Spreadsheet Concepts and Applications (3)
COMP	152	Web Page Design Technology (3)
COMP	180	Introduction to Networking (3)
COMP	192	Database Concepts and Applications (3)
COMP	198	PC Troubleshooting (3)
COMP	205	Special Topics in Computing (3)
OTEC	155	Word Processing Concepts and Applications (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Computer Science
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
COMP 130	Introduction to Programming (3)
ENGL 101	English Comp I (3)
MATH 130	Calculus I (5)
	Computer Science Elective (3)
	Humanities Elective (3)
Semester Hours (17) Cumulative Hours (17)	

Semester 2

Course #	Course Title
COMP 120	Computer Information Systems (3)
ENGL 102	English Comp II (3)
MATH 120	Elementary Statistics (3)
	Physical Science Elective (5)
	Computer Science Elective (3)
Semester Hours (17) Cumulative Hours (34)	

Semester 3

Course #	Course Title
COMP 135	C++ Programming (3)
COMP 214	Concepts of Computer Systems (3)
PED 116	Lifetime Fitness (1)
BIOL 120	Biology with Lab (5)
	Social/Behavioral Science Elective (3)
Semester Hours (15) Cumulative Hours (49)	

Semester 4

Course #	Course Title
COMP 212	Principles of Software Design (3)
COMM 101	Fundamentals of Speech (3)
	Computer Science Elective (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
Semester Hours (15) Cumulative Hours (64)	

*** College Success Skills should be taken the first semester.**

Computer Science
Network Administration
Associate in Applied Science

Concentration Requirements		Credit Hours
COMP 120	Computer Information Systems	3
COMP 130	Introduction to Programming.....	3
COMP 135	C++ Programming	3
COMP 138	Visual Basic Programming	3
COMP 180	Introduction to Networking	3
COMP 182	Network Administration I.....	5
COMP 192	Database Concepts and Applications.....	3
COMP 195	Fundamentals of Network Security	3
COMP 198	PC Troubleshooting	3
COMP 201	Network Administration II.....	5
COMP 202	Network Administration III	5
INDU 125	Fundamentals of Electronics.....	3
Total		42

General Education Requirements		Credit Hours
ENGL 101	English Composition I	3
MATH 115	College Algebra	3
BUAD 110	Business Communications.....	3
	General Education Electives	12
Total		21
Program Total		63

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Computer Science - Network Administration
Associate in Applied Science
Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Comp I (3)
MATH 115	College Algebra (3)
COMP 130	Introduction to Programming (3)
COMP 180	Introduction to Networking (3)
INDU 125	Fundamentals of Electronics (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
BUAD 110	Business Communications (3)
COMP 138	Visual Basic Programming (3)
COMP 182	Network Administration (5)
COMP 198	PC Troubleshooting (3)
	General Education Elective (3)
Semester Hours (17) Cumulative Hours (32)	

Semester 3

Course #	Course Title
COMP 135	C++ Programming (3)
COMP 195	Fundamentals of Network Security (3)
COMP 201	Network Administration II (5)
	General Education Electives (6)
Semester Hours (17) Cumulative Hours (49)	

Semester 4

Course #	Course Title
COMP 120	Computer Information Systems (3)
COMP 192	Database Concepts & Applications (3)
COMP 202	Network Administration III (5)
	General Education Elective (3)
Semester Hours (14) Cumulative Hours (63)	

*** College Success Skills should be taken the first semester.**

Computer Science Certificate Programs

Management Information Systems Certificate

Requirements	Credit Hours
COMP 120 Computer Information Systems	3
COMP 130 Introduction to Programming.....	3
COMP 138 Visual Basic Programming	3
COMP 180 Introduction to Networking	3
COMP 182 Network Administration I.....	5
COMP 192 Database Concepts and Applications.....	3
Total	20

Networking Certificate

Requirements	Credit Hours
COMP 130 Introduction to Programming.....	3
COMP 138 Visual Basic Programming	3
COMP 180 Introduction to Networking	3
COMP 182 Network Administration I.....	5
COMP 187 Unix/Linux Administration.....	3
COMP 188 CISCO Internetworking <i>or</i>	
INDU 125 Fundamentals of Electronics.....	3
COMP 195 Fundamentals of Network Security	3
Total	23

PC Technician Certificate

Requirements	Credit Hours
COMP 120 Computer Information Systems	3
COMP 130 Introduction to Programming.....	3
COMP 138 Visual Basic Programming	3
COMP 180 Introduction to Networking	3
COMP 182 Network Administration I.....	5
COMP 198 PC Troubleshooting	3
INDU 125 Fundamentals of Electronics.....	3
Total	23

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.



Criminal Justice

Associate in Science

This degree is designed for a student planning to transfer to a four year institution with a study concentration in the area of criminal justice or corrections, probation, & parole.

Please consult an adviser for guidance concerning electives.

Concentration Requirements		Credit Hours
CRIM 101	Introduction to Administration of Justice	3
CRIM 119	Interview and Report Writing	3
CRIM 135	Criminal Procedures I	3
CRIM 137	Criminal Law	3
CRIM 138	Juveniles in the Criminal Justice System	3
Total		15
General Education Requirements		Credit Hours
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
COMM 101	Fundamentals of Speech	3
MATH 115	College Algebra <i>or higher</i>	3
PED 116	Lifetime Fitness	1
POLS 103	State and Local Government <i>or</i>	
POLS 105	American Government	3
	Physical Science Elective with lab	5
	Natural Science Elective with lab	5
	Humanities Electives	6
	Social and Behavioral Science Electives	3
	General Education Electives	6
Total		44
Program Total		62

*Courses Required for Selected Emphasis

Criminal Justice Emphasis:

CRIM 111	Community Policing	3
CRIM 113	Accident Investigation	3
CRIM 131	Community Policing	3

Corrections, Probation & Parole Emphasis:

CRIM 104	Introduction to Corrections	3
CRIM 125	Probation and Parole	3

Note: If a student has successfully completed the Law Enforcement Academy, the Student will receive credit for the following courses:

CRIM 111 Patrol Procedures

CRIM 113 Accident Investigation

CRIM 115 Criminal Investigation & Interrogation Techniques

CRIM 119 Interview and Report Writing (subject to proficiency test)

CRIM 135 Criminal Procedures I (subject to proficiency test)

Note: Students planning to transfer credit for a Baccalaureate degree should base their program of study on the requirements of the college to which they will transfer.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Criminal Justice
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
CRIM 101	Intro to Admin of Justice (3)
ENGL 101	English Comp I (3)
COMM 101	Speech (3)
	Social/Behavioral Science Elective (3)
	General Education Elective (3)
	Semester Hours (15) Cumulative hours (15)

Semester 2

CRIM 119	Interview and Report Writing (3)
ENGL 102	English Comp II (3)
POLS 103	State & Local Government <i>or</i>
POLS 105	American Government (3)
PED 116	Lifetime Fitness (1)
	Humanities Elective (3)
	Social Behavioral Science Elective (3)
	Semester Hours (16) Cumulative Hours (31)

Semester 3

CRIM 135	Criminal Procedures (3)
CRIM 137	Criminal Law (3)
MATH 115	College Algebra (3)
	Natural Science with lab (5)
	General Education Elective (3)
	Semester Hours (17) Cumulative Hours (48)

Semester 4

CRIM 138	Juveniles in the Justice System (3)
	General Education Elective (3)
	Humanities Elective (3)
	Physical Science Elective with Lab (5)
	Semester Hours (14) Cumulative Hours (62)

* **Success Skills should be taken the first semester.**

Education
Early Childhood Education
 Associate in Science

Concentration Requirements			Credit Hours
EDUC	110	Child Development	3
EDUC	142	Early Childhood Education	3
EDUC	151	Children's Literature	3
EDUC	152	Children's Music	3
EDUC	154	Art Education	3
		Child Development Workshops*	3
		Early Childhood Education Elective**	3-4
Total			21-22

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II	3
COMM	101	Fundamentals of Speech	3
MATH	111	Mathematics for Education <i>or</i>	
MATH	115	College Algebra	3
PED	116	Lifetime Fitness	1
PHSC	105	Physical Science	5
PSYC	101	General Psychology	3
PSYC	201	Developmental Psychology	3
		Natural Science Elective with lab	5
		Humanities Electives	6
		General Education Electives	6
Total			41
Program Total			62-63

***Child Development Workshops (select 3 courses)**

EDUC	101	Child Abuse/Neglect (1)
EDUC	109	Child Dev.: Day Care and Preschool (1)
EDUC	111	Multiple Intelligences (1)
EDUC	112	Child Dev.: Curriculum for Learning (1)
EDUC	113	Child Dev.: Social & Emotional Dev. (1)
EDUC	114	Caring for Children with Handicaps (1)
EDUC	117	Understanding Children's Temperament (1)
EDUC	120	Creating Positive Settings (1)

****Early Childhood Education Elective (select 1 course & corresponding lab)**

EDUC	107	Administration & Org. of Child Care Program (3)
EDUC	124	Infant and Toddler (3) <i>and</i>
EDUC	125	Infant and Toddler Lab (1) <i>must be taken concurrently</i>
EDUC	127	Preschool Child (3) <i>and</i>
EDUC	128	Preschool Child Lab (1) <i>must be taken concurrently</i>

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Education - Early Childhood Education
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
EDUC 110	Child Development (3)
EDUC 142	Early childhood Education (3)
ENGL 101	English Comp I (3)
	Natural Science with Lab (5)
	General Education Elective (3)

Semester Hours (17) Cumulative Hours (17)

Semester 2

Course #	Course Title
EDUC 151	Children's Literature (3)
ENGL 102	English Comp II (3)
MATH 111	Math for Education <i>or</i>
MATN 115	College Algebra (3)
PSYC 101	General Psychology (3)
	Humanities Elective (3)
	Child Development Workshop (1)

Semester Hours (16) Cumulative Hours (33)

Semester 3

Course #	Course Title
EDUC 152	Children's Music (3)
COMM 101	Speech (3)
PHSC 105	Physical Science (5)
PSYC 201	Developmental Psychology (3)
	Early Childhood Elective (3-4)

Semester Hours (17-18) Cumulative Hours (50-51)

Semester 4

Course #	Course Title
EDUC 154	Art Education (3)
PED 116	Lifetime Fitness (1)
	Child Development Workshops (2)
	Humanities Elective (3)
	General Education Elective (3)

Semester Hours (12) Cumulative Hours (62-63)

*** College Success Skills should be taken the first semester.**

Education
Early Childhood Education Certificate

Certificate Requirements	Credit Hours
EDUC 110 Child Development.....	3
EDUC 142 Early Childhood Education.....	3
EDUC 151 Children’s Literature.....	3
EDUC 152 Children’s Music	3
EDUC 154 Art Education.....	3
Child Development Workshops*	2
Early Childhood Education Elective**	3-4
Business Elective***	3
Total	23-24

