

# Labette Community College



## 2019-2020 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>

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Photography By:  
LCC Public Relations Department

# Calendar 2019-2020

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|--|-----------|-----------|-----------|-----------|-----------|----|---|---|----------|----------|----------|----------|----------|---|---|----------|-----------|-----------|-----------|----|----|----|-----------|----|-----------|----|-----------|----|----|-----------|-----------|----|----|-----------|----|----|-----------|-----------|-----------|-----------|-----------|----|---|--|--|---|---|---|---|----|---|---|---|----------|---|---|---|---|---|---|---|----------|----------|----------|----------|----|----|-----------|-----------|-----------|-----------|-----------|----|----|-----------|-----------|-----------|-----------|-----------|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |           |           |           | 1         | 2         | 3  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 4  | 5         | 6         | 7         | 8         | 9         | 10 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 11   | 12        | 13        | 14        | 15        | 16        | 17 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 18   | <b>19</b> | 20        | 21        | 22        | <b>23</b> | 24 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 25   | 26        | 27        | 28        | 29        | <b>30</b> | 31 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |           |           |           |           |           | 1  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 2  | 3         | 4         | 5         | 6         | 7         | 8  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 9  | 10        | 11        | 12        | 13        | <b>14</b> | 15 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 16   | 17        | 18        | 19        | 20        | 21        | 22 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 23   | 24        | 25        | 26        | 27        | 28        | 29 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| <p><b>SEPTEMBER '19</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>2</b></td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>  | S         | M         | T         | W         | Th        | F  | S | 1 | <b>2</b> | 3        | 4        | 5        | 6        | 7 | 8 | 9        | 10        | 11        | 12        | 13 | 14 | 15 | 16        | 17 | 18        | 19 | 20        | 21 | 22 | 23        | 24        | 25 | 26 | 27        | 28 | 29 | 30        |           |           |           |           |    | <p><b>2</b> College Closed/Labor Day</p>  | <p><b>2</b> Priority deadline for 2020-2021 Scholarship Applications<br/> <b>23-27</b> College Closed/Spring Break</p>   | <p><b>MARCH '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>2</b></td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td><b>23</b></td> <td><b>24</b></td> <td><b>25</b></td> <td><b>26</b></td> <td><b>27</b></td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>   | S | M | T | W | Th | F | S | 1 | <b>2</b> | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10       | 11       | 12       | 13       | 14 | 15 | 16        | 17        | 18        | 19        | 20        | 21 | 22 | <b>23</b> | <b>24</b> | <b>25</b> | <b>26</b> | <b>27</b> | 28 | 29 | 30 | 31 |    |    |    |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 1  | <b>2</b>  | 3         | 4         | 5         | 6         | 7  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 8  | 9         | 10        | 11        | 12        | 13        | 14 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 15   | 16        | 17        | 18        | 19        | 20        | 21 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 22   | 23        | 24        | 25        | 26        | 27        | 28 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 29   | 30        |           |           |           |           |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 1  | <b>2</b>  | 3         | 4         | 5         | 6         | 7  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 8  | 9         | 10        | 11        | 12        | 13        | 14 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 15   | 16        | 17        | 18        | 19        | 20        | 21 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 22   | <b>23</b> | <b>24</b> | <b>25</b> | <b>26</b> | <b>27</b> | 28 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 29   | 30        | 31        |           |           |           |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| <p><b>OCTOBER '19</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td><b>31</b></td> <td></td> </tr> </tbody> </table>  | S         | M         | T         | W         | Th        | F  | S |   |          |          | 1        | 2        | 3        | 4 | 5 | 6        | 7         | 8         | 9         | 10 | 11 | 12 | 13        | 14 | 15        | 16 | 17        | 18 | 19 | 20        | 21        | 22 | 23 | 24        | 25 | 26 | 27        | 28        | 29        | 30        | <b>31</b> |    | <p><b>11</b> College Closed/Fall Break<br/> <b>31</b> Degree Check Requests due to Registrar</p>  | <p><b>1</b> Summer/Fall 2020 Enrollment Begins</p>   | <p><b>APRIL '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>   | S | M | T | W | Th | F | S |   |          |   | 1 | 2 | 3 | 4 | 5 | 6 | 7        | 8        | 9        | 10       | 11 | 12 | 13        | 14        | 15        | 16        | 17        | 18 | 19 | 20        | 21        | 22        | 23        | 24        | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |           |           | 1         | 2         | 3         | 4  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 5  | 6         | 7         | 8         | 9         | 10        | 11 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 12   | 13        | 14        | 15        | 16        | 17        | 18 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 19   | 20        | 21        | 22        | 23        | 24        | 25 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 26   | 27        | 28        | 29        | 30        | <b>31</b> |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |           |           | 1         | 2         | 3         | 4  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 5  | 6         | 7         | 8         | 9         | 10        | 11 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 12   | 13        | 14        | 15        | 16        | 17        | 18 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 19   | 20        | 21        | 22        | 23        | 24        | 25 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 26   | 27        | 28        | 29        | 30        |           |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| <p><b>NOVEMBER '19</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td><b>11</b></td> <td>12</td> <td>13</td> <td>14</td> <td><b>15</b></td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td><b>25</b></td> <td><b>26</b></td> <td><b>27</b></td> <td><b>28</b></td> <td><b>29</b></td> <td>30</td> </tr> </tbody> </table>                 | S         | M         | T         | W         | Th        | F  | S |   |          |          |          | 1        | 2        |   | 3 | 4        | 5         | 6         | 7         | 8  | 9  | 10 | <b>11</b> | 12 | 13        | 14 | <b>15</b> | 16 | 17 | 18        | 19        | 20 | 21 | 22        | 23 | 24 | <b>25</b> | <b>26</b> | <b>27</b> | <b>28</b> | <b>29</b> | 30 | <p><b>1</b> Spring 2020 Enrollment begins.<br/> <b>11</b> College Closed/Veterans' Day<br/> <b>15</b> Last day to withdraw from all courses<br/> <b>25-29</b> College Closed/Thanksgiving Break</p>   | <p><b>1</b> Last day to withdraw from all courses<br/> <b>5</b> Tuesday Evening Finals<br/> <b>6</b> Wednesday Evening Finals<br/> <b>7</b> Thursday Evening Finals, No Day Classes/College Open<br/> <b>8</b> No Day Classes/College Open<br/> <b>11</b> Monday Evening Finals<br/> <b>11-14</b> Finals-Day/Online Classes<br/> <b>15</b> Commencement</p>  | <p><b>MAY '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td><b>5</b></td> <td><b>6</b></td> <td><b>7</b></td> <td><b>8</b></td> <td>9</td> </tr> <tr> <td>10</td> <td><b>11</b></td> <td><b>12</b></td> <td><b>13</b></td> <td><b>14</b></td> <td><b>15</b></td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | S | M | T | W | Th | F | S |   |          |   |   |   | 1 | 2 | 3 | 4 | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | 9  | 10 | <b>11</b> | <b>12</b> | <b>13</b> | <b>14</b> | <b>15</b> | 16 | 17 | 18        | 19        | 20        | 21        | 22        | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |           |           |           | 1         | 2         |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 3  | 4         | 5         | 6         | 7         | 8         | 9  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 10   | <b>11</b> | 12        | 13        | 14        | <b>15</b> | 16 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 17   | 18        | 19        | 20        | 21        | 22        | 23 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 24   | <b>25</b> | <b>26</b> | <b>27</b> | <b>28</b> | <b>29</b> | 30 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |           |           |           |           | 1         | 2  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 3  | 4         | <b>5</b>  | <b>6</b>  | <b>7</b>  | <b>8</b>  | 9  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 10   | <b>11</b> | <b>12</b> | <b>13</b> | <b>14</b> | <b>15</b> | 16 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 17   | 18        | 19        | 20        | 21        | 22        | 23 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 24   | 25        | 26        | 27        | 28        | 29        | 30 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 31   |           |           |           |           |           |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| <p><b>DECEMBER '19</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td><b>3</b></td> <td><b>4</b></td> <td><b>5</b></td> <td><b>6</b></td> <td>7</td> </tr> <tr> <td>8</td> <td><b>9</b></td> <td><b>10</b></td> <td><b>11</b></td> <td><b>12</b></td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td><b>18</b></td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | S         | M         | T         | W         | Th        | F  | S | 1 | 2        | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | 7 | 8 | <b>9</b> | <b>10</b> | <b>11</b> | <b>12</b> | 13 | 14 | 15 | 16        | 17 | <b>18</b> | 19 | 20        | 21 | 22 | 23        | 24        | 25 | 26 | 27        | 28 | 29 | 30        | 31        |           |           |           |    | <p><b>3</b> Tuesday Evening Finals<br/> <b>4</b> Wednesday Evening Finals<br/> <b>5</b> Thursday Evening Finals, No Day Classes/College Open<br/> <b>6</b> No Day Classes/College Open<br/> <b>9-12</b> Finals-Day/Online Classes<br/> <b>9</b> Monday Evening Finals<br/> <b>18</b> Offices Close by 4:30 for Holiday Break</p>  | <p><b>1</b> Classes begin for first four-week, six-week and eight-week sessions<br/> <b>4</b> Last day for full refund/last day to drop courses/last day to add with instructor permission<br/> <b>16</b> Last day to withdraw first four-week session<br/> <b>24</b> First 4-week session ends</p>  | <p><b>JUNE '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>  | S | M | T | W | Th | F | S |   | 1        | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9        | 10       | 11       | 12       | 13 | 14 | 15        | 16        | 17        | 18        | 19        | 20 | 21 | 22        | 23        | 24        | 25        | 26        | 27 | 28 | 29 | 30 |    |    |    |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 1  | 2         | <b>3</b>  | <b>4</b>  | <b>5</b>  | <b>6</b>  | 7  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 8  | <b>9</b>  | <b>10</b> | <b>11</b> | <b>12</b> | 13        | 14 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 15   | 16        | 17        | <b>18</b> | 19        | 20        | 21 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 22   | 23        | 24        | 25        | 26        | 27        | 28 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 29   | 30        | 31        |           |           |           |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  | 1         | 2         | 3         | 4         | 5         | 6  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 7  | 8         | 9         | 10        | 11        | 12        | 13 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 14   | 15        | 16        | 17        | 18        | 19        | 20 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 21   | 22        | 23        | 24        | 25        | 26        | 27 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 28   | 29        | 30        |           |           |           |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| <p><b>JANUARY '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td><b>21</b></td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td><b>27</b></td> <td>28</td> <td>29</td> <td>30</td> <td><b>31</b></td> <td></td> </tr> </tbody> </table>  | S         | M         | T         | W         | Th        | F  | S |   |          |          | 1        | 2        | 3        | 4 | 5 | 6        | 7         | 8         | 9         | 10 | 11 | 12 | 13        | 14 | 15        | 16 | 17        | 18 | 19 | 20        | <b>21</b> | 22 | 23 | 24        | 25 | 26 | <b>27</b> | 28        | 29        | 30        | <b>31</b> |    | <p><b>21</b> Classes begin<br/> <b>27</b> Last day to enroll/add courses without instructor permission<br/> <b>31</b> Last to enroll/add courses with instructor permission, last day for full refund, last day to pay for classes or make payment arrangements and last day to turn in scholarship form, and last day to turn in Degree Check Request to Registrar</p> | <p><b>4</b> Independence Day<br/> <b>1-5</b> College closed<br/> <b>6</b> Classes begin for 2nd four-week session<br/> <b>9</b> Last day to withdraw 6-week session/2nd four week session-last day for full refund, last day to drop courses, last day to add with instructor permission<br/> <b>16</b> Last day to withdraw from 8-week session/6-week session ends<br/> <b>22</b> Last day to withdraw from 2nd 4-week session<br/> <b>28</b> 8-week session ends<br/> <b>29</b> 2nd 4-week session ends</p> | <p><b>JULY '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table>  | S | M | T | W | Th | F | S |   |          |   | 1 | 2 | 3 | 4 | 5 | 6 | 7        | 8        | 9        | 10       | 11 | 12 | 13        | 14        | 15        | 16        | 17        | 18 | 19 | 20        | 21        | 22        | 23        | 24        | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |           |           | 1         | 2         | 3         | 4  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 5  | 6         | 7         | 8         | 9         | 10        | 11 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 12   | 13        | 14        | 15        | 16        | 17        | 18 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 19   | 20        | <b>21</b> | 22        | 23        | 24        | 25 |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 26   | <b>27</b> | 28        | 29        | 30        | <b>31</b> |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M         | T         | W         | Th        | F         | S  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |           |           | 1         | 2         | 3         | 4  |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
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| 26   | 27        | 28        | 29        | 30        | 31        |    |   |   |          |          |          |          |          |   |   |          |           |           |           |    |    |    |           |    |           |    |           |    |    |           |           |    |    |           |    |    |           |           |           |           |           |    |   |  |  |   |   |   |   |    |   |   |   |          |   |   |   |   |   |   |   |          |          |          |          |    |    |           |           |           |           |           |    |    |           |           |           |           |           |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |

## Important Phone Numbers

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

|   |   |
|---|---|
| Main Campus . . . . .                                   | 620-421-6700 or 1-888-LABETTE(522-3883)           |
| Admissions . . . . .                                    | 1264 / Fax 620-421-2309                           |
| Adult Basic Education and GED Program . . . . .         | 1124, 1125, or 1182                               |
| Alumni Relations . . . . .                              | 1281  |
| Athletic Director. . . . .                              | 1017 / Fax 421-5303                               |
| Athletics/Coaches. . . . .                              | 1012  |
| Bookstore. . . . .                                      | 1165  |
| Business Office . . . . .                               | 1231 or 1282 / Fax 421-0180                       |
| Cherokee Center. . . . .                                | (620)232-5820 or (877)800-1070 / Fax 620-232-5870 |
| Computer Services. . . . .                              | 1146  |
| Concurrent Coordinator. . . . .                         | 1221  |
| Dean of Enrollment Management . . . . .                 | 1274  |
| Dean of Instruction . . . . .                           | 1255  |
| Director of Dental Assistant . . . . .                  | 620-232-5820                                      |
| Director of Diagnostic Medical Sonography . . . . .     | 1181  |
| Director of Library Services . . . . .                  | 1168  |
| Director of Nursing . . . . .                           | 1263 or 1217                                      |
| Director of Physical Therapist Assistant . . . . .      | 1007, 1008 / Fax 820-1010                         |
| Director of Radiography . . . . .                       | 1157 or 1159                                      |
| Director of Respiratory Therapy . . . . .               | 1157 or 1160                                      |
| Director of Workforce Ed & Community Services . . . . . | 1273 or 1278                                      |
| Disabilities Services . . . . .                         | 1230  |
| Facilities & Auxiliary Services . . . . .               | 1235 or 1284                                      |
| Financial Aid. . . . .                                  | 1246, 1219 or 1226                                |
| Food Service/Catering. . . . .                          | 1184  |
| Foundation . . . . .                                    | 1281 / Fax 421-4056                               |
| Human Resources . . . . .                               | 1234  |
| Instructional Media . . . . .                           | 1152 or 1155                                      |
| Library . . . . .                                       | 1167, 1168 or 1154 / Fax 421-1469                 |
| Student Support Services. . . . .                       | 1147 or 1153/ Fax 421-8284                        |
| Talent Search. . . . .                                  | 1037 or 1028 / Fax 421-4056                       |
| President's Office . . . . .                            | 1223 / Fax 421-0921                               |
| Print Shop . . . . .                                    | 1233 or 1299 / Fax 421-2786                       |
| Public Relations . . . . .                              | 1280 / Fax 421-4056                               |
| Student Life Coordinator . . . . .                      | 1178  |
| Student Senate. . . . .                                 | 1178  |
| Student Success Center . . . . .                        | 1147 / Fax 421-8284                               |
| Tutoring Services, Student Success Center . . . . .     | 1142  |
| Vice President of Academic Affairs . . . . .            | 1239 / Fax 421-4481                               |
| Vice President of Finance & Operations. . . . .         | 1231 / Fax 421-0180                               |
| Vice President of Student Affairs . . . . .             | 1268 / Fax 421-2309                               |
| Veteran's Affairs . . . . .                             | 1227  |

## Message From The President

Welcome to Labette Community College!

Thank you for considering Labette Community College as your post-secondary college of choice. You are one of thousands of students who have walked the hallowed halls and dreamed of a bright future. Potential students continue to choose LCC because they value the affordability and quality of the education they receive. Our faculty members set a high academic bar in which our students engage and work to be successful. Their rewards are gratifying as many students successfully transfer course credits on to universities.

Other students intend to join the workforce upon graduation and, likewise, achieve success. Last year, LCC graduates from four of our Health Science programs passed their Board exams at a rate of 100%. The payoff for these graduates are invitations for financially rewarding careers. To illustrate, all of the Nursing graduates from the previous cohort are now working with an average salary of \$52,365, pretty good for a two year degree. And, I might add, this was the highest average salary for any community college Nursing graduate last year in the area!

In addition to numerous Career and Technical Education degrees and certificates, LCC now offers a welding program with full enrollment and full of potential as welding certificates have already been awarded and good paying welding jobs have been obtained.

Our mission is to provide quality learning opportunities in a supportive environment. LCC has been satisfying this mission for nearly a century. Our longevity is founded upon affordable opportunities for students not only in Labette and Cherokee Counties, but in the four state area. They know quality when they see it.



Mark Watkins, Ed.D.  
President

## General Information

### Vision Statement

Labette Community College 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

The vision and mission of Labette Community College reflect a set of core values shared by students, faculty, staff, administration, and Board of Trustees. These core values serve as the guiding principles of the college community as we plan for the future.

**Student Learning:** Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

**Education for a Globally Connected World:** Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

**Continuous Improvement:** Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

**Integrity and Transparency:** Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

**Sustainability of the Institution:** Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

## 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). Labette Community College is governed by The Kansas Board of Regents. 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:

American Association of Community Colleges  
One DuPont Circle, NW, Suite 410  
Washington, DC 20036 (202)728-0200 <http://www.aacc.nche.edu>

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

Higher Learning Commission  
230 S LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413 (800) 621-7440 or (312) 263-0456  
<http://www.hlcommission.org>

The Bi-level Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Ste. 850, Atlanta, GA 30326, 404-975-5000, <http://www.acenursing.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 Dental Assistant Program is accredited by the Commission on Dental Accreditation (CODA), 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653, <http://www.ada.org/100.aspx>.

The Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 6021 University Blvd, Suite 500, Ellicott City, MD 21043, (443) 973-3251, <http://www.caahep.org>

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) 1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite. 2850, Chicago, IL 60606-2901, (312) 704-5300, <http://www.jrcert.org>.

The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), P.O. Box 54876, Hurst, TX 76054-4876, (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 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 listing of all Foundation scholarships is available on the college website. For more information on the Labette Community College Foundation please call (620) 820-1281.



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## 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.

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### Academic Advisement

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An academic Advisor serves to support the student's educational progress at Labette Community College. Academic advising is a collaborative relationship between the student (Advisee) and a designated advisor(s). The Advisor's responsibilities include being a useful, helpful guide, a source of knowledge and information, and/or to refer the advisee to information and resources. Note: The LCC Catalog remains the official, final source of information regarding courses of study and degree requirements.

The Advisee is to be aware of academic policies, procedures and degree requirements – all available in the LCC Catalog - and to be responsible for the choices the Advisee makes with regard to the Advisee's education. Advisee: take ownership of your own academic and career decisions. Ultimately, you are responsible for meeting your graduation requirements.

All students will be assigned an advisor by the Office of Admissions as determined by the student's declared major. Students are encouraged to meet with their assigned advisor each semester to select courses that will assist them in meeting their educational objectives.

Students enrolling in 'personal interest courses' only will not be required to meet with an advisor. The Office of Workforce Education, Career Training and Personal Enrichment will accept enrollment forms.

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### Academic Forgiveness

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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. No coursework from another institution will be forgiven.
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.

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### Academic Misconduct (Procedure 3.07)

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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 (including when taking tests in the Student Success Center);
  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 coursework, an examination or quiz
  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 examination or information about an examination;
  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 including the intentional falsification or invention of any information.
- E. Collusion including any secret agreement among students who participate in any academically dishonest activity.
- F. Violating requirement and/or agreements associated with "academic work" including 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. Students in health care programs, in addition to receiving a zero for the class grade, will be removed from the program, but still allowed to enroll in another college program of their choice.

Should the act of academic misconduct occur while the student is taking an exam in the Student Success Center or at the Cherokee Center, the staff member who witnessed the act will complete a Behavior Misconduct Notification Form and give a copy to the student and then submit it to the instructor, with a copy being sent to the Dean of Instruction and the Vice President of Student Affairs. In addition, the student will not be allowed to complete the remainder of the exam.

The instructor will then need to complete the Academic Misconduct Form using the procedure. Please note that students who have been caught cheating in the Student Success Center or at the Cherokee Center will not be allowed to take exams in the Student Success Center or the Cherokee Center for any courses again.

#### ACADEMIC CONDUCT PROCEDURE

##### A. Written Notification

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 Academic Misconduct Notification Form can be found on the RedZone. This form is to be completed by the instructor, including signature. It should be sent to the student's email or presented in person.

- The student will then have five (5) working days to meet with the instructor to further discuss the allegation of academic misconduct, provide any evidence regarding the situation, and the proposed penalty to provide the student due process.
- Whether the written documentation is provided in person or via email, should the student fail to meet with the instructor within five (5) working days, the penalty will be imposed and the matter considered closed. The instructor should provide a copy to the Dean of Instruction and the Vice President of Student Affairs.

#### B. Instructor/Student Meeting

It is the student's responsibility to arrange a meeting within five (5) working days of the written notification of the academic misconduct. Either party may choose to have a support person present at the meeting. The support person is not allowed to speak during the meeting.

If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the instructor determines that an act of academic misconduct did, in fact, occur, the instructor shall:

- Advise the student of such fact and explain the penalty to be imposed.
- The issue will be considered resolved at this level if both parties' sign an acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing per the Student Grievance Procedure 4.081 within five (5) working days.

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### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

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### Academic Progress, Probation, and Dismissal

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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.

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### Alcoholic Beverages (Policy 2.10)

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

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1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

A. Definition of Terms:

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

B. General Regulations

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

C. Violations

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

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### **Appeal of Final Grade (Procedure 3.18)**

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

- A. For grade change requests submitted within one (1) semester of the date of having been originally recorded, the following actions will occur:
1. The student must first contact the instructor with a written statement regarding why he/she requests a grade change. The instructor will then make a written response to the student within ten working days of receipt of the request on whether he/she will make a grade change. If the instructor decides to change the grade, a Change of Grade form is submitted by the instructor to the Dean of Instruction for approval and is then sent to the Registrar, who will officially record the grade change.
  2. If the student is not satisfied with the instructor's decision, the student must contact, in writing, the instructor's immediate supervisor (Program Director, Dean of Instruction) within ten working days after the decision was rendered by the instructor. The instructor's supervisor must then make a decision, after consultation with both the instructor and the student, on the grade change. The instructor's

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

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### Attendance Guidelines

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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.

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### Audit

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

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### Classroom Disruptions: Cell Phones, Use of Cell Phones in Classroom: (Procedure 3.32)

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

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

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. The Academic Affairs' office restricts the use by students of cell phones, pagers, or similar communication devices during

scheduled classes. All such devices must be put in a silent mode and cannot be visible during class. At the discretion of the instructor, exception to this policy is possible in special circumstances such as the use of cell phones as an instructional tool. Cell phones may not be dialed or answered in a classroom (including text messages, games, and other uses).

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

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

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

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

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

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

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### **Credit for Prior Learning (Procedure 3.05)**

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

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

#### **Types of Credit for Prior Learning (CPL) considered for credit:**

- Advanced Placement (AP) Exams - A series of standardized exams developed by the College Board. College credit is awarded based on exam score. The exams usually follow standardized high school courses generally recognized as being equivalent to undergraduate college courses.
- American Council on Education (ACE) and ACE Guides - Major coordinating body for higher education institutions in the U.S., providing third party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
- Career Pathway – Organized groupings of rigorous academic and career related courses leading from education to employment, that identify each step, skill, educational requirement and aptitude needed to be

successful within any specific career.

- College Level Examination Program (CLEP) Exams - Tests of college material offered by the College Board and designed to measure college-level competence achieved outside the college classroom. Course credit is given to students earning a satisfactory score on the CLEP exam indicating successful mastery of course outcomes.
- Council for Adult and Experiential Learning (CAEL) - Expert in the field of prior learning policy and practice. Publish guidelines for quality – 10 Standards for
- Assessing Learning (Appendix A).
- Crosswalk - A diagram illustrating various learning pathways to degree programs.
- Defense Activity for Non-Traditional Educational Support (DANTES) Subject
- Standardized Tests (DSSTs) - Examinations available for civilian and military personnel that allow a student to demonstrate proficiency of college level knowledge and skills.
- Evaluation of Local Training - Individual colleges' program evaluations of non-collegiate instructional programs.
- Excelsior College Examination Program (ECE) – Proficiency examinations for college credit (UEXCEL) in select subject areas and programs (ECE) offered by Excelsior College, NY. Formerly known as Regents College Exam or ACT/PEP Exams.
- Credit by Examination - An examination for a particular course that an academic program or department may utilize to give students credit for a course. A student will work directly with the individual program or department to learn about the availability of institutional course examinations. The cost of credit by examination is outlined in the College Catalog.
- International Baccalaureate Programs (IB) - An internationally accepted qualification for entry into institutions of higher education, much like the AP program. It is a demanding two-year curriculum culminating with final examinations. Credits are awarded to students who achieve a minimum score on the exams. Graduates of the IB program must demonstrate competency in languages, social studies, the experimental sciences, and mathematics. In addition, the program includes three core requirements that are included to broaden the educational experience and challenge students to apply their knowledge and understanding. To receive a diploma, students must achieve a minimum score of 24 out of a possible 45 points, as well as satisfactorily complete the creativity, action, and service requirements.
- Learning Counts - A resource developed by the Council on Adult and Experiential Learning (CAEL) to guide students in preparing a portfolio to demonstrate their lifelong learning and receive a transcript with college credit recommendations.
- Locally Evaluated Industry and Workplace Credit - Individually evaluated non-collegiate instructional programs, such as those for apprenticeship, certification, professional licensure, and other local workplace training that demonstrate competency required for degree or certificate programs. CPL credit may be awarded based on evaluation by trained faculty in the student's program, awarded based on recommendations in the ACE Guide, and/or awarded as part of a student's portfolio.
- Apprenticeship: Apprenticeship is a combination of on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs may be sponsored by individual employers, joint employer and labor groups, and/or employer associations.
- Certification: Certification (usually by a third party industry group) is a designation that is obtained once the student is qualified to perform a particular task or job. Certification differs from licensure in that certification is an employment qualification and not a legal requirement for practicing a profession.
- Professional Licensure: "Permission to practice" granted by a governmental entity. Licensure is a legal status. Professional licensure restricts practice of the profession to individuals who have met specific qualifications in education, professional experience, and/or have successfully passed an examination.



- National College Credit Recommendation Service (NCCRS) – Coordinating services based on teams of college faculty evaluators and subject matter experts who conduct extensive reviews of education and training programs offered outside of the traditional college classroom and translate them into college credit equivalencies. Education and training by corporations, unions, religious organizations, and proprietary schools have been evaluated. Cooperating postsecondary institutions grant college credit based on credit recommendations and in accordance with their own transfer policies.
- Portfolio Review Credit (or portfolio assessment credit) - Credit awarded as a result of review of a portfolio prepared by the student to demonstrate learning acquired outside of the classroom and that is relevant to the student's educational program. A portfolio may include documentation such as certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of work product, evidence of self-directed learning, and resumes to validate equivalent learning outcomes are met. A portfolio course may be offered by the institution to assist the student in preparing a quality portfolio.
- Prior Learning Assessment (PLA) - See definition of CPL above.
- Prior Military Training Credit - College credit for military training awarded through American Council on Education (ACE) College Credit Recommendation Service or through direct evaluation of the student's military service school transcripts.
- Right Skills Now - Component of National Association of Manufacturers – Manufacturing Skills Certification System, which includes nationally portable, industry-recognized certifications combined with for-credit education programs. The education pathways are directly aligned to career pathways in manufacturing.
- T. Thomas Edison State College Examination Program (TECEP) - Tests for college credit offered by Thomas Edison State College, NJ.

### 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 10 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 \$87 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" with a grade of "P" for Pass.