***Child Development Workshops (select 3 courses)**

EDUC 101	Child Abuse/Neglect (1)
EDUC 109	Child Dev.: Day Care and Preschool (1)
EDUC 111	Multiple Intelligences (1)
EDUC 112	Child Dev.: Curriculum for Learning (1)
EDUC 113	Child Dev.: Social & Emotional Dev. (1)
EDUC 114	Caring for Children with Handicaps (1)
EDUC 117	Understanding Children’s Temperament (1)
EDUC 120	Creating Positive Settings (1)
EDUC 121	Cultural Competency (1)

****Early Childhood Education Elective**

EDUC 107	Administration & Org. of Child Care Program (3)
EDUC 124	Infant and Toddler (3) <i>and</i>
EDUC 125	Infant and Toddler Lab (1) <i>must be taken concurrently</i>
EDUC 127	Preschool Child (3) <i>and</i>
EDUC 128	Preschool Child Lab (1) <i>must be taken concurrently</i>

*****Business Elective (select 1 course)**

BUAD 101	Introduction to Business (3)
OTEC 113	Business Accounting (3)
OTEC 119	Business Math (3)

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Education
Child Care and Support Services Management
Associate in Applied Science

Concentration Requirements		Credit Hours
EDUC 101	Understanding and Preventing Abuse and Neglect in Early Childhood.....	3
EDUC 107	Administration and Organization of a Child Care Program	3
EDUC 110	Child Development.....	3
EDUC 111	Multiple Intelligences (or other KCSL workshops).....	1
EDUC 112	Early Education Curriculum.....	3
EDUC 114	The Exceptional Child	3
EDUC 116	Family Day Care.....	3
EDUC 117	Understanding Children's Temperament (or other KCSL workshops)	3
EDUC 118	Health, Safety, and Nutrition for the Young Child.....	3
EDUC 122	Activities for Young Children	3
EDUC 142	Early Childhood Education.....	3
EDUC 120	Creating Positive Settings (or other KCSL workshops)	1
EDUC 121	Cultural Competency (or other KCSL workshops).....	1
EDUC 124	Infant and Toddler (must be taken with the lab).....	3
EDUC 125	Infant and Toddler Lab	1
EDUC 127	Preschool Child (must be taken with the lab).....	3
EDUC 128	Preschool Child Lab	3
Total.....		43

General Education Requirements		Credit Hours
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II <i>or</i>	
BAUD 110	Business Communication <i>or</i>	
COMM 101	Fundamentals of Speech.....	3
MATH 106	Applied Mathematics <i>or</i>	
MATH 100	Intermediate Algebra <i>or</i>	
MATH 115	College Algebra.....	3
General Education Electives.....		12
Total.....		21
Program Total.....		64

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Education
Elementary Education
 Associate in Science

Concentration Requirements		Credit Hours
EDUC 134	Preprofessional Lab for Teachers <i>and</i>	1
EDUC 140	Introduction to Teaching <i>must be taken concurrently</i>	3
EDUC 151	Children’s Literature.....	3
EDUC 152	Children’s Music	3
EDUC 154	Art Education.....	3
GEOG 101	World Regional Geography	3
Total		16

General Education Requirements		Credit Hours
ENGL 101	English Composition I	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech	3
MATH 111	Math for Education <i>or</i>	
MATH 115	College Algebra	3
PED 116	Lifetime Fitness	1
COMP 110	Computer Concepts & Applications	3
PSYC 101	General Psychology	3
PSYC 201	Developmental Psychology	3
	Humanities Electives	6
	Natural Science (General Biology or Environmental Science)...	5
	Physical Science (Physical Science, Introduction to Chemistry, <i>or</i> College Physics I)	5
	General Education Electives.....	9-10
Total		47-48
Program Total		63-64

Recommended General Education Electives

See your Adviser for specific General Education Requirements for transfer schools.

ART 130	Art Appreciation (3)
ENGL 206	General Literature (3)
LANG 127	Spanish (5)
HIST 101	American History to 1877 (3)
HIST 102	American History from 1877 (3)
MUSI 101	Music Appreciation (3)
ECON 101	Issue’s In Today’s Economy (3)
POLS 105	American Government (3)
SOCI 101	Sociology (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 49.

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Education - Elementary Education

Associate in Science

Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Comp I (3)
EDUC 140	Introduction to Teaching (3)
EDUC 134	Pre-Professional Lab (1)
COMP 110	Computer Concepts and Applications (3)
BIOL 114	Environmental Life Science or other Natural Science (5)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
ENGL 102	English Comp II (3)
MATH 115	College Algebra or (3)
MATH 111	Math for Education (3)
EDUC 151	Children's Literature (3)
PSYC 101	General Psychology (3)
	Humanities Elective (3)
Semester Hours (15) Cumulative Hours (30)	

Semester 3

Course #	Course Title
COMM 101	Speech (3)
PHSC 105	Physical Science or other Physical Science Elective (5)
PED 116	Lifetime Fitness (1)
EDUC 152	Children's Music (3)
PSYC 201	Developmental Psychology (3)
	General Education Elective (3)
Semester Hours (18) Cumulative Hours (48)	

Semester 4

Course #	Course Title
EDUC 154	Art Education (3)
GEOG 101	World Regional Geography (3)
	Humanities Elective (3)
	General Education Elective (6)
Semester Hours (15) Cumulative Hours (63)	

*** College Success Skills should be taken the first semester.**

Education
Secondary Education
 Associate in Science

Concentration Requirements	Credit Hours
EDUC 140 Introduction to Teaching.....	3
EDUC 134 Pre-professional Lab for Teachers.....	1
Concentration Emphasis	15
Total	19

General Education Requirements	Credit Hours
ENGL 101 English Composition I.....	3
ENGL 102 English Composition II.....	3
COMM 101 Fundamentals of Speech.....	3
MATH 115 College Algebra <i>or higher</i>	3
PED 116 Lifetime Fitness	1
PHSC 105 Physical Science	5
PSYC 101 General Psychology.....	3
PSYC 201 Developmental Psychology	3
Humanities Electives	6
Natural Science Elective.....	5
General Education Electives.....	9
Total	44
Program Total.....	63

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Education - Secondary Education
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Composition I (3)
EDUC 140	Introduction to Teaching (3)
EDUC 134	Pre-Professional Lab for Teachers (3)
	Natural Science Elective (5)
	General Education Elective (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
ENGL 102	English Composition II (3)
MATH 115	College Algebra (3)
PSYC 101	General Psychology (3)
	Concentration Emphasis (3)
	Humanities Elective (3)
Semester Hours (15) Cumulative Hours (30)	

Semester 3

Course #	Course Title
COMM 101	Fundamentals of Speech (3)
PHSC 105	Physical Science (5)
PSYC 201	Developmental Psychology (3)
	Concentration Emphasis (3)
	General Education Elective (3)
Semester Hours (17) Cumulative Hours (47)	

Semester 4

Course #	Course Title
PED 116	Lifetime Fitness (1)
	Concentration Emphasis (9)
	Humanities Elective (3)
	General Education Elective (3)
Semester Hours (16) Cumulative Hours (63)	

*** College Success Skills should be taken the first semester.**

Education
Child Development Associate (CDA) Credential

The Child Development Associate (CDA) Credential is a nationally recognized and standardized award that shows that the childcare provider holding the credential is not only knowledgeable about childcare development and care, but also is competent in his or her ability to give quality care to children.

A candidate must have evidence of 120 clock hours of coursework in eight (8) areas of competence. All qualifying courses must have been taken within the last five (5) years from the date of the CDA application. The 120 clock hours of coursework can be taken at LCC in the form of the following courses:

Course Number & Title	Credit Hours
EDUC 107 Adm & Org of Child Care Programs	3
EDUC 109 Child Development: Day Care Programs.....	1
EDUC 112 Child Development: Curriculum for Learning.....	1
EDUC 113 Child Development: Social & Emotional Development.....	1
EDUC 116 Family Day Care.....	3
EDUC 127 Preschool Child.....	3
EDUC 142 Early Childhood Education.....	3

After completing the coursework, the student will begin the CDA application process and complete the remaining requirements of the CDA before a credential can be awarded by the credentialing office in Washington, D.C. Their phone number is 800-424-4312 and their address is:

The Council for Professional Recognition
P.O. Box 932270
Atlanta, GA 31193-2270

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.



Engineering Technology
Associate in Science

Concentration Requirements		Credit Hours
COMP 138	Visual Basic Programming	3
MATH 120	Elementary Statistics	3
MATH 130	Calculus I.....	5
PHYS 208	Engineering Physics II (preferred) <i>or</i>	
PHYS 205	College Physics II.....	5
	Concentration Electives*	16
	Total	32

General Education Requirements		Credit Hours
ENGL 101	English Composition I	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech	3
PED 116	Lifetime Fitness	1
BIOL 120	Biology with Lab	5
PHYS 203	Engineering Physics I (preferred) <i>or</i>	
PHYS 201	College Physics I	5
	Humanities Electives	6
	Social and Behavioral Science Electives	6
	Total	32
	Program Total	64

***Concentration Electives (choose 16 credit hours)**

MATH 125	Trigonometry (3)
MATH 131	Calculus II (5)
MATH 201	Calculus III (5)
MATH 202	Differential Equations (3)
CHEM 120	Introduction to Chemistry (5)
CHEM 124	College Chemistry I (5)
CHEM 204	Organic Chemistry I (5)
PHYS 210	Statics (3)
COMP 135	C++ Programming (3)
INDU 125	Fundamentals of Electronics (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Engineering Technology
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Composition I (3)
MATH 130	Calculus I (5)
PED 116	Lifetime Fitness (1)
COMM 101	Fundamentals of Speech (3)
MATH 120	Elementary Statistics (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
ENGL 102	English Composition II (3)
MATH 131	Calculus II (5)
BIOL 120	Biology with lab (5)
COMP 138	Visual Basic Program (3)
	Social and Behavioral Science Elective (3)
Semester Hours (19) Cumulative Hours (34)	

Semester 3

Course #	Course Title
PHYS 201	College Physics I <i>or</i>
PHY 203	Engineering Physics (preferred) (5)
CHEM 124	College Chemistry I (5)
COMP 135	C++ Programming (3)
	Humanities Elective (3)
Semester Hours (16) Cumulative Hours (50)	

Semester 4

Course #	Course Title
PHYS 205	College Physics II (5)
	Social Science Elective (3)
	Humanities Elective (3)
	Concentration Elective (3)
Semester Hours (14) Cumulative Hours (64)	

* College Success Skills should be taken the first semester.

English
Associate in Arts

Concentration Requirements		Credit Hours
ENGL 116	Literature I: Poetry and Drama	3
ENGL 117	Literature II: Prose and Fiction	3
	Concentration Electives*	9
Total		15

General Education Requirements		Credit Hours
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
COMM 101	Fundamentals of Speech	3
MATH 115	College Algebra <i>or higher</i>	3
PED 116	Lifetime Fitness	1
	Physical Science Elective with lab	5
	Natural Science Elective with lab	5
	Humanities Electives (from at least two areas).....	12
	Social and Behavioral Science Electives	6
	General Education Electives	6
Total		47
Program Total		62

*** Concentration Electives (select 3 courses)**

ENGL 200	Creative Writing (3)
ENGL 206	General Literature (3)
ENGL 208	Introduction to Western Literature (3)
ENGL 215	Science Fiction (3)
ENGL 217	The Novel (3)
ENGL 219	Film Appreciation (3)
ENGL 222	Exploration in Literature (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

English
Associate in Arts
Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Composition I (3)
ENGL 116	Introduction to Lit I: Poetry & Drama (3)
MATH 115	College Algebra (3)
	Humanities Elective (3)
	Social/Behavioral Science Elective (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
ENGL 102	English Composition II (3)
ENGL 117	Introduction to Lit II: Prose & Fiction (3)
COMM 101	Fundamentals of Speech (3)
	Natural Science Elective with Lab (5)
	Humanities Elective (3)
Semester Hours (17) Cumulative Hours (32)	

Semester 3

Course #	Course Title
PED 116	Lifetime Fitness (1)
	Physical Science Elective (5)
	Social and Behavioral Science Elective (3)
	Concentration Elective (3)
	Humanities Elective (3)
Semester Hours (15) Cumulative Hours (47)	

Semester 4

Course #	Course Title
	Concentration Electives (6)
	Humanities Elective (3)
	General Ed Electives (6)
Semester Hours (15) Cumulative Hours (62)	

*** College Success Skills should be taken the first semester.**

Financial Services
Associate in Applied Science

Concentration Requirements			Credit Hours
ACCT	112	Financial Accounting.....	3
ACCT	114	Managerial Accounting.....	3
BUAD	104	Business Law I.....	3
BUAD	105	Business Law II <i>or</i>	
ECON	101	Issues in Today's Economy	3
FINA	101	AIB: Principles of Banking.....	3
FINA	115	Professional Selling for Financial Service Agents.....	3
FINA	117	Introduction to Investments	3
FINA	119	Basic Marketing.....	3
FINA	126	Financial Management.....	3
FINA	129	Introduction to Financial Planning.....	3
FINA	131	Life, Accident, and Health Insurance	3
FINA	150	Pre-Licensing Series 6 Limited Representative <i>or</i>	
FINA	151	Gen. Securities Registered Rep. Pre-Licensing Series 7.....	3
FINA	201	Money and Banking.....	3
Total			39

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II <i>or</i>	
COMM	101	Fundamentals of Speech <i>or</i>	
BUAD	110	Business Communications.....	3
BUAD	101	Introduction to Business <i>or</i>	
MATH	120	Elementary Statistics <i>or</i>	
PHIL	106	Ethics	3
COMP	110	Computer Concepts & Applications <i>or</i>	
COMP	120	Computer Information Systems	3
ECON	203	Macroeconomics.....	3
ECON	204	Microeconomics	3
MATH	100	Intermediate Algebra <i>or</i>	
MATH	106	Applied Mathematics <i>or</i>	
MATH	115	College Algebra	3
Total			21
Program Total			60

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Financial Services
Associate in Applied Science
Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Composition I (3)
MATH 100	Intermediate Algebra <i>or</i>
MATH 106	Applied Math <i>or</i>
MATH 115	College Algebra (3)
ECON 203	Macroeconomics (3)
ACCT 112	Financial Accounting (3)
FINA 101	AIB: Principles of Banking (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
ENGL 102	English Composition II <i>or</i>
COMM 101	Fundamentals of Speech <i>or</i>
BUAD 110	Business Communications (3)
ECON 204	Microeconomics (3)
FINA 117	Introduction to Investments (3)
FINA 119	Basic Marketing (3)
ACCT 114	Managerial Accounting (3)
Semester Hours (15) Cumulative Hours (30)	

Semester 3

Course #	Course Title
FINA 115	Professional Selling for Financial Services Agents (3)
FINA 129	Introduction to Financial Planning (3)
FINA 131	Life, Accident & Health Insurance (3)
BUAD 104	Business Law I (3)
COMP 110	Computer Concepts and Applications <i>or</i>
COMP 120	Computer Information Systems (3)
Semester Hours (15) Cumulative Hours (45)	

Semester 4

Course #	Course Title
FINA 126	Financial Management (3)
FINA 150	General Securities Registered Rep. Pre-Licensing Series 7 <i>or</i>
FINA 151	Pre-Licensing Limited Representative Series 6 (3)
FINA 201	Money & Banking (3)
ECON 101	Issues in Today's Economy <i>or</i>
BUAD 105	Business Law II(3)
BUAD 101	Introduction to Business <i>or</i>
PHIL 106	Ethics <i>or</i>
MATH 120	Elementary Statistics (3)
Semester Hours (15) Cumulative Hours (60)	

* College Success Skills should be taken the first semester.

Graphic Design
 Graphics Imaging
 Associate in Applied Science

Concentration Requirements			Credit Hours
ART	107	Design I.....	3
GRAP	101	Graphic Communication.....	3
GRAP	107	Introduction to Desktop Publishing.....	3
GRAP	113	Three-Dimensional Design.....	3
GRAP	118	Typography.....	3
GRAP	120	Color Theory.....	3
GRAP	122	Illustration.....	3
GRAP	128	Digital Animation.....	3
GRAP	130	Mixed Media.....	3
GRAP	201	Professional Preparation.....	3
GRAP	204	Digital Illustration.....	3
GRAP	206	Photo Editing Software.....	3
GRAP	208	Website Design Software.....	3
GRAP	210	Digital Page Layout.....	3
GRAP	216	Production Art.....	3
Total			45

General Education Requirements			Credit Hours
ART	103	Drawing I.....	3
ART	120	Beginning Photography I.....	3
ART	130	Art Appreciation.....	3
COMM	101	Fundamentals of Speech <i>or</i>	
BUAD	110	Business Communications.....	3
ENGL	101	English Composition I.....	3
MATH	106	Applied Mathematics <i>or</i>	
MATH	115	College Algebra.....	3
			General Education Elective..... 3
Total			21
Program Total			66

***College Success Skills should be taken the first semester.**
 Membership in SkillsUSA and Graphic Design Club is encouraged.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Graphic Design
Graphics Imaging
Associate in Applied Science
Four Semester Plan

Semester 1 *

Course #	Course Title
GRAP 101	Graphic Communication (3)
GRAP 107	Introduction to Desktop Publishing (3)
ART 103	Drawing I (3)
ART 107	Design I (3)
ART 120	Beginning Photography I (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
GRAP 113	Three-Dimensional Design (3)
GRAP 118	Typography (3)
GRAP 120	Color Theory (3)
GRAP 122	Illustration (3)
GRAP 204	Digital Illustration (3)
MATH 106	Applied Mathematics (3) <i>or</i>
MATH 115	College Algebra (3)
Semester Hours (18) Cumulative Hours (33)	

Semester 3

Course #	Course Title
GRAP 128	Digital Animation (3)
GRAP 130	Mixed Media (3)
GRAP 206	Photo Editing Software (3)
ART 130	Art Appreciation (3)
ENGL 101	English Composition I (3)
COMM 101	Fundamentals of Speech (3) <i>or</i>
BUAD 110	Business Communications (3)
Semester Hours (18) Cumulative Hours (51)	

Semester 4

Course #	Course Title
GRAP 201	Professional Preparation (3)
GRAP 208	Website Design Software (3)
GRAP 210	Digital Page Layout (3)
GRAP 216	Production Art (3)
	General Education Elective (3)
Semester Hours (15) Cumulative Hours (66)	

Graphic Design
Interactive Graphics
Associate in Applied Science

Concentration Requirements			Credit Hours
GRAP 101	Graphic Communication.....		3
GRAP 107	Introduction to Desktop Publishing		3
GRAP 118	Typography.....		3
GRAP 120	Color Theory.....		3
GRAP 128	Digital Animation		3
GRAP 161	Interactive Media		3
GRAP 201	Professional Preparation		3
GRAP 204	Digital Illustration.....		3
GRAP 206	Photo Editing Software.....		3
GRAP 208	Website Design Software.....		3
GRAP 210	Digital Page Layout		3
GRAP 214	Interactive Media Project.....		3
RTEC 101	Audio Recording I		3
RTEC 144	Digital Video		3
RTEC 148	Digital Video II <i>or</i>		
GRAP 212	Digital Animation II		3
Total			45

General Education Requirements			Credit Hours
ART 107	Design I.....		3
ART 120	Beginning Photography I.....		3
ART 121	Beginning Photography II.....		3
ENGL 101	English Composition I.....		3
COMM 101	Fundamentals of Speech <i>or</i>		
BUAD 110	Business Communications.....		3
MATH 106	Applied Mathematics <i>or</i>		
MATH 115	College Algebra		3
	General Education Elective		3
Total			21

Program Total..... 66

***College Success Skills should be taken the first semester.**

Membership in SkillsUSA & Graphic Design Club is encouraged.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Graphic Design
Interactive Graphics
Associate in Applied Science
Four Semester Plan

Semester 1 *

Course #	Course Title
GRAP 107	Introduction to Desktop Publishing (3)
GRAP 128	Digital Animation (3)
ART 107	Design I (3)
ART 120	Beginning Photography I (3)
RTEC 101	Audio Recording I (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
GRAP 118	Typography (3)
GRAP 120	Color Theory (3)
GRAP 204	Digital Illustration (3)
ENGL 101	English Composition I
COMM 101	Fundamentals of Speech (3) <i>or</i>
BUAD 110	Business Communications (3)
MATH 106	Applied Mathematics (3) <i>or</i>
MATH 115	College Algebra (3)
Semester Hours (18) Cumulative Hours (33)	

Semester 3

Course #	Course Title
GRAP 101	Graphic Communications (3)
GRAP 161	Interactive Media (3)
GRAP 206	Photo Editing Software (3)
GRAP 212	Digital Animation II <i>or</i>
RTEC 148	Digital Video II (taken in Semester 4)
RTEC 144	Digital Video (3)
ART 121	Beginning Photography II (3)
Semester Hours (18) Cumulative Hours (51)	

Semester 4

Course #	Course Title
GRAP 201	Professional Preparation (3)
GRAP 208	Website Design Software (3)
GRAP 210	Digital Page Layout (3)
GRAP 214	Interactive Media Project (3)
	General Education Elective (3)
Semester Hours (15) Cumulative Hours (66)	

**Graphic Design
Certificate**

Concentration Requirements			Credit Hours
ART	107	Design I.....	3
ART	120	Beginning Photography I.....	3
GRAP	200	Professional Preparation.....	3
GRAP	204	Digital Illustration.....	3
GRAP	206	Photo Editing Software.....	3
GRAP	210	Digital Page Layout.....	3
		Graphic Design Electives*.....	9
Total.....			27

***Concentration Electives (select 9 credit hours)**

GRAP	101	Graphic Communication (3)	
GRAP	107	Introduction to Desktop Publishing (3)	
GRAP	113	Three-Dimensional Design (3)	
GRAP	118	Typography (3)	
GRAP	120	Color Theory (3)	
GRAP	122	Illustration (3)	
GRAP	128	Digital Animation (3)	
GRAP	130	Mixed Media (3)	
GRAP	161	Interactive Media (3)	
GRAP	208	Website Design (3)	
GRAP	212	Digital Animation II (3)	
GRAP	214	Interactive Media Project (3)	
GRAP	216	Production Art (3)	
ART	103	Drawing I (3)	

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.