**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. CLEP

Currently, we award LCC course credit for the following CLEP tests with a minimum score of 50:

| LCC Course                             | Credit Hours Awarded | CLEP Test Name              |
|--|----------------------|-----------------------------|
| English Comp I                         | 3                    | College Composition         |
| English Comp I & English Comp II       | 6                    | College Comp Modular        |
| Intermediate Algebra & College Algebra | 6                    | College Mathematics         |
| MATH 115 College Algebra               | 3                    | College Algebra             |
| BIOL 101 Biology                       | 3                    | Biology                     |
| MATH 130 Calculus I                    | 5                    | Calculus                    |
| CHEM 124 College Chemistry I           | 5                    | Chemistry                   |
| MATH 125 Trigonometry                  | 3                    | Trigonometry                |
| LANG 104 French I                      | 5                    | French Language, Level I    |
| LANG 127 Spanish I                     | 5                    | Spanish Language, Level I   |
| POLS 105 American Government           | 3                    | American Government         |
| HIST 101 American History to 1877      | 3                    | History of U.S. I           |
| HIST 102 American History from 1877    | 3                    | History of U.S. II          |
| ACCT 112 Financial Accounting          | 3                    | Financial Accounting        |
| BUAD 104 Business Law I                | 3                    | Introductory Business Law   |
| COMP 120 Computer Info Systems         | 3                    | Information Sys & Comp Appl |
| ECON 203 Macroeconomics                | 3                    | Prin. of Macroeconomics     |
| ECON 204 Microeconomics                | 3                    | Prin. of Microeconomics     |
| PSYC 101 General Psychology            | 3                    | Intro to Psychology         |
| PSYC 201 Developmental Psychology      | 3                    | Human Growth & Dev          |
| SOCI 101 Sociology                     | 3                    | Intro to Sociology          |
| PHYS 201 College Physics I             | 5                    | Physics                     |
| PHYS 203 Engineering Physics I         | 5                    | Engineering Physics         |

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### College Success Skills

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College Success Skills introduces students to Labette Community College as well as provides tips and connections to resources for student success. Any LCC student who tests into a developmental course for English/Reading or mathematics is required to take the course during their first semester. College Success Skills also meets a general education requirement so all students can use the course towards graduation from LCC.

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### Concurrent/Dual Credit Courses for High School Students

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

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

A high school student who has attained sophomore standing (successfully completed freshman year) may enroll in college courses with permission from his or her high school principal. The student must submit an enrollment form to the 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 enrolled in concurrent/dual courses are required to follow the policies of the college. They will need to enroll and pay their tuition/fees by the stated deadline each semester. If they miss the deadline, they cannot take the course for college credit. Students must have their high school principal sign their enrollment form and have appropriate

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

For more information about Concurrent/Dual Credit courses, contact Nancy Newby (Concurrent/Dual Credit Coordinator) Office 620-820-1221 or email [nancyn@labette.edu](mailto:nancyn@labette.edu).

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### Course Load

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

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

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### Course Transfer

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

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

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### Degree Options

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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

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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.

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### **Developmental/Pre-College Courses**

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

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### **Educational Fees (Policy 4.02)**

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

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

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

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

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### **Payment of Educational Fees and Refunds (Procedure 4.02)**

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- A. Students are expected to settle all accounts with the College as they become due and payable. Beginning with registration each semester, tuition and fees not covered by financial aid will be due and payable the third week of class. Accounts not paid the third week will incur a \$50 service fee. Students enrolling after the third week of classes must pay when they register.
- If a student leaves the College with unpaid accounts, his/her academic records will be withheld, and no transcript of record or academic recommendation will be issued until the account is cleared. Students will also not be allowed to enroll in future coursework. Graduating sophomores must clear all outstanding accounts before their diplomas will be issued.
- Along with nonpayment of accounts, holds will be placed on student records for non-return of rental textbooks, book loans through the Debbie Groff Book Scholarship Program or the Student Support Services Program, library books, equipment from the Student Support Services program, and athletic items determined by the appropriate coach for student athletes. Holds will also be placed for other financial obligations to the College (i.e. payment due a student organization for travel expenses).
- Holds will also be placed on records of students in loan default.
- B. Tuition and fees refunds::
1. Full semester Fall and Spring classes:
    - a. Drops during the first and second weeks of the semester are eligible to have all tuition and fees refunded.
    - b. Withdrawals from courses after the second week of the semester will not receive any refund of tuition and fees.
  2. Shorter term classes, including Summer, may not be eligible for a refund once the course starts. For refund information on these courses please check with the Business Office.

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

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### **English as a Second Language (ESL) Applicants**

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Labette Community College wants to provide an opportunity for all students to attend college and be successful. Students

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who have achieved a level of proficiency in the English language are more likely to have a successful college experience. Lafayette Community College has established the following process to enhance student success for those students whose primary language is not English.

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### ESL Students

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

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

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### Grades

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#### 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.lafayette.edu](http://www.lafayette.edu), using their Student ID number and their PIN.

#### Grading System

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

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

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

**\*Repeated Courses** - Lafayette Community College allows students to repeat courses if a "B", "C", "D" or "F" has been received. Only the last grade earned in repeated courses counts towards the GPA. All repeated courses are marked.

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

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

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

#### Pass/Fail Grade Process

Some students may wish to take certain courses for a pass/fail grade rather than a letter grade. If a student wishes to receive a pass/fail grade, he or she must make this request during the first 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 advisor about the transferability of pass/fail courses prior to initiating requests for pass/fail grades. The courses are added to a student's credit hour total, but are not included in the grade point average. Pass/fail status may affect transfer as well.

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### Graduation Procedures

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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. Students who wish to graduate in December must submit a Degree Check Request by October 31 and all degree requirements must be completed by the end of the Fall Semester. All graduating students must have their high school transcript or high school equivalent transcript on file. Transfer students must complete at least 15 credit hours at LCC to graduate. 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. When a degree program is discontinued, students have two years to complete the program. Students who have completed the program within this time period will be awarded a degree. Once a program is removed from the catalog, no degrees will be awarded for the program.

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 January 31st. Students who wish to be removed from the graduation list must do so by March 1st. After March 1st, the graduation list will contain the names of all students eligible to participate in the graduation ceremony in May despite any changes to their enrollment status.

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

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

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

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

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### Holds

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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.

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## Home Schooled and Correspondence Students

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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.)

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## Honor Roll

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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.

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## Housing

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

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## Incomplete Coursework

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

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## Insurance

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### Health & Accident

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

United Healthcare - <https://www.uhcsr.com/RequestInformation/RequestForCoverage.aspx>

Student Insurance - [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com)

Coventry One - <http://coventryone.com/>

Coventry Healthcare - <http://chckansas.coventryhealthcare.com/> E.J. Smith and Associates - <http://www.ejsmith.com/>

### Insurance Companies in Parsons

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

### International Students

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

## PERSONAL PROPERTY

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

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

- 30 days to examine policy for complete refund of the premium.

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

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

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

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## International Students

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

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

- 1. Complete the enrollment/application form.**
  - a. A non-refundable \$100 application fee is required. Submit the Application for admission preferably at least three months before the start of the semester in which you wish to enroll (unless you are transferring from another institution within the US).
- 2. Submit official copies of High School/Secondary School, and/or University academic transcripts with an English translation of the grades and grading scale.**
  - a. Translations may be accepted from the following organizations: Educational Perspective, World Educational Services, or an equivalent translation company. If you attended a high school in the United States, you'll need to request that the High School mail an Official copy of your transcript to Labette Community College.
- 3. English Proficiency Requirements:** If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:
  - a. Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
  - b. Test of English as a Foreign Language (TOEFL) score of 70 internet-based (iBT)
  - c. International English Language Testing System (IELTS) score of 6 or higher
  - d. Completion of ELS Language Centers level 112 ([http://www.els.edu/contents/US\\_University.aspx](http://www.els.edu/contents/US_University.aspx))
  - e. EIKEN scores of Pre-1 and 1
  - f. Completion of an Intensive English Program at an accredited four year university.
  - g. Completion of Bridge's Academic English Level 54.
- 4. Complete the Statement of Financial Information and Certification of Support forms and submit them with a certified bank statement proving financial ability to attend Labette Community College.**
- 5. Submit proof of International health insurance.**
  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 Advisor 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 US The I-20 form must be taken to the American Embassy or Consulate when you apply for a Visa. More info can be found at [http://www.ice.gov/SEVIS/becoming\\_nonimmigrant\\_student\\_52007.htm](http://www.ice.gov/SEVIS/becoming_nonimmigrant_student_52007.htm)

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## Placement Testing (Procedure 3.22 )

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The purpose of placement testing is to enhance student success in college. Placement test scores are used to place students in the most appropriate course for success. All students who plan to enroll for the first time in an English or Math course at Labette Community College must take the appropriate Accuplacer test or provide appropriate COMPASS, ACT, or SAT



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scores. Although COMPASS placement tests were discontinued in May 2016, COMPASS test scores will be accepted for placement until fall 2021.

**English Composition I Course Placement:** Students must have a minimum Accuplacer Next-Generation Writing score of 255, an Accuplacer Sentence Skills score of 69, COMPASS writing score of 70, ACT English score of 18, or SAT Verbal score of 360 score to enroll in English Comp I. Without a qualifying score, students have the option to complete the Pre-College Writing and Reading course with a C or better prior to enrolling in English Comp I or to enroll in Accelerated Learning AND English Comp I in the same semester. Students who have taken a college English course prior to enrolling at LCC must provide an unofficial college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process.

**Reading and Writing developmental needs must be addressed in the first semester.** Students must successfully complete the developmental course in which they were placed (Pre-College Reading & Writing or Accelerated Learning with the concurrent English Comp I) during the first semester of their program of study. Continuous enrollment in and certified attendance during the course is required until the reading/writing competency for their program is achieved.

**Reading Requirements for Health Science Programs.** Some Health Science programs (such as Nursing, E.M.T., C.N.A. and C.M.A.) have reading requirements determined by program policy. Students enrolled in any of these programs should check with their advisors to determine if such a requirement exists.

**Math Course Placement:** Students must have an Accuplacer Next-Generation Quantitative Reasoning, Algebra & Statistics (QRAS) score of 263, an Accuplacer Elementary Algebra of 81, an Accuplacer College Level Math score of 40, a COMPASS Algebra score of 57, an ACT Math score of 20, or an SAT Math score of 480 in order to enroll in College Algebra. Students who have taken a college math course prior to enrolling at LCC must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process.

Students should enroll in the developmental math course in which they were placed (Beginning Algebra with Review, Beginning Algebra, or Intermediate Algebra) during the first semester of their program of study. Continuous enrollment in and certified attendance during the course is required until the math competency for their program is achieved.

### **Additional Information**

The Accuplacer test for each subject/discipline may be taken twice in a three month period. Students who are enrolled in the recommended developmental course based on their Accuplacer score may retake the test upon completion of the course. If the Accuplacer score falls into an appeal score zone, the student is eligible to appeal and must follow the appeal process for that subject/discipline.

College students who apply for Pell Grants and who will be taking Pre-College Reading & Writing, Accelerated Learning, Beginning Algebra with Review, Beginning Algebra, Intermediate Algebra, or any other developmental course must have taken the appropriate placement test in order to qualify for the grant funds. Students enrolled full-time at other colleges who wish to also enroll at LCC at the same time will be allowed to enroll in any non-English course without being required to take the writing placement exam. Students must provide unofficial transcripts or grade reports at the time of enrollment. English and math courses will still require Accuplacer Next-Generation scores or appropriate Accuplacer, COMPASS, ACT or SAT scores. Students enrolled for one credit hour or less, or enrolled in Community Services and Workforce Education courses, are exempt from the above procedure. Students requesting accommodations for Accuplacer testing due to their documented disabilities must contact the College's designated ADA coordinator at least two business days prior to their desired testing date. Students may contact the coordinator by phone at (620) 421-6700, ext. 1230, or in person in the Business Office on the main campus in Parsons. The coordinator will work with the SSC staff to ensure proper accommodations are in place for the student prior to testing. Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, ext. 1147, or by email at [testing@labette.edu](mailto:testing@labette.edu).

**Writing Placement**

| Score   | Placement in   |
|---|--|
| Accuplacer Next-Generation Writing Score of 254 or lower<br>Accuplacer Sentence Skills Score of 68 or lower<br>ACT English score of 17 or lower<br>SAT Verbal score of 359 or lower<br>COMPASS Writing score of 69 or lower | ENGL 090 Accelerated Learning*<br>or<br>ENGL 099 Pre-College Reading & Writing |
| Accuplacer Next-Generation Writing Score of 255+<br>Accuplacer Sentence Skills Score of 69 or higher<br>ACT English score of 18 or higher<br>SAT Verbal score of 450 or higher<br>COMPASS Writing Score of 70 or higher     | ENGL 101<br>English Composition I  |
| *Students enrolling in ENGL 090 must also enroll in the designated ENGL 101 companion course  |  |

*Appeal Process*

Students who have taken the Accuplacer Next-Generation Writing test twice in a three month period and score between 250 and 254 may write an essay for consideration of placement into English Composition I.

**Procedure for writing the essay:**

- The essay will be written in the Student Success Center (Main Campus) or at the Cherokee Center when someone is available to monitor the student. Concurrent students may write the essay in the high school counselor's office if they cannot come to the main campus or Cherokee.
- The student will be given a list of topics chosen by the English faculty.
- The student will fill out a form listing their name, ID number, address, and phone number.
- The student will receive paper and written instructions for writing the essay. The essay must be written in pen.
- Once it is completed, the essay will be sent to the English Department. At least one full-time faculty member will read the essay to make the placement determination.
- The grading of the essay will be complete in 24 to 48 hours during the regular work week.
- Once the decision has been made, the essay and decision are returned to the Student Success Center.
- An advisor in the SSC will contact the student with the appropriate course in which to enroll and inform Admissions of the determination.

**Mathematics Placement**

| Score   | Placement in  |
|---|---|
| Accuplacer Next-Generation QRAS Score 210 or lower<br>Accuplacer Elementary Algebra Score 20-29<br>ACT Math Score 1-13<br>SAT Math Score 340 or lower<br>COMPASS Pre-Algebra Score 1-33 | Referral to Adult Education for targeted skills remediation |
| Accuplacer Next-Generation QRAS Score 210-232<br>Accuplacer Elementary Algebra 30-39<br>ACT Math Score 14<br>SAT Math Score 340-409<br>COMPASS Pre-Algebra Score 34-50                  | MATH 95<br>Beginning Algebra with Review                    |
| NEXT GENERATION QRAS Score 233-249<br>ACCUPLACER Elementary Algebra Score 40-59<br>ACT Math Score 15-16<br>SAT Math Score 340-409<br>COMPASS Pre-Algebra Score 51-100                   | MATH 096 Beginning Algebra                                  |

|   |  |
|---|--|
| Accuplacer Next-Generation QRAS Score 250-262<br>Accuplacer Elem Algebra 60-80<br>ACT Math Score 17-19<br>SAT Math Score 410-479<br>COMPASS Algebra 34-56   | MATH 100 Intermediate Algebra  |
| Accuplacer Next-Generation QRAS Score 263+<br>Accuplacer Elem Algebra 81 or higher<br>Accuplacer Elementary Algebra Score 40-79<br>ACT Math Score 20 or higher<br>SAT Math Score 480 or higher<br>COMPASS Algebra Score 57-100<br>COMPASS College Algebra Score 1-100 | MATH 115 College Algebra<br>or<br>MATH 111 Mathematics for Education   |
| Accuplacer College Level Math 80 or higher<br>ACT Math Score 21 or higher<br>SAT Math Score 500 or higher   | MATH 120 Elementary Statistics<br>MATH 125 Trigonometry<br>MATH 121 Matrix Algebra                             |
| Accuplacer College Level Math 86 or higher<br>ACT Math Score 26 or higher<br>SAT Math Score 590 or higher   | MATH 130 Calculus I*<br>*Also required: High school Pre-Calculus or College<br>Trigonometry with a C or better |

### *Appeal Process*

Students who have taken the Accuplacer Next-Generation Quantitative Reasoning, Algebra, & Statistics test twice in a three month period and have not achieved the minimum score required for enrollment in a math course are eligible to take the final exam for the course in which they have placed. A score of 70% or better on the final exam will qualify the student to enroll in the next math course in the sequence. For example, a student placed in Intermediate Algebra by the placement test may take the Intermediate Algebra final. Students who pass the Intermediate Algebra final with a minimum score of 70% will be allowed to enroll in College Algebra. Students may only take the final for the course in which they placed by Accuplacer Next-Generation to move to the next course in the sequence as listed above.

Procedure for taking the final:

- The final will be taken in the Student Success Center (Main Campus) or at the Cherokee Center when someone is available to monitor the student. Concurrent students may take the final in the high school counselor's office if they cannot come to the main campus or Cherokee.
- The student will be allowed scratch paper, a writing utensil, and an approved calculator for use on the final.
- The completed final will be returned to the Academic Coordinator in the Student Success Center for grading.
- The grading will be completed in 24 to 48 hours during the regular work week.
- Once the test is scored, the Academic Coordinator will contact the student with the appropriate course in which to enroll and inform Admissions of the determination.

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### **RedZone**

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

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

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

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## Repeat Courses

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

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## Residency (Policy 4.05)

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

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

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

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

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

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## Reverse Transfer

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

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

Contact the Registrar's Office of the institution which you are attending for more information. Visit [http://www.kansasregents.org/transfer\\_articulation](http://www.kansasregents.org/transfer_articulation) for more information.

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## Semester/Sessions

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### Semesters

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

### Courses

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

### Course Delivery Methods

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

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

**Hybrid** courses replace a portion of the scheduled traditional classroom instruction with online instruction. A minimum of 25% and a maximum of 75% of a hybrid course will be taught online. The remaining time will be taught in a classroom. Students must have access to a computer with dependable internet service.

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

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## Student Contact

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

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## Transcripts

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

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

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

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## Transfer Credits

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

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

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

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

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

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



\*See page 19 for more information



\*\* See Page 28 for more information

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### Enrollment Eligibility (Policy 4.01)

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

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

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

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## 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. All buildings are handicapped accessible. The services and facilities are listed alphabetically in the paragraphs that follow.

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### Accommodation Services

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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.

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### Advising/Counseling Center

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The Advising/Counseling Center is located on the second floor of the Student Union, room SU201. The Case Manager/Advisor is available to assist students majoring in Criminal Justice, Education, and General Studies. Advisors are also available during high enrollment times to assist students if their major advisor is unavailable or if they have not decided on a major.

Labette Community College has a full-time Case Manager/Advisor who is able to work with students who have mental health concerns or need someone to talk with. The Case Manager/Advisor can be reached at 620-820-1254. In addition,

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 |

Students can call (620) 421-6700, extension 1254 to make an appointment or walk in anytime during regular college business hours to talk with an advisor.

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### Bookstore - The Bird's Nest

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The Bird's Nest Bookstore is located on the first floor of the Student Union Building. Normal business hours are Monday-Friday 9:00 am to 3:00 pm, with expanded hours at the beginning of each semester. The Bird's Nest Bookstore can be contacted by calling (620) 421-6700, extension 1165. The bookstore carries all the latest LCC apparel, caps, kids' gear, and a great candy and snack selection.

A list of textbooks and all pertinent information may be found at [www.labette.edu](http://www.labette.edu) under the Bookstore page. A majority of the required instructional textbooks and materials for scheduled courses offered by LCC are available through the Online Bookstore and can be shipped to the Main Campus, the Cherokee Center, or to the student directly. A select few that are published in-house are available for pickup from the Main Campus Bookstore or at the Cherokee Center. The LCC Cherokee Center may be contacted by calling (620) 232-5820. Their normal business hours are Monday – Thursday from 7:30 am to 7:30 pm and Friday from 7:30 am to 5:00 pm.

Online Bookstore can be found at [bit.ly/lccbookstore](http://bit.ly/lccbookstore)

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**Business Office**

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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.

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**Cherokee Center**

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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, and the Dental Assistant Program. Staff at the Cherokee Center are able to assist with advising, enrolling, FAFSA help, and limited financial aid assistance. The Cherokee Center can be contacted by calling 620-232-5820 or 1-877-800-1070.

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**Ed Hendershot Gallery**

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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.

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**Foundation/Alumni Office**

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The LCC Foundation/Alumni Office is located at 1227 Broadway.

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**Health and Human Performance Building**

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Located at 1130 Main, the Health and Human Performance Building houses the Physical Education, Exercise Science, Athletic Training and Recreation Programs. A new weight room is also located in this building.

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**Hughes Arts & Humanities Building**

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The Hughes Building is located south of the Student Union. The building houses classrooms and office space for Art, Communication, Electronic Technology, Graphic Design Technology, and Psychology 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.

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**Library**

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The Library is located at 1230 Main Street—corner of 13th and Main, and provides an academic environment for students and faculty. The Library's over 13,000 volumes and over 40 hard copy magazines and journals attempt to provide support for all areas of study at Labette Community College. The Library maintains online periodical databases for students to access additional magazines, journals and newspapers, as well as reference materials. Most of these databases include full text and page images of the materials. There is also access to federal and state documents and other research assistance through the Library's webpages. 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 Microsoft 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-12:00 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.

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**Main Building**

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The three-story Main Building provides space for many classrooms and programs. The first floor houses the biological



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science, and English departments. In addition to classrooms, the second floor houses administrative offices, the Print Shop, Thiebaud Theatre, and the Ed Hendershot Gallery.

Business, Social Science, and computer science 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.

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### **Main Building Annex**

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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.

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### **Multipurpose Building (Gymnasium)**

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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.

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### **Music Buildings**

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The Music Program is located at 1225 and 1229 Broadway. The buildings include studio space, classrooms, performance space, a piano lab, a music theory computer lab, and faculty office.

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### **Parking**

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Several free parking lots are provided on the main campus. There is also curbside 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.

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### **Physical Therapist Assistant Building**

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The Physical Therapist Assistant program is housed at 1401 Main, Parsons, KS.

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### **Public Relations Office**

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The Public Relations Office is located at 1227 Broadway.

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### **Student Affairs**

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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.

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### **Student Health Services/Health Insurance**

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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.

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## Student Life Office

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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 with free printing, big screen TV, video games, etc. available to LCC students in the Student Life Office.

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## Student Success Center

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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 Education Classes

We offer adult education classes to assist students in the following: GED preparation, basic math and reading skills, employment skills, and college preparation and transition. Individuals completing the adult education classes will have the opportunity to earn a GED, Basic Computer Skills certificate, and the Kansas Work Ready certificate. Adult education classes are open to students sixteen and older. Students under eighteen must have a Parental Waiver for Compulsory Attendance in order to attend class. These forms are obtained from the last school district the student attended.

Attendance at a three day orientation class is mandatory. Regular class times are Monday through Thursday from 9am -12 (noon), 1-4pm, and 4-7pm. The adult education center is located in the Student Success Center, Room L 103.

Based on the results of your assessment during orientation, staff members will develop and individualized a plan to help you achieve your goals. In order to be eligible to take the GED examination, you must have completed all of the adult education class requirements, passed all required exams, and have a valid government issued photo identification card. For more information call 620-820-1125.

The cost for the class is \$30 which covers college entrance testing, basic computer certification, and WorkKeys WorkReady Employment Skills Test. The GED test fee is \$132 (\$33 per module) due when you register for the test. Upon successful completion of the examination, you will be issued a diploma by the Kansas Board of Regents. Please call 888-522-3883 ext. 1124 or (620) 820-1124 for more information or to schedule an appointment.

### GED Testing Facts

#### **Earning a Credential in Kansas**

The State of Kansas awards the Kansas State High School Diploma to those meeting the appropriate criteria.

### About the GED® Tests

The GED Tests provide adults who did not complete a formal high school program the opportunity to certify their attainment of high school-level academic knowledge and skills.

The tests are field-tested and normed on graduating high school seniors before becoming final test forms. The GED Tests are currently offered only in a computer-based format at Official GED Testing Centers.

### 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.

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### **Student Union**

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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, Advising Center, 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.

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### **TRIO Educational Talent Search**

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The Talent Search Office is located at 1227 Broadway. The Talent Search Program is a federally funded program through the U.S. Department of Education designed to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. The program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

The LCC Talent Search program provides these services at no cost to students in middle school and high school who participate within the target schools identified for this specific program. Contact the LCC office at 620.820.1028.

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### **Thiebaud Theatre**

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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.

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### **Workforce Education & Career Training**

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Courses for workforce development, continuing education, personal improvement, recreation, cultural and community enrichment are brought to the community through the Workforce Education & Career Training Department. These courses provide opportunities to increase personal proficiency in particular skills or professions 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 Health Care occupational certifications.

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.

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### **Zetmeir Health Science Building**

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This newly constructed LEED two-story building has classrooms and labs for many of the Health Science Programs. The first floor houses Radiography, Sonography, and the Respiratory Therapy Programs along with a high tech simulation center which is utilized for hands on training by all Health Care Programs. The second floor is devoted to the Nursing Program.

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# Financial Information

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## Financial Aid (Policy 4.03)

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The College offers, for eligible students, various financial aid programs to assist with the cost of education. Programs, including scholarships, grants, loans and work-related aid, are described in the College catalog and other publications. Procedures relative to application and awarding financial aid programs shall be determined by federal and state regulations and the President.

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 not recognized by the Kansas Department of Education 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. Please check our web page for financial aid information and forms.

### 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.

#### 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.

#### Scholarship Information

Complete the scholarship form online at [www.labette.edu/financialaid/scholarships.html](http://www.labette.edu/financialaid/scholarships.html)

All awards are subject to availability of funds

Priority deadline March 1 for Fall and November 15 for Spring

Fees are not covered by all scholarships.

Recommend completing Free Application for Federal Student Aid (FAFSA)

Students must renew scholarships each year by completing the Scholarship Application

#### Reapplication

1. Reapply by March 1 to be eligible for upcoming academic year.

2. Enroll in at least 12 hours for Fall by June 15

3. Maintain required G.P.A.

Deadlines subject to change. Please reference [www.labette.edu/financialaid/scholarships.html](http://www.labette.edu/financialaid/scholarships.html) for most up to date information.

**Academic Scholarships**

Eligibility - High School Senior for upcoming academic year following graduation

Renewal - Dependent upon performance & availability of funds

GPA            Amount (up to 16 hours)

3.75 - 4.0    Tuition + \$200 for books

3.5 - 3.74    Tuition + \$100 for books

3.0 - 3.49    Tuition + \$50 for books

Amount for books is per semester

Must be enrolled in 12 or more credit hours

Dropping below 12 credit hours will make a student ineligible

**Activity Scholarships**

Assistance is awarded per semester or academic year

Length & criteria are established by coaches and/or instructors of each activity

Examples of Activities: athletic teams, graphic design technology, music, fine arts, etc.

**General Assistance**

Student may be enrolled as either full-time or part-time or be a non-traditional student

Must have at least a 2.5 cumulative GPA

**Transfer Scholarships**

Submit official transcript from all previous schools

Must have completed minimum of 12 hours with at least 2.5 cumulative GPA Tuition assistance up to 16 hours/semester

Renewable if cumulative GPA exceeds 2.5 and if funds are available

**Cardinal Ambassador Scholarship**

Eligibility: Any full-time student; must be enrolled in a minimum of 12 credit hours per semester

Minimum cumulative GPA of 2.5

Must submit both the LCC Financial Aid/Scholarship Application on website and Student Ambassador Application

Contact Kylie Lucas in Admissions for the Ambassador Application Packet

Tuition up to 16 hours paid per semester

\$300 for books per semester

Stipend awarded at end of Fall & Spring semesters if duties are fulfilled adequately

Reapplication/Renewal are dependent on performance each semester

Awardees must be enrolled by June 1 for the upcoming Fall & December 1 for the upcoming Spring to receive scholarship

**Foundation Scholarships**

From private or corporate donors

Awarded according to qualifications and funds availability

Application Deadlines: March 15 for consideration for Fall Scholarships November 15 for consideration for Spring Scholarships

Full list available at [www.labette.edu/foundation/assets/scholarship-list.pdf](http://www.labette.edu/foundation/assets/scholarship-list.pdf)

**Labette County Assistance**

Residents of Labette County are eligible for tuition paid (16 hours/semester)

Renewal- Application for Fall & Spring semester must be renewed annually. There is a separate application for the summer semester

Must maintain cumulative 2.5 G.P.A.

Exceptions for aid may apply

Deadline for re-application is one week after classes begin

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**Tuition & Fees**

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Tuition and fees are subject to change by action of the LCC Board of Trustees. 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](http://www.labette.edu).

**(Per Credit Hour) (subject to change)**

|  |                          |
|--|--------------------------|
| Kansas Residents                         | \$54.00 Tuition          |
| Plus                                     | \$51.00 Incidental Fees  |
|  | \$105.00 per credit hour |
| Arkansas, Missouri, & Oklahoma Residents | \$75.00 Tuition          |
| Plus                                     | \$51.00 Incidental Fees* |
|  | \$126.00 per credit hour |
| Other Out of State Residents             | \$79.00 Tuition          |
| Plus                                     | \$51.00 Incidental Fees* |
|  | \$130.00 per credit hour |
| International                            | \$138.00 Tuition         |
| Plus                                     | \$51.00 Incidental Fees* |
|  | \$189.00 per credit hour |
| Audits**                                 | \$92.00 Tuition          |
| Plus                                     | \$51.00 Incidental Fees* |
|  | \$153.00 per credit hour |

\*Fees: The \$51.00 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. Not eligible for scholarship.

To set up installment payments go to the LCC Website (<http://www.labette.edu/>) **and log into Redzone and select Account Information and set up a payment plan** or contact the Business Office at (620) 421-6700 ext. 1231.

Tuition and incidental 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 other fees and any required textbooks for the credit course.