History
Associate in Arts

Concentration Requirements			Credit Hours
HIST	101	American History To 1877	3
HIST	102	American History Since 1877	3
HIST	103	World Civilizations To 1500	3
HIST	104	World Civilizations Since 1500	3
		Concentration Electives*	3
Total			15

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra	3
PED	116	Lifetime Fitness	1
		Physical Science Elective with lab	5
		Natural Science Elective with lab	5
		Humanities Electives (from at least two areas).....	12
		Social and Behavioral Science Electives	6
		General Education Electives*	6
Total			47
Program Total			62

***Concentration Electives (select 1 course)**

HIST	108	Current World Affairs (3)
HIST	119	Explorations in History (3)
HIST	201	Kansas History (3)
POLS	105	American Government (3)
GEOG	101	World Regional Geography (3)
MUSI	104	History of Jazz and Rock (3)
ART	133	Art History I (3)
SOCI	105	Anthropology (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

History
Associate in Arts
Four Semester Plan

Semester 1 *

Course #	Course Title
HIST 102	American History Since 1877 (3)
ENGL 101	English Composition I (3)
MATH 115	College Algebra (3)
	Social and Behavioral Science Elective (3)
	Humanities Elective (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
HIST 101	American History to 1877 (3)
ENGL 102	English Composition II (3)
COMM 101	Speech (3)
	Social and Behavioral Science Elective (3)
	Physical Science Elective with Lab (5)
Semester Hours (17) Cumulative Hours (32)	

Semester 3

Course #	Course Title
HIST 103	World Civilization to 1500 (3)
PED 116	Lifetime Fitness (1)
	Concentration Elective (3)
	Humanities Elective (3)
	Natural Science Elective with Lab (5)
Semester Hours (15) Cumulative Hours (47)	

Semester 4

Course #	Course Title
HIST 104	World Civilization since 1500 (3)
	General Electives (6)
	Humanities Electives (6)
Semester Hours (15) Cumulative Hours (62)	

*** College Success Skills should be taken the first semester.**

Mathematics
Associate in Science

Concentration Requirements		Credit Hours
COMP 138	Visual Basic Programming	3
MATH 130	Calculus I.....	5
MATH 131	Calculus II.....	5
MATH 201	Calculus III	5
MATH 202	Differential Equations.....	3
Total		21

General Education Requirements		Credit Hours
ENGL 101	English Composition I	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech	3
PED 116	Lifetime Fitness	1
MATH 120	Elementary Statistics	3
	Natural Science Elective with lab	5
	Physical Science Elective with lab	5
	Humanities Electives	6
	Social and Behavioral Science Electives	6
	General Education Electives	6
Total		41
Program Total.....		62

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Mathematics
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
MATH 130	Calculus I (5)
ENGL 101	English Composition I (3)
COMP 138	Visual Basic (3)
PED 116	Lifetime Fitness (1)
	Natural Science Elective with Lab (5)
Semester Hours (17) Cumulative Hours (17)	

Semester 2

Course #	Course Title
MATH 120	Elementary Statistics (3)
MATH 131	Calculus II (5)
ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
Semester Hours (14) Cumulative Hours (31)	

Semester 3

Course #	Course Title
MATH 201	Calculus III (5)
	Physical Science Elective with Lab (5)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
Semester Hours (16) Cumulative Hours (47)	

Semester 4

Course #	Course Title
MATH 202	Differential Equations (3)
	General Education Electives (6)
	Humanities Elective (3)
	Social Science Elective (3)
Semester Hours (15) Cumulative Hours (62)	

* College Success Skills should be taken the first semester.

Music
Associate in Arts

Concentration Requirements			Credit Hours
MUSI	142	Music Theory I <i>or</i>	
RTEC	138	Recording Arts Music Theory I	4
MUSI	143	Music Theory II <i>or</i>	
RTEC	139	Recording Arts Music Theory II	4
MUSI	103	Music Literature	2
		Performing Ensembles*	4
		Private Lessons (Applied)	4
		Concentration Electives**	4
Total			22

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra	3
PED	116	Lifetime Fitness	1
MUSI	101	Music Appreciation	3
		Physical Science Elective with lab	5
		Natural Science Elective with lab	5
		Humanities Electives (from at least two areas)	9
		Social and Behavioral Science Electives	6
Total			41
Program Total			63

Note: Student is required to pass a departmental piano proficiency exam to graduate.
Piano class is required each semester until exam is passed.

***Performing Ensembles (select 4 credit hours)**

College Band I-IV (1) credit hour each
College Choir I-IV (1) credit hour each
College Orchestra I-IV (1) credit hour each

****Concentration Electives (select 7 credit hours)**

MUSI 225 Ear Training and Sight Singing III (1)
MUSI 220 Music Theory III (3)
EDUC 152 Children's Music (3)
MUSI 104 History of Jazz and Rock (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Music
Associate in Arts
Four Semester Plan

Semester 1 *

Course #	Course Title
MUSI 142	Music Theory I <i>or</i>
RTEC 138	Recording Arts Music Theory I (4)
ENGL 101	English Composition I (3)
MATH 115	College Algebra (3)
MUSI 103	Music Literature (2)
MUSI 101	Music Appreciation (3)
	Performing Ensembles (1)
	Private Lessons (1)
Semester Hours (17) Cumulative Hours (17)	

Semester 2

Course #	Course Title
MUSI 143	Music Theory II <i>or</i>
RTEC 139	Recording Arts Music Theory II (4)
ENGL 102	English Composition II (3)
COMM 101	Speech (3)
	Performing Ensembles (1)
	Private Lessons (1)
	Social and Behavioral Science Elective (3)
	Humanities Elective (3)
Semester Hours (18) Cumulative Hours (35)	

Semester 3

Course #	Course Title
PED 116	Lifetime Fitness (1)
	Performing Ensembles (1)
	Private Lessons (1)
	Concentration Elective (1)
	Humanities Elective (Foreign Language preferred) (3)
	Physical Science Elective with Lab (5)
Semester Hours (12) Cumulative Hours (47)	

Semester 4

Course #	Course Title
	Performing Ensemble (1)
	Private Lessons (1)
	Concentration Elective (3)
	Humanities Elective (Foreign Language preferred) (3)
	Social and Behavioral Science Elective (3)
	Natural Science Elective (5)
Semester Hours (16) Cumulative Hours (63)	

*** College Success Skills should be taken the first semester.**

Nursing
Associate in Applied Science

Bi-Level Nursing Curriculum

Concentration Requirements			Credit Hours
NURS	117	Pathophysiology	3
NURS	120	Fundamentals of Nursing.....	10
NURS	122	Medical-Surgical Nursing.....	9
NURS	124	Family Nursing I (summer session).....	3
NURS	201	Mental Health Nursing	4
NURS	203	Family Nursing II	4
NURS	205	Advanced Medical-Surgical Nursing*	8
Total			41

General Education Requirements			Credit Hours
BIOL	130	Anatomy & Physiology	5
BIOL	201	Microbiology	5
COMM	101	Fundamentals of Speech	3
ENGL	101	English Composition I.....	3
ENGL	102	English Composition II.....	3
MATH	106	Applied Math <i>or</i>	
MATH	115	College Algebra	3
PSYC	101	General Psychology	3
PSYC	201	Developmental Psychology	3
SOCI	101	Sociology	3
Total			26
Program Total.....			72

*Exit Assessment Exam is required after completion of NURS 205 Advanced Medical-Surgical for students receiving financial aid.

Requirement for Application/Acceptance Process

HEAL	121	Nurse Aide: Geriatric	6
HEAL	101	CPR.....	5

Articulating LPNs ONLY			Credit Hours
NURS	126	LPN Bridge Course.....	1
Total			1

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Nursing
Associate in Applied Science
Semester Plan

Semester Pre-application/Acceptance *

Course #	Course Title
HEAL 101	CPR (.5)
HEAL 121	Nurse Aide: Geriatric (6)
Semester Hours (6.5)	

Semester Prerequisite

Course #	Course Title
ENGL 101	English Composition I (3)
BIOL 130	Anatomy & Physiology (5)
MATH 115	College Algebra (3) <i>or</i>
MATH 106	Applied Mathematics (3)
PSYC 101	General Psychology (3)
Semester Hours (14) Cumulative Hours (14)	

Semester 1

Course #	Course Title
NURS 117	Pathophysiology (3)
NURS 120	Fundamentals of Nursing (10)
Semester Hours (13) Cumulative Hours (27)	

Semester 2

Course #	Course Title
COMM 101	Fundamentals of Speech (3)
PSYC 201	Developmental Psychology (3)
NURS 122	Medical-Surgical Nursing (9)
Semester Hours (15) Cumulative Hours (42)	

Semester Summer

Course #	Course Title
NURS 124	Family Nursing I (3)
Semester Hours (3) Cumulative Hours (45)	

Semester 3

Course #	Course Title
BIOL 201/201	Microbiology with Lab (5)
NURS 201	Mental Health Nursing (4)
NURS 203	Family Nursing II (4)
Semester Hours (13) Cumulative Hours (58)	

Semester 4

Course #	Course Title
ENGL 102	English Composition II (3)
SOCI 101	Sociology (3)
NURS 205	Advanced Medical-Surgical Nursing** (8)
Semester Hours (14) Cumulative Hours (72)	

*** College Success Skills should be taken the first semester.**

**Exit Assessment Exam is required after completion of NURS 205 Advanced Medical-Surgical Nursing for students receiving financial aid.

NOTE: Membership in SkillsUSA and Student Nurses Organization is encouraged.

Nursing

Associate in Applied Science

Admission Criteria

Students interested in the Nursing Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the Nursing Program. Acceptance into the Nursing Program is based on the criteria established by the department. Nurse Aide Certification is required prior to admission.

To obtain more information about the criteria and to get a copy of the application procedure please contact the Program Assistant at (620) 421-6700 extension 1263.

Bi-Level Nursing Curriculum

Associate in Applied Science

Requirement for Application/Acceptance Process

HEAL	121	Nurse Aide: Geriatric	6
HEAL	101	CPR.....	5

PREREQUISITES

Must be completed or in process to be eligible to apply for admission to the nursing program.

ENGL	101	English Composition I	3
MATH	106	Applied Math <i>or</i>	
MATH	115	College Algebra	3
BIOL	130/131	Anatomy & Physiology with lab.....	5
PSYC	101	General Psychology	3

LEVEL I

General Education Requirements

NURS	117	Pathophysiology	3
COMM	101	Speech.....	3
PSYC	201	Development Psychology	3

Nursing Requirements

NURS	120	Fundamentals of Nursing.....	10
NURS	124	Family Nursing I.....	3
NURS	122	Medical-Surgical Nursing.....	9

Practical Nurse Certificate awarded after successfully completing Level I
Optional: Eligible to take the NCLEX-PN® Exam

Articulating LPNs ONLY

NURS	126	Bridge Course for LPNs	1
------	-----	------------------------------	---

LEVEL II

General Education Requirements

BIOL 201&BIOL 202	Microbiology with Lab	5
ENGL 102	English Composition II	3
SOCI 101	Sociology	3

Nursing Requirements

NURS 201	Mental Health Nursing	4
NURS 203	Family Nursing II	4
NURS 205	Advanced Medical-Surgical Nursing	8
Program Total		72

Associate in Applied Science Degree in Nursing awarded after successfully
completing Levels I and II.
Eligible to take the NCLEX-RN® Exam

*Exit Assessment Exam is required after completion of NURS 205 Advanced Medical-
Surgical Nursing for students receiving financial aid.

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer
than 15 hours after high school graduation.*



**Office Technology
Administrative Assistant
Associate in Applied Science**

Concentration Requirements			Credit Hours
BUAD	110	Business Communications	3
COMP	110	Computer Concepts & Applications	3
OTEC	106	Formatting	3
OTEC	109	Office Machines	1
OTEC	111	Records Management	2
OTEC	113	Business Accounting	3
OTEC	119	Business Math	3
OTEC	121	Office Procedures	3
OTEC	122	Coordinated Office Training I	1-3
OTEC	123	Coordinated Office Training II <i>or</i> Approved Elective (see adviser)	3
OTEC	127	Transcription Skills	1
OTEC	155	Word Processing Concepts and Applications	3
		Concentration Emphasis*	2-3
		Concentration Electives*	6
Total			40-43

General Education Requirements:			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II <i>or</i>	
COMM	101	Fundamentals of Speech	3
MATH	106	Applied Math <i>or</i>	
MATH	100	Intermediate Algebra <i>or</i>	
MATH	115	College Algebra	3
		General Education Electives	12
Total			21
Program Total			61-64

***Concentration Emphasis & Electives**

Administrative Assistant Emphasis:

OTEC 136 Office Applications -
Administrative Assistant (3)

Administrative Assistant Electives:

COMP 120 Computer Information Systems (3)
ACCT 112 Financial Accounting (3)
ACCT 121 Computer Accounting (3)
BUAD 101 Introduction to Business (3)
COMP 130 Introduction to Programming (3)
COMP 115 Spreadsheet Concepts & Applications (3)

Legal Administrative Assistant Emphasis:

OTEC 132 Legal Transcription (2)

Legal Administrative Assistant Electives:

OTEC 138 Office Applications - Legal
BAUD 104 Business Law I (3)
BAUD 105 Business Law II (3)
CRIM 137 Criminal Law (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

**Office Technology
Administrative Assistant**
Associate in Applied Science
Four Semester Plan

Semester 1 *

Course #	Course Title
MATH 106	Applied Math or
MATH 100	Intermediate Algebra or
MATH 115	College Algebra (3)
COMP 110	Computer Concepts and Applications (3)
Otec 106	Formatting (3)
Otec 109	Office Machines (1)
Otec 111	Records Management (2)
	General Education Elective (3)

Semester Hours (15) Cumulative Hours (15)

Semester 2

Course #	Course Title
ENGL 101	English Composition I (3)
Otec 119	Business Math (3)
Otec 155	Word Processing Concepts and Applications (3)
COMP 120	Computer Information Systems (3)
	Concentration Electives (3)

Semester Hours (15) Cumulative Hours (30)

Semester 3

Course #	Course Title
ENGL 102	English Composition II <i>or</i>
COMM 101	Fundamentals of Speech (3)
Otec 113	Business Accounting (3)
Otec 121	Office Procedures (3)
Otec 122	Coordinated Office Training (1-3)
Otec 127	Transcription Skills (1)
	General Education Elective (6)

Semester Hours (17-19) Cumulative Hours (47-49)

Semester 4

Course #	Course Title
COMP 115	Spreadsheets Concepts and Applications (3)
BUAD 110	Business Communications (3)
Otec 136	Office Applications-Administrative Assistant (3)
Otec 123	Coordinated Office Training II <i>or</i>
Otec 141	Career Portfolio (2-3)
	General Education Elective (3)

Semester Hours (14-15) Cumulative Hours (61-64)

*** College Success Skills should be taken the first semester.**

Office Technology Clerical Assistant Certificate

Concentration Requirements			Credit Hours
OTEC	102	College Keyboarding	3
OTEC	106	Formatting	3
OTEC	109	Office Machines	1
OTEC	111	Records Management	2
OTEC	119	Business Math*	3
COMP	110	Computer Concepts and Applications	3
COMP	115	Spreadsheet Concepts and Applications	3
		Concentration Electives*	6
Total			24

***Concentration Electives**

OTEC	103	Microcomputer Application I (3)	
OTEC	113	Business Accounting (3)	
OTEC	121	Office Procedures (3)	
OTEC	122	Coordinated Office Training I (1-3)	
OTEC	123	Coordinated Office Training II <i>or</i> Approved Elective (see adviser) (3)	
OTEC	127	Transcription Skills (1)	
OTEC	155	Word Processing Concepts and Applications (3)	
BUAD	110	Business Communications (3)	

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.





Office Technology
Medical Administrative Assistant
Associate in Applied Science

Concentration Requirements			Credit Hours
BUAD	110	Business Communications	3
COMP	110	Computer Concepts and Applications	3
OTEC	106	Formatting *	3
OTEC	109	Office Machines	1
OTEC	111	Records Management	2
OTEC	113	Business Accounting	3
OTEC	119	Business Math**	3
OTEC	121	Office Procedures	3
OTEC	122	Coordinated Office Training I	1-3
OTEC	123	Coordinated Office Training II <i>or</i>	
OTEC	141	Career Portfolio <i>or</i> Approved Elective (see adviser)	2-3
OTEC	124	Medical Terminology	3
OTEC	127	Transcription Skills	1
OTEC	128	Medical Transcription*	2
OTEC	133	Medical Coding I	3
OTEC	137	Office Applications - Medical Administrative Assistant	3
OTEC	155	Word Processing Concepts and Applications	3
Total			39-42

General Education Requirements			Credit Hours
BIOL	130	Anatomy & Physiology	5
ENGL	101	English Composition I	3
ENGL	102	English Composition II <i>or</i>	
COMM	101	Fundamentals of Speech	3
MATH	106	Applied Math <i>or</i>	
MATH	100	Intermediate Algebra <i>or</i>	
MATH	115	College Algebra	3
General Education Electives			9
Total			23
Program Total			62-65

***If student has not completed one year of keyboarding in high school, he or she should enroll in OTEC 102 College Keyboarding.**

****Placement test and/or course required**

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Office Technology
Medical Administrative Assistant
Associate in Applied Science
Four Semester Plan

Semester 1 *

Course #	Course Title
MATH 106	Applied Math <i>or</i>
MATH 100	Intermediate Algebra <i>or</i>
MATH 115	College Algebra (3)
COMP 110	Computer Concepts and Applications (3)
OTEC 106	Formatting (3)
OTEC 109	Office Machines (1)
OTEC 111	Records Management (2)
BIOL 130	Anatomy & Physiology (5)
Semester Hours (17) Cumulative Hours (17)	

Semester 2

Course #	Course Title
ENGL 101	English Comp I (3)
OTEC 119	Business Math (3)
OTEC 124	Medical Terminology (3)
OTEC 155	Word Processing Concepts and Applications (3)
	General Education Elective (3)
Semester Hours (15) Cumulative Hours (32)	

Semester 3

Course #	Course Title
ENGL 102	English Comp II <i>or</i>
COMM 101	Speech (3)
OTEC 113	Business Accounting (3)
OTEC 121	Office Procedures (3)
OTEC 122	Coordinated Office Training I (1-3)
OTEC 127	Transcription Skills (1)
OTEC 128	Medical Transcription (2)
	General Education Electives (3)
Semester Hours (16-18) Cumulative Hours (48-50)	

Semester 4

Course #	Course Title
BUAD 110	Business Communications (3)
OTEC 123	Coordinated Office Training II <i>or</i>
OTEC 141	Career Portfolio or approved elective (2-3)
OTEC 133	Medical Coding I (3)
OTEC 137	Office Applications: Medical Administrative Assistant (3)
	General Education Elective (3)
Semester Hours (14-15) Cumulative Hours (62-65)	

- **College Success Skills should be taken the first semester.**
Membership in SkillsUSA is encouraged.

**Office Technology
Medical Administrative Assistant Certificate**

Concentration Requirements	Credit Hours
OTEC 106 Formatting *	3
OTEC 124 Medical Terminology	3
OTEC 128 Medical Transcription.....	2
OTEC 127 Transcription Skills.....	1
Concentration Emphasis in Medical Administrative Assistant	18
<i>or</i>	
Concentration Emphasis in Medical Transcription	21-23
Total	27-32

***Concentration**

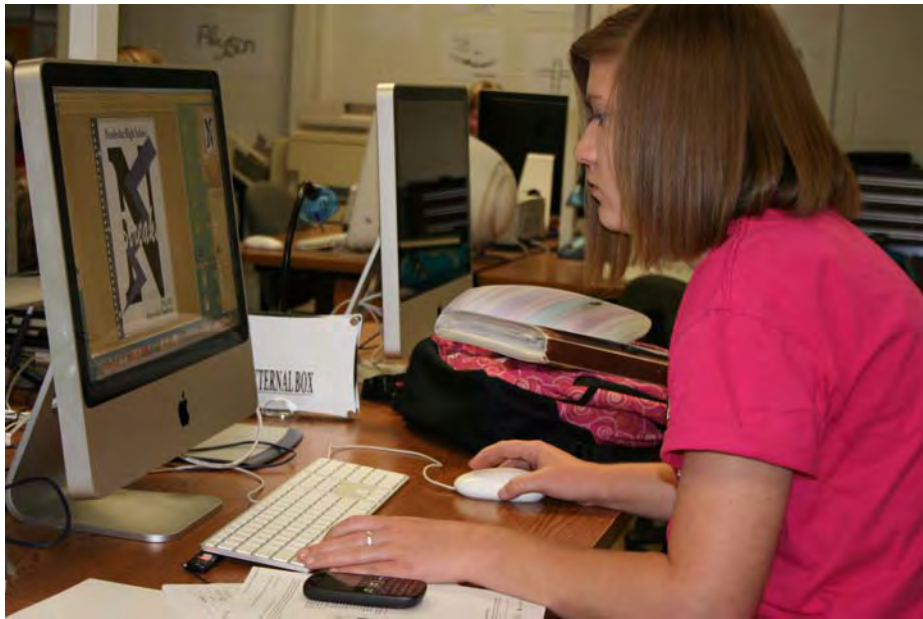
Medical Administrative Assistant Emphasis CERT A