**Other Costs - (subject to change)  
In addition to applicable tuition and incidental fees.**

|                                       |         |
|---------------------------------------|---------|
| Application for Nontraditional Credit | \$45.00 |
| CLEP Testing                          | \$87.00 |
| CLEP Administration Fee               | \$15.00 |
| GED Testing                           | \$85.00 |
| Insufficient or non-fund check charge | \$30.00 |
| Transcripts                           | \$10.00 |
| Service fee                           | \$50.00 |

**Per Course Fees:**

|   |                   |
|---|-------------------|
| Art ^                                     | \$10.00 - \$85.00 |
| Biology - 5 credit hour^                  | \$75.00           |
| Introduction to Chemistry - 5 credit hour | \$75.00           |
| College Algebra                           | \$105.00          |
| College Chemistry I, II - 5 credit hour   | \$75.00           |

|  |                     |
|--|---------------------|
| Organic Chemistry I, II - 5 credit hour              | \$75.00             |
| Basic Chemistry I, II, III (no lab)                  | \$50.00             |
| Dental Assistant per course fee                      | \$78.00-\$149.00    |
| Dental Assistant Testing Fee                         | \$425.00            |
| Diagnostic Medical Sonography (per course fee)       | \$30.00             |
| Diagnostic Medical Sonography Testing Fee            | \$250.00            |
| English Composition I                                | \$2.00              |
| Graphic Design Technology                            | \$50.00             |
| Noncredit Personal Enrichment                        | Varies              |
| Nursing (Basic Nursing Course fees)                  | \$25.00**           |
| Nursing (IV Therapy only)                            | \$30.00**           |
| Nursing (1st year) ATI exam fees ^                   | \$135.00-\$614.00** |
| Nursing (2nd year) ATI exam fees ^                   | \$134.00-\$536.00** |
| Business Administrative Technology Courses per class | \$10.00             |
| Photography  | \$10.00-\$83.00     |
| Physical Education PED 116 - Lifetime Fitness        | \$6.00              |
| Physical Science                                     | \$75.00             |
| Physical Therapy Assistant Material fee              | \$60.00-\$275.00    |
| Physics  | \$50.00             |
| Radiography Labs                                     | \$20.00**           |
| Radiography Material Fees                            | \$20.00             |
| Respiratory Lab                                      | \$15.00**           |
| Respiratory Clinical                                 | \$15.00**           |
| Respiratory Material Fees                            | \$190.00-\$390.00   |
| Statistics   | \$105.00            |
| Student Success Skills                               | \$15.00             |
| Pre-Composition                                      | \$10.00             |

### Other Per Credit Hour Fees

|                      |         |
|----------------------|---------|
| Health Care Courses  | \$20.00 |
| Cherokee Center      | \$10.00 |
| Computer Lab Courses | \$10.00 |
| Online Courses       | \$30.00 |
| Hybrid Courses       | \$15.00 |
| Video Courses        | \$25.00 |

^ = Amount depends upon courses enrolled

\* = 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 \$15.00 credit hour fee for health care courses.

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### Tuition & Fees Refund

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

- Full Refund – Drops during the first and second week of the semester.

*Summer Courses:*

- Full Refund – Drops during first four days of the semester.
- = Mini session refund dates may differ

**Note:** Students will have official 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).

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### Add/Drop/Withdrawal

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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 advisor approval.
- Courses can be added during the second week of classes with Advisor and Instructor approval.
- Courses can be dropped by email to your advisor 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 first and second 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 advisor 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.

- 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**

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### Military Leave of Absence (Procedure 4.111)

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Labette Community College supports students who are members of the United States Armed Forces and Reserve Units. To assist them, as well as protect and safeguard their status as LCC students, and in accordance with federal law, the college has adopted a Student Military Leave of Absence Procedure.

#### **Authorization for Student Military Leave of Absence**

A student requesting leave for either short periods or extended periods of military service must give advance written notice by completing a Labette Community College Student Military Leave of Absence Form (MLOA).

The student must also submit a copy of military orders as soon as they are available. If the student is required by the military to leave immediately, a family member or other designated party may submit a copy of the orders and complete the Student Military Leave of Absence Form (MLOA) on the student's behalf.

*Military Leave of Absence Forms* are available online from the Military-Connected Student Services. The completed authorization form must be submitted to the Military-Connected Student Services, Student Success Center, L107B, or online to



military@labette.edu.

To be readmitted, the student must give written or email notice of the intent to reenroll to military@labette.edu as soon as reasonably possible after the completion of the period of their service. If the student is recovering from a service-related injury or illness, they must notify military@labette.edu.

A student who does not submit a timely notification of intent may not be eligible for the benefits outlined herein.

### **Short Periods of Military Duty (up to 2 weeks)**

Students may be called to fulfill their duties for training or short-term deployment, which cause students to be absent from classes for a short period of time. These absences qualify as “excused absences” which means that the absence, with an approved MLOA, is not subject to penalty and course work may be satisfied through agreement between individual instructors and students.

The following guidelines apply to students whose military services has necessitated their absence in courses for a short period of time. These students must complete the Military Leave of Absence form and supply a copy of their orders to the Military-Connected Student Services Coordinator.

- A. A student who will be absent for up to two weeks will be allowed to make up any missed work within a reasonable time frame (generally up to 30 days) without a grade penalty. In addition to completing the MLOA, it is the responsibility of the student to communicate in writing directly with each instructor, as far in advance as possible, so appropriate accommodations can be made. Students are also strongly encouraged to complete coursework in advance, whenever possible.
- B. Faculty members are expected to make reasonable academic accommodations or opportunities for students to complete course assignments and/or exams (see c. below) without penalty to the course grade for class absence(s) or missed deadlines due to military training or obligations. Students will provide faculty members with a copy of their approved MLOA with as much advance notification as possible for absences that will result from temporary responsibilities of their military obligations. For time-sensitive state or federal emergencies/ activations where written documentation may not be available until the end of the obligation, the student is responsible for securing the orders to provide to the Military-Connected Student Services Coordinator upon return to the College.
- C. Military students have the option of contacting LCC Testing services for make-up exams at no charge.

### **Extended Periods of Military Duty (more than 2 weeks)**

A student who will be absent for more than two weeks after classes begin should request a complete withdrawal from the current term in addition to filing the MLOA form.

The following guidelines apply only to students whose service in the military has necessitated their sudden withdrawal or prolonged absence from their enrollment at Labette Community College. These students must complete the Military Leave of Absence form, supply a copy of their orders to the Military-Connected Student Services (MCSS) Coordinator, complete the Add/Drop/Withdraw Form and any other required paperwork with their major advisor, MCSS Coordinator, and instructor.

- A. If the MLOA is filed within the full refund date of the semester, Courses dropped will result in a full refund of tuition and fee charges. Courses will not appear on transcript. (Usually two weeks into the semester).
- B. If the MLOA is received after the full refund date of the semester, the student has the following options:
  - i. WM – Withdrawal Military - Courses dropped after the full refund date of the semester will result in a full refund of tuition and fees charges. Courses will appear on the transcript as a WM.
  - ii. IM – Incomplete Military - may be an option to students who would like to complete the course by the following semester. Using this option will need approval of the instructor. (This is similar to what is available to non-military LCC students, but is typically only used if a student is near the end of a semester. IM could be applied any time during a semester, with instructor approval.)

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### **Refund Due to Serious Illness or Injury**

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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.



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## 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.

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### Administration of Student and Academic Codes

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The Vice President of Student Affairs (VPSA) shall be primarily responsible for the administration of the student conduct system. The Student Life Specialist (SLS) 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 Instruction. On rare occasions there may be incidents that involve both student and academic conduct, at which time the Vice Presidents 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.) .

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### Alcohol/Drug-Free Campus Policy

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#### 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.

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**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 a full-time Case Manager/Advisor who is able to work with students who have mental health concerns or need someone to talk with. The Case Manager/Advisor can be reached at 620-820-1254.

In addition, 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  |

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**Animals on Campus (Procedure 2.18)**

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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.

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**Awareness of Policies**

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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 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.
- C. Should the student disagree with the findings, an appeal is allowed and is to be pursued within the respective procedures.

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### Cardinal Cards

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In order to help provide a safer and more secure environment, all Labette Community College (LCC) students, employees, and guests are asked to have identification while on campus. LCC students may be asked to present their identification card when picking up books, checks and at other times to ensure appropriate identity. The college will make every effort to ensure that all individuals on campus are here for appropriate reasons. All Labette Community College students and employees are asked to have an LCC Identification Card.

LCC identification cards must not be tampered with or altered. Doing so could result in disciplinary action by the Vice President of Student Affairs for students and the appropriate supervisor for staff. The initial identification card is free. Replacement cards, whether lost or stolen, are \$10 each. Identification Cards may be obtained from the Admissions Office located on the second floor of the Student Union. The hours of operation for the Admissions Office are:

Fall and Spring Semesters: Monday-Friday from 8:00 a.m. – 4:30 p.m.

Summer Sessions: Monday-Thursday from 7:00 a.m. – 4:30 p.m.

Visitors to campus, may be asked to provide photo identification as well as their reason for being on campus, if an issue warrants.

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### Change of Information

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Changes of information such as contact information, name, advisor, 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 advisor/concentration/degree, the proper form must be signed by the student's current advisor, and where appropriate, by the new advisor and returned to Student Affairs Office.
- Concentration changes can only be made during the first two weeks of each semester.

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### Computer and Internet Usage (Procedure 3.25)

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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 (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. 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. Please refer to Policy 2.16 Performance Improvement.

### **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, or appropriate VP 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 per-

sonal 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 bandwidth, disk space, CPU time; paper, printer toner, etc.; media streaming for personal use such as, but not limited to, Netflix, Hulu, and online movie and programming content, 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, which includes all work-related files stored on LCC computers; 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. All LCC Adjunct and Staff (Full and Part Time) Email Accounts are required to contain an email disclaimer in the signature line. The Disclaimer should read as follows: *This message, its contents and attachments may be confidential and privileged. This email intended for the addressee(s) only and access by anyone else is unauthorized. Unless you are the intended recipient, you may not read, copy, distribute, disclose, print, retain, or use in any way the information in this message. If you have received this message in error, please reply to username@labette.edu and fully delete this message and any copies immediately.*

Other signature guidelines include:

- Logos must be avoided if possible. If a logo is to be used, it should receive prior approval from department Supervisor and Public Relations.
- Email Templates and Themes must be avoided as they require additional server space, and they also require additional ink to be printed. Personal Photos must also be avoided.
- Bold Font must also be limited. Font should typically be the same size or smaller than your message text.

Remember you do not want your message lost in the overbearing signature.

- Quotes must be avoided unless it is directly school related and has PR and Supervisor approval.
- Signature lines must contain only required contact information. Signatures will be set to have the signature line appear once. Signatures must be set to not be included on replies and forwards.
- A signature including logo must be under 10k in size.

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:

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. Any College wishing to allow an email that is currently blocked by filtering should submit the request to the Director of Information Technology.

### **E-mail Exchange site on Cell Phones**

For employees who have Internet access on their cell phone and use the Labette Exchange site, you are required to turn on the default mobile disclaimer and are warned about sending and receiving confidential information. If your cell phone is lost, immediate shut-off is required and reported to your supervisor.

### **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 indiscriminately blocks access to sites with academically acceptable 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. If an authorized computer user believes a blocked site is safe and necessary to the Mission of LCC, the user may submit a request to the Information Technology Director to unblock the site. If the Director of IT denies a request, the authorized computer user may petition the Vice President of Academic Affairs to unblock a blocked website if it has appropriate academic application.



3. 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 a streaming connection to the internet for long periods when not actively using the connection, using excessive Internet bandwidth 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, online streaming services for personal use such as, but not limited to Netflix, Hulu, or other online programming, 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, or
    6. Excessive personal use or accessing Social Media Content.
  - 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

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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.

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### **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.

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## **Disability Services**

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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.

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### **Emergency/Evening/Weekend Procedures**

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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.

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### Falsification/Misrepresentation of College Records\*

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- 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.

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### Library Access (Procedure 3.12)

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#### 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.

#### Study Groups

Groups of students sent to the library for study purposes tend to become a distraction if left without a proctor. The instructor or coach of the group will give the Library staff at least 24 hours prior notice. The instructor or coach will remain with groups of five (5) or more. 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 suggested 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.

#### LCC Library Keycard and Conduct Procedures

Students who request a keycard will be allowed to have extended hours access to the library for studying and computer use. This privilege will be granted as long as the following conduct procedures are followed. **Failure to follow the following conduct procedures will result in revoking of the access privileges and possibly access to library services.**

The keycard is issued to ONLY the assigned student and must be in his/her possession at all times while using the library after hours.

When the library is closing, the student will be asked to present their card, if they are staying. If they are unable or unwilling to present the card at that time, or whenever asked, they will be asked to leave the library.

The individually assigned key card is NOT to be loaned to others.

NO community members are allowed to be in the library after regular closing hours. All students will be monitored by video surveillance at ALL times while in the library. Students are expected to follow LCC Administrative Procedure 3.13, as outlined below. Failure to follow these guidelines will result in the loss of your keycard privilege.

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**Library Conduct (Procedure 3.13)**

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**Procedure 3.13 Summary**

Participating in any of the following behaviors will be considered violating this procedure and will result in losing your keycard, 24 library access, and possibly library privileges.

Removing or attempting to remove library material or property without authorization. Mutilating or defacing library materials or property in any way.

Creating a disturbance or behaving in a manner that interferes with other students' use of the Library (Including but not limited to rowdiness, noise, falsely setting off fire alarms, and offensive behavior).

Harassing, threatening, or treating other students without respect or dignity, or behaving in an inappropriate or discourteous manner

Smoking or using smokeless tobacco in the Library.

Possession or consumption of alcohol or illegal drugs in the Library.

Participating in loud conversations or laughter that is disturbing to other users.

Using obscene or abusive language, downloading pornographic materials on the computer or engaging in obscene or abusive behaviors.

Blocking or in any way interfering with the free movement of other students.

Rearranging furniture or equipment from one location to another.

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. Using radios, tape players, etc. without headphones that prevent transmission of sound to others.
13. Soliciting or selling of any kind, unless approved by the Library Director.
14. Distribution of leaflets or posting of notices not approved of by the Library Director.
15. 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

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evacuation or taking shelter. Emergency Response Plans are posted in the Library.

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### Location of Records

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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.

A copy of the GED Testing records are stored in the GED Chief Examiner's office 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. Dental Assisting, Diagnostic Medical Sonography, Nursing, Physical Therapist Assistant, Radiography, Respiratory Therapy, etc.).

A charge of \$1.00 per page will be assessed the student for reproduction of the records requested by the student. Official Academic transcripts are \$10.00 per copy. Students can print an unofficial transcript from their Red Zone account..

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### Military-Connected Student Services (MCSS)

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MCSS works to connect military-connected student (Veterans, dependents, active-duty, and reservist) to support services within the college. It can provide direct case management and one-on-one assistance to our military-connected students both the Labette Community College main Campus and the Cherokee Center. Assistance with academics, career, financial and personal counseling, tutoring, accommodations, and disability services are programs available.

We want to help you overcome barriers to your education and your continued success!

**Educational Barriers:** increase your awareness of program qualifications, programs of study, and course load expectations. Information barriers: provide you with a "go-to" person who is available to help you with transitioning from military to civilian life (campus and community resources).

**Financial barriers:** provide you with the most up-to-date information on federal and state benefits, and connect you with the School Certifying Official.

**Cultural Barriers:** Provide professional development to administrators, faculty and staff on military experience and challenges that military-connected students face.

Provide assistance with:

- Tuition resources and admissions process
- Financial support resources
- Personal academic planning
- Student veterans community involvement opportunities
- Career Development

If you are a Veteran, active-duty service member, dependent or survivor of a veteran, reservist, or member of the National Guard, you may be eligible for federal or state educational veteran benefits. Our Veteran friendly staff can assist you with the application process and ensure a smooth transition into college.

Military-Connected Student Services Coordinator & School Certifying Official:

Sara Comer, LMSW

O: 620-820-1227

sarac@labette.edu

L107B, Student Success Center

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## VA or Military Education Benefits

### Student Responsibilities

LCC's School Certifying Official (SCO) needs assistance to ensure the most accurate and timely information is sent to the Dept. of Veterans Affairs-on the student's behalf. The following student responsibilities are required of each student using VA or military education benefits for courses taken at LCC.

**Benefit Decision:** It is the responsibility of the student to decide on which benefit is most appropriate for him/her based on individual circumstances. Our SCO cannot make the decision for the student. Please visit the VA website for assistance.

**Certificate of Eligibility:** Students must submit a copy of the Certificate of Eligibility to their VA School Certifying Official to be certified for courses.

**Approved Courses:** Students must enroll for courses that are required for the elected degree program. The Dept. of Veterans Affairs only pays benefits for courses that are needed for the degree program, and that have not been previously or successfully completed.

\*Remedial/Developmental Classes cannot be certified to the VA if taking 100% on-line. (remedial/developmental courses consist of MATH 088, MATH 096, MATH 100, ENGL 097, ENGL 099)

**Federal Financial Aid:** If you are using federal aid or have used it previously, please make sure you contact the Financial Aid office for any questions or concerns. Please note that the rate of pursuit may be different for financial aid and VA. It is the student's responsibility to inform the SCO if they are using financial aid.

**Change in Degree:** In order to change a degree program, please submit a Change of Degree form with the admissions office. You will then need to send an email to the SCO stating which degree you are changing from, and what degree you are now interested in pursuing. You will also need to complete a Request for Change of Program or Place of Training form (22-1995). This information will be kept in your file.

**Enrollment Changes:** Federal law requires students to report any change of enrollment status that might affect their education benefits. It is the student's responsibility to notify the school certifying official of any change in status-IMMEDIATELY! This includes adding/changing or withdrawing from a course. Changes should be reported promptly to avoid delay in payments or possible over payments.

**Third Party:** If your third-party sponsor (military, employer, governmental agency, etc.) fails to pay LCC, you assume responsibility for paying the amount the sponsor originally promised to pay on your behalf.

**Submission of Transcripts:** Students must submit official transcripts from previously attended colleges & universities to LCC.

\*Students using federal financial aid have different transcript requirements. Please visit the Labette Community College Financial Aid website for more information.

Students using CH 31 Vocational Rehabilitation benefits are required to submit a LCC unofficial transcript to their VA counselor at the end of each semester. Unofficial transcripts are available through your RedZone.

**VA Payments:** Questions concerning VA payments must be addressed with the Dept. of Veterans Affairs. SCO's cannot access payment information, as they are school representatives and not employees of the Dept. of Veterans Affairs. Please visit your eBenefits account for assistance.

**Record Changes:** It is the student's responsibility to submit a change of address to the Admissions Office and to also notify the School Certifying Official. All correspondence from LCC is mailed to the address listed in the student's RedZone. Guest Students: Students visiting LCC to take classes to transfer back to their home school are required to submit the following documentation:



- This is the responsibility of the student to obtain from the Veteran Services Department or School Certifying Official at their home school. Certification of courses with Labette Community College will not be completed without the Parent School Letter from the home school.
- A copy of their certificate of eligibility.
- Students using Chapters 30, 35 & 1606 will be required to set up a payment plan for total tuition due for, as tuition payments are not paid to the school directly.
- Students must also follow the prerequisite requirements for courses offered at LCC. Submission of an unofficial transcript is required for clearance of prerequisite requirement.

**Veteran Education Benefits Orientation Form:** The first time a student wishes to utilize their VA Education Benefits at Labette Community College, the student is required to meet with the school certifying official to complete the Veteran Education Benefits Orientation Form.

**Request for VA Certification (RVAC) Form:** Every student wishing to use their benefits to pay for classes are required to submit the Request for VA Certification (RVAC) Form each time. No Exceptions!

**Part Time vs. Full Time Status:** The Dept. of Veteran Affairs determines the rate of pursuit by the number of credits and days/weeks of the semester/session/term/cycle. Students can typically be considered a full-time VA student based on the following criteria (subject to change):

\*Students taking only on-line courses will receive 1/2 of the national BAH rate at the E-5 level.

\*Students must take at least one on-campus course during the same time frame as the on-line course to receive the BAH rate for the area in which you are assigned to a SCO (Parsons).

16 week on-campus courses= 12 credit hours to be full time

**Disclaimer:** Information is subject to change at any time, and without prior notice. For questions, contact your assigned certifying official. See the area Contact Us for contact information of your assigned School Certifying Official.

### SCO Responsibilities

Labette Community College provides a School Certifying Official (SCO) to assist LCC students with their VA Educational Benefits. SCO's must abide by the federal laws that dictate the Dept. of Veterans Affairs. Your School Certifying Official is responsible to ensure the following:

**Reporting Enrollment Status:** Report enrollment, withdrawals, changes in degree program, unsatisfactory progress, academic warning and dismissals, and the monitoring of courses to ensure students are enrolled in courses needed for their current degree program.

**Records:** Maintain adequate records of certification, degree plans, transcripts, VA applications and certificate of eligibility. Records are kept for three years following the student's last date of attendance.

### Enrollment Certification Request

**Purpose:** Verification of approved/enrolled courses

Students are required to submit the Request for VA Certification (RVAC) Form each time an enrollment occurs. This form allows your School Certifying Official to verify with your academic advisor that the courses are needed for your degree program. Courses will begin being certified the first week of classes. It is highly recommended that submission is as early as possible to avoid delays, block on accounts and add/drop time. If there is an issue with the enrolled course(s), you will be contacted by email or phone. Please ensure that you have the most current information listed on the Request for VA Certification (RVAC) form and report any necessary updates to the Admissions Office.

- Ensure that an enrollment has occurred before submitting the Request for VA Certification (RVAC) form. Submission of the RVAC form does not constitute enrollment for classes.

- Submit one RVAC form for EACH session/cycle of courses that you are enrolled into. This will help to avoid a certification being overlooked.
- Course certification to the VA will be done when the classes have started.
- Certification for classes will not occur without a Request for VA Certification (RVAC) form - NO EXCEPTIONS!

If this is your first time utilizing VA Education Benefits at Labette Community College, you must meet with the School Certifying Official and complete the Orientation Form for Veteran Education Benefits.

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## Nondiscrimination, Equal Opportunity, and Harassment (Procedure 2.01)

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### 1. Labette Community College Procedure on Nondiscrimination

Applicants for admission and employment, students, employees, visitors, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with LCC are hereby notified that this college is committed to not discriminating on the basis of race, color, ethnic or national origin, sex, gender identity, sexual orientation, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual misconduct) of students and employees. Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to contact the person identified below who has been designated to coordinate the College's efforts to comply with the regulations implementing these laws.

The Director of Human Resources shall serve as the Section 504/ADA Compliance Officer. The Director of Human Resources may be reached at (620-820-1234) or by mail at [hr@labette.edu](mailto:hr@labette.edu).

The Vice President of Student Affairs shall serve as the Title IX Compliance Officer for students and the Director of Human Resources as the Title IX Compliance Officer for employees. They may be reached at 620-820-1268 for students and 620-820-1234 for employee or at [titleix@labette.edu](mailto:titleix@labette.edu).

It shall be a violation for any individual associated with the College to discourage an individual from filing a complaint, to fail to investigate if charged with doing so, to fail to refer for investigation any complaint lodged under the provisions of this policy and procedures, or to retaliate or discriminate against an individual for filing a complaint or testifying, assisting, or participating in any investigation, proceeding, or hearing involving a complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

Filing a false or malicious complaint under this procedure may result in corrective or disciplinary action against the complainant.

If discrimination or harassment has occurred as prohibited by this procedure, the College will take prompt, remedial action to prevent its reoccurrence.

### 2. Labette Community College Procedure on Accommodation of Disabilities

Labette Community College seeks to provide students, employees and job applicants with disabilities equal access to College classes, activities, and employment. The College will provide reasonable accommodations upon request under the terms of the Americans with Disabilities Act or Section 504 of The Rehabilitation Act of 1973, unless doing so poses an undue hardship on the College. The Directors of Human Resources and Facilities are jointly responsible for implementation of this procedure for job applicants and employees. Applicants should contact the Human Resource Department for assistance in the hiring process, and qualified employees needing accommodation to perform the essential functions of their position should speak with the Director of Human Resources, Janice Every, [janicec@labette.edu](mailto:janicec@labette.edu) or call 620-421-6700 x1234, Rm. SU207 or the Director of Facilities, Kevin Doherty, [kevind@labette.edu](mailto:kevind@labette.edu) or call 620-421-6700 x1284, Rm. SU209.

Students should make their needs known to the ADA Coordinator, Megan O'Brien, [meganh@labette.edu](mailto:meganh@labette.edu) or call 620-421-6700 x1230, Rm. SU210. The student may also contact the Vice President of Student Affairs, Tam-

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my Fuentez, tammyf@labette.edu or call 620-421-6700x1264, Rm. SU220. It is recommended students contact the ADA Coordinator at least 30 days before the first class meeting.

#### **A. Students**

The accommodation process must be interactive. The student applying for the accommodation will be asked to present a written request to the ADA Coordinator for accommodation including medical documents, if available, and ideas for workable accommodations. The ADA Coordinator may also suggest other options for accommodation. The ADA Coordinator will complete a Student Accommodations Form for each instructor the student has for the semester and send the form via email to the instructor. The ADA Coordinator will follow up with the instructor regarding special furniture items in the classroom and/or if the student is in need of assistance with note taking to determine how the accommodation will be implemented in each instructor's classroom. Instructors who have questions regarding any accommodations on the Student Accommodations Form should contact the ADA Coordinator. Because the ADA Coordinator must fully understand both the nature and extent of the disability to be accommodated, the ADA Coordinator may request further information from the student's healthcare provider or another physician. The ADA Coordinator may also consult with outside agencies with accommodation expertise as appropriate. Through discussion with the instructor and others (including but not limited to vice presidents, deans, directors, outside agencies and physicians), the ADA Coordinator will offer a reasonable accommodation that does not pose an undue hardship on the College.

In addition, the ADA Coordinator will present her/his choice of the available effective reasonable accommodations to the student or a written explanation as to why all the available options place an undue burden on the College. If the student accepts the offered accommodation, the ADA Coordinator will implement it as soon as possible. If the offered accommodation is refused or no accommodation that does not impose an undue burden on the College is available, the process ends. The student is informed and will be given a chance to respond. However, nothing in this procedure or applicable law prevents the College from offering an accommodation of its choosing if it is effective.

Students who feel they have been unfairly denied accommodation may use the College's grievance procedure.

#### **B. Employees**

The accommodation process must be interactive. The employee applying for the accommodation will be asked to present a written request for accommodation including medical documents, if available, to the College official. Once received, the College official may suggest other options for accommodation. Because the College official must fully understand both the nature and extent of the disability to be accommodated, the College official may request further related information from the employee's healthcare provider or another physician. The College official may also consult with the responsible vice president, dean, director, supervisor, affected faculty or staff, and/or outside agencies with accommodation expertise as appropriate. Through discussion, the College official will offer a reasonable accommodation that does not pose an undue hardship on the College.

Once the need for accommodations and various options have been evaluated, the College official will present her/his choice of the available, effective, reasonable accommodations to the employee or present a written explanation why the available options might place an undue burden on the College. If the employee accepts the offered accommodation, the responsible College official will implement it as soon as possible. If employee refuses the accommodation the College official offers, or there is no workable accommodation that does not impose an undue burden on the College, the process ends. The employee will receive a written notice and will be given the opportunity to respond. However, nothing in this procedure or applicable law prevents the College from offering an accommodation of its choosing if it is effective.

Employees who feel they have been unfairly denied accommodation may use the College's grievance procedure to seek relief found in Conditions of Employment 7.01 and 8.01 and the Faculty Master Agreement.

#### **C. Applicants**

The accommodation process must be interactive. The applicant applying for the accommodation will be asked to present a written request for accommodation to the College official. Once received, the College official may suggest other options for accommodation. The College official may also consult with outside agencies with accommodation expertise as appropriate. Through discussion, the College official will try to offer a reasonable

accommodation that does not pose an undue hardship on the College.

Once the need for accommodations and various options have been evaluated, the College official will present her/his choice of the available, effective, reasonable accommodations to the applicant or present a written explanation why the available options might place an undue burden on the College. If the applicant accepts the offered accommodation, the responsible College official will implement it as soon as possible. If the applicant refuses the accommodation the College official offers, or there is no workable accommodation that does not impose an undue burden on the College, the process ends. The applicant will receive a written notice and will be given the opportunity to respond. However, nothing in this procedure or applicable law prevents the College from offering an accommodation of its choosing if it is effective.

### **3. Labette Community College Procedure on Accommodations for Religious Practices**

Labette Community College, as part of its anti-discrimination efforts, will provide reasonable accommodations when sincerely held religious practices or beliefs interfere with student's work, performance of assigned employee duties, or the applicant process, unless accommodating the religious practice places an undue business hardship on the College.

Students experiencing difficulty in their course work because of sincerely held religious practices or beliefs should contact their instructor and the Director of Human Resources and ask for accommodation. After the need for accommodation has been established, the College will offer the student's suggested accommodation or an effective alternate accommodation unless the religious practice or belief cannot be accommodated without creating an undue business hardship.