- OTEC 109 Office Machines
- OTEC 111 Records Management (3)
- OTEC 133 Medical Coding II (3)
- OTEC 134 Medical Coding II (3) *or* OTEC 125 *Advanced Medical Terminology (3)*
- OTEC 137 Office Application - Medical Administrative Assistant (3)
- OTEC 155 Word Processing Application & Processing (3) *or*
- OTEC 122 OTEC Coordinating Office Training I (3)
- COMP 110 Computer Concepts & Applications (3)

Medical Transcription Emphasis CERT B

- OTEC 107 Medical Document Formatting (3)
- OTEC 122 Coordinated Office Training I (1-3)
- OTEC 125 Advanced Medical Terminology (3)
- OTEC 131 Advanced Medical Transcription (3)
- OTEC 142 Pharmacology & Laboratory Medicine for Medical Transcription (3)
- BIOL 130 Anatomy and Physiology (5)
- BUAD 110 Business Communication (3) *or*
- ENGL 101 English Composition I (3)

College Success Skills is required for all first-time, full-time students with fewer than 15 hours after high school graduation.



Paraprofessional and Developmental Disabilities Training
Associate in Applied Science

Concentration Requirements		Credit Hours
PARA 101	Introduction to the Exceptional Individual or	
PARA 106	Introduction to Special Education Paraprofessionals.....	3
PARA 108	Behavior Support Principles I.....	3
PARA 109	Laboratory in Behavior Support I.....	3
PARA 114	Behavior Support Principles II	3
PARA 115	Laboratory in Behavior Support II.....	3
PARA 112	Professional Communication and Interaction.....	3
PARA 148	Laboratory Experience with Individuals with Disabilities.....	3
	Concentration and Contextual Courses*	18
Total		39

General Education Requirements		Credit Hours
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II or	
COMM 101	Fundamentals of Speech.....	3
MATH 106	Applied Mathematics or	
MATH 115	College Algebra.....	3
PSYC 101	General Psychology.....	3
PSYC 201	Developmental Psychology.....	3
COMP 110	Computer Concepts and Applications.....	3
	General Education Electives.....	3
Total		21
Program Total.....		60

***Concentration and Contextual Electives (select at least 18 credit hours)**

PARA 132	Beginning Sign Language (3)
PARA 133	Intermediate Sign Language (3)
PARA 131	Advanced Sign Language (3)
PARA 120	Paraeducator I (1)
PARA 121	Paraeducator II (1)
PARA 122	Paraeducator III (1)
PARA 123	Paraeducator IV (1)
PARA 124	Paraeducator V (1)
PARA 125	Paraeducator VI (1)
PARA 126	Paraeducator VII (1)
PARA 127	Paraeducator VIII (1)
PARA 135	Workshop in Special Education (3)
PARA 138	Language Development for the Exceptional Individual (3)
PARA 137	Emergency Health and Safety (3)
EDUC 140	Introduction to Teaching (3)
EDUC 151	Children's Literature (3)
EDUC 142	Early Childhood Education (3)
EDUC 152	Children's Music (3)
EDUC 107	Administration and Organization of Child Care Programs (3)
EDUC 154	Art Education (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Paraprofessional and Developmental Disabilities Training
Associate in Applied Science
Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Composition I (3)
MATH 106	Applied Math <i>or</i>
MATH 115	College Algebra (3)
PARA 101	Introduction to the Exceptional Individual <i>or</i>
PARA 106	Introduction to Special Education Paraprofessional (3)
PARA 108	Behavior Support Principles I (3)
PARA 109	Laboratory in Behavior Support I (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
ENGL 102	English Composition II <i>or</i>
COMM 101	Fundamentals of Speech (3)
PARA 114	Behavior Support Principles II (3)
PARA 115	Laboratory in Behavior Support II (3)
	Concentration and Contextual Elective (3)
	General Education Elective (3)
Semester Hours (15) Cumulative Hours (30)	

Semester 3

Course #	Course Title
COMP 110	Computer Concepts and Applications (3)
PSYC 101	General Psychology (3)
PARA 112	Professional Communication and Interaction (3)
PARA 148	Laboratory Experience with Individual with Disabilities (3)
	Concentration and Contextual Elective (3)
Semester Hours (15) Cumulative Hours (45)	

Semester 4

Course #	Course Title
PSYC 201	Developmental Psychology (3)
	Concentration and Contextual Elective (12)
Semester Hours (15) Cumulative Hours (60)	

***College Success Skills should be taken the first semester.**

**Certificate Programs for Parsons State Hospital & Training Center Employees
Certificate**

Developmental Disability Technician I

Certificate Requirements			Credit Hours
PARA 108	Behavior Support Principles I.....		3
PARA 109	Lab in Behavior Principles I.....		3
PARA 138	Language Development for the Exceptional Individual		3
PARA 137	Emergency Health and Safety.....		3
	Total		12

College Success Skills is required for all first-time, full-time students with fewer than 15 hours after high school graduation.





Philosophy
Associate in Arts

Concentration Requirements			Credit Hours
PHIL	101	Philosophy I.....	3
PHIL	104	Introduction to Logic.....	3
PHIL	106	Ethics.....	3
		Concentration Electives*.....	6
Total			15

General Education Requirements			Credit Hours
ENGL	101	English Composition I.....	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech.....	3
MATH	115	College Algebra.....	3
PED	116	Lifetime Fitness.....	1
		Physical Science Elective with Lab.....	5
		Natural Science Elective with lab.....	5
		Humanities Electives (from at least two areas).....	12
		Social and Behavioral Science Electives.....	6
		General Education Electives.....	6
Total			47
Program Total			62

*Choose from the following list:

PHIL	102	Philosophy II
PHIL	110	Philosophy –Eastern Culture
HIST	103	World Civilization to 1500
HIST	104	World Civilization since 1500
HUMA	101	Introduction to Humanities
RELI	101	Comparative World Religions
RELI	103	Old Testament Survey
RELI	105	New Testament Survey

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Philosophy
Associate in Arts
Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Composition I (3)
MATH 115	College Algebra (3)
COMM 101	Fundamentals of Speech (3)
PHIL 101	Philosophy I (3)
	Humanities Elective (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
ENGL 102	English Composition II (3)
	Concentration Elective (3)
	Social and Behavioral Science Elective (3)
	Humanities Elective (3)
	Physical Science Elective with Lab (5)
Semester Hours (17) Cumulative Hours (32)	

Semester 3

Course #	Course Title
PHIL 104	Introduction to Logic (3)
PED 116	Lifetime Fitness (1)
	Concentration Elective (3)
	Natural Science Elective with Lab (5)
	Humanities Elective (3)
Semester Hours (15) Cumulative Hours (47)	

Semester 4

Course #	Course Title
PHIL 106	Ethics (3)
	General Education Electives (6)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
Semester Hours (15) Cumulative Hours (62)	

*** College Success Skills should be taken the first semester.**

Physical Education
Associate in Science

Concentration Requirements			Credit Hours
PED	101	Introduction to Physical Education	3
PED	103	Care and Prevention of Athletic Injuries.....	3
PED	105	Personal & Community Health	3
PED	118	First Aid.....	2
PSYC	101	General Psychology	3
PSYC	201	Developmental Psychology	3
		Concentration Electives	6
Total			23

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra	3
PED	116	Lifetime Fitness	1
BIOL	120	Biology with Lab <i>or</i>	
BIOL	130	Anatomy and Physiology with Lab.....	5
		Physical Science Elective	5
		Humanities Electives	6
		Social and Behavioral Science Electives	6
		General Education Electives	6
Total			41
Program Total			64

***Concentration Electives:**

With emphasis on Coaching/Teaching

PED 189 Rules & Officiating (3)

EDUC 140 Introduction to Teaching (3)

Choice of one 3 hour Coaching Theory course

With emphasis on Recreation/Leisure:

PED 107 Community Recreation (3)

PED 103 Recreational Activity (2)

AND Select 1 PE Activity Elective from following list:

173	Aerobic Dance	158	Beginning Tennis
120,121,210,211	V. Baseball	150	Beginning Golf
122,123,214,215	V. Basketball	184	Jogging
133,134,222,223	V. Wrestling	152	Karate I
131,132	V. Volleyball	185	Lifesaving
129,130,220,221	V. Softball	154,155	Racquetball I-II
177	Danceworks	193	Slimnastics
178	Exercise	156,157	Social Dance I-II
162	Beginning Swimming	195	Weightlifting

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Physical Education
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Composition I (3)
MATH 115	College Algebra (3)
PSYC 101	General Psychology (3)
PED 101	Introduction to PE (3)
	Humanities Elective (3)
Semester Hours (15) Cumulative Hours (15)	

Semester 2

Course #	Course Title
ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
PED 103	Care & Prevention (3)
PED 118	First Aid (2)
	Physical Science Elective with Lab (5)
Semester Hours (16) Cumulative Hours (31)	

Semester 3

Course #	Course Title
PED 105	Personal and Community Health (3)
BIOL 120	Biology with Lab <i>or</i>
BIOL 130	Anatomy & Physiology with Lab (5)
	Social and Behavioral Science Elective (3)
	Concentration Elective (3)
	General Education Elective (3)
Semester Hours (17) Cumulative Hours (48)	

Semester 4

Course #	Course Title
PSYC 201	Developmental Psychology (3)
PED 116	Lifetime Fitness (1)
	Concentration Elective (3)
	General Education Elective (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
Semester Hours (16) Cumulative Hours (64)	

* College Success Skills should be taken the first semester.