Employees experiencing difficulty in performing their job duties because of sincerely held religious practices or beliefs should contact their supervisor and the Director of Human Resources and ask for an accommodation. After the need for accommodation has been established, the College will offer the employee's suggested accommodation or an effective alternate accommodation unless the religious practice or belief cannot be accommodated without creating an undue business hardship.

Applicants experiencing difficulty in applying or interviewing because of sincerely held religious practices or beliefs should contact the Director of Human Resources and ask for an accommodation. After the need for accommodation has been established, the College will offer the applicant's suggested accommodation or an effective alternate accommodation unless the religious practice or belief cannot be accommodated without creating an undue business hardship.

### **4. Labette Community College Procedure on Discriminatory Harassment**

Students, staff, administrators, faculty and applicants are entitled to a working environment and educational environment free of discriminatory harassment. Labette Community College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom or in hiring processes that include relevant and controversial or sensitive subject matters protected by academic freedom, or the first amendment. The sections below describe the specific forms of legally prohibited harassment that are prohibited under College policy.

#### **A. Racial Harassment**

Racial harassment against individuals associated with the College is prohibited, whether or not the harassment occurs on College grounds. Racial harassment will not be tolerated at the College. Racial harassment of employees, students or applicants of the College by Board members, administrators, faculty, professional staff members, educational support staff members, students, vendors, applicants and any others having business or other contact with the College is strictly prohibited. Racial harassment may result from verbal or physical conduct or written or graphic material including electronic harassment.

Definition: Racial Harassment is racially motivated conduct which:

1. Affords a student, employee or applicant different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student, employee, applicant to participate in or benefit from the services, activities or programs of the College;
2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile

- working and/or academic environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance and employment opportunities;
  4. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the College.

### **B. Discriminatory and Bias-Related Harassment**

Harassment constitutes a form of discrimination that is prohibited by law. Labette Community College will seek to remedy all forms of harassment when reported or known, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the College may, to the extent we have the authority to do so, impose sanctions on the harasser. Labette Community College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, activities, employment access, benefits, and/or opportunities.

Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not on the basis of a protected status may not result in the imposition of discipline under College policy, but may be addressed through civil confrontation, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Human Resource Director and students should contact the Vice President of Student Affairs.

Labette Community College condemns and will not tolerate discriminatory harassment against any employee, student, applicant, visitor or guest on the basis of any status protected by College policy or law.

### **C. Sexual Harassment**

Both the Equal Employment Opportunity Commission and the State of Kansas regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Labette Community College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual harassment is unwelcome or uninvited, sexual or gender-based verbal, written, online, and/or physical conduct of a sexual nature.

Anyone experiencing sexual harassment (or knows of harassment occurring) in any College program or activity is encouraged to report it immediately to the appropriate College Title IX Coordinator.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the College staff to a student or staff member or when made by any student to another student or a staff member when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic or working environment.

### **D. Sexual Misconduct**

State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, the College has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. The College uses the term "sexual misconduct" to address behaviors like rape and sexual assault. The use of

this term is not intended to diminish or minimize a victim's experience but is instead a recognition that the College has no authority to determine that a crime occurred. The College does not view sexual misconduct as a lesser form of misconduct than rape or sexual assault. Generally speaking, the College considers non-consensual sexual intercourse violations to be the most serious, and therefore typically the College imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses, including intimate partner or relationship (dating and/or domestic) violence, non-consensual sexual contact and stalking based on the facts and circumstances of the particular instance. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. Violations include:

### **Sexual Harassment (as defined above)**

#### **Non-Consensual Sexual Intercourse**

Defined as:

- any sexual penetration or intercourse (Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact).
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force.

#### **Non-Consensual Sexual Contact**

Defined as:

- any intentional sexual touching (Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner).
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force.

#### **Sexual Exploitation**

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include but are not limited to:

- Invasion of sexual privacy;
- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person observed);
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent);
- Prostitution;
- Prostituting another student or employee;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection;

- Administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

### **Consent**

Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Consent is active, not passive. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

Because alcohol or other drug use can place the capacity to consent in question, sober sex (no alcohol or drug usage by either party) is less likely to raise such questions. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as “a state where someone cannot make rational, reasonable decisions because she or he lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of her/his sexual interaction).” This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Likewise, consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a “No.”

### **5. Labette Community College Procedure Expectations with Respect to Consensual Relationships**

The professionalism of Labette Community College’s (LCC) employees is vital to the efficient daily operations of the College and the fulfillment of its mission. A key ingredient of professionalism is maintaining an atmosphere of mutual trust and respect in employee-student relationships and employee-employee relationships. Any action of faculty, students, and other employees that damages this atmosphere undermines professionalism and impedes the College’s missions. Additionally, persons in positions of authority who abuse or appear to abuse their power cause the most severe damage to the College and its mission. These persons damage their image as a professional, which in turn decreases the trust and respect accorded them by others. This loss of trust and respect can severely damage the College’s ability to function efficiently and fulfill its mission.

The College, while recognizing the right of free association, cautions its employees, especially administrators, supervisors, coaches, and faculty, that establishing close personal or romantic relationships with fellow employees or students can have a negative impact on their career. Once an employee crosses or attempts to cross the line from a collegial professional relationship to a close personal or romantic relationship, it can easily have a negative effect in the workplace or classroom forcing the College to take action that can damage the employ-

ee's career and possibly end his/her employment with the College. This policy has been established to alert employees about possible employment related problems that these relationships can cause and to provide for corrective action once a problem has been identified.

**Student Relationships-** Many employees of the College exercise various types of control or power over students. This power can be in the form of praise, criticism, disciplinary action, evaluation, financial aid, grades, playing time for athletes, recommendations for employment or further education, or bestowing any other benefit on them. Such relationships, even though apparently consensual, create inherent conflicts of interest, tend to be exploitive in nature, and call into question the judgment and professionalism of the College employee. These relationships greatly increase the chances that the employee in the position of power will abuse that power or appear to abuse it to exploit the student or favor that student, unfairly placing other students at a disadvantage.

Unless otherwise provided herein, faculty or staff are not permitted to offer free room and board to any student unless the student is a relative. Any exceptions to this prohibition will only be allowed in special circumstances and only if approved by the president, vice presidents, or deans. Anyone with power over students such as faculty, coaches, or health science directors, are not permitted to rent lodging to a student taking a course, playing on a team, or participating in a program associated with that person. This would apply to a home as well as rental properties.

**Close personal or romantic relationships between a student and any College employee who can exercise power or control over that student will be considered unethical, highly suspect and will subject the employee to possible disciplinary action.**

**Employee Relationships** - Labette Community College has long had a Nepotism Policy in place (See Policy 2.04) that states in part, "Nepotism, defined as "favoritism shown to a relative on the basis of a relationship," is not permitted within the human resource administration practices of Labette Community College. To discourage nepotism, one relative may not directly or indirectly supervise or evaluate another relative." The College has chosen to apply the same standards to close personal or romantic relationships between superior/subordinate College employees. LCC considers this type of relationship to be unethical and highly suspect. These relationships are also unacceptable for the same basic reasons as are relationships between College employees and students. **Close personal or romantic relationships between superior/subordinate College employees will be considered unethical, highly suspect and will subject the employee to possible disciplinary action.**

Under the best of circumstances, such relationships can easily make fellow employees feel uncomfortable and foster hard feelings within a department or division. In turn, these hard feelings can lead to charges of favoritism, hostile environment, or other unprofessional conduct. In addition, a single ill-considered action, persistent attention, repeated personal comments, or date requests to an unwilling fellow employee or student could result in harassment charges and possible serious employment consequences up to termination of employment.

Superior/Subordinate employees involved in close personal or romantic relationships are required to report their relationship to their supervising Vice President, Dean, the President, or the Board of Trustees Chair as appropriate. Failure to report will result in disciplinary action. The College will make a reasonable effort to place the employees in a position where one employee no longer supervises or evaluates the other. If the College is unable to make changes in the workplace necessary to alleviate the conflict of interest, one or both of the employees may be asked to resign.

Even relationships where one employee does not have any real or perceived power over the other can occasionally cause disruptions or other problems at work, and then the College has the responsibility to correct the situation. Employees involved in consensual romantic or close personal relationships with other persons connected to the College should be aware that sometimes even the best of relationships fail. Many times the resulting hurt feelings make it difficult or impossible for the two persons involved to work effectively with one another and occasionally even go so far as to translate into sexual harassment charges.

Labette Community College will make full use of its disciplinary policy or other appropriate measures when personal or romantic relationships interfere with the efficient daily operations of the College and/or charges



of unprofessional conduct or violations of College policies/procedures have been alleged and proven to the satisfaction of the College.

The College vigorously enforces its Sexual Harassment policy and, in the event of a complaint, will fairly and fully investigate the charges. Any College employee who enters into a close personal or romantic relationship with a student or subordinate where a professional power differential exists is warned that, because of the fundamentally unequal nature of the relationship, a substantial burden will be placed upon them to demonstrate mutual consent. A defense based upon mutual consent will require proof based a preponderance of the evidence.

#### **6. Other Civil Rights Offenses, When the Act Is Based Upon the Status of a Protected Class**

The following are also offenses that may lead to disciplinary action.

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person on the basis of her/his actual or perceived membership in a protected class
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits, or opportunities on the basis of their actual or perceived membership in a protected class
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing is illegal under Kansas State law, K.S.A. 21-5418, Formerly cited as KS ST 21-3434, 21-5418. Hazing, Currentness. (a) Hazing is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted. (b) Hazing is a class B nonperson misdemeanor. Credits Laws 2010, ch. 136, § 53, eff. July 1, 2011; Laws 2011, ch. 30, § 22, eff. July 1, 2011. Kan. Stat. Ann. § 21-5418 (West)
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class
- Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (which includes romantic relationships, dating, domestic, and/or relationship violence)
- Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear
- When a complaint contains evidence of criminal activity or child abuse, the Title IX Coordinator shall report such conduct to the appropriate law enforcement or DCF authorities
- Any other College rules, when a violation is motivated by the actual or perceived membership of the victim on the basis of sex or gender or in a protected class, may be pursued using this policy and procedure

Sanctions for the above-listed “Other Civil Rights Behaviors” behaviors range from reprimand up through and including expulsion (students) or termination of employment.

#### **7. Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, for supporting a party bringing a grievance, or for assisting in providing information relevant to a claim of harassment is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the appropriate Title IX Coordinator and will be promptly investigated. Labette Community College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

## **8. Remedial Action**

Labette Community College will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation, and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or remedial services, academic support, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

Labette Community College will take additional prompt remedial and/or disciplinary action with respect to any applicant, member of the community, guest, or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Procedures for handling reported incidents are fully described below. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

## **9. Confidentiality and Reporting of Offenses**

Labette Community College officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources are required to take action when you report victimization to them. Some resources on campus fall in the middle of these two extremes; neither the College, nor the law, requires them to divulge private information that is shared with them, except in rare circumstances but yet must share general, non-identifiable information with designated officials.

### **A. Formal Reporting Options**

A party bringing a grievance(s) is encouraged to speak to a Labette Community College Title IX Coordinator to make formal reports of incidents of sexual harassment and/or sexual misconduct. A party bringing a grievance(s) has the right, and can expect, to have grievances taken seriously by the College when formally reported and to have those incidents afford privacy to the reporter, and only a small group of officials who need to know will be informed. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a party bringing a grievance's rights and privacy. Additionally, safe and anonymous reports can be made by victims and/or third parties using an online reporting form.

### **B. Title IX Reporting**

Those seeking to report sexual misconduct may seek advice from the non-mandated reporting staff members who are not required to initially tell anyone else private, personally identifiable information unless there is a pattern of abuse, cause for fear of safety or the safety of others, or either party is under 18 years of age. If a reporting party is unsure of someone's duties and ability to maintain privacy, ask them before talking to them. They will be able to explain and help a reporting party to make decisions about who is in the best position to help. All these resources are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about the report unless the reporting party gives permission or they are under 18, except in the rare event that the incident reveals a need to protect the reporting party and/or other members of the community. If personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect privacy to the greatest possible extent.

### **C. Weighing Requests for Confidentiality in Reports Disclosed to Responsible Employees**

If a reporting party discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action be taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all individuals, including the reporting party.

If Labette Community College honors the request for confidentiality, a reporting party must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged

perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a reporting party's request in order to provide a safe, non-discriminatory environment for all individuals.

The College has designated Title IX Coordinators to evaluate requests for confidentiality once a responsible employee is on notice of alleged harassment and/or misconduct. When weighing a reporting party's request for confidentiality or that no investigation or disciplinary action be pursued, a Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of misconduct or other violence, such as
  - whether there have been other misconduct complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened sexual violence or other violence against the reporting party or others;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the reporting party is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the reporting party's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the reporting party's request for confidentiality.

If the College determines that it cannot maintain a reporting party's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the reporting party's well-being and will take ongoing measures to protect the reporting party from retaliation or harm and work with the reporting party to create a safety plan. Retaliation against the reporting party, whether by students or College employees, will not be tolerated. The College will also

- assist the reporting party in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the reporting party of the right to report a crime local law enforcement—and provide the reporting party with assistance if the victim wishes to do so.
- The College may not require a reporting party to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual misconduct campus-wide, reports of sexual misconduct (including non-identifying reports) will also prompt the College to consider broader remedial action—such as increased monitoring, supervision or security at location where the reported sexual misconduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments; and/or revisiting its policies and practices.

If the College determines that it can respect a reporting party's request for confidentiality, the College will also

take immediate action as necessary to protect and assist the reporting party.

### **10. Federal Statistical Reporting and Timely Warning Obligations**

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be shared with the Vice President of Student Affairs regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the College's Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include student/conduct affairs, local police, coaches, athletic directors, residence life staff, student activities staff, human resource staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Victims of sexual harassment and/or misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make effort to ensure that a victim's name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the potential danger.

### **11. Grievance Process for Resolving Grievances of Harassment, Sexual Misconduct and Other Forms of Discrimination**

Labette Community College will, to the extent that it can, act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by a Title IX Coordinator, his or her deputies (if/when applicable), or a responsible Labette Community College employee. The LCC Student Grievance Procedure 4.082 can be found in the LCC Policy and Procedure Manual and Policies 7.01 and 8.01 Conditions of Employment for staff and the Master Agreement for faculty.

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

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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

- A. College "property" means property under the College's jurisdiction, either owned or leased.
- B. "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.
- C. "Soliciting" means to approach persons with a plea or request, to include sale of merchandise, services, commodities or requests for funds.
- D. "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.
- E. "Authorizing office" means the Student Life Office or Director of Admissions Office.

### Advertising

Advertising materials must:

- A. Be factual and represent the true nature of the event, activity, service, or commodity advertised;
- B. Not claim or imply College endorsement or sponsorship;
- C. 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

- A. 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.
- B. 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.
- C. Off-campus groups or organizations wishing to advertise on College property must follow approved operating procedures relative thereto.
- D. Individuals may, if authorized, use designated bulletin boards for personal announcements. Such announcements are removed on a regular basis.

### Forms of Advertising

#### Posters

- Posters may be displayed on bulletin boards on College property if:
- The poster displays the sponsoring organization's name and the date-stamp of the authorizing office is attached.
- The poster is no larger than 12 x 18 inches
- There is only one poster on a bulletin board, which advertises the same activity.
- 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

- College units and recognized campus organizations may display advertising on one or both sides of a banner on College property.
- In locations identified by the authorizing office.
- 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.
- 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

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- 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.

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### **Student Code of Conduct (Policy 4.08)**

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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 which is supportive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus. Violations of the Student Code of Conduct must be reported by staff to the Vice President of Student Affairs within five working days of the incident along with any action taken.

#### **Regulations**

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- A. Alcohol. The College will uphold and enforce the Kansas law concerning the possession and consumption of

alcoholic liquor and beer.

- B. Tobacco. The College will uphold and enforce the Kansas law concerning the use of smoking products in public places. In addition, College Policy 2.09 prohibits the use of all tobacco products on campus.
- C. Illegal Drugs. The College supports the enforcement of the State of Kansas laws and federal laws on controlled substances. Use, possession and/or sale of such substances is prohibited whether on campus or off campus.
- D. Behavior Misconduct. Students are not to exhibit behavior, which threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner. A student may be directed to desist from behavior, which, in the opinion of a College official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. A student who persists in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.
- E. Rape. Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Any unwanted sexual activity, including date/acquaintance rape or gang rape, will not be tolerated and the “perpetrator(s)” could face both College judicial action and criminal charges.
- F. Assault. Any actual or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation, or personal abuse against any member of the College community is forbidden. Face to face confrontation utilizing fighting words or racial epithets or putting any person in fear and apprehension of harm will not be tolerated.
- G. Fireworks and Other Weapons. Possession of fireworks, explosives and unlawful weapons such as those described 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 or explosives on the College property is in violation of College regulations. Students identified as responsible for such activity will face serious disciplinary action, including suspension/dismissal from school, as well as criminal prosecution. Storage space for firearms or other weapons is not provided on College property. The term weapon is defined in Procedure 4.08.

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### **Student Code of Conduct (Procedure 4.08)**

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Labette Community College will establish and maintain a fair and equitable procedure for addressing student disciplinary matters to ensure that the rights of the students, the College community, and the community-at-large are protected. Alleged and/or violations of the Student Code of Conduct must be reported to the Vice President of Student Affairs within five working days of the incident along with any action taken.

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 address academic misconduct with the Dean of Instruction, as stated in Procedure 3.07 Academic Misconduct.

#### A. Applicability

This Student Code of 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. College: Labette Community College.
2. College officials: those persons given the responsibility and authority by the appropriate agency or person, including trustees, regents, faculty, physical plant and administrative staff.
3. College property: property owned/used/controlled/occupied by the College, including property physically removed from a campus. This includes the Cardinal Villas.
4. 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.
5. 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.

6. Record: all written documents, forms, copies, reports, statements, tape recordings, emails, or tangible evidence in a disciplinary action.
7. 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, in the Library, or online at <http://www.labette.edu/catalog/policies/Code-of-Conduct-408.pdf>. 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.

The student is advised that specific career technical programs (as well as College athletic programs, performing arts programs, and other student organizations) publish student handbooks and program guidelines with policies and procedures associated with their respective programs. Students are advised that in addition to the guidelines and expectations outlined herein, they are expected to comply with the policies and procedures applicable to the programs with which they are affiliated. All students in all programs are entitled to the same due process.

D. Conduct Prohibited

Misconduct for which students are subject to disciplinary actions includes but is not limited to the items listed below.

1. Commission of an act that would constitute an offense under appropriate federal, state or local criminal and civil statute.
2. Failure to comply with the directives of a College official acting in the performance of his/her 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 or email.
3. Furnishing false information to the College, and/or giving false testimony or other evidence at a College disciplinary or other administrative proceeding.
4. Issuance of a check without sufficient funds or otherwise failing to meet financial obligations to the College.
5. Sharing of LCC RedZone pin number or LCC e-mail address password with anyone.
6. Unauthorized throwing of any object in/from College facilities.
7. Misuse, abuse or unauthorized use of fire extinguisher or other safety equipment (such as alarms, AED's, or notification equipment).
8. 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.
9. Disruption of the learning environment or any behavior that detracts from the goals or diminishes the dignity, respect, or worth of other students on campus. This includes: overt disrespect for the ideas and opinions of others; disruptive talk during class; and bringing activated electronic devices to classes or computer labs without prior approval.
10. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.
11. Unauthorized possession, duplication, or use of keys (including key cards) to any College property, or unauthorized entry to or use of College property.
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. Includes but is not limited to:
  - a. 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
  - b. 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.
13. Gambling in any form on College property.
14. Manufacture, possession, control, sale, transmission of, or use of any controlled substance, alcohol, or



- other illicit drugs on the College's property.
15. 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.
  16. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, including knowingly receiving or possessing stolen property.
  17. Any forgery or fraud, including but not limited to alteration, or misuse of College documents, forms, records, meal cards or identification cards.
  18. 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.
  19. Unauthorized entry/use of LCC buildings, facilities, equipment, resources.
  20. Not maintaining current official mailing addresses (local & permanent) in the Student Affairs Office or giving a false, invalid or fictitious address.
  21. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College property or at College-sponsored activities.
  22. Receiving three (3) Academic Misconduct Notification Forms during attendance at LCC. (Refer to Procedure 3.07)
  23. Receiving three (3) Tobacco Incident Forms during attendance at LCC. (Refer to Procedure 2.09)
  24. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software. (Refer to Computer Use Policy 3.25)
  25. 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.
  26. Tampering with the election of any College-recognized student organization.
  27. Failure to have LCC Identification Card when asked to present it on the LCC Campus.
  28. Possession of an instructor's manual or other teaching material for an LCC course.
  29. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.
  30. Verbal or written communication that has the intent or effect of subjecting any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.
  31. Violation of Procedure 2.072 – Sexual Misconduct - specifically including rape, acquaintance rape, sexual assault, dating violence, domestic violence and stalking, and related retaliation of any nature against or by any student or employee.
  32. Discrimination, harassment or retaliation including harassment based on race, color, religion, gender identity, sexual orientation, national origin, age, disability, or status in any group protected by state or local laws, including all forms of sexual harassment.
  33. Unless otherwise provided in College policy, possession of a weapon, firearm, explosive and/or facsimile of a weapon on the College's properties, including any weapon designed to fire any projectile as well as the associated paraphernalia is not permitted. These include but are not limited to:
    - a. A bludgeon, sand club, metal knuckles, or throwing star, or any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any 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;
    - b. a tear gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;
    - c. a spring gun; (i.e. paintball guns, bb guns, air rifles, pellet guns, etc.)
    - d. any facsimile of the above weapons.The only exceptions will be for military personnel, law enforcement officers, for in-class use by instructors teaching or students enrolled in courses utilizing firearms, and as authorized in College Policy 2.12 with regard to concealed carry of firearms.
  34. Failure to comply with a directive of College officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  35. Obstructing or disrupting a police response or the response of the Emergency Response Team.
  36. Littering or posting of notices in non-designated spaces or without approval from the appropriate

- College personnel and unauthorized distribution or sale of goods on campus.
37. Use of bicycles, skateboards, roller blades, and any other non-motorized vehicle or equipment (except wheelchairs) outside of designated areas.
  38. Violation of any other published College policies, procedures, rules, or regulations.

#### E. Disciplinary Proceedings

College disciplinary proceedings may be initiated against a student charged with a violation of this Student Code of Conduct even if the same factual situation is the basis for pending or potential criminal prosecution and/or civil litigation. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following any such separate civil or criminal proceedings.

When the Vice President of Student Affairs receives information that a student has allegedly violated a published College policy or procedure, 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 must 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 must submit Academic Misconduct Notification 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 must 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.

The Vice President of Student Affairs or such other person as designated by the President is authorized to take any interim action necessary to maintain campus safety, integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

The student shall be given written notice via the student's Labette Community College email of the complaint and charges against him/her within five (5) College working days of receipt of the complaint. The student shall have five (5) College working days after receipt of the notice to respond in writing or in person at a date scheduled by the Vice President of Student Affairs to the charges.

An initial investigation will be completed by the Vice President of Student Affairs or such other designee of the President regarding the charges. Interviews will be completed with the complainant and the respondent as a part of the investigation.

The Vice President of Student Affairs or such other designee of the President, shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or imposition of any discipline set forth herein. Written notice of the decision detailing the allegation, the finding, and the sanction imposed or recommended shall be served upon the student in person, by mail and/or by email.

If the Vice President of Student Affairs or such other designee of the President finds that the student has violated College policy, procedure, rules, or regulations, disciplinary action shall be taken. The Vice President of Student Affairs or other designee shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense.

Disciplinary actions, all of which become student records, include but are not limited to:

- *Warning*: A written notice to the student that a violation of a published College policy or procedure has occurred and that the continuation of such conduct or action could result in further disciplinary action.
- *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.

lar activities. The restriction may be imposed for a definite term or period of time.

- *Discretionary Sanctions:* Work assignments, service to the college, or other related discretionary assignments.
- *Restitution:* Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- *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:
  - 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;
  - 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.
- *Suspension:* Separation from the College for a definite period of time, after which the student is eligible to return. Conditions on readmission may be specified. The 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.
- *Expulsion:* Expulsion is the permanent severance from Lafayette Community College. When a student is expelled, they will be informed in writing, if they are on college property, that the local authorities will be contacted.
- *Expelled Student Procedure*
  - A student can be banned from campus when an incident is reported that could be threatening to one or more individuals or considered a threat at the college. The ban is considered a temporary ban and will not exceed ten working 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 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 Advisor.
    - Director of Facilities.
    - Coach and Student Organization Advisors 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.
- Any student who is expelled for one of the following offenses, as terms defined in Appendix A to Part 99 of Title 34 of the Code of Federal Regulations, will have the expulsion noted on the student's academic transcript as "non-academic expulsion" at the time the disciplinary decision is made. It will be removed if, after any appeal, the decision is reversed.
  - Assault offense;
  - Criminal homicide – murder or non-negligent manslaughter;
  - Kidnapping; or
  - Forcible sex offense.

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).

#### F. Appeals

Any decision of the Vice President of Student Affairs or such other person as designated by the President may be appealed by the accused or the complainant. The student should follow Labette Community College Student Grievance Procedure 4.081 to appeal the decision.

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### Student Directory Information

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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.

A student may have a confidentiality flag placed on their directory information by contacting the Registrar's Office. The confidentiality flag prevents any information from being released and will remain on the student's record until the student requests it to be removed.

The following is considered directory information:

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

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### Student Grievance (Procedure 4.081)

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\* If you have a grievance in relation to Policy and Procedure 2.01, Nondiscrimination, Equal Opportunity, and Harassment, please follow the steps in Procedure 4.082.

The Labette Community College Administration and Board of Trustees recognizes the right of students to express their grievances and to seek a solution concerning disagreements of practices or differences of interpretation of policy and procedure that might arise between the college and its students.

Should a grievant feel, after oral discussion with the College Official (faculty or staff member with whom you have the grievance), that the student's rights under Labette Community College Policy and Procedure have been violated, the stu-

dent may file a grievance.

Within all steps of the Grievance Process, the decision will be based on a preponderance of the evidence (i.e. whether it is more likely than not that a violation did or did not occur; 50% plus a feather).

1. The grievant shall, present the facts, in writing, to the proper College Official, within five (5) working days after the grievant has had the oral discussion with the College Official. The decision of such official shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.
2. Should the grievant decide that the reply of the College Official is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the College Official's direct supervisor. The decision of the direct supervisor shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.
3. Should the grievant decide that the reply of the direct supervisor is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the appropriate vice president (and dean if this level has not been reached). The vice president (and dean) will either consider the appeal or refer the appeal to another vice president for disposition. The decision of the vice president (and dean) shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.
4. Should the grievant decide the reply of the vice president (and dean) is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the Grievance Panel. The decision of the Grievance Panel shall be made, in writing to the grievant student's Labette Community College email, within ten (10) working days, unless per Procedure 4.083 (Grievance Panel Procedure), the investigation requires additional time.
5. Should the grievant decide the reply of the Grievance Panel is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the college president. The decision of the president shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.
6. Should the grievant decide that the reply of the college president is unsatisfactory; the matter may be appealed, within ten (10) working days, to the Board of Trustees. The Board of Trustees shall hear the appeal no later than their next regularly scheduled meeting. The decision of the Board of Trustees, upon such review, shall be final.

If the individual to whom the grievance or appeal should be presented is involved in the grievance, the grievant may submit the grievance or appeal to the next higher level in the grievance process (i.e. Vice President, President, or Board of Trustees). The individual receiving the grievance/appeal may respond or refer it to an appropriate employee for disposition.

At any time there is a meeting between individuals within the process, either party may choose to have a support person present at the meeting. The support person is not allowed to speak during the meeting.

In addition to utilizing the statutorily created political subdivisions of the state complaint process can be found at <http://www.labette.edu/about/consumer-information.html>.

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### **Student Grievance -Nondiscrimination, Equal Opportunity, and Harassment (Procedure 4.082)**

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\* This procedure is if you have a grievance in relation to Policy and Procedure 2.01, Nondiscrimination, Equal Opportunity, and Harassment. If you have an issue that falls outside the violation of Policy and Procedure 2.01, please follow the Student Grievance Procedure 4.081 or the Student Complaints Process Procedure 4.10.

1. Any student who believes that the policy on Nondiscrimination, Equal Opportunity, and Harassment has been violated should contact the appropriate College Title IX Coordinator. The student Title IX Coordinator is the Vice President of Student Affairs, which can be contacted at 620-820-1268 or by email at [titleix@labette.edu](mailto:titleix@labette.edu). The employee Title IX Coordinator is the Human Resource Director, which can be contacted at 620-820-1234 or by email at [hr@labette.edu](mailto:hr@labette.edu). It is also possible for students to notify an administrative advisor or faculty member, or any member of the community may contact any member of administrative team. These individuals will in turn notify the appropriate College Title IX Coordinator. The College's website (<http://www.labette.edu/forms/ir.html>) includes a reporting form, which may serve to initiate a grievance.