Physical Therapist Assistant
Associate in Applied Science

Concentration Requirements:

PTA	101	Introduction to Physical Therapist Assistant	5
PTA	102	Kinesiology.....	3
PTA	103	Physical Agents and Therapeutic Interventions.....	5
PTA	104	Therapeutic Exercise	3
PTA	105	Clinical Education I	2
PTA	201	Pathophysiology for the Physical Therapist Assistant.....	3
PTA	202	Musculoskeletal	5
PTA	203	Neuromuscular Rehabilitation	5
PTA	204	Clinical Education II.....	3
PTA	205	Clinical Education III	8
OTEC	124	Medical Terminology	3
Total			45

General Education Requirements:

BIOL	130	Anatomy & Physiology (with lab).....	5
ENGL	101	English Composition I.....	3
COMM	101	Fundamentals of Speech	3
MATH	106	Applied Mathematics <i>or</i>	
MATH	100	Intermediate Algebra	3
PSYC	101	General Psychology	3
PSYC	201	Developmental Psychology	3
COMP	110	Computer Concepts & Applications <i>or</i>	
COMP	120	Computer Information Systems	3
Total			23
Program Total.....			68

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Physical Therapist Assistant
Associate in Applied Science
Five Semester Plan

Semester 1 *

Course #	Course Title
ENGL 101	English Composition I (3)
COMM 101	Fundamentals of Speech (3)
MATH 100	Intermediate Algebra (3) <i>or</i>
MATH 106	Applied Math (3)
PSYC 101	General Psychology (3)
Semester Hours (12) Cumulative Hours (12)	

Semester 2

Course #	Course Title
PSYC 201	Developmental Psychology (3)
BIOL 130	Anatomy & Physiology (5)
COMP 110	Computers Concepts and Applications (3) <i>or</i>
COMP 120	Computer Information Systems (3)
OTEC 124	Medical Terminology (3)
Semester Hours (14) Cumulative Hours (26)	

Semester 3

Course #	Course Title
PTA 101	Introduction to PTA (5)
PTA 102	Kinesiology (3)
PTA 103	Physical Agents and Therapeutic Interventions (5)
PTA 105	Clinical Education I (2)
PTA 201	Pathology for the PTA (3)
Semester Hours (18) Cumulative Hours (44)	

Semester 4

Course #	Course Title
PTA 104	Therapeutic Exercise (3)
PTA 202	Musculoskeletal (5)
PTA 203	Neuromuscular Rehabilitation (5)
PTA 204	Clinical Education II (3)
Semester Hours (16) Cumulative Hours (60)	

Semester 5

Course #	Course Title
PTA 205	Clinical Education III (8)
Semester Hours (8) Cumulative Hours (68)	

*** College Success Skills should be taken the first semester.**

Physics or Engineering
Associate in Science

Concentration Requirements			Credit Hours
MATH	130	Calculus I.....	5
MATH	131	Calculus II.....	5
PHYS	203	Engineering Physics I.....	5
PHYS	208	Engineering Physics II.....	5
CHEM	124	College Chemistry I.....	5
COMP	138	Visual Basic Programming.....	3
		Concentration Electives*	10-12
Total			38-40

General Education Requirements			Credit Hours
ENGL	101	English Composition I.....	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech.....	3
PED	116	Lifetime Fitness	1
		Humanities Electives	6
		Social and Behavioral Science Electives	6
Total			22
Program Total			60-62

***Concentration Electives (select 10-12 credit hours)**

MATH	201	Calculus III (5)
MATH	202	Differential Equations (3)
CHEM	126	College Chemistry II (5)
PHYS	210	Statics (3)
INDU	131	Engineering Graphics I (3)
COMP	135	C++ Programming (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Physics or Engineering
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
MATH 130	Calculus I (5)
CHEM 124	College Chemistry I (5)
COMP 138	Visual Basic (3)
ENGL 101	English Composition I (3)
PED 116	Lifetime Fitness (1)
Semester Hours (17) Cumulative Hours (17)	

Semester 2

Course #	Course Title
MATH 131	Calculus II (5)
ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
	Concentration Elective (3-5)
	Humanities/Social Science Elective (3)
Semester Hours (17-19) Cumulative Hours (34-36)	

Semester 3

Course #	Course Title
PHYS 203	Engineering Physics I (5)
	Concentration Elective (3-5)
	Humanities/Social Science Elective (6)
Semester Hours (14-16) Cumulative Hours (48-52)	

Semester 4

Course #	Course Title
PHYS 208	Engineering Physics II (5)
	Concentration Elective (6-10)
	Humanities/Social Science Elective (3)
Semester Hours (14-18) Cumulative Hours (62-70)	

* College Success Skills should be taken the first semester.

Pre-Professional Services

**Pre-Medicine / Pre-Veterinary Medicine / Pre-Dentistry
Option I**

Associate in Science

Students should consult the catalog of the college or university to which they are planning to transfer for completion of their degree and carefully select the courses that will meet their requirements.

Concentration Requirements			Credit Hours
CHEM	124	College Chemistry I	5
CHEM	126	College Chemistry II.....	5
CHEM	204	Organic Chemistry I	5
CHEM	206	Organic Chemistry II	5
PHYS	201	College Physics I	5
BIOL	126	General Zoology <i>or</i>	
BIOL	130	Anatomy & Physiology	5
Total			30

General Education Requirements			Credit Hours
ENGL	101	English Composition I.....	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra <i>or higher</i>	3
PED	116	Lifetime Fitness	1
PHYS	205	College Physics II.....	5
BIOL	120	Biology with Lab	5
ART	103	Art Appreciation <i>or</i>	
MUSI	101	Music Appreciation	3
PSYC	101	General Psychology	3
PSYC	201	Developmental Psychology	3
Humanities Electives.....			3
Total			35
Program Total			65

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Pre-Professional Services

**Pre-Medicine / Pre-Veterinary Medicine / Pre-Dentistry
Option I**

Four Semester Plan
Associate in Science

Semester 1*

Course #	Course Title		
CHEM 124	Chemistry I (5)		
MATH 115	College Algebra (3)		
ENGL 101	English Composition I (3)		
PSYC 101	General Psychology (3)		
	Semester Hours	(14)	Cumulative Hours (14)

Semester 2

Course #	Course Title		
CHEM 126	College Chemistry II (5)		
ENG 102	English Composition II (3)		
PSYC 201	Developmental Psychology (3)		
PED 116	Lifetime Fitness (1)		
BIOL 126	General Zoology <i>or</i>		
BIOL 130	Anatomy & Physiology with Lab (5)		
	Semester Hours	(17)	Cumulative Hours (31)

Semester 3

Course #	Course Title		
CHEM 204	Organic Chemistry I (5)		
PHYS 201	College Physics I (5)		
BIOL 130	Anatomy & Physiology with Lab (5)		
ART 130	Art Appreciation <i>or</i>		
MUSI 101	Music Appreciation (3)		
	Semester Hours	(18)	Cumulative Hours (49)

Semester 4

Course #	Course Title		
CHEM 206	Organic Chemistry II (5)		
PHYS 205	College Physics II (5)		
COMM 101	Fundamentals of Speech (3)		
	Humanities Elective (3)		
	Semester Hours	(16)	Cumulative Hours (65)

* College Success Skills should be taken the first semester.

Pre-Professional Services

**Pre-Medicine / Pre-Veterinary Medicine / Pre-Dentistry
Option II**

Associate in Science

Students should consult the catalog of the college or university to which they are planning to transfer for completion of their degree and carefully select the courses that will meet their requirements.

Concentration Requirements			Credit Hours
CHEM	124	College Chemistry I	5
CHEM	126	College Chemistry II.....	5
PHYS	201	College Physics I	5
BIOL	124	General Botany	5
BIOL	126	General Zoology	5
BIOL	130	Anatomy & Physiology with Lab	5
Total			30

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech	3
MATH	115	College Algebra <i>or higher</i>	3
PED	116	Lifetime Fitness	1
PHYS	205	College Physics II.....	5
BIOL	120	Biology with Lab	5
ART	103	Art Appreciation <i>or</i>	
MUSI	101	Music Appreciation	3
PSYC	101	General Psychology	3
PSYC	201	Developmental Psychology	3
		Humanities Electives	3
Total			35
Program Total			65

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Pre-Professional Services

Pre-Medicine / Pre-Veterinary Medicine / Pre-Dentistry
Option II
 Associate in Science
 Four Semester Plan

Semester 1*

Course #	Course Title
CHEM 124	College Chemistry I (5)
BIOL 120	Biology with Lab (5)
MATH 115	College Algebra (3)
ENGL 101	English Composition I (3)
PSYC 101	General Psychology (3)
Semester Hours (19) Cumulative Hours (19)	

Semester 2

Course #	Course Title
CHEM 126	College Chemistry II (5)
BIOL 126	General Zoology (5)
ENGL 102	English Composition II (3)
PSYC 201	Developmental Psychology (3)
Semester Hours (16) Cumulative Hours (35)	

Semester 3

Course #	Course Title
PHYS 201	College Physics I (5)
BIOL 130	Anatomy and Physiology with Lab (5)
ART 130	Art Appreciation <i>or</i>
MUSI 101	Music Appreciation (3)
PED 116	Lifetime Fitness (1)
Semester Hours (14) Cumulative Hours (49)	

Semester 4

Course #	Course Title
BIOL 124	General Botany (5)
PHYS 205	College Physics II (5)
COMM 101	Fundamentals of Speech (3)
	Humanities Elective (3)
Semester Hours (16) Cumulative Hours (65)	

* College Success Skills should be taken the first semester.

Preprofessional Services
Pre-Medical Technology
Associate in Science

Concentration Requirements			Credit Hours
BIOL	124	General Botany	5
CHEM	124	College Chemistry I.....	5
CHEM	126	College Chemistry II.....	5
CHEM	204	Organic Chemistry I	5
CHEM	206	Organic Chemistry II	5
BIOL	126	General Zoology	5
BIOL	201	Microbiology with lab	5
Total			35

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech	3
PED	116	Lifetime Fitness	1
PSYC	101	General Psychology	3
ENGL	106	General Literature	3
BIOL	130	Anatomy & Physiology	5
MATH	115	College Algebra	3
		Computer Elective	3
		Humanities Electives	3
		Social and Behavioral Science Electives	6
		General Education Electives	6
Total			36
Program Total			71

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 100.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Exit Assessment is required for graduation.