All employees, except those designated as non-reporters, receiving reports of a potential violation of College policy are expected to promptly contact the appropriate College Title IX Coordinator, within 24 hours of becoming aware of a report or

incident. All initial contacts will be treated with the maximum possible privacy; specific information on any grievances received by any party will be reported to the appropriate College Title IX Coordinator, but, subject to the College's obligation to address violations, effort will be made to maintain the privacy of those initiating a report of a grievance. In all cases, the College will give consideration to the party bringing a grievance with respect to how the grievance is pursued, but reserves the right, when necessary to protect, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal grievance.

Following receipt of notice of a grievance, the appropriate College Title IX Coordinator will promptly assign a Grievance Panel member to work as an advocate (advisor) to the complainant and another individual to work as an advocate (advisor) to the respondent. The respondent will be made aware of the grievance by the appropriate Title IX Coordinator.

The College reserves the right to take whatever measures it deems necessary in response to specific cases, such as an allegation of sexual misconduct in order to protect students' rights and personal safety. An assessment will be made in each individual case regarding interim measures. Such measures may include, but are not limited to, modification of the complainant's and/or the respondent's class schedules, interim suspension from campus pending a hearing, and reporting the matter to local law enforcement. In such cases, both parties will have No Contact Orders issued so neither party will be allowed to contact one another through any means of communication.

### **Statement of the Rights for the Complainant and Respondent**

- To be treated with respect by College officials.
- To take advantage of campus support resources, such as counseling services, at the Lafayette Center for Mental Health Services for students.
- To experience a safe living, educational, and work environment.
- To have an advocate (advisor), if desired, during the process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have grievances heard in accordance with these procedures.
- To be informed in writing of the outcome/resolution of the grievance, sanctions where permissible, and the rationale for the outcome where permissible.
- Refer to law enforcement and have assistance.
- Class schedule accommodations.
- No contacts.

If, in the judgment of the appropriate College Title IX Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the accused individual or the ongoing activity of a student organization whose behavior is in question, the appropriate College Title IX Coordinator (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to address harm to the alleged victim and the community and to prevent further violations.

The College may, in the interim, suspend a student pending the completion of the Grievance Panel investigation and process. The appropriate College Title IX Coordinator has sole discretion to implement or stay the interim suspension under the policy on Nondiscrimination, Equal Opportunity, and Harassment, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination. During an interim suspension, a student may be denied access to the College campus/facilities/events. As determined by the appropriate College Title IX Coordinator (or designee), this restriction includes classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of appropriate College Title IX Coordinator (or designee), alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

Not all forms of harassment or misconduct will be deemed to be equally serious offenses, and the College reserves the right

to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant (party bringing a grievance) and the respondent (person accused of misconduct).

The Grievance Panel (as defined in LCC Procedure 4.083 – Grievance Panel Procedure) will complete the investigation of violations of LCC Procedure 2.01. Investigation of grievances brought directly by those alleging harm should be completed expeditiously, normally within 10 business days of notice to the appropriate College Title IX Coordinator. The investigation may take longer when initial grievances fail to provide direct first-hand information. The College may undertake a short delay (3-10 days, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. College action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. Investigations will be thorough, reliable, and impartial, and will entail interviews with relevant parties and witnesses, obtaining available evidence and identifying sources of expert information if necessary. Information will be provided to both the complainant and respondent regarding the investigation process.

The Grievance Panel will provide a written deliberation report to the appropriate Title IX Coordinator, excluding the sanctions. The appropriate Title IX Coordinator will provide the complainant and respondent a copy of the report. Notification will be made in writing and may be delivered via email to the parties' College-issued email account and postal mail to the local or permanent address of the parties as indicated in official College records. Once mailed and emailed, notice will be presumptively delivered. The complainant and the respondent will have five (5) working days to provide additional documentation. Once this time has passed, the appropriate Title IX Coordinator will determine any possible sanctions and will again make the notification in writing to both parties via the College-issued email account and through postal mail to the parties' local or permanent address of the parties as indicated in official College records.

2. Should either the complainant or respondent decide the reply of the Grievance Panel is unsatisfactory, the complainant or respondent shall, within five (5) working days of receipt of the reply, submit an appeal to the college president. The decision of the president shall be made, in writing to the complainant's or respondent's Labette Community College email, within five (5) working days.
3. Should the complainant or respondent decide that the reply of the college president is unsatisfactory; the matter may be appealed, within ten (10) working days of receipt of the reply, to the Board of Trustees. The Board of Trustees shall hear the appeal no later than their next regularly scheduled meeting or within 30 working days, whichever is later. The decision of the Board of Trustees, upon such review, shall be final.

At any time there is a meeting between individuals within the process, either party may choose to have a support person present at the meeting. The support person is not allowed to speak during the meeting.

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### **Student Records (Procedure 4.09)**

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Students will be granted access to their personal College records within a period of 15 working days after the request has been made. All records pertaining to the student shall not 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 insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate 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. However, if a parent or guardian can provide documentary evidence that the student is still a dependent of that person, they would then have a right to the student's educational records without the student's permission. Such proof would consist of the most recent year's Federal Income Tax return listing the student as a dependent, which should be presented to the Registrar. The Registrar will then notify the appropriate Dean, who will inform the individual instructors in the change in the student's privacy status. The College shall provide a form for this purpose.

Dissemination of personally identifiable data specifically authorized by federal law shall not include information, which would permit personal identification of a student (including social security numbers).

Authorized persons, agencies, or organizations desiring access to the records of a student will sign a written form, which

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shall be kept permanently with the file of the student, but only for inspection by the student. (See also Procedure 4.06 Student Directory Information)

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### **Tuberculosis Prevention (Procedure 4.011)**

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#### Tuberculosis Prevention

Tuberculosis continues to be a highly infectious, potentially life threatening disease. Because of the increase in tuberculosis worldwide, and in response to the Kansas State Statute 28-1-30 as well as the Centers for Disease Control and Prevention's (CDC) recommendations regarding strategies for TB control, Labette Community College has implemented the following prevention recommendations.

#### Testing requirements

A TB Skin Test (Mantoux tuberculin skin testing – PPD) or the TB Blood Test (QuantiFERON) is required for the following Labette Community College Students and Staff:

- New and re-entering foreign-born, nonimmigrant students and staff member from high risk countries (see definition) or who have lived in a high-risk country for 3 months or more.
- Any domestic Labette Community College student or staff member who has participated in international travel to a high-risk area and remained in a high-risk area (see definition below). Testing should be done 6-12 weeks after the student's return.
- Any domestic Labette Community College student or staff member who has lived in a high-risk area (see definition) for greater than three months, who has not had subsequent PPD testing.

This testing must be done in the United States or Canada. Test results from outside the United States or Canada will not be accepted.

The cost of the testing is the responsibility of the student or staff member. Tests are available at local county health departments.

#### Student Enforcement

Students completing the LCC Admissions Application will be asked three questions per Kansas State Statute 28-1-30. If the response is “yes” to any question, the Vice President of Student Affairs will contact the student to determine if the student is “high-risk” and should be tested. A student determined to be a high-risk student shall not attend classes and the hold will remain until one of the following conditions are met:

- Completion of testing requirements for “high risk” students and a determination by the Vice President of Student Affairs that the student does not have active TB.
- Confirmation with the Vice President of Student Affairs that the student is from or traveled to a “low risk” country
- Proof that the student received a negative TB Test within the last six months. The test must have been completed in the United States or Canada.

If a student does not complete the TB testing when required, the student will not be allowed to attend class. Students who do not complete the TB section on the Admissions Application will be contacted and not allowed to attend class until the information is provided.

In accordance with Kansas State Statute 28-1-30, a student who is not in compliance with this regulation shall not be eligible to enroll for a subsequent semester or to obtain an official academic transcript or diploma until the student is compliant with this regulation.



The Vice President of Student Affairs will maintain data regarding TB testing and compliance of the form provided by the Kansas Department of Health and Environment.

### Staff Enforcement

Staff that travel outside the United States to high risk countries for 3 or more months will be required to complete the TB testing. This testing will be confirmed by the appropriate Vice President.

### Definition of high-risk/low-risk country\*

Students entering Labette Community College who are from the countries listed below must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada.

Afghanistan, Bangladesh, Brazil, Cambodia, China, DR Congo, Ethiopia, India, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, Russian Federation, South Africa, Thailand, Uganda, UR Tanzania, Vietnam, and Zimbabwe

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### **Use of Tobacco Products (Procedure 2.09)**

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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.

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### **Violence on Campus (Procedure 2.13)**

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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.

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### **Disruptive Acts and Weapons On Campus or Activities (Procedure 2.12)**

Subject to change pending Legislation

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The college administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the President or any Vice President. In the absence of these individuals, the determination shall be made by the staff member designated to be in charge of the facility or activity. The President shall be notified of any serious problem on the campus.

Anyone in violation of this procedure or other College policy or procedure concerning the possession of weapons shall be directed to leave the premises immediately and not return without prior approval from the President. Failure to comply with such order will result in a report to law enforcement.

Reports of Weapon Possession: 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's/Director of Human Resources or the Director of Facilities. 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.

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

1. Name and description of the person with the weapon.
2. Type of weapon and its location, if known.
3. Current location of the person and whether there are any other persons in the area.
4. Whether any threats have or are being made and to whom they are directed.
5. 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. Please refer to Policy 2.16 Performance Improvement and Procedure 4.08 Student Code of Conduct. The College may also initiate or fully participate in legal actions brought against violators.

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### Weather Cancellations

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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](http://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 6:15 am and evening and evening extension classes after 3:15 pm. Extension classes will not be held if the facility in which they are meeting is closed that day.

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## Student Activities

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### Intercollegiate Athletics

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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.

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### Student Organizations

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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 Specialist (SLS) located in the Student Union or the specific organization advisor.

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.

- Biology Club
- Campus Activities Board
- Cardinal Christian Fellowship
- Dental Assisting Club
- Fitness Club
- Gay/Straight Alliance
- Graphic Design Club
- Phi Beta Lambda (College division of Future Business Leaders of America)
- Phi Theta Kappa (International honor society for two year colleges)
- PTA Club
- Radiography Club
- Respiratory Therapy Club
- SALUTE Veteran's National Honor Society
- Student Ambassadors
- Student Government Association
- Student Nurse Organization (SNO)
- Student Veterans Organization

## Degrees and Certificates

Lafayette Community College offers 4 degrees: Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in General Studies. LCC offers a total of 27 degree programs and 8 certificate programs.

The degree requirements for each program are listed in the following section of the catalog. Course substitutions must be approved by the Registrar. Developmental courses will not be counted towards fulfilling degree requirements. A minimum of 60 credit hours is required for all AA, AS, and AGS degrees, and a minimum of 60 credit hours is required for all AAS degrees. Transfer students must complete at least 15 credit hours at LCC to graduate. Students must have an accumulative GPA of 2.0 or higher to graduate. Please refer to the Graduation Procedures for all graduation requirements.

### Statement of General Education

The phrase “General Education” refers to the educational foundation of skills, knowledge, and values that prepare students for success in their majors and in their personal and professional lives after graduation. General education prepares students to become rational and humane individuals capable of making informed, ethical decisions in a changing world. At Lafayette Community College our Student Learning Outcomes consisting of knowledge, communication, critical thinking, and social awareness are reflected in every element of our curriculum. In General Education courses, they are demonstrated in the following ways:

Students will be able to:

1. Apply knowledge through study and life-long learning in areas such as the arts, language, natural science, physical science, and the social and behavioral sciences.
2. Communicate using speaking, writing, listening, and reading skills in their life and profession.
3. Collect, analyze, and interpret information through qualitative and quantitative methods allowing them to think critically and make informed decisions in their lives.
4. Demonstrate awareness of the human condition through diverse examples, such as geographic, socio-cultural, economic, political, historical, and ethical systems.

Below is a list of the programs offered at Lafayette Community College. There are 27 degree programs and 8 certificates programs. Some degree programs have one or more emphases and/or certificates listed below the program. The program and emphasis(es) offer the same degree and some of the same courses. However, there are different concentration and General Education courses required that define the emphasis for each program. The variety of emphases offered in some programs are available to meet the needs of our students.

| <b>Degrees</b>                           | <b>Certificates</b>           |
|--|-------------------------------|
| Accounting (AS)                          |                               |
| Art (AA)                                 |                               |
| Athletic Training (AS)                   |                               |
| Biology (AS)                             |                               |
| Business Administration (AS)             |                               |
| Business Administrative Technology (AAS) |                               |
| Administrative Assistant                 | Clerical Assistant            |
| Medical Administrative Assistant         | Medical Office Assistant      |
| Chemistry (AS)                           |                               |
| Communication (AA)                       |                               |
| Computer Science (AS)                    |                               |
| Criminal Justice (AS)                    |                               |
| Dental Assistant (AAS)                   | Dental Assistant              |
| Education (AS)                           | Diagnostic Medical Sonography |
| Early Childhood Education                |                               |
| Elementary Education                     |                               |
| Secondary Education                      |                               |
| English (AA)                             | Electronics                   |
| Exercise Science (AS)                    |                               |
| General Studies (AGS)                    |                               |
| Graphic Design Technology (AAS)          | Graphic Design Technology     |
| Health Science (AS)                      |                               |
| History (AA)                             |                               |

- Mathematics – Physics/Engineering (AS)
- Nursing (AAS)
- Physical Education (AS)
- Physical Therapist Assistant (AAS)
- Preprofessional Programs (AS)
  - Pre-BSN
  - Pre-Pharmacy
  - Pre-Professional Medical Programs
    - Medical/Veterinary Medicine/Dentistry/Med-Tech/Optomtry
- Radiography (AAS)
- Respiratory Therapy (AAS)
- Social Science (AA)
  - Psychology
  - Social Work
  - Sociology
- Welding (AAS)
  - Welding Level I
  - Welding Level II

**Associate in Arts (AA) & Associate in Science (AS)**

Associate in Arts (AA) and Associate in Science (AS) degrees are transfer-oriented degrees granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a Bachelor of Arts or Bachelor of Science degree. A minimum of 60 credit hours are required for both the AA and AS degrees with not less than 30 credit hours in general education.

Concentration Requirements – A minimum of 15 credit hours

General Education Requirements – A minimum of 12 credit hours

- ENGL 101 English Composition I (3)
- ENGL 102 English Composition II (3)
- COMM 101 Public Speaking (3)
- MATH 115 College Algebra or higher (3)
- Natural/Physical Science Electives – A minimum of 5 credit hours with lab
- Humanities Electives – A minimum of 6 credit hour from two different areas
- Social and Behavioral Science Electives – A minimum of 6 credit hours from two different areas

Students should refer to the specific program requirements found in the LCC catalog and see their Program Advisor for recommended General Education Electives that are best suited to their degree and/or transfer institution.

Below is a list of all Associate in Arts degree programs offered at LCC.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Art</li> <li>Communication</li> <li>English</li> </ul> | <ul style="list-style-type: none"> <li>History</li> <li>Social Science</li> <li>Psychology</li> <li>Social Work</li> <li>Sociology</li> </ul> |
|---|---|

Below is a list of all Associate in Science degree programs offered at LCC. These degree programs are designed for students who plan to transfer to a four-year institution and pursue a baccalaureate degree.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Accounting</li> <li>Athletic Training</li> <li>Biology</li> <li>Business Administration</li> <li>Chemistry</li> <li>Computer Science</li> <li>Criminal Justice</li> <li>Education</li> <li>Early Childhood Education</li> </ul> | <ul style="list-style-type: none"> <li>Exercise Science</li> <li>Health Science</li> <li>Mathematics</li> <li>Physical Education</li> <li>Pre-Professional Programs                     <ul style="list-style-type: none"> <li>Pre-BSN</li> <li>Pre-Pharmacy</li> <li>Pre-Professional Medical Programs                             <ul style="list-style-type: none"> <li>Medical/Veterinary Medicine/Dentistry/Med-Tech/Optomtry</li> </ul> </li> </ul> </li> </ul> |
|--|---|

Elementary Education  
Secondary Education

### **Associate in General Studies (AGS)**

An Associate in General Studies Degree recognizes the completion of a broad general education. Transfer students may need to complete more lower-division courses at transfer universities depending upon the courses they complete for this degree. To assist with transferability, only select courses from A.A. or A.S. programs for the Concentration Requirements.

Program Concentration Requirements – 15 credit hours

General Education Requirements – 12 credit hours consisting of:

ENGL 101 English Composition I (3)  
ENGL 102 English Composition II (3)  
COMM 101 Public Speaking (3)  
MATH 115 College Algebra or higher (3)  
Natural/Physical Science Electives-A minimum of 5 credit hours with a lab  
Humanities Electives-A minimum of 6 credit hours from 2 different areas  
Social and Behavioral Science electives-A minimum of 6 credit hours from 2 different areas

### **Associate in Applied Science (AAS)**

An Associate in Applied Science Degree is granted to those who successfully complete programs with an emphasis in the applied sciences for careers. A minimum of 60 credit hours and a maximum of 68 credit hours are required for this degree. Of these, a minimum of 15 credit hours are required in general education courses and a minimum of 30 credit hours are required in the area of specialized preparation. An exception/waiver to the 68 credit hour limit may be granted to meet specific criteria such as external program accreditations or other special requirements.

Program Concentration Requirements – A minimum of 30 credit hours

General Education Requirements – 12 credit hours consisting of:

ENGL 101 English Composition I (3)  
ENGL 102 English Composition II (3)  
BAUD 110 Business Communications (3)  
COMM 101 Public Speaking (3) or  
MATH 100 Intermediate Algebra (3) or  
MATH 115 College Algebra or higher (3)

General Education Electives – At least 3 credit hours chosen from Humanities Electives, Mathematics & Science Electives, Social & Behavioral Science Electives, and Other General Education Electives found on page 76 of the LCC catalog.

Students should refer to the specific program requirements found in the LCC catalog and should see their Program Advisor for recommended General Education Electives that are best suited to their degree program.

Below is a list of all Associate in Applied Science degree programs offered at LCC. These degree programs prepare students for employment in a career/technical area. However, many of these programs will transfer to colleges/ universities that offer similar programs at that level.

|                                    |                              |
|------------------------------------|------------------------------|
| Business Administrative Technology | Nursing                      |
| Administrative Assistant           | Physical Therapist Assistant |
| Medical Administrative Assistant   | Radiography                  |
| Dental Assistant                   | Respiratory Therapy          |
| Graphic Design Technology          | Welding                      |

### **Certificates**

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 16-57 credit hours as noted in this catalog and are awarded by the Registrar. 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.

|                               |                           |
|-------------------------------|---------------------------|
| Clerical Assistant            | Graphic Design Technology |
| Dental Assistant              | Medical Office Assistant  |
| Diagnostic Medical Sonography | Level I Welding           |
| Electronics Technology        | Level II Welding          |

**Department Codes**

| <b>Letter Code</b> | <b>Department Name</b>             |
|--------------------|------------------------------------|
| ACCT .....         | Accounting                         |
| ART .....          | Art                                |
| BIOL .....         | Biological Science                 |
| BUAD .....         | Business Administration            |
| OTEC .....         | Business Administrative Technology |
| CHEM .....         | Chemistry                          |
| COMM .....         | Communication                      |
| COMP .....         | Computer Science                   |
| CRIM .....         | Criminal Justice                   |
| DMS .....          | Diagnostic Medical Sonography      |
| DNAS .....         | Dental Assistant                   |
| ECON .....         | Economics                          |
| EDUC .....         | Education                          |
| ENGL .....         | English                            |
| GEOG .....         | Geography                          |
| GRAP .....         | Graphic Design Technology          |
| HEAL .....         | Health Care                        |
| HIST .....         | History                            |
| INDU .....         | Industrial Technology              |
| LANG .....         | Foreign Language                   |
| LEAR .....         | Student Success Center             |
| MATH .....         | Mathematics                        |
| MUSI .....         | Music                              |
| NURS .....         | Nursing                            |
| OTEC .....         | Business Administrative Technology |
| PED .....          | Physical Education                 |
| PHIL .....         | Philosophy                         |
| PHSC .....         | Physical Science                   |
| PHYS .....         | Physics                            |
| POLS .....         | Political Science/Government       |
| PSYC .....         | Psychology                         |
| PTA .....          | Physical Therapist Assistant       |
| RADI .....         | Radiography                        |
| RELI .....         | Religion                           |
| RESP .....         | Respiratory Therapy                |
| SOCI .....         | Sociology                          |
| WELD .....         | Welding                            |



### General Education Electives

#### ■ Humanities Electives

##### ▶ Art

- ART 103 Drawing I (3)
- ART 104 Drawing II (3)
- ART 107 Two Dimensional Design (3)
- ART 111 Ceramics I (3)
- ART 112 Ceramics II (3)
- ART 113 Sculpture (3)
- ART 115 Painting I (3)
- ART 116 Painting II (3)
- ART 130 Art Appreciation (3)

##### ▶ Communication, Philosophy & Religion

- COMM 102 Interpersonal Communication (3)
- COMM 110 Critical Thinking and Argumentation (3)
- PHIL 101 Philosophy I (3)
- PHIL 104 Introduction to Logic (3) I/O
- PHIL 106 Ethics (3)
- RELI 101 Comparative World Religions (3)
- RELI 103 Old Testament Survey (3) I/O
- RELI 105 New Testament Survey (3)

##### ▶ English

- ENGL 118 Theatre Appreciation (3) \
- ENGL 200 Creative Writing (3)
- ENGL 206 General Literature (3)
- ENGL 207 British Literature I (3)
- ENGL 208 World Literature (3)
- ENGL 209 American Literature I (3)
- ENGL 215 Science Fiction (3)
- ENGL 219 Film Appreciation (3)

##### ▶ Foreign Language

- LANG 104 French I (5) I/O
- LANG 105 French 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 103 World History to 1500 (3)
- HIST 104 World History Since 1500 (3)
- HIST 108 Current World Affairs (3)
- HIST 201 Kansas History (3)

##### ▶ Music

- MUSI 101 Music Appreciation (3)
- MUSI 104 History of Jazz and Rock (3)

#### ■ Science Electives

##### ▶ Natural Science

- BIOL 120 General Biology (5)
- BIOL 122 Environmental Life Science (5)
- BIOL 128 Principles of Biology I (5)
- BIOL 129 Principles of Biology II (5)
- BIOL 130 Anatomy & Physiology (5)
- BIOL 201 Microbiology (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 207 Organic Chemistry II (5)
- PHSC 101 Principals of Geology (5)
- PHSC 103 Introduction to Astronomy (5)
- PHSC 105 Physical Science (5)
- PHYS 201 College Physics I (5)
- PHYS 203 Engineering Physics I (5)
- PHYS 205 College Physics II (5)
- PHYS 208 Engineering Physics II (5)

#### ■ Social & Behavioral Sciences Electives

##### ▶ Anthropology & Sociology

- SOCI 101 Sociology (3)
- SOCI 112 Into to Social Work (3)
- SOCI 201 Marriage and Family (3)
- SOCI 202 Introduction to Women's Studies (3)
- SOCI 203 Social Problems (3)
- SOCI 207 Anthropology (3)
- SOCI 211 Criminology (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 102 North American Geography (3) I/O

##### ▶ Political Science

- POLS 103 State and Local Government (3) I/O
- POLS 105 American Government (3)

##### ▶ Psychology

- PSYC 101 General Psychology (3)
- PSYC 110 Psychology as a Profession I (2)
- PSYC 201 Developmental Psychology (3)
- PSYC 202 Psychology of Adjustment (3)
- PSYC 203 Abnormal Psychology (3)

#### ■ Other General Education Electives

- BUAD 101 Introduction to Business (3)
- BUAD 205 Personal Finance (3)
- COMM 101 Public Speaking (3)
- COMP 110 Computer Concepts & App. (3)
- COMP 120 Computer Info Systems (3)
- EDUC 133 Research Skills (1)
- EDUC 147 Information Literacy (2)
- ENGL 101 English Composition I (3)
- ENGL 102 English Composition II (3)
- 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)
- PED 116 Lifetime Fitness (1)

I/O—Infrequently Offered

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## College Personnel

### *Board of Trustees*

|                |         |            |
|----------------|---------|------------|
| Pat McReynolds | Parsons | Chair      |
| David Winchell | Parsons | Vice-Chair |
| Carl Hoskins   | Parsons | Trustee    |
| Mike Howerter  | Parsons | Trustee    |
| Rod Landrum    | Parsons | Trustee    |
| Montie Taylor  | Parsons | Trustee    |

### *Administration*

|   |   |
|---|---|
| <i>Mark Watkins, B.S., M.B.A., Ed.S., Ed.D.</i> | <i>President</i>                                  |
| <i>Fuentez, Tammy, B.S., M. S.</i>              | <i>Vice President of Student Affairs</i>          |
| <i>Doherty, Leanna, A.A., B.S.</i>              | <i>Vice President of Finance &amp; Operations</i> |
| <i>Burke, Joe, A.A., B.A., M.M.E.</i>           | <i>Vice President of Academic Affairs</i>         |
| <i>Johnston, Kathy, A.A., B.I.S., M.S.</i>      | <i>Dean of Enrollment Management</i>              |
| <i>Sharp, Jason, A.G.S., B.S., M.S.</i>         | <i>Dean of Instruction</i>                        |

### *Faculty*

|  |   |
|--|---|
| <i>Bartelli, Robert, A.A., B.B.A., M.B.A., M.S., Ed.S.</i> | <i>Economics/Business</i>                                       |
| <i>Baty, Randee, B.S., M.S.</i>                            | <i>English</i>  |
| <i>Beach, David, B.S., M.S.</i>                            | <i>Mathematics</i>  |
| <i>Beachner, Kim, B.S.N., M.S.N., A.P.N., C.S.</i>         | <i>Nursing</i>  |
| <i>Bell, Tonya, B.A., M.A.</i>                             | <i>Communication</i>  |
| <i>Bennett, Kathi, B.S.N.</i>                              | <i>Nursing</i>  |
| <i>Brumbach, Travis, B.S.T., M.S.</i>                      | <i>Welding</i>  |
| <i>Burke, Jack, A.A.S., B.S., M.S.</i>                     | <i>Computer Science</i>   |
| <i>Coomes, Jill, B.S.N., M.S.N., M.S., A.P.N., C.E.</i>    | <i>Nursing</i>  |
| <i>Duran, Tom, A.A., B.A., M.A.</i>                        | <i>Communication</i>  |
| <i>Ecoff, Douglas, B.S., M.A., D.A.</i>                    | <i>Chemistry</i>  |
| <i>Elliott, Kenneth, Ph.D.</i>                             | <i>English</i>  |
| <i>Ford, John, B.F.A, M.A., M.F.A.</i>                     | <i>Fine Art</i>   |
| <i>Ford, Lori, A.S., B.S.E., B.S., M.S.E.</i>              | <i>Business Administrative Technology</i>                       |
| <i>Geren, Keith, B.S.</i>                                  | <i>Welding</i>  |
| <i>Gouvion, Ralph, B.S., M.S.</i>                          | <i>Mathematics</i>  |
| <i>Harding, Jennifer, A.A.S., B.S.</i>                     | <i>Respiratory Therapy</i>                                      |
| <i>Kibler, Cathy, A.A.S., A.S., B.B.A., M.B.A.</i>         | <i>Accounting/Business</i>                                      |
| <i>Kimrey, Tammy, A.A., A.A.S., B.S.</i>                   | <i>Radiography/Sonography</i>                                   |
| <i>Kipp, Melissa, A.A.S., B.S.T., M.A.</i>                 | <i>Graphic Design Technology</i>                                |
| <i>Lal, Archana, B.S., M.S., Ph.D.</i>                     | <i>Biology</i>  |
| <i>Langat, Daudi, B.S., M.S., Ph.D.</i>                    | <i>Biology</i>  |
| <i>Miller, Tim, B.A., M.A., Ph.D.</i>                      | <i>History/ Geography/Political Science/Religion/Philosophy</i> |
| <i>Moore, Ashley, A.A.S., B.S., M.S.</i>                   | <i>Radiography</i>  |
| <i>Page, Julie, B.S.N., M.S.N., A.P.N., C.S.</i>           | <i>Nursing</i>  |
| <i>Perez, Robert, B.S., B.A., M.S.</i>                     | <i>Sociology/Social Work</i>                                    |
| <i>Plumlee, Miranda, A.A.S., B.S.N.</i>                    | <i>Nursing</i>  |
| <i>Pommier, Alan, B.S., M.S.</i>                           | <i>Mathematics</i>  |
| <i>Smith, Cheryl, A.S., A.A.S., B.S.N., M.S.N., C.E.</i>   | <i>Nursing</i>  |
| <i>Stoneberger, Elizabeth, B.M., M.M., M.A.</i>            | <i>English</i>  |
| <i>Sudarsanam, Bharathi P., B.S., B.Ed., M.S., Ph.D.</i>   | <i>Biology</i>  |

*Professional Staff*

|  |  |
|--|--|
| <i>Baker, Rhonda, A.A., B.S.</i>                         | <i>Director Financial Aid</i>                                  |
| <i>Barger, Karen, B.S.</i>                               | <i>Assessment Coordinator/Adult Education Instructor</i>       |
| <i>Bohnenblust, Delyna, B.S.N., M.S.N., Ed.S., Ed.D.</i> | <i>Director of Nursing</i>                                     |
| <i>Brown, L. Gale, A.A.S., B.S., M.S., Ed.S.</i>         | <i>Director of Radiography</i>                                 |
| <i>Burzinski, Jody, A.A., B.S., M.A.</i>                 | <i>Director of Information Technology</i>                      |
| <i>Carter, Coleen, A.S., A.A.S., B.S.</i>                | <i>Computer Support Technician</i>                             |
| <i>Cockrell, Tarah, B.S., M.S., Ed.S.</i>                | <i>Cherokee Center Coordinator</i>                             |
| <i>Comer, Sara, B.S., M.S.W., M.S.</i>                   | <i>SSS Acad. Advisor/Military Connected Service Coord.</i>     |
| <i>Conner, Tiffany,</i>                                  | <i>Assistant Women's Basketball Coach</i>                      |
| <i>Coplon, Alex, B.S.</i>                                | <i>Associate Head Baseball Coach</i>                           |
| <i>Dayton, Michelle, B.A.</i>                            | <i>Talent Search Educational Advisor</i>                       |
| <i>Doherty, Kevin, CRT Elec. Tech.</i>                   | <i>Facilities Director</i>                                     |
| <i>Dowling, Kimberly, B.S.T.</i>                         | <i>PR/Graphic Design Specialist</i>                            |
| <i>Duncan, Patrick, B.S., M.S.</i>                       | <i>Talent Search Educational Advisor</i>                       |
| <i>Eggers, Dana, A.A, B.S., M.S.</i>                     | <i>Training Coordinator</i>                                    |
| <i>Every, Janice, A.A.S., B.S.</i>                       | <i>Director of Human Resources</i>                             |
| <i>Forbes, Lindi, B.A.</i>                               | <i>Executive Director of Foundation &amp; Alumni</i>           |
| <i>Fugate, Megan, A.S, B.S.</i>                          | <i>Adm. Assistant to the President &amp; Board of Trustees</i> |
| <i>Good, Kara, A.A.S., B.S.</i>                          | <i>Director of Respiratory Therapy</i>                         |
| <i>Haley, Brittany, B.A., M.S.Ed.</i>                    | <i>Athletic Trainer</i>  |
| <i>Harper, Ross, A.A.S.</i>                              | <i>Workforce Education &amp; Career Training Director</i>      |
| <i>Hinson, Jason, A.S., B.S., M.S.</i>                   | <i>Assistant Men's Basketball Coach</i>                        |
| <i>Hundley, Theresa, B.S., M.S.</i>                      | <i>Financial Aid Counselor</i>                                 |
| <i>Jack, Phillip, A.A., B.S.T.</i>                       | <i>Director of Office Service</i>                              |
| <i>Keal, Aaron, B.S., M.S.</i>                           | <i>Athletic Director/Head Baseball Coach</i>                   |
| <i>Kendrick, Bethany, A.A., B.S.</i>                     | <i>Director of Public Relations</i>                            |
| <i>Kirkpatrick, Kelly, B.S., M.S.</i>                    | <i>Director of SSS/Coord. Student Success Center</i>           |
| <i>Landis, Daneen, B.A., M.A.</i>                        | <i>Director of Talent Search</i>                               |
| <i>Leroy, Terri, A.A., B.S.</i>                          | <i>Student Life Retention Specialist</i>                       |
| <i>Lucas, Kylie, B.S., M.A.</i>                          | <i>Director of Admissions</i>                                  |
| <i>Martin, Leigh Ann, R.D.H., CDA, B.G.S.</i>            | <i>Director of Dental Assistant Program</i>                    |
| <i>McGown, Trent, A.A.S.,</i>                            | <i>PTA Clinical Coordinator</i>                                |
| <i>Miller, Haley, A.S., B.S.</i>                         | <i>Head Volleyball Coach</i>                                   |
| <i>Moon, Tracie, A.S.</i>                                | <i>Database Administrator</i>                                  |
| <i>Nance, Connie, A.A.S, B.A.</i>                        | <i>Accounts Payable</i>  |
| <i>Newby, Nancy, A.S., B.S.</i>                          | <i>Concurrent/Dual Credit Coordinator</i>                      |
| <i>Nutt, Cody, A.A.</i>                                  | <i>Network Administrator</i>                                   |
| <i>O'Brien, Megan, B.S., B.A.</i>                        | <i>Accountant - Payroll/Benefits</i>                           |
| <i>Phillips, Ryan, A.A., A.S., B.S.</i>                  | <i>Head Softball Coach</i>                                     |
| <i>Rabig, Anthony J., B.A., M.L.S.</i>                   | <i>Information Technology</i>                                  |
| <i>Richenburg, Kiesha, A.S., B.S.</i>                    | <i>Financial Aid Specialist</i>                                |
| <i>Roach, Rebecca, B.A., M.S.</i>                        | <i>SSS/Academic Advisor</i>                                    |
| <i>Robinson, Elizabeth, B.S., M.S.</i>                   | <i>SSS/Academic Advisor</i>                                    |
| <i>Rolls, Mitch, B.A.</i>                                | <i>Head Women's Basketball Coach</i>                           |
| <i>Ryan, Marcie, A.A., B.S., M.S.</i>                    | <i>Case Manager/Advisor</i>                                    |
| <i>Smith, Julian, B.S., M.S.</i>                         | <i>Assistant Wrestling Coach</i>                               |
| <i>Stanford, Jerrod, B.A.</i>                            | <i>Head Men's Basketball Coach</i>                             |
| <i>Vance, Emilee, B.S.</i>                               | <i>Assistant Softball Coach</i>                                |
| <i>Vediz, Brian, A.A.S., Cert. Diag. Img.</i>            | <i>Director of Diagnostic Medical Sonography</i>               |
| <i>Vesta, Jeff, A.A., B.S.</i>                           | <i>Head Wrestling Coach</i>                                    |
| <i>Wilson, Jimmie, P.T., D.P.T.</i>                      | <i>Director of Physical Therapist Assistant</i>                |
| <i>Zollars, Scotty, B.A., M.L.S.</i>                     | <i>Director of Library Services</i>                            |

*Educational Support Staff*

|  |  |
|--|--|
| <i>Beasley, Robert</i>                     | <i>Evening Custodian</i>                     |
| <i>Bode, Hillary, A.S.</i>                 | <i>Library Aide</i>                          |
| <i>Bruce, Melissa, B.S.</i>                | <i>Instructional Assistant Workforce</i>     |
| <i>Coomes, Phylis, A.S.</i>                | <i>Library Assistant</i>                     |
| <i>Cowen, Jeffery</i>                      | <i>Grounds Supervisor</i>                    |
| <i>Doherty, Margaret</i>                   | <i>Athletic Assistant</i>                    |
| <i>Drummond, Lindsey, A.A.S.</i>           | <i>Academic Affairs Assistant</i>            |
| <i>Dyson, Cynthia, A.A.</i>                | <i>Assistant Registrar</i>                   |
| <i>Elliott, Tracey, B.S.</i>               | <i>Health Sciences Programs Assistant</i>    |
| <i>Evans, Tonya, A.A.S.</i>                | <i>Receptionist/ Switchboard Operator</i>    |
| <i>Forbes, Jessica</i>                     | <i>Foundation and Alumni Assistant</i>       |
| <i>Giefer, Pam, A.A.S.</i>                 | <i>Enrollment Management Assistant</i>       |
| <i>Graver, Chuck</i>                       | <i>Evening Custodian</i>                     |
| <i>Harris, Robert</i>                      | <i>Custodian Supervisor</i>                  |
| <i>Hernandez, William</i>                  | <i>Evening Custodian</i>                     |
| <i>Hill, Trudy, B.S.N., M.S. Tech. Ed.</i> | <i>Part-Time Workforce Assistant</i>         |
| <i>Hyten, Cathy, A.A.S.</i>                | <i>Student Support Services Assistant</i>    |
| <i>Katzer, Jennifer, B.S., M.A.</i>        | <i>Cherokee Center Assistant</i>             |
| <i>Leistikow, Becky</i>                    | <i>Food Service Worker</i>                   |
| <i>Letterman, Jessica, A.S., A.A.S.</i>    | <i>Bookstore Supervisor</i>                  |
| <i>Mabrey, Pilar, A.S.</i>                 | <i>Finance &amp; Operations Assistant</i>    |
| <i>McCall, Brandi, A.A.</i>                | <i>Admissions Assistant</i>                  |
| <i>Pearce, Teri, A.A.</i>                  | <i>Finance and Operations Assistant</i>      |
| <i>Savage, Ashley, B.A.</i>                | <i>Cherokee Center Assistant</i>             |
| <i>Schneickert, Ingrid, A.A., A.A.S.</i>   | <i>Talent Search Assistant</i>               |
| <i>Seal, Barry</i>                         | <i>Cherokee Center Maintenance/Custodian</i> |
| <i>Shepard, Taylor</i>                     | <i>Maintenance</i>                           |
| <i>Simpson, Sherry, A.A.S.</i>             | <i>Nursing Program Assistant</i>             |
| <i>Smith, Christopher</i>                  | <i>Evening Custodian</i>                     |
| <i>Smith, Chuck</i>                        | <i>Evening Custodian</i>                     |
| <i>Thomas, Bill</i>                        | <i>Evening Custodian</i>                     |
| <i>Weidert, Paula, A.A.S.</i>              | <i>Instructional Assistant</i>               |
| <i>Wilhoft, Jonathan, B.S.</i>             | <i>Facilities Assistant</i>                  |
| <i>Yockey, Trudy</i>                       | <i>Food Service Supervisor</i>               |

# ACCOUNTING

## ASSOCIATE IN SCIENCE

This program is designed for students who wish to study accounting and transfer to a four year institution. The degree program can also prepare a student for immediate work in the field.

**Credits Required:** 60

**Contact:** Cathy Kibler  
620-820-1186  
cathyk@labette.edu

Robert Bartelli  
620-820-1261  
robertb@labette.edu

Concentration Requirements 21

- ACCT 112 Financial Accounting 3
- ACCT 114 Managerial Accounting 3
- ACCT 121 Computer Accounting 3
- BUAD 101 Introduction to Business 3
- COMP 115 Spreadsheets (Microsoft Excel) 3
- ECON 203 Macroeconomics 3
- ECON 204 Microeconomics 3

**Program Entrance Requirements**

Students must have an appropriate ACT, SAT, COMPASS or ACCUPLACER score to enroll in English, Math or certain general education courses. Exceptions may apply for students with 12 or more general education credit hours; see your advisor for personal consultation.

General Education Requirements 39

- COMM101 Public Speaking 3
- COMP 120 Computer Information Systems 3
- EDUC 133 Research Skills 1
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- MATH 115 College Algebra *or higher* 3
- PED 116 Lifetime Fitness 1
- Physical Science Elective with Lab 5  
 \_\_\_\_\_
- Natural Science Elective with Lab 5  
 \_\_\_\_\_
- Humanities Electives 6  
 \_\_\_\_\_  
 \_\_\_\_\_
- General Education Electives 6  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recommended Course Sequence**

- SEM 1:** ACCT 112, BUAD 101
- SEM 2:** ACCT 114
- SEM 3:** ECON 203
- SEM 4:** ACCT 121, COMP 115, ECON 204

**Student Organization**

Membership in Phi Beta Lambda (PBL) is encouraged. This organization develops and enhances leadership and business skills. Students can participate in state and national competitions, where top students are recognized with trophies and cash awards.

**After Graduation**

Students can gain entry-level employment in or enhance their career advancement opportunities. Students can transfer to a four year institution to pursue a bachelor's degree.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88. Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information. 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. Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# ART

## ASSOCIATE IN ARTS

Human beings have been making art for over 30,000 years, not many fields of study can boast of such a long history. When you study art you will begin to learn about that varied and rich art history and you will spend engaging hours in the studios learning about studio practices such as design fundamentals, painting, drawing, making ceramics, and creating sculpture. Your courses and subsequent AA degree will start you down the road for a career as an art teacher or other art related careers.

Credits Required: 60

Contact: John Ford  
620-820-1022  
johnf@labette.edu

| <u>Concentration Requirements</u> |         |                        | <u>15</u> |
|-----------------------------------|---------|------------------------|-----------|
| <input type="checkbox"/>          | ART 103 | Drawing I              | 3         |
| <input type="checkbox"/>          | ART 107 | Two Dimensional Design | 3         |
| <input type="checkbox"/>          | ART 111 | Ceramics I <i>or</i>   |           |
| <input type="checkbox"/>          | ART 113 | Sculpture              | 3         |
| <input type="checkbox"/>          | ART 115 | Painting I             | 3         |
| <input type="checkbox"/>          | ART 130 | Art Appreciation       | 3         |

### **Recommended Course Sequence**

SEM 1: ART 103, ART 107  
SEM 2: ART 111, ART 115  
SEM 3: ART 113, ART 130

| <u>General Education Requirements</u> |  |                        | <u>45</u> |
|---------------------------------------|--|------------------------|-----------|
| <input type="checkbox"/>              | COMM 101   | Public Speaking        | 3         |
| <input type="checkbox"/>              | ENGL 101   | English Composition I  | 3         |
| <input type="checkbox"/>              | ENGL 102   | English Composition II | 3         |
| <input type="checkbox"/>              | MATH 115   | College Algebra        | 3         |
| <input type="checkbox"/>              | PED 116  | Lifetime Fitness       | 1         |
|                                       | Natural/Physical Science Elective with lab       |                        | 5         |
| <input type="checkbox"/>              | _____  |                        |           |
|                                       | Humanities Electives (from at least three areas) |                        | 12        |
| <input type="checkbox"/>              | _____  |                        |           |
| <input type="checkbox"/>              | _____  |                        |           |
| <input type="checkbox"/>              | _____  |                        |           |
| <input type="checkbox"/>              | _____  |                        |           |
|                                       | Social and Behavioral Science Electives          |                        | 6         |
| <input type="checkbox"/>              | _____  |                        |           |
| <input type="checkbox"/>              | _____  |                        |           |
|                                       | General Education Electives                      |                        | 9         |
| <input type="checkbox"/>              | _____  |                        |           |
| <input type="checkbox"/>              | _____  |                        |           |
| <input type="checkbox"/>              | _____  |                        |           |

### **After Graduation:**

Continue your education with a bachelor or master's degree in art or art history and find employment as an art teacher or other art related field.

| <u>Below are suggested Humanities Electives.</u> |          |                          |   |
|--|----------|--------------------------|---|
| <input type="checkbox"/>                         | ART 104  | Drawing II               | 3 |
| <input type="checkbox"/>                         | ART 112  | Ceramics II              | 3 |
| <input type="checkbox"/>                         | ART 116  | Painting II              | 3 |
| <input type="checkbox"/>                         | HIST 103 | World History to 1500    | 3 |
| <input type="checkbox"/>                         | HIST 104 | World History Since 1500 | 3 |
| <input type="checkbox"/>                         | MUSI 101 | Music Appreciation       | 3 |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# ATHLETIC TRAINING

## ASSOCIATE IN SCIENCE

The Athletic Training degree prepares students to apply to an athletic training program at a four year institution with an accredited athletic training program.

**Credits Required:** 60

**Contact:** General Advisor

| <u>Concentration Requirements</u> |  | <u>16</u> |
|-----------------------------------|--|-----------|
| <input type="checkbox"/>          | O TEC 124 Medical Terminology                  | 3         |
| <input type="checkbox"/>          | PED 103 Care & Prevention of Athletic Injuries | 3         |
| <input type="checkbox"/>          | PED 105 Personal & Community Health            | 3         |
| <input type="checkbox"/>          | PED 111 Athletic Training Practicum I          | 2         |
| <input type="checkbox"/>          | PED 114 Basic Nutrition                        | 3         |
| <input type="checkbox"/>          | PED 118 First Aid                              | 2         |

**Recommended Course Sequence**

SEM 1: OTEC 124, PED 103,  
 SEM 2: PED105, PED 118, PSYC 101  
 SEM 3: PED111, PED 114, PSYC 201

| <u>General Education Requirements</u> |   | <u>44</u> |
|---------------------------------------|---|-----------|
| <input type="checkbox"/>              | BIOL 120 General Biology <i>or</i>        |           |
| <input type="checkbox"/>              | BIOL 130 Anatomy and Physiology           | 5         |
| <input type="checkbox"/>              | COMM101 Public Speaking                   | 3         |
| <input type="checkbox"/>              | ENGL 101 English Composition I            | 3         |
| <input type="checkbox"/>              | ENGL 102 English Composition II           | 3         |
| <input type="checkbox"/>              | MATH 115 College Algebra <i>or higher</i> | 3         |
| <input type="checkbox"/>              | PED 116 Lifetime Fitness                  | 1         |
| <input type="checkbox"/>              | PSYC 101 General Psychology               | 3         |
| <input type="checkbox"/>              | PSYC 201 Developmental Psychology         | 3         |
|                                       | Physical Science Elective with Lab        | 5         |
| <input type="checkbox"/>              | _____                                     |           |
|                                       | Humanities Electives                      | 6         |
| <input type="checkbox"/>              | _____                                     |           |
| <input type="checkbox"/>              | _____                                     |           |
|                                       | General Education Electives               | 9         |
| <input type="checkbox"/>              | _____                                     |           |
| <input type="checkbox"/>              | _____                                     |           |
| <input type="checkbox"/>              | _____                                     |           |

**Student Organization**

Health and Fitness Club

**After Graduation**

Students completing the A.S degree in Athletic Training generally pursue an undergraduate degree in Athletic Training. The A.S in Athletic Training degree prepares the student to apply into an entry level athletic training education program at a four year institution with an accredited athletic training program.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# BIOLOGY

## ASSOCIATE IN SCIENCE

Biology is a science centered around the study of life. The Associate of Science in Biology is designed to provide the foundation for students seeking a career in the health or biology fields. It is also designed for those wanting to transfer to a 4-year institution to earn a bachelor's degree in biology.

**Credits Required:** 60

**Contact:** Dr. Bharathi Sudarsanam  
620-820-1150  
bharathis@labette.edu

| Concentration Requirements                                 | 25 |
|--|----|
| <input type="checkbox"/> BIOL 128 Principles of Biology I  | 5  |
| <input type="checkbox"/> BIOL 129 Principles of Biology II | 5  |
| <input type="checkbox"/> BIOL 130 Anatomy and Physiology   | 5  |
| <input type="checkbox"/> BIOL 201 Microbiology             | 5  |
| <input type="checkbox"/> CHEM 124 College Chemistry I      | 5  |

Dr. Archana Lal  
620-820-1136  
archanal@labette.edu

Dr. Daudi Langat  
620-820-1170  
dau dil@labette.edu

| General Education Requirements                                     | 35 |
|--|----|
| <input type="checkbox"/> COMM 101 Public Speaking                  | 3  |
| <input type="checkbox"/> ENGL 101 English Composition I            | 3  |
| <input type="checkbox"/> ENGL 102 English Composition II           | 3  |
| <input type="checkbox"/> MATH 115 College Algebra <i>or higher</i> | 3  |
| Humanities Electives   | 6  |
| <input type="checkbox"/> _____                                     |    |
| <input type="checkbox"/> _____                                     |    |
| Social and Behavioral Electives                                    | 6  |
| <input type="checkbox"/> _____                                     |    |
| <input type="checkbox"/> _____                                     |    |
| Natural/Physical Science Elective with Lab                         | 5  |
| <input type="checkbox"/> _____                                     |    |
| General Education Electives  | 9  |
| <input type="checkbox"/> _____                                     |    |
| <input type="checkbox"/> _____                                     |    |
| <input type="checkbox"/> _____                                     |    |

### Recommended Course Sequence

**SEM 1:** BIOL 128, CHEM 124

**SEM 2:** BIOL 129

**SEM 3:** BIOL 130

**SEM 4:** BIOL 201

### Student Organization

The Biology Club offers a combination of educational and social activities. Students are given opportunities to explore current issues, other topics of interest in the life sciences, and establish contacts with professionals in the life science fields.

### After Graduation

Students can transfer to a university or college to pursue a bachelor's degree in Biology.

### Recommendations for Natural & Physical Sciences Elective:

|  |   |
|--|---|
| <input type="checkbox"/> PHYS 201 College Physics I (Biology Concentration)        | 5 |
| <input type="checkbox"/> CHEM 204 Organic Chemistry I (Microbiology concentration) | 5 |
| <input type="checkbox"/> CHEM 126 College Chemistry II                             | 5 |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.



# BUSINESS ADMINISTRATION

## ASSOCIATE IN SCIENCE

This program is designed for transfer to a four year institution. This program is appropriate if the student wishes to study management, marketing, finance or other business concentrations at a four year institution. The degree program can also prepare a student for immediate work in the field.

Credits Required: 60

Contact: Cathy Kibler  
620-820-1186  
cathyk@labette.edu

Robert Bartelli  
620-820-1261  
robertb@labette.edu

Concentration Requirements 21

- ACCT 112 Financial Accounting 3
- ACCT 114 Managerial Accounting 3
- BUAD 101 Introduction to Business 3
- BUAD 110 Business Communications 3
- ECON 203 Macroeconomics 3
- ECON 204 Microeconomics 3
- MATH 120 Elementary Statistics 3

**Program Entrance Requirements**

Students must have an appropriate ACT, SAT, COMPASS or ACCUPLACER score to enroll in English, Math or certain general education courses. Exceptions may apply for students with 12 or more general education credit hours; see your advisor for personal consultation.

General Education Requirements 39

- COMM101 Public Speaking 3
- COMP 120 Computer Information Systems 3
- EDUC 133 Research Skills 1
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- MATH 115 College Algebra *or higher* 3
- PED 116 Lifetime Fitness 1
- Physical Science Elective with lab 5
- \_\_\_\_\_
- Natural Science Elective with lab 5
- \_\_\_\_\_
- Humanities Electives 6
- \_\_\_\_\_
- \_\_\_\_\_
- General Education Electives 6
- \_\_\_\_\_
- \_\_\_\_\_

**Recommended Course Sequence**

- SEM 1:** ACCT 112, BUAD 101
- SEM 2:** ACCT 114
- SEM 3:** MATH 120 , ECON 203
- SEM 4:** BUAD 110, ECON 204

**Student Organization**

Membership in Phi Beta Lambda is encouraged. This organization develops and enhances leadership and business skills. Students can participate in state and national competitions, where top students are recognized with trophies and cash awards.

**After Graduation**

Students can gain entry-level employment or enhance their career advancement opportunities. Students can transfer to a four year institution to pursue a bachelor's degree.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## BUSINESS ADMINISTRATIVE TECHNOLOGY

### ADMINISTRATIVE ASSISTANT

#### ASSOCIATE IN APPLIED SCIENCE

This program will prepare you to provide administrative support by conducting research, preparing reports, handling information requests, and performing clerical functions. Students will use Microsoft Office products including Word, Excel, PowerPoint, and Access.

**Credits Required:** 61-63

**Contact:** Lori Ford  
620-820-1242  
lorif@labette.edu

#### Concentration Requirements 40-42

|  |     |
|--|-----|
| <input type="checkbox"/> BUAD 110 Business Communications          | 3   |
| <input type="checkbox"/> COMP 115 Spreadsheet (Microsoft Excel)    | 3   |
| <input type="checkbox"/> OTEC 106 Formatting                       | 3   |
| <i>Enroll in College Keyboarding if typing speed &lt;30 wpm</i>    |     |
| <input type="checkbox"/> OTEC 111 Records Mgmt & Database App      | 3   |
| <input type="checkbox"/> OTEC 113 Business Accounting              | 3   |
| <input type="checkbox"/> OTEC 119 Business Math                    | 3   |
| <input type="checkbox"/> OTEC 121 Office Procedures                | 3   |
| <input type="checkbox"/> OTEC 122 Office Internship I              | 1-3 |
| <input type="checkbox"/> OTEC 136 Business Office Applications     | 3   |
| <input type="checkbox"/> OTEC 140 Business English                 | 3   |
| <input type="checkbox"/> OTEC 155 Word Processing (Microsoft Word) | 3   |
| *Concentration Electives   | 6   |

\_\_\_\_\_

\_\_\_\_\_

\*\*Concentration Elective 3

\_\_\_\_\_

#### General Education Requirements 21

|  |   |
|--|---|
| <input type="checkbox"/> COMP 110 Computer Concepts and Applications | 3 |
| <input type="checkbox"/> ENGL 101 English Composition I              | 3 |
| <input type="checkbox"/> ENGL 102 English Composition II <i>or</i>   |   |
| <input type="checkbox"/> COMM101 Public Speaking                     | 3 |
| <input type="checkbox"/> MATH 100 Intermediate Algebra <i>or</i>     |   |
| <input type="checkbox"/> MATH 115 College Algebra                    | 3 |
| General Education Electives  | 9 |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Concentration Emphasis & Electives

##### \*Business Administrative Assistant Electives(6)

|  |   |
|--|---|
| <input type="checkbox"/> ACCT 112 Financial Accounting             | 3 |
| <input type="checkbox"/> ACCT 121 Computer Accounting              | 3 |
| <input type="checkbox"/> COMP 120 Computer Information Systems     | 3 |
| <input type="checkbox"/> COMP 192 Database Concepts & Applications | 3 |
| <input type="checkbox"/> OTEC 138 Legal Office Applications        | 3 |

##### \*\*Concentration Electives (3)

Choose from OTEC, BUAD, COMP, ACCT Course.

#### **Recommended Course Sequence**

**SEM 1:** COMP 110, OTEC 106, OTEC 140

**SEM 2:** OTEC 119, BUAD 110, COMP 115

**SEM 3:** OTEC 113, OTEC 121, OTEC 155, OTEC 111

**SEM 4:** OTEC 122, OTEC 136 or OTEC 138

#### **Student Organization**

Phi Beta Lambda (PBL)

#### **After Graduation**

Administrative and clerical assistants work in nearly every industry, and are employed in schools, hospitals, governments, law firms, and medical offices.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

**BUSINESS ADMINISTRATIVE TECHNOLOGY  
CLERICAL ASSISTANT CERTIFICATE**

CERTIFICATE

This certificate program is designed for those who are making a career change and need basic office skills.

**Credits Required:** 24

Concentration Requirements 24

**Contact:** Lori Ford  
620-820-1242  
lorif@labette.edu

- COMP 110 Computer Concepts and Applications 3
- COMP 115 Spreadsheets (Microsoft Excel) 3
- OTEC 106 Formatting 3
- Enroll in College Keyboarding if typing speed <30 wpm*
- OTEC 111 Records Mgmt & Database App 3
- OTEC 119 Business Math 3
- \*Concentration Electives 9
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Recommended Course Sequence**

**SEM 1:** COMP 110, OTEC 111, Concentration Elective  
**SEM 2:** COMP 115, OTEC 119  
**SEM 3:** OTEC 106, Concentration Elective

Concentration Electives

**After Completion**

- BUAD 110 Business Communications 3
- OTEC 102 College Keyboarding\* 3
- OTEC 113 Business Accounting 3
- OTEC 121 Office Procedures 3
- OTEC 122 Office Internship I 1-3
- OTEC 123 Office Internship II 3
- OTEC 136 Business Office Applications 3
- OTEC 140 Business English 3
- OTEC 155 Word Processing (Microsoft Word) 3

Students should be able to look for entry-level office positions in many different kinds of businesses. In addition, they could continue their education by completing an Associated of Applied Science degree as a Business Administrative Assistant. All of the courses in the certificate program would articulate with the degree program.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88. Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information. 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. Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

**BUSINESS ADMINISTRATIVE TECHNOLOGY  
MEDICAL ADMINISTRATIVE ASSISTANT**

ASSOCIATE IN APPLIED SCIENCE

This program will prepare you to perform secretarial and clerical duties using specific knowledge of medical terminology, scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

**Credits Required:** 62-65

**Contact:** Lori Ford  
620-820-1242  
lorif@labette.edu

**Recommended Course Sequence**

**SEM 1:** OTEC 106, OTEC 111, OTEC 140  
**SEM 2:** BUAD 110, OTEC 119, OTEC 124  
**SEM 3:** OTEC 113, OTEC 121, OTEC 133, OTEC 155  
**SEM 4:** OTEC 122, OTEC 137, Concentration Elective

**Student Organization**

Phi Beta Lambda (PBL)

**After Graduation**

The majority of jobs will be found in medical offices of clinics, doctors' offices, and hospitals.