Preprofessional Services
Pre-Medical Technology
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
CHEM 124	College Chemistry I (5)
ENGL 101	English Comp I (3)
MATH 115	College Algebra (3)
BIOL 126	General Zoology (5)
Semester Hours (16) Cumulative Hours (16)	

Semester 2

Course #	Course Title
CHEM 126	College Chemistry II (5)
ENGL 102	English Comp II (3)
COMM 101	Speech (3)
BIOL 124	General Botany (5)
	Electives (3)
Semester Hours (19) Cumulative Hours (35)	

Semester 3

Course #	Course Title
PED 116	Lifetime Fitness (1)
BIOL 130	Anatomy & Physiology (5)
CHEM 204	Organic Chemistry I (5)
	Elective (6)
Semester Hours (17) Cumulative Hours (52)	

Semester 4

Course #	Course Title
CHEM 206	Organic Chemistry II (5)
BIOL 201	Microbiology (5)
PSYC 101	General Psychology (3)
ENGL 106	General Literature (3)
	Humanities Elective (3)
Semester Hours (19) Cumulative Hours (71)	

*** College Success Skills should be taken the first semester.**

Preprofessional Services
Pre-Optometry
Associate in Science

Concentration Requirements		Credit Hours
BIOL 124	General Botany	5
CHEM 124	College Chemistry I.....	5
CHEM 126	College Chemistry II.....	5
CHEM 204	Organic Chemistry I	5
PHYS 201	College Physics I	5
Total		25

General Education Requirements		Credit Hours
ENGL 101	English Composition I	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech	3
PED 116	Lifetime Fitness	1
BIOL 201	Microbiology	5
MATH 130	Calculus I.....	5
PHYS 205	College Physics II.....	5
PSYC 101	General Psychology	3
	General Education Elective	3
	Humanities Electives	6
	Social and Behavioral Science Electives	3
Total		40
Program Total		65

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Preprofessional Services
Pre-Optometry
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
CHEM 124	Chemistry I (5)
COMM 101	Speech (3)
ENGL 101	English Comp I (3)
PSYC 101	General Psychology (3)
	General Education Elective (3)
Semester Hours (17) Cumulative Hours (17)	

Semester 2

Course #	Course Title
CHEM 126	College Chemistry II (5)
PHYS 201	College Physics I (5)
MATH 130	Calculus I (5)
PED 116	Lifetime Fitness (1)
Semester Hours (16) Cumulative Hours (33)	

Semester 3

Course #	Course Title
CHEM 204	Organic Chemistry I (5)
ENGL 102	English Comp II (3)
	Humanities Electives (6)
Semester Hours (14) Cumulative Hours (47)	

Semester 4

Course #	Course Title
PHYS 205	College Physics II (5)
BIOL 124	General Botany (5)
BIOL 201	Microbiology (5)
	Social and Behavioral Elective (3)
Semester Hours (18) Cumulative Hours (65)	

* College Success Skills should be taken the first semester.

Preprofessional Services
Pre-Pharmacy
 Associate in Science

Concentration Requirements			Credit Hours
CHEM	124	College Chemistry I	5
CHEM	126	College Chemistry II.....	5
CHEM	204	Organic Chemistry I	5
BIOL	120	Biology	5
BIOL	201	Microbiology	5
Total			25

General Education Requirements			Credit Hours
ENGL	101	English Composition I	3
ENGL	102	English Composition II.....	3
COMM	101	Fundamentals of Speech	3
MATH	130	Calculus I.....	5
PED	116	Lifetime Fitness	1
CHEM	206	Organic Chemistry II	5
BIOL	130	Anatomy & Physiology	5
PSYC	101	General Psychology	3
		Humanities Electives	6
		Social and Behavioral Science Elective.....	3
		General Education Elective	3
Total			40
Program Total			65

For entrance into the KU Pharmacy program, students who did not receive at least a B in high school Physics will need to take PHYS 201 College Physics I.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Preprofessional Services
Pre-Pharmacy
Associate in Science
Four Semester Plan

Semester 1 *

Course #	Course Title
CHEM 124	College Chemistry I (5)
ENGL 101	English Comp I (3)
MATH 130	Calculus I (5)
BIOL 120	Biology (5)
Semester Hours (18) Cumulative Hours (18)	

Semester 2

Course #	Course Title
ENGL 102	English Comp II (3)
CHEM 126	College Chemistry II (5)
BIOL 130	Anatomy & Physiology (5)
COMM 101	Fundamentals of Speech (3)
Semester Hours (16) Cumulative Hours (34)	

Semester 3

Course #	Course Title
CHEM 204	Organic Chemistry I (5)
PED 116	Lifetime Fitness (1)
BIOL 201	Microbiology (5)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
Semester Hours (17) Cumulative Hours (51)	

Semester 4

Course #	Course Title
CHEM 206	Organic Chemistry II (5)
PSYC 101	General Psychology (3)
	Humanities Elective (3)
	General Education Elective (3)
Semester Hours (14) Cumulative Hours (65)	

* College Success Skills should be taken the first semester.

Radiography
Associate in Applied Science

Admission Criteria

Students interested in the Radiography Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the Radiography Program. Acceptance into the Radiography Program is based on the criteria established by the department.

To obtain more information about the criteria and to get a copy of the application procedure please contact the health science assistant by calling (620) 421-6700 extension 1157.

Concentration Requirements		Credit Hours
RADI 101	Introduction to Radiography, Ethics, and Law	2
RADI 103	Radiographic Procedures I.....	1
RADI 104	Radiographic Procedures II	3
RADI 105	Radiographic Procedures III	3
RADI 107	Radiographic Image Processing.....	1
RADI 109	Patient Care in Radiography	2
RADI 111	Medical Terminology for Radiography	1
RADI 113	Simulations in Radiography I	2
RADI 115	Pharmacology & Drug Administration.....	2
RADI 117	Film/Screen Image Acquisition	2
RADI 119	Clinical Training I.....	3
RADI 120	Clinical Training II	3
RADI 125	Radiographic Equipment Operation	2
RADI 127	Introduction to CT and Cross Sectional Anatomy	3
RADI 201	Imaging Modalities	3
RADI 203	Clinical Training III.....	3
RADI 204	Clinical Training IV.....	3
RADI 205	Clinical Training V	3
RADI 207	Digital Image Acquisition & Quality Assurance	3
RADI 209	Principles of Radiation Physics	2
RADI 211	CT Procedures	2
RADI 213	Radiographic Pathophysiology	2
RADI 214	Simulations in Radiography II.....	2
RADI 217	Radiation Protection	3
RADI 219	Image Analysis	2
RADI 221	Radiography Comprehensive Review.....	2
RADI 223	Situation Judgment	2
Total		62

General Education Requirements

Credit Hours

All General Education courses that satisfy the Associate in Applied Science Degree in Radiography should be completed prior to review and selection.

ENGL 101	English Composition I	3
ENGL 102	English Composition II <i>or</i>	
COMM 101	Fundamentals of Speech	3
MATH 105	Applied Math <i>or</i>	
MATH 100	Intermediate Algebra <i>or higher</i>	3
LEAR 101	College Success Skills	1
BIOL 130	Anatomy & Physiology	5
PSYC 101	General Psychology <i>or</i>	
PSYC 201	Developmental Psychology	3
	Computer Elective	3
	Total	21
	Program Total.....	83

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.



Radiography
Associate in Applied Science
Six Semester Plan

Semester –Prerequisite Courses

Course #	Course Title
LEAR* 101	College Success Skills (1)
ENGL 101	English Comp I (3)
ENGL 102	English Comp II (3) <i>or</i>
COMM 101	Speech (3)
BIOL 130	Anatomy & Physiology (5)
MATH 100	Intermediate Algebra <i>or</i>
MATH 105	Allied Math (3)
PSYC 101	General Psychology <i>or</i>
PSYC 201	Developmental Psychology (3)
	**Computer Elective (3)

Semester Hours (21) Cumulative Hours (21)

Semester 1-Summer

Course #	Course Title
RADI 101	Introduction to Radiography, Ethics & Law (2)
RADI 103	Radiographic Procedures I (1)
RADI 107	Radiographic Image Processing (1)
RADI 109	Patient Care (2)

Semester Hours (6) Cumulative Hours (27)

Semester 2-Fall

Course #	Course Title
RADI 104	Radiographic Procedures II (3)
RADI 111	Medical Terminology for Radiography (1)
RADI 113	Simulations in Radiography I (2)
RADI 115	Pharmacology and Drug Administration (2)
RADI 117	Film/Screen Image Acquisition (2)
RADI 119	Clinical Training I (3)

Semester Hours (13) Cumulative Hours (40)

Semester 3-Spring

Course #	Course Title
RADI 105	Radiographic Procedures III (3)
RADI 120	Clinical Training II (3)
RADI 125	Radiographic Equipment Operation (2)
RADI 127	Introduction to CT and Cross Sectional Anatomy (3)
RADI 214	Simulations in Radiograph II (2)

Semester Hours (13) Cumulative Hours (53)

(Continued on next page)

Semester 4-Summer

Course # Course Title

RADI 201 Imaging Modalities (3)

RADI 203 Clinical Training III (3)

Semester Hours (6) Cumulative Hours (59)

Semester 5-Fall

Course # Course Title

RADI 204 Clinical Training IV (3)

RADI 207 Digital Image Acquisition & QA (3)

RADI 209 Principles of Radiation Physics (2)

RADI 211 CT Procedures (2)

RADI 213 Radiographic Pathophysiology (2)

Semester Hours (12) Cumulative Hours (71)

Semester 6 - Spring

Course # Course Title

RADI 205 Clinical Training V (3)

RADI 217 Radiation Protection (3)

RADI 219 Image Analysis (2)

RADI 221 Radiography Comprehensive Review (2)

RADI 223 Situation Judgment Analysis (2)

Semester Hours (12) Cumulative Hours (94)

*** College Success Skills should be taken the first semester.**

**** Computer Science Electives**

COMP 110 Computer Concepts and Applications (3)

COMP 120 Computer Information Systems (3)

COMP 198 PC Troubleshooting (3)

COMP 130 Introduction to Programming (3)

COMP 180 Introduction to Networking (3)

**Radiography
Computed Tomography Certificate**

Concentration Requirements

RADI 225 Computed Tomography Pathology 3

RADI 226 Computed Tomography Physics and Instrumentation 3

RADI 227 Advanced Computed Tomography Procedures 3

RADI 228 Advance Computed Tomography

Cross Sectional Anatomy 3

Total 12

Must be a Radiologic Technologist or Registry Eligible Technologist to enroll in these courses.

Recording Arts Technology
Associate in Applied Science

Admission Criteria

Students interested in the Recording Arts Technology Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the Recording Arts Technology Program. Acceptance into the Recording Arts Technology Program is based on the criteria established by the department. To obtain more information about the criteria and to get a copy of the application procedure please contact the Recording Arts Technology Department by calling (620) 421-6700 extension 1020.

Concentration Requirements		Credit Hours
RTEC 101	Audio Recording I	3
RTEC 102	Audio Recording II	3
RTEC 103	Audio Recording III.....	3
RTEC 104	Audio Recording IV	3
RTEC 121	MIDI Production	3
RTEC 126	Sound Reinforcement	2
RTEC 140	Recording Studio Application	1
RTEC 144	Digital Video	3
RTEC 148	Digital Video Production II	3
RTEC 115	Recording Arts Piano.....	1
RTEC 132	Recording Arts Business.....	3
RTEC 135	Lighting Technology	1
RTEC 149	Live Video Production.....	3
RTEC 160	Recording Arts Internship.....	1
RTEC 162	Recording Arts Thesis	3
INDU 125	Fundamentals of Electronics.....	3
Total		39

General Education Requirements		Credit Hours
ENGL 101	English Composition I	3
COMM 101	Fundamentals of Speech <i>or</i>	
BUAD 110	Business Communications.....	3
MATH 106	Applied Mathematics <i>or</i>	
MATH 100	Intermediate Algebra <i>or</i>	
MATH 115	College Algebra	3
MUSI 104	History of Jazz and Rock.....	3
	General Education Electives.....	9
Total		21
Program Total		60

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