Concentration Requirements 39 -42

- BUAD 110 Business Communications 3
- OTEC 106 Formatting 3
- Enroll in College Keyboarding if typing speed <30 wpm*
- OTEC 111 Records Mgmt & Database App 3
- OTEC 113 Business Accounting 3
- OTEC 119 Business Math 3
- OTEC 121 Office Procedures 3
- OTEC 122 Office Internship I 1-3
- OTEC 124 Medical Terminology 3
- OTEC 133 Medical Coding ICD 3
- OTEC 137 Medical Office Applications 3
- OTEC 140 Business English 3
- OTEC 155 Word Processing (Microsoft Word) 3

\*Concentration Electives 5-6

- \_\_\_\_\_
- \_\_\_\_\_

General Education Requirements 23

- BIOL 130 Anatomy & Physiology 5
- COMP 110 Computer Concepts and Applications 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II *or*
- COMM101 Public Speaking 3
- MATH 100 Intermediate Algebra *or*
- MATH 115 College Algebra 3

General Education Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

\*Concentration Electives

- OTEC 102 College Keyboarding (3)
- OTEC 125 Advanced Medical Terminology (3)
- OTEC 128 Medical Transcription (2)
- OTEC 134 Medical Coding CPT (3)

Up to 3 credit hours may be NURS

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

**BUSINESS ADMINISTRATIVE TECHNOLOGY  
MEDICAL OFFICE ASSISTANT CERTIFICATE**

CERTIFICATE

This program is designed for those who wish to update their office skills by using specific knowledge of medical terminology, scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

**Credits Required:** 27-28

**Contact:** Lori Ford  
620-820-1242  
lorif@labette.edu

Concentration Requirements 27 -28

- |                                 |          |   |              |
|---------------------------------|----------|---|--------------|
| <input type="checkbox"/>        | OTEC 106 | Formatting  | 3            |
|                                 |          | <i>Enroll in College Keyboarding if typing speed &lt;30 wpm</i> |              |
| <input type="checkbox"/>        | OTEC 124 | Medical Terminology   | 3            |
| <input type="checkbox"/>        | OTEC 133 | Medical Coding ICD  | 3            |
| <input type="checkbox"/>        | OTEC 140 | Business English  | 3            |
| <b>*Concentration Electives</b> |          |   | <b>15-16</b> |
| <input type="checkbox"/>        | _____    |   |              |
| <input type="checkbox"/>        | _____    |   |              |
| <input type="checkbox"/>        | _____    |   |              |
| <input type="checkbox"/>        | _____    |   |              |
| <input type="checkbox"/>        | _____    |   |              |
| <input type="checkbox"/>        | _____    |   |              |

**Recommended Course Sequence**

**SEM 1:** OTEC 106, OTEC 124, OTEC 133, OTEC 140  
**SEM 2:** Concentration Electives

**Student Organization**

Phi Beta Lambda (PBL)

**After Completion**

The majority of jobs will be found in medical offices of clinics, doctors' offices, and hospitals. Students may continue with their education by obtaining an Associate in Applied Science in Medical Administrative Assistant.

\* Select 15 -16 hours from the following:

- |                          |          |                                  |     |
|--------------------------|----------|----------------------------------|-----|
| <input type="checkbox"/> | OTEC 102 | College Keyboarding              | 3   |
| <input type="checkbox"/> | OTEC 111 | Records Mgmt. & Database App     | 3   |
| <input type="checkbox"/> | OTEC 122 | Office Internship I              | 1-3 |
| <input type="checkbox"/> | OTEC 125 | Advanced Medical Terminology     | 3   |
| <input type="checkbox"/> | OTEC 128 | Medical Transcription            | 2   |
| <input type="checkbox"/> | OTEC 134 | Medical Coding CPT               | 3   |
| <input type="checkbox"/> | OTEC 137 | Medical Office Applications      | 3   |
| <input type="checkbox"/> | OTEC 155 | Word Processing (Microsoft Word) | 3   |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# CHEMISTRY

## ASSOCIATE IN SCIENCE

Chemistry is the study of materials and energy. Take a chemistry class to learn more about yourself and the world around you or take more classes and earn an A.S. degree in chemistry.

**Credits Required:** 60

**Contact:** Dr. Doug Ecoff  
620-820-1151  
douge@labette.edu

### Concentration Requirements 15

- |                          |          |                             |   |
|--------------------------|----------|-----------------------------|---|
| <input type="checkbox"/> | CHEM 204 | Organic Chemistry I         | 5 |
| <input type="checkbox"/> | CHEM 207 | Organic Chemistry II        | 5 |
| <input type="checkbox"/> | PHYS 201 | College Physics I <i>or</i> |   |
| <input type="checkbox"/> | PHYS 203 | Engineering Physics I       | 5 |

### **Recommended Course Sequence**

**SEM 1:** CHEM 124

**SEM 2:** CHEM 126

**SEM 3:** CHEM 204, PHYS 201 or PHYS 203

**SEM 4:** CHEM 207

### General Education Requirements 45

- |                          |          |                        |   |
|--------------------------|----------|------------------------|---|
| <input type="checkbox"/> | COMM 101 | Public Speaking        | 3 |
| <input type="checkbox"/> | CHEM 124 | College Chemistry I    | 5 |
| <input type="checkbox"/> | CHEM 126 | College Chemistry II   | 5 |
| <input type="checkbox"/> | ENGL 101 | English Composition I  | 3 |
| <input type="checkbox"/> | ENGL 102 | English Composition II | 3 |
| <input type="checkbox"/> | MATH 130 | Calculus I             | 5 |
| <input type="checkbox"/> | PED 116  | Lifetime Fitness       | 1 |

Humanities Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

Natural Science Elective with Lab 5

- \_\_\_\_\_

Social/Behavioral Science Elective 6

- \_\_\_\_\_
- \_\_\_\_\_

\*General Education Electives 3

- \_\_\_\_\_

### \*Transfer students should take the following

#### General Education Electives:

- |                          |          |                              |   |
|--------------------------|----------|------------------------------|---|
| <input type="checkbox"/> | BIOL 120 | General Biology              | 5 |
| <input type="checkbox"/> | PHYS 205 | College Physics II <i>or</i> |   |
| <input type="checkbox"/> | PHYS 208 | Engineering Physics II       | 5 |

### **After Graduation**

Transfer to a four-year college to complete a bachelor's degree to work in industry, education, or government. See the wide range of career opportunities: Chemistry Careers-American Chemistry Society, <http://www.acs.org/content/acs/en/careers/college-to-career/chemistry-careers.html>

For general employment information see the Occupational Outlook Handbook; <http://www.bls.gov/ooh/>

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# COMMUNICATION

## ASSOCIATE IN ARTS

The goal of the Communication Program is to provide the opportunity for students to improve their communication ability and knowledge.

Our commitment to General Education helps develop students' oral communication and critical thinking skills and their appreciation for communication diversity. Our courses are designed to fulfill major requirements for Associate Degree-seeking students. Throughout their education, students have opportunities for hands-on experience both in and out of the classroom.

**Credits Required:** 60

**Contact:** Tom Duran  
620-820-1171  
tomd@labette.edu

Tonya Bell  
620-820-1121  
tonyab@labette.edu

|                                   |   |           |
|-----------------------------------|---|-----------|
| <u>Concentration Requirements</u> |   | <u>21</u> |
| <input type="checkbox"/>          | COMM102 Interpersonal Communication         | 3         |
| <input type="checkbox"/>          | COMM103 Introduction to Advertising         | 3         |
| <input type="checkbox"/>          | COMM105 Introduction to Public Relations    | 3         |
| <input type="checkbox"/>          | COMM106 Introduction to Mass Media          | 3         |
| <input type="checkbox"/>          | COMM110 Critical Thinking and Argumentation | 3         |
| *Concentration Electives          |   | 6         |
| <input type="checkbox"/>          | _____                                       |           |
| <input type="checkbox"/>          | _____                                       |           |

|  |                                 |           |
|--|---------------------------------|-----------|
| <u>General Education Requirements</u>      |                                 | <u>39</u> |
| <input type="checkbox"/>                   | COMM101 Public Speaking         | 3         |
| <input type="checkbox"/>                   | ENGL 101 English Composition I  | 3         |
| <input type="checkbox"/>                   | ENGL 102 English Composition II | 3         |
| <input type="checkbox"/>                   | MATH 115 College Algebra        | 3         |
| Physical/Natural Science Elective with Lab |                                 | 5         |
| <input type="checkbox"/>                   | _____                           |           |
| **Humanities Electives                     |                                 | 6         |
| <input type="checkbox"/>                   | _____                           |           |
| <input type="checkbox"/>                   | _____                           |           |
| ***Social and Behavioral Science Electives |                                 | 6         |
| <input type="checkbox"/>                   | _____                           |           |
| <input type="checkbox"/>                   | _____                           |           |
| General Education Electives                |                                 | 9         |
| <input type="checkbox"/>                   | _____                           |           |
| <input type="checkbox"/>                   | _____                           |           |
| <input type="checkbox"/>                   | _____                           |           |
| <input type="checkbox"/>                   | _____                           |           |

|                             |                                 |   |
|-----------------------------|---------------------------------|---|
| Select one of the following |                                 |   |
| <input type="checkbox"/>    | LEAR 101 College Success Skills | 1 |
| <input type="checkbox"/>    | EDUC 133 Research Skills        | 1 |
| <input type="checkbox"/>    | PED 116 Lifetime Fitness        | 1 |

**Recommended Course Sequence**

**SEM 1:** COMM 103, Concentration Elective

**SEM 2:** COMM 105, COMM 106

**SEM 3:** COMM 102, Concentration Elective

**SEM 4:** COMM 110

**After Graduation**

Students can gain immediate, entry-level employment in Government and Social Services, Public Relations Agencies, Event Planning, Sales, etc. If already employed, obtain career advancement opportunities. Students can transfer to a university or college to pursue a bachelor's degree in Communication.

\*Recommended Concentration Electives

|                          |                                      |   |
|--------------------------|--------------------------------------|---|
| <input type="checkbox"/> | GRAP 107 Intro to Desktop Publishing | 3 |
| <input type="checkbox"/> | GRAP 130 Advertising Design          | 3 |
| <input type="checkbox"/> | GRAP 202 Digital Photography         | 3 |

\*\*Recommended Humanities Electives

|                          |                                |  |
|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | ART 107 Two Dimensional Design |  |
| <input type="checkbox"/> | ENGL 200 Creative Writing      |  |
| <input type="checkbox"/> | HIST 108 Current World Affairs |  |
| <input type="checkbox"/> | PHIL 104 Introduction to Logic |  |

\*\*\*Recommended Social and Behavioral Science Electives

|                          |                                    |  |
|--------------------------|------------------------------------|--|
| <input type="checkbox"/> | ECON 101 Issues in Today's Economy |  |
| <input type="checkbox"/> | PSYC 101 General Psychology        |  |
| <input type="checkbox"/> | SOCI 101 Sociology                 |  |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# COMPUTER SCIENCE

## ASSOCIATE IN SCIENCE

The Computer Science program offers an Associate of Science Degree that includes the study of computers and the methods of computer-based problem solving.

**Credits Required:** 60

**Contact:** Jack Burke  
620-820-1188  
jackb@labette.edu

Concentration Requirements 24

- COMP 120 Computer Information Systems 3
- COMP 130 Introduction to Programming Logic 3
- COMP 135 C++ Programming 3
- COMP 212 Principles of Software Design 3
- MATH 120 Elementary Statistics 3
- \*Concentration Electives 9
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Recommended Course Sequence**

- SEM 1: COMP 130, Concentration Elective
- SEM 2: COMP 120, MATH 120
- SEM 3: COMP 135
- SEM 4: COMP 212, Concentration Elective

General Education Requirements 36

- BIOL 120 General Biology 5
- COMM 101 Public Speaking 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- MATH 130 Calculus I 5

**After Graduation**

This degree serves as the first two years of study toward a Baccalaureate Degree in Computer Science and prepares students for jobs in the areas of hardware and software development, research and development of hardware and software, system programming, system analyst or software designer.

Physical Science Elective with Lab 5

- \_\_\_\_\_

Humanities Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

Social and Behavioral Science Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

\*Concentration Electives

- COMP 110 Computer Concepts and Applications 3
- COMP 115 Spreadsheets (Microsoft Excel) 3
- COMP 138 Visual Basic Programming 3
- COMP 180 Introduction to Networking I 3
- COMP 182 Networking II 3
- COMP 192 Database Concepts and Applications 3
- COMP 205 Special Topics in Computing/Robotics 3
- INDU 125 Fundamentals of Electronics 3

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.



# CRIMINAL JUSTICE

## ASSOCIATE IN SCIENCE

At Labette Community College we are preparing students to start a career in this professional field. The primary focus of the program is geared towards administration and management. Our goal is to provide students with the tools to pursue an advanced degree and a career in local, state, or federal agencies. The Criminal Justice Program Mission is to provide students with a strong, knowledge base of the criminal justice system to dispel myths, broaden perspectives, and prepare students to become inspirational leaders in the communities they serve.

LCC's criminal justice program is a military friendly college and awards college credit for prior service training received equivalent to course work required.

**Concentration Requirements** 27

- CRIM 101 Introduction to Administration of Justice 3
- CRIM 112 Ethics in Criminal Justice 3
- CRIM 119 Interview and Report Writing 3
- CRIM 135 Criminal Procedures 3
- CRIM 137 Criminal Law 3
- CRIM 138 Juveniles in the Criminal Justice System 3
- \*Concentration Electives 9
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**General Education Requirements** 33

- COMM 101 Public Speaking 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- MATH 115 College Algebra *or higher* 3
- EDUC 133 Research Skills *or* 1
- LEAR 101 College Success Skills *or*
- PED 116 Lifetime Fitness

Physical/Natural Science Elective with lab 5

- \_\_\_\_\_

Humanities Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

Social and Behavioral Science Electives 9

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Credits Required:** 60

**Contact:** Jason Sharp  
620-820-1155  
jasons@labette.edu

**Recommended Course Sequence**

It is recommended the student speak with an advisor and follow the strict semester plan, as these courses will be offered only during the semester sequence and rotation listed below.

- SEM 1:** CRIM 101, Concentration Elective
- SEM 2:** CRIM 112, CRIM 137
- SEM 3:** CRIM 119, CRIM 135, Concentration Elective
- SEM 4:** CRIM 138, Concentration Elective

**After Graduation**

There are many careers available in the criminal justice field. Different agencies require different educational levels. Many law enforcement agencies are requiring at minimum an associate's degree within their organizations. Many of our graduates have gone on to obtain advanced degrees, such as Bachelor and Master Degrees. Many graduates have gone into the following professional careers: State and local agencies as officers, detectives, agents and chiefs, correctional officers, federal agencies, college instructors, and private sector as private security, investigators, asset protections, etc.

**\*Concentration Elective:**

- CRIM 111 Patrol Procedures 3
- CRIM 118 Drugs in Society 3
- CRIM 131 Community Policing 3
- CRIM 204 Police Supervision and Management 3
- SOCI 211 Criminology 3

Note: If a student has successfully completed **KLETC (Kansas Law Enforcement Training Center) or equivalent law enforcement training**, the student may receive credit for the following courses.

- CRIM 111 Patrol Procedures 3
- CRIM 119 Interview and Report Writing 3
- CRIM 135 Criminal Procedures 3

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## DENTAL ASSISTANT

### ASSOCIATE IN APPLIED SCIENCE

Students who enroll in this program will learn how to perform a wide range of duties important to dental care, including: chairside assisting, first aid, radiology, office and lab procedures, and practice management. In addition to classroom work, students receive over 300 hours of real-world clinical experience at a variety of dental facilities so that when they do graduate, they can feel confident in their ability to do their job, regardless of the position they are in.

#### Requirement for Application/Acceptance Process

DNAS 100 CPR for Dental Assistant Program 1

#### Concentration Requirements 36

|                          |          |  |   |
|--------------------------|----------|--|---|
| <input type="checkbox"/> | DNAS 101 | Fundamentals in Dental Assisting           | 2 |
| <input type="checkbox"/> | DNAS 105 | Anatomy & Physiology for Dental Assistants | 1 |
| <input type="checkbox"/> | DNAS 107 | Dental Health Education                    | 2 |
| <input type="checkbox"/> | DNAS 110 | Infection Control for Dental Practices     | 2 |
| <input type="checkbox"/> | DNAS 111 | Dental Materials I                         | 4 |
| <input type="checkbox"/> | DNAS 114 | Chairside Assisting I                      | 4 |
| <input type="checkbox"/> | DNAS 118 | Dental Radiology I                         | 3 |
| <input type="checkbox"/> | DNAS 119 | Dental Anatomy                             | 2 |
| <input type="checkbox"/> | DNAS 125 | Dental Science                             | 2 |
| <input type="checkbox"/> | DNAS 135 | Chairside Assisting II                     | 3 |
| <input type="checkbox"/> | DNAS 138 | Dental Radiology II                        | 1 |
| <input type="checkbox"/> | DNAS 140 | Dental Practice Management                 | 3 |
| <input type="checkbox"/> | DNAS 144 | Clinical Experience I                      | 4 |
| <input type="checkbox"/> | DNAS 151 | Clinical Experience II                     | 3 |

#### General Education Requirements 23

|                          |          |                                       |   |
|--------------------------|----------|---------------------------------------|---|
| <input type="checkbox"/> | BIOL 130 | Anatomy & Physiology                  | 5 |
| <input type="checkbox"/> | COMM101  | Public Speaking                       | 3 |
| <input type="checkbox"/> | ENGL 101 | English Composition I                 | 3 |
| <input type="checkbox"/> | MATH 100 | Intermediate Algebra <i>or higher</i> | 3 |
| <input type="checkbox"/> | PSYC 101 | General Psychology                    | 3 |
| <input type="checkbox"/> | PSYC 201 | Developmental Psychology              | 3 |
| <input type="checkbox"/> |          | Computer Elective                     | 3 |
| <input type="checkbox"/> | _____    |                                       |   |

**Credits Required:** 60

**Contact:** Leigh Ann Martin  
620-232-5820  
leighannm@labette.edu

#### **Accreditation**

The Dental Assistant Program has been granted full accreditation by the Commission on Dental Accreditation (CODA), 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653, <http://www.ada.org/100.aspx>.

#### **Requirements**

Students interested in the Dental Assistant 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 Dental Assistant Program. Acceptance in the Dental Assistant Program is based on the criteria established by the department. CPR 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 Director, Leigh Ann Martin at (620) 232-5820 ext 107

#### **Recommended Course Sequence**

**SEM 1:** DNAS 101, DNAS 110, DNAS 111, DNAS 114, DNAS 118, DNAS 119

**SEM 2:** DNAS 105, DNAS 107, DNAS 125, DNAS 135, DNAS 138, DNAS 144

**SEM 3:** DNAS 140, DNAS 151

#### **Student Organization**

Students will have the opportunity to expand their community outreach efforts through the Dental Assisting Club activities held throughout the year. Students will participate in local school dental screenings, travel to Delta Dental in Wichita, KS, tour local dental labs as well as participate in LCC functions on main campus.

#### **After Graduation**

Students will be ready to join the workforce as a chairside dental assistant. Students can also advance to the dental hygiene level by applying to a dental hygiene program.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## DENTAL ASSISTANT

## CERTIFICATE

Students who enroll in this program will learn how to perform a wide range of duties important to dental care, including: chairside assisting, first aid, radiology, office and lab procedures, and practice management. In addition to classroom work, students receive over 300 hours of real-world clinical experience at a variety of dental facilities so that when they do graduate, they can feel confident in their ability to do their job, regardless of the position they are in.

Requirement for Application/Acceptance Process

|      |     |                                  |   |
|------|-----|----------------------------------|---|
| DNAS | 100 | CPR for Dental Assistant Program | 1 |
|------|-----|----------------------------------|---|

Concentration Requirements 37

|                          |      |     |  |   |
|--------------------------|------|-----|--|---|
| <input type="checkbox"/> | DNAS | 101 | Fundamentals in Dental Assisting           | 2 |
| <input type="checkbox"/> | DNAS | 105 | Anatomy & Physiology for Dental Assistants | 1 |
| <input type="checkbox"/> | DNAS | 107 | Dental Health Education                    | 2 |
| <input type="checkbox"/> | DNAS | 110 | Infection Control for Dental Practices     | 2 |
| <input type="checkbox"/> | DNAS | 111 | Dental Materials I                         | 4 |
| <input type="checkbox"/> | DNAS | 114 | Chairside Assisting I                      | 4 |
| <input type="checkbox"/> | DNAS | 118 | Dental Radiology I                         | 3 |
| <input type="checkbox"/> | DNAS | 119 | Dental Anatomy                             | 2 |
| <input type="checkbox"/> | DNAS | 125 | Dental Science                             | 2 |
| <input type="checkbox"/> | DNAS | 135 | Chairside Assisting II                     | 3 |
| <input type="checkbox"/> | DNAS | 138 | Dental Radiology II                        | 1 |
| <input type="checkbox"/> | DNAS | 140 | Dental Practice Management                 | 3 |
| <input type="checkbox"/> | DNAS | 144 | Clinical Experience I                      | 4 |
| <input type="checkbox"/> | DNAS | 151 | Clinical Experience II                     | 3 |

**Credits Required:** 37

**Contact:** Leigh Ann Martin  
620-232-5820  
leighannm@labette.edu

**Accreditation**

The Dental Assistant Program has been granted full accreditation by the Commission on Dental Accreditation (CODA), 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653, <http://www.ada.org/100.aspx>.

**Requirements**

Students interested in the Dental Assistant 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 Dental Assistant Program. Acceptance in the Dental Assistant Program is based on the criteria established by the department. CPR 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 Director, Leigh Ann Martin at (620) 232-5820 ext 107

**Recommended Course Sequence**

**SEM 1:** DNAS 101, DNAS 110, DNAS 111, DNAS 114, DNAS 118, DNAS 119

**SEM 2:** DNAS 105, DNAS 107, DNAS 125, DNAS 135, DNAS 138, DNAS 144

**SEM 3:** DNAS 140, DNAS 151

**Student Organization**

Students will have the opportunity to expand their community outreach efforts through the Dental Assisting Club activities held throughout the year. Students will participate in local school dental screenings, travel to Delta Dental in Wichita, KS, tour local dental labs as well as participate in LCC functions on main campus.

**After Graduation**

Students will be ready to join the workforce as a chairside dental assistant. Students can also advance to the dental hygiene level by applying to a dental hygiene program.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## DIAGNOSTIC MEDICAL SONOGRAPHY

### CERTIFICATE

Diagnostic Medical Sonographers and cardiovascular operate special imaging equipment to create images or conduct tests. The images and test results help physicians assess and diagnose medical conditions. Some technologists assist physicians and surgeons during surgical procedures. Most diagnostic imaging professionals are employed in hospitals while others are employed in healthcare settings such as physician's offices and medical and diagnostic laboratories.

| Concentration Requirements  | 56 |
|---|----|
| <input type="checkbox"/> DMS 201 Introduction to Sonography                           | 2  |
| <input type="checkbox"/> DMS 205 Sonography Sectional Anatomy & Abdominal Pathology I | 4  |
| <input type="checkbox"/> DMS 206 OB/GYN for Sonography I                              | 3  |
| <input type="checkbox"/> DMS 207 OB/GYN for Sonography II                             | 3  |
| <input type="checkbox"/> DMS 209 Intro to OB/GYN & Vascular Sonography Lab            | 2  |
| <input type="checkbox"/> DMS 211 Sonography Physics & Instrumentation                 | 3  |
| <input type="checkbox"/> DMS 213 OB/GYN Sonography Lab                                | 2  |
| <input type="checkbox"/> DMS 218 General & Abdominal Sonography Lab                   | 3  |
| <input type="checkbox"/> DMS 220 General Sonography Clinical Training I               | 2  |
| <input type="checkbox"/> DMS 221 Sonography Clinical Training II                      | 6  |
| <input type="checkbox"/> DMS 222 Sonography Clinical Training III                     | 4  |
| <input type="checkbox"/> DMS 223 Sonography Clinical Training IV                      | 6  |
| <input type="checkbox"/> DMS 225 Vascular Sonography Lab                              | 2  |
| <input type="checkbox"/> DMS 230 Vascular Sonography I                                | 2  |
| <input type="checkbox"/> DMS 231 Vascular Sonography II                               | 4  |
| <input type="checkbox"/> DMS 234 Sonography and Physics Registry Review               | 2  |
| <input type="checkbox"/> DMS 250 Sonography Registry Review                           | 6  |

**Credits Required:** 56

**Contact:** Brian Vediz  
620-820-1181  
brianv@lafayette.edu

#### Accreditation

Lafayette Community College Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program was approved March 2013. For more information contact [www.CAAHEP.org](http://www.CAAHEP.org)

#### Requirements

Students interested in the Diagnostic Medical Sonography Program are admitted to Lafayette Community College on the same basis as other students, but admission to the college does not ensure admission into the Sonography Program. Students are required to have an allied health background that has had a clinical rotation. Students may request an Application packet by contacting the Health Science Programs' Assistant at (620) 421-6700 ext. 1157 or by email at [traceye@lafayette.edu](mailto:traceye@lafayette.edu).

#### Recommended Course Sequence

**SEM 1:** DMS 201, DMS 205, DMS 211, DMS 218, DMS 220  
**SEM 2:** DMS 206, DMS 209, DMS 221, DMS 230, DMS 234  
**SEM 3:** DMS 207, DMS 213, DMS 222  
**SEM 4:** DMS 223, DMS 225, DMS 231  
**SEM 5:** DMS 250

#### After Graduation

You will graduate with a certificate in Diagnostic Medical Sonography. The student will take four registries during the program and will be ready to work post graduation. You will have several work options like, hospitals, clinics, teaching, Doctor's office, or traveling the world. According to the Bureau of Labor Statistics, employment is expected to grow 39% from 2012-22, much faster than average because of the increasing demand for sonography services. The job prospects for DMS are expected to be very good.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offered each semester. Always make an appointment with your major advisor to enroll each semester.

## EDUCATION

### EARLY CHILDHOOD EDUCATION

#### ASSOCIATE IN SCIENCE

The Associate in Science Degree in Early Childhood Education provides an excellent foundation in childhood learning and development. This program provides knowledge and understanding to the student to create an environment that fosters the learning and developmental needs of children. Curriculum development is also highlighted.

**Credits Required:** 60

**Contact:** Regena Lance  
620-215-2060  
regenal@labette.edu

#### Concentration Requirements 22

|                          |          |                            |   |
|--------------------------|----------|----------------------------|---|
| <input type="checkbox"/> | EDUC 110 | Child Development          | 3 |
| <input type="checkbox"/> | EDUC 112 | Early Childhood Curriculum | 3 |
| <input type="checkbox"/> | EDUC 134 | Pre-Professional Lab       | 1 |
| <input type="checkbox"/> | EDUC 140 | Introduction to Teaching   | 3 |
| <input type="checkbox"/> | EDUC 142 | Early Childhood Education  | 3 |
| <input type="checkbox"/> | EDUC 151 | Children's Literature      | 3 |
| <input type="checkbox"/> | EDUC 152 | Children's Music           | 3 |
| <input type="checkbox"/> | EDUC 154 | Art Education              | 3 |

#### **Recommended Course Sequence**

**SEM 1:** EDUC 110, EDUC 134, EDUC 140 (Must be taken concurrently)

**SEM 2:** EDUC 142

**SEM 3:** EDUC 151

**SEM 4:** EDUC 152, EDUC 154

#### General Education Requirements 38

|                          |          |                                   |   |
|--------------------------|----------|-----------------------------------|---|
| <input type="checkbox"/> | COMM 101 | Public Speaking                   | 3 |
| <input type="checkbox"/> | ENGL 101 | English Composition I             | 3 |
| <input type="checkbox"/> | ENGL 102 | English Composition II            | 3 |
| <input type="checkbox"/> | GEO 101  | World Regional Geography          | 3 |
| <input type="checkbox"/> | MATH 115 | College Algebra or                | 3 |
| <input type="checkbox"/> | MATH 111 | Math for Education                |   |
| <input type="checkbox"/> | PED 116  | Lifetime Fitness                  | 1 |
| <input type="checkbox"/> | PSYC 101 | General Psychology                | 3 |
| <input type="checkbox"/> | PSYC 201 | Developmental Psychology          | 3 |
|                          |          | Natural Science Elective with lab | 5 |
| <input type="checkbox"/> | _____    |                                   |   |
|                          |          | Physical Science Elective         | 5 |
| <input type="checkbox"/> | _____    |                                   |   |
|                          |          | Humanities Electives              | 6 |
| <input type="checkbox"/> | _____    |                                   |   |
| <input type="checkbox"/> | _____    |                                   |   |

#### **After Graduation**

Upon completion, students meet the educational requirements for employment as a Para-professional in a public school in addition to a variety of early childhood settings. Students can transfer to a university or college to pursue a Bachelor of Science Degree in Early Childhood Unified that would allow licensure with Kansas Department of Education, to teach regular and special education from the birth to third grade level.

#### Recommended Humanities Electives

|                          |          |            |   |
|--------------------------|----------|------------|---|
| <input type="checkbox"/> | PHIL 101 | Philosophy | 3 |
| <input type="checkbox"/> |          | History    | 3 |

#### Recommended Natural Science Elective

|                          |          |                            |   |
|--------------------------|----------|----------------------------|---|
| <input type="checkbox"/> | BIOL 122 | Environmental Life Science | 5 |
|--------------------------|----------|----------------------------|---|

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information. 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.

Some courses are not offered each semester. Always make an appointment with your major advisor to enroll each semester.

**EDUCATION**  
**ELEMENTARY EDUCATION**

ASSOCIATE IN SCIENCE

The courses in this program will meet the requirements for an Associate in Science Degree in Elementary Education at Labette Community College. This program is a solid foundation to understanding curriculum development, classroom management, and the elementary education school setting. Courses are transferrable to Kansas Regent schools, but since requirements at 4-year colleges vary, students must refer to the 4-year college of their choice to determine course enrollment at LCC.

**Credits Required:** 60

**Contact:** Marcie Ryan  
620-820-1254  
marcier@labette.edu

**Recommended Course Sequence**

SEM 1: EDUC 134, EDUC 140 (*Must be taken concurrently*)  
SEM 2: EDUC 151  
SEM 3: EDUC 152  
SEM 4: EDUC 154, GEOG 101

Concentration Requirements 16

- EDUC 134 Preprofessional Lab for Teachers *and* 1
- EDUC 140 Intro to Teaching *must be taken concurrently* 3
- EDUC 151 Children's Literature 3
- EDUC 152 Children's Music 3
- EDUC 154 Art Education 3
- GEOG 101 World Regional Geography 3

General Education Requirements 44

- COMM 101 Public Speaking 3
- COMP 110 Computer Concepts & Applications 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- MATH 111 Math for Education or 3
- MATH 115 College Algebra 3
- PED 116 Lifetime Fitness 1

Humanities Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

Natural Science Elective with Lab 5

- \_\_\_\_\_

Physical Science Elective with Lab 5

- \_\_\_\_\_

Social & Behavioral Science Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

General Education Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

**After Graduation**

Students will be prepared to continue their education at a 4-year college. A Bachelor's Degree is the minimum requirement to pursue a career as an elementary teacher (K-6). A student could also utilize an Associate Degree in Elementary Education in order to obtain a Kansas Substitute-Teacher's License and begin work in the school system. Students transferring to a 4-year college should contact the advisor at that university to ensure transferability of coursework. It is the student's responsibility to follow the transfer requirements for his/her transfer institution.

Recommended Humanities and General Education Electives

See your Advisor to discuss specific General Education Requirements for transfer schools.

- ECON 101 Issue's In Today's Economy 3
- ENGL 206 General Literature 3
- HIST 101 American History to 1877 3
- HIST 102 American History from 1877 3
- POLS 105 American Government 3
- SOCI 101 Sociology 3

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

**EDUCATION**  
**SECONDARY EDUCATION**

**ASSOCIATE IN SCIENCE**

The courses in this program will meet the requirements for an Associate in Science Degree in Secondary Education at LCC. Since requirements at 4-year colleges vary, students must refer to the 4-year college of their choice to determine the transferability of courses. An Associate in Science in Secondary Education will help prepare a student to transfer to a 4-year college and be successful in future endeavors

**Credits Required:** 60

**Major Advisor:** Regina Decker  
620-820-1254  
reginad@labette.edu

|   |           |
|---|-----------|
| <u>Concentration Requirements</u>   | <u>19</u> |
| <input type="checkbox"/> EDUC 134 Preprofessional Lab for Teachers <i>and</i> 1         |           |
| <input type="checkbox"/> EDUC 140 Intro to Teaching <i>must be taken concurrently</i> 3 |           |
| Concentration Electives   | 15        |
| <input type="checkbox"/> _____  |           |
| <input type="checkbox"/> _____  |           |
| <input type="checkbox"/> _____  |           |
| <input type="checkbox"/> _____  |           |
| <input type="checkbox"/> _____  |           |

**Recommended Course Sequence**

**SEM 1:** EDUC 134, EDUC 140 (*Must be taken concurrently*)

**SEM 2:** Concentration Electives

**SEM 3:** Concentration Electives

**SEM 4:** Concentration Electives

|   |           |
|---|-----------|
| <u>General Education Requirements</u>                       | <u>41</u> |
| <input type="checkbox"/> COMM 101 Public Speaking           | 3         |
| <input type="checkbox"/> ENGL 101 English Composition I     | 3         |
| <input type="checkbox"/> ENGL 102 English Composition II    | 3         |
| <input type="checkbox"/> MATH 115 College Algebra or higher | 3         |
| <input type="checkbox"/> PED 116 Lifetime Fitness           | 1         |
| <input type="checkbox"/> PHSC 105 Physical Science          | 5         |
| Humanities Electives  | 6         |
| <input type="checkbox"/> _____                              |           |
| <input type="checkbox"/> _____                              |           |
| Natural Science Elective                                    | 5         |
| <input type="checkbox"/> _____                              |           |
| Social & Behavioral Science Electives                       | 6         |
| <input type="checkbox"/> _____                              |           |
| <input type="checkbox"/> _____                              |           |
| General Education Electives                                 | 6         |
| <input type="checkbox"/> _____                              |           |
| <input type="checkbox"/> _____                              |           |

**After Graduation**

Students will be prepared to continue their education at a 4-year college. A Bachelor's Degree is the minimum requirement to pursue a career as a secondary education teacher. A student could also utilize an Associate Degree in Secondary Education in order to obtain a Kansas Substitute-Teacher's License and begin work in the school system. Students transferring to a 4-year college should contact the advisor at that university to ensure transferability of coursework. It is the student's responsibility to follow the transfer requirements for his/her transfer institution.

Recommended Humanities and General Education Electives

See your Advisor to discuss specific General Education Requirements for transfer schools.

|  |   |
|--|---|
| <input type="checkbox"/> ECON 101 Issue's In Today's Economy | 3 |
| <input type="checkbox"/> ENGL 206 General Literature         | 3 |
| <input type="checkbox"/> HIST 101 American History to 1877   | 3 |
| <input type="checkbox"/> HIST 102 American History from 1877 | 3 |
| <input type="checkbox"/> PHSC 105 Physical Science           | 5 |
| <input type="checkbox"/> POLS 105 American Government        | 3 |
| <input type="checkbox"/> SOCI 101 Sociology                  | 3 |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## ELECTRONICS TECHNOLOGY

### CERTIFICATE

The three-semester Electronics Certificate Program meets the needs of a growing demand in industry for certified electronic technicians. Lab courses use state-of-the-art equipment.

**Credits Required:** 18

**Contact:** Jason Sharp  
620-820-1255  
jasons@labette.edu

#### Concentration Requirements 18

|                          |          |                                   |   |
|--------------------------|----------|-----------------------------------|---|
| <input type="checkbox"/> | INDU 123 | Electronic Devices                | 3 |
| <input type="checkbox"/> | INDU 125 | Fundamentals of Electronics DC/AC | 3 |
| <input type="checkbox"/> | INDU 127 | Digital Logic Circuits            | 3 |
| <input type="checkbox"/> | INDU 155 | OSHA Safety 10                    | 1 |
| <input type="checkbox"/> | INDU 167 | Fund. of Electronics DC/AC Lab    | 3 |
| <input type="checkbox"/> | INDU 168 | Electronic Devices Lab            | 3 |
| <input type="checkbox"/> | INDU 169 | Digital Logic Circuits Lab        | 2 |

#### **Requirements**

Students in the program must maintain a minimum GPA of 2.5 in all college coursework.

#### **Recommended Course Sequence**

**SEM 1:** INDU 125, INDU 155, INDU 167

**SEM 2:** INDU 123, INDU 168

**SEM 3:** INDU 127, INDU 169

#### **After Graduation**

Students who successfully complete the program will be eligible to sit for the Certified Electronics Technician (CET) Exam and can choose to enter the workforce or transfer courses to Pittsburg State University or North Central Kansas Technical College for advanced electronics training.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.



# ENGLISH

## ASSOCIATE IN ARTS

Your Labette experience will prepare you to obtain entry-level positions in jobs which require strong organization, writing, and written communication skills.

**Credits Required:** 60

**Contact:** Randee Baty  
620-820-1177  
randeeb@labette.edu

|   |           |
|---|-----------|
| <b>Concentration Requirements</b>                       | <b>21</b> |
| <input type="checkbox"/> ENGL 200 Creative Writing      | 3         |
| <input type="checkbox"/> ENGL 207 British Literature I  | 3         |
| <input type="checkbox"/> ENGL 208 World Literature      | 3         |
| <input type="checkbox"/> ENGL 209 American Literature I | 3         |
| *Concentration Electives                                | 9         |
| <input type="checkbox"/> _____                          |           |
| <input type="checkbox"/> _____                          |           |
| <input type="checkbox"/> _____                          |           |

Elizabeth Stoneberger  
620-820-1123  
elizabethw@labette.edu

Ken Elliott  
620-820-1148  
kene@labette.edu

|  |           |
|--|-----------|
| <b>General Education Requirements</b>                              | <b>39</b> |
| <input type="checkbox"/> COMM101 Public Speaking                   | 3         |
| <input type="checkbox"/> ENGL 101 English Composition I            | 3         |
| <input type="checkbox"/> ENGL 102 English Composition II           | 3         |
| <input type="checkbox"/> MATH 115 College Algebra <i>or higher</i> | 3         |
| <input type="checkbox"/> PED 116 Lifetime Fitness                  | 1         |
| Natural/Physical Science Elective with lab                         | 5         |
| <input type="checkbox"/> _____                                     |           |
| Humanities Electives (from at least two areas)                     | 12        |
| <input type="checkbox"/> _____                                     |           |
| <input type="checkbox"/> _____                                     |           |
| <input type="checkbox"/> _____                                     |           |
| <input type="checkbox"/> _____                                     |           |
| Social and Behavioral Science Electives                            | 6         |
| <input type="checkbox"/> _____                                     |           |
| <input type="checkbox"/> _____                                     |           |
| General Education Electives  | 3         |
| <input type="checkbox"/> _____                                     |           |
| <input type="checkbox"/> _____                                     |           |

**Recommended Course Sequence**  
**SEM 1:** ENGL 101  
**SEM 2:** ENGL 102, Concentration Elective  
**SEM 3:** Concentration Elective  
**SEM 4:** Concentration Elective

**After Graduation**  
 Students may gain immediate, entry level employment in offices and businesses that require strong reading, writing and communication skills. Students who go on to complete a Bachelor's Degree may gain employment in Journalism, Creative Writing, Copywriting, Technical writing, Science Writing, Freelance Writing, and Grant Writing.

\*Concentration Electives (select 3 courses)

|  |   |
|--|---|
| <input type="checkbox"/> ENGL 118 Theatre Appreciation | 3 |
| <input type="checkbox"/> ENGL 206 General Literature   | 3 |
| <input type="checkbox"/> ENGL 215 Science Fiction      | 3 |
| <input type="checkbox"/> ENGL 219 Film Appreciation    | 3 |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.  
 Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.  
 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.  
 Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## EXERCISE SCIENCE

### ASSOCIATE IN SCIENCE

An exercise science degree from Labette Community College prepares students to continue their education in Exercise Science, Kinesiology, or Health related fields. Students pursuing this degree should have interest in pursuing a career in strength and conditioning, health and wellness promotion, nutrition, and personal training. Exercise Science is also an excellent degree choice for advanced professional programs such as physical therapy, chiropractic, athletic training, and medicine.

**Credits Required:** 60

**Contact:** General Advisor

**Recommended Course Sequence**

**SEM 1:** PED 110

**SEM 2:** PED 105

**SEM 3:** PED 103, PED 115, PED 118

**SEM 4:** PED 115, PED 117

|                                   |         |  |           |
|-----------------------------------|---------|--|-----------|
| <u>Concentration Requirements</u> |         |  | <u>18</u> |
| <input type="checkbox"/>          | PED 103 | Care and Prevention of Athletic Injuries | 3         |
| <input type="checkbox"/>          | PED 105 | Personal and Community Health            | 3         |
| <input type="checkbox"/>          | PED 110 | Introduction to Exercise Science         | 3         |
| <input type="checkbox"/>          | PED 114 | Basic Nutrition                          | 3         |
| <input type="checkbox"/>          | PED 115 | Personal Training and Fitness Mang.      | 3         |
| <input type="checkbox"/>          | PED 117 | Training and Conditioning Lab I          | 1         |
| <input type="checkbox"/>          | PED 118 | First Aid                                | 2         |

**Student Organization**

Health and Fitness Club

**After Graduation**

Students completing the A.S degree in Exercise Science generally pursue an undergraduate degree in Exercise Science or related field. Students attaining the degree are prepared to test and complete a personal training certification exam, although completion of the certification exam is not required as part of the academic program. Students who chose to take the certification exam are capable of attaining work in a personal training career.

|                                       |          |                           |           |
|---------------------------------------|----------|---------------------------|-----------|
| <u>General Education Requirements</u> |          |                           | <u>41</u> |
| <input type="checkbox"/>              | BIOL 120 | General Biology <i>or</i> |           |
| <input type="checkbox"/>              | BIOL 130 | Anatomy and Physiology    | 5         |
| <input type="checkbox"/>              | CHEM 120 | Introduction to Chemistry | 5         |
| <input type="checkbox"/>              | COMM101  | Public Speaking           | 3         |
| <input type="checkbox"/>              | ENGL 101 | English Composition I     | 3         |
| <input type="checkbox"/>              | ENGL 102 | English Composition II    | 3         |
| <input type="checkbox"/>              | MATH 115 | College Algebra           | 3         |
| <input type="checkbox"/>              | PED 116  | Lifetime Fitness          | 1         |
| <input type="checkbox"/>              | PSYC 101 | General Psychology        | 3         |
| <input type="checkbox"/>              | PSYC 201 | Developmental Psychology  | 3         |

|                             |       |  |   |
|-----------------------------|-------|--|---|
| Humanities Electives        |       |  | 6 |
| <input type="checkbox"/>    | _____ |  |   |
| <input type="checkbox"/>    | _____ |  |   |
| General Education Electives |       |  | 6 |
| <input type="checkbox"/>    | _____ |  |   |
| <input type="checkbox"/>    | _____ |  |   |

**Select one of the following**

|                          |                     |                        |   |
|--------------------------|---------------------|------------------------|---|
| <input type="checkbox"/> | LEAR 101            | College Success Skills | 1 |
| <input type="checkbox"/> | PED 120,121,210,211 | Varsity Baseball       | 1 |
| <input type="checkbox"/> | PED 122,123,214,215 | Varsity Basketball     | 1 |
| <input type="checkbox"/> | PED 129,130,220,221 | Varsity Softball       | 1 |
| <input type="checkbox"/> | PED 131,132         | Varsity Volleyball     | 1 |
| <input type="checkbox"/> | PED 133,134,222,223 | Varsity Wrestling      | 1 |
| <input type="checkbox"/> | PED 162             | Swimming               | 1 |
| <input type="checkbox"/> | PED 171             | Zumba                  | 1 |
| <input type="checkbox"/> | PED 172             | Kickboxing             | 1 |
| <input type="checkbox"/> | PED 185             | Lifesaving             | 2 |
| <input type="checkbox"/> | PED 193             | Yoga                   | 1 |
| <input type="checkbox"/> | PED 195             | Weightlifting          | 1 |
| <input type="checkbox"/> | PED 196             | Crossfit Training      | 1 |
| <input type="checkbox"/> | PED 198             | Watercolor Painting    | 1 |
| <input type="checkbox"/> | PED 199             | Jewelry Making         | 1 |
| <input type="checkbox"/> | PED 200             | Knitting & Crocheting  | 1 |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## ASSOCIATE IN GENERAL STUDIES

### ASSOCIATE IN GENERAL STUDIES

The Associate in General Studies allows students to experience a broad general education. Concentration Requirements can be any course that is an A.A or A.S. program requirement or elective (except for HEAL 124 Medical Terminology). Please work with a general advisor when enrolling.

**Credits Required:** 60

**Contact:** Jason Sharp  
620-820-1255  
jasons@labette.edu

Concentration Requirements 15

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

General Education Requirements 45

- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- COMM101 Public Speaking 3
- MATH 115 College Algebra 3
- PED 116 Lifetime Fitness *or* 1
- EDUC 133 Research Skills *or*
- LEAR 101 College Success Skills
- Humanities Electives 6
- \_\_\_\_\_
- \_\_\_\_\_
- Physical/Natural Science Elective with Lab 5
- \_\_\_\_\_
- Social and Behavioral Science Electives 6
- \_\_\_\_\_
- \_\_\_\_\_
- General Education Electives 15
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Recommended Course Sequence**

Courses can be taken in any sequence unless there is a required prerequisite.

**After Graduation**

Transfer students may need to complete more lower-division courses when transferring to college/university depending upon the courses they complete for this degree

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# GRAPHIC DESIGN TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE

The Graphic Design Technology Program provides a foundation in combining visual concepts with technology to communicate ideas through print and web applications. Program curriculum involves creative thinking and problem solving projects using traditional design skills and the latest in digital technology. Students will develop a comprehensive print and online portfolio of work in page layout, branding, typography, advertising, illustration, photography, photo manipulation, animation, and web design. Design your future today!

**Credits Required:** 63

**Contact:** Melissa Kipp  
620-820-1126  
melissak@labette.edu

**Recommended Course Sequence**

- SEM 1: GRAP 103, GRAP 107, GRAP 118, GRAP 202
- SEM 2: GRAP 120, GRAP 204, GRAP 206, GRAP 210
- SEM 3: GRAP 113, GRAP 130
- SEM 4: GRAP 200, GRAP 208, GRAP 216

*Graphic Design Technology courses are offered only once per year, therefore following the recommended course sequence is essential in completing degree requirements within a two-year period.*

**Student Organization**

Throughout the year the Graphic Design Club holds seminars, workshops, and hosts guest speakers which would benefit students majoring in Graphic Design Technology. By joining the GDC, students have the opportunity to network with other individuals in the graphic design industry as well as provide community service through on campus activities and real world design projects.

**After Graduation**

Students can obtain entry-level employment in the field of graphic design or prepare for transfer to a four-year university. Career opportunities include positions such as graphic designers, desktop publishers, illustrators, production artists, photographers, prepress technicians, web designers, and multimedia artists.

Concentration Requirements 42

- GRAP 103 Introduction to Graphic Design 3
- GRAP 107 Introduction to Desktop Publishing 3
- GRAP 113 Packaging Design 3
- GRAP 118 Typography 3
- GRAP 120 Color Theory 3
- GRAP 130 Advertising Design 3
- GRAP 200 Portfolio Development 3
- GRAP 202 Digital Photography 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 Graphic Design Print Media 3
- Concentration Electives 3

General Education Requirements 21

- COMM101 Public Speaking *or*
- BUAD 110 Business Communications 3
- ENGL 101 English Composition I 3
- MATH 100 Intermediate Algebra *or*
- MATH 115 College Algebra 3

General Education Electives 12

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Concentration Electives (select 1 course) 3

- GRAP 122 Illustration 3
- GRAP 128 Digital Animation 3
- GRAP 203 Digital Photography II 3
- INDU 131 Engineering Graphics 3
- INDU 210 Computer Aided Drafting & Design 3

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# GRAPHIC DESIGN TECHNOLOGY

## CERTIFICATE

The Graphic Design Technology Program provides a foundation in combining visual concepts with technology to communicate ideas through print and web applications. Program curriculum involves creative thinking and problem solving projects using traditional design skills and the latest in digital technology. Students will develop a comprehensive print and online portfolio of work in page layout, branding, typography, advertising, illustration, photography, photo manipulation, animation, and web design. Design your future today!

**Credits Required:** 30

**Contact:** Melissa Kipp  
620-820-1126  
melissak@labette.edu

**Recommended Course Sequence**

**SEM 1:** GRAP 103, GRAP 118, GRAP 202

**SEM 2:** GRAP 120, GRAP 204, GRAP 206, GRAP 200, GRAP 210

*Graphic Design Technology courses are offered only once per year, therefore following the recommended course sequence is essential in completing degree requirements within a two-year period.*

|                                   |          |                                |           |
|-----------------------------------|----------|--------------------------------|-----------|
| <u>Concentration Requirements</u> |          |                                | <u>30</u> |
| <input type="checkbox"/>          | GRAP 103 | Introduction to Graphic Design | 3         |
| <input type="checkbox"/>          | GRAP 118 | Typography                     | 3         |
| <input type="checkbox"/>          | GRAP 120 | Color Theory                   | 3         |
| <input type="checkbox"/>          | GRAP 200 | Portfolio Development          | 3         |
| <input type="checkbox"/>          | GRAP 202 | Digital Photography            | 3         |
| <input type="checkbox"/>          | GRAP 204 | Digital Illustration           | 3         |
| <input type="checkbox"/>          | GRAP 206 | Photo Editing Software         | 3         |
| <input type="checkbox"/>          | GRAP 210 | Digital Page Layout            | 3         |
| Concentration Elective            |          |                                | 6         |
| <input type="checkbox"/>          | _____    |                                |           |
| <input type="checkbox"/>          | _____    |                                |           |

**Student Organization**

Throughout the year the Graphic Design Club holds seminars, workshops, and hosts guest speakers which would benefit students majoring in Graphic Design Technology. By joining the GDC, students have the opportunity to network with other individuals in the graphic design industry as well as provide community service through on campus activities and real world design projects.

|   |          |                                    |   |
|---|----------|------------------------------------|---|
| <u>Concentration Electives (select 2 courses)</u> |          |                                    |   |
| <input type="checkbox"/>                          | GRAP 107 | Introduction to Desktop Publishing | 3 |
| <input type="checkbox"/>                          | GRAP 203 | Digital Photography II             | 3 |
| <input type="checkbox"/>                          | INDU 131 | Engineering Graphics               | 3 |
| <input type="checkbox"/>                          | INDU 210 | Computer Aided Drafting& Design    | 3 |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88. Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information. 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. Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## HEALTH SCIENCE

### ASSOCIATE IN SCIENCE

The Health Science Program is designed to prepare students who are interested in applying to any of our Health Science Programs: Dental Assisting, Diagnostic Medical Sonography, Nursing, Physical Therapy Assistant, Radiography or Respiratory Therapy. All the prerequisites for our Health Science Programs are in this program. Please work with the appropriate LCC advisor to ensure you are selecting the correct courses.

This Program may also provide coursework for Health Science Programs at other colleges. Students would need to work with an advisor at the college they intend to transfer to in order to ensure transferability.

620-820-1217  
delynab@labette.edu

Nancy Newby  
620-820-1221  
nancyn@labette.edu

#### After Graduation

Students who complete the Health Science Program should have all the prerequisites for any of the Health Science Program here at LCC. Diagnostic Medical Sonography may require an extra course.

#### Concentration Requirements (Choose 21 Cr.Hr.) 21

|                          |          |                         |   |
|--------------------------|----------|-------------------------|---|
| <input type="checkbox"/> | BIOL 120 | General Biology         | 5 |
| <input type="checkbox"/> | BIOL 130 | Anatomy & Physiology or | 5 |
| <input type="checkbox"/> | BIOL 201 | Microbiology            |   |
| <input type="checkbox"/> | CHEM 120 | Intro to Chemistry or   | 5 |
| <input type="checkbox"/> | CHEM 124 | College Chemistry I     |   |
| <input type="checkbox"/> | NURS 207 | Pathophysiology         | 3 |
| <input type="checkbox"/> | PED 114  | Basic Nutrition         | 3 |
| <input type="checkbox"/> | NURS 116 | Pharmacology            | 3 |
| <input type="checkbox"/> | PED 118  | First Aid               | 2 |

#### General Education Requirements 21

|                          |          |                           |   |
|--------------------------|----------|---------------------------|---|
| <input type="checkbox"/> | BIOL 130 | Anatomy & Physiology or   | 5 |
| <input type="checkbox"/> | CHEM 120 | Intro to Chemistry or     |   |
| <input type="checkbox"/> | CHEM 124 | College Chemistry I       |   |
| <input type="checkbox"/> | COMM101  | Public Speaking           | 3 |
| <input type="checkbox"/> | ENGL 101 | English Composition I     | 3 |
| <input type="checkbox"/> | ENGL 102 | English Composition II or | 3 |
| <input type="checkbox"/> | BUAD 110 | Business Communications   |   |
| <input type="checkbox"/> | MATH 115 | College Algebra or higher | 3 |
| <input type="checkbox"/> | PED 116  | Lifetime Fitness          | 1 |
| <input type="checkbox"/> | PSYC 101 | General Psychology        | 3 |

#### General Education Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

#### Humanities Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

#### Social and Behavioral Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

**Credits Required:** 60

**Contact:** Dr. Delyna Bohnenblust

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English F Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offered each semester. Always make an appointment with your major advisor to enroll each semester.

#### General Education Electives (Choose 6 credit hours) 6

|      |     |                              |   |
|------|-----|------------------------------|---|
| BUAD | 101 | Introduction to Business     | 3 |
| COMP | 120 | Computer Information Systems | 3 |
| ECON | 101 | Issues in Today's Economy    | 3 |
| ECON | 203 | Macroeconomics               | 3 |
| ECON | 204 | Microeconomics               | 3 |
| GEOG | 101 | World Regional Geography     | 3 |
| LANG | 101 | Spanish                      | 5 |
| MATH | 120 | Elementary Statistics        | 3 |

#### Humanities Electives (Choose 6 credit hours) 6

|      |     |                             |   |
|------|-----|-----------------------------|---|
| HIST | 101 | American History to 1877    | 3 |
| HIST | 102 | American History since 1877 | 3 |
| PHIL | 101 | Philosophy                  | 3 |
| PHIL | 106 | Ethics                      | 3 |
| MUSI | 101 | Music Appreciation          | 3 |
| ART  | 130 | Art Appreciation            | 3 |
| ENGL | 206 | General Literature          | 3 |

#### Social and Behavioral Science Electives (Choose 6 credit hours) 6

|      |     |                          |   |
|------|-----|--------------------------|---|
| POLS | 105 | American Government      | 3 |
| SOCI | 101 | Sociology                | 3 |
| PSYC | 201 | Developmental Psychology | 3 |

# HISTORY

## ASSOCIATE IN ARTS

Historians research and interpret past events, and the program emphasizes critical thinking, so history can be a gateway to a variety of careers including journalism, the law, and education.

**Credits Required:** 60

**Contact:** Dr. Tim Miller  
620-820-1187  
timm@labette.edu

Concentration Requirements 18

- HIST 101 American History to 1877 3
- HIST 102 American History Since 1877 3
- HIST 103 World History to 1500 3
- HIST 104 World History Since 1500 3
- Concentration Electives 6
- \_\_\_\_\_
- \_\_\_\_\_

**Recommended Course Sequence**

The Concentration Requirements for this degree can be taken in any sequence.

**After Graduation**

Students transfer to Kansas and out-of-state universities. After finishing a bachelor's degree, and additional schooling, many history majors become history professors, lawyers, and museum directors.

General Education Requirements 42

- COMM 101 Public Speaking 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- MATH 115 College Algebra 3
- EDUC 133 Research Skills 1
- Natural/Physical Science Elective with lab 5
- \_\_\_\_\_
- Humanities Electives (from at least three areas) 12
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Social and Behavioral Science Electives 6
- \_\_\_\_\_
- \_\_\_\_\_
- General Education Electives 6
- \_\_\_\_\_
- \_\_\_\_\_

Concentration Electives (select 2 course)

- GEOG 101 World Regional Geography 3
- HIST 108 Current World Affairs 3
- HIST 201 Kansas History 3
- MUSI 104 History of Jazz and Rock 3
- POLS 105 American Government 3
- SOCI 207 Anthropology 3

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88. Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information. 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. Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# MATHEMATICS/ENGINEERING/PHYSICS

## ASSOCIATE IN SCIENCE

The Mathematics and Physics Department at LCC strives to work with students and help them succeed in their degree, career and transfer plans by providing quality courses in mathematics and physics. The full time faculty of the department all have graduate degrees in their fields. The college offers smaller class sizes and the opportunity for more attention to the student as an individual.

**Credits Required:** 60

**Contact:** David Beach  
620-820-1163  
davidb@labette.edu

Ralph Gouvion  
620-820-1164  
ralphg@labette.edu

Alan Pommier  
620-820-1183  
alanp@labette.edu

|   |   |           |
|---|---|-----------|
| <u>Concentration Requirements</u>               |   | <u>23</u> |
| <input type="checkbox"/>                        | MATH 131 Calculus II                      | 5         |
| <input type="checkbox"/>                        | MATH 201 Calculus III                     | 5         |
| <input type="checkbox"/>                        | MATH 202 Differential Equations           | 3         |
| <input type="checkbox"/>                        | PHYS 203 Engineering Physics I            | 5         |
| <input type="checkbox"/>                        | PHYS 208 Engineering Physics II           | 5         |
| <u>Concentration Electives (choose 6 hours)</u> |   | <u>6</u>  |
| <input type="checkbox"/>                        | CHEM 124 College Chemistry I              | 5         |
| <input type="checkbox"/>                        | COMP 135 C++ Programming                  | 3         |
| <input type="checkbox"/>                        | COMP 138 Visual Basic Programming         | 3         |
| <input type="checkbox"/>                        | EDUC 133 Research Skills                  | 1         |
| <input type="checkbox"/>                        | INDU 131 Engineering Graphics             | 3         |
| <input type="checkbox"/>                        | INDU 210 Computer Aided Drafting & Design | 3         |
| <input type="checkbox"/>                        | MATH 120 Elementary Statistics            | 3         |
| <input type="checkbox"/>                        | MATH 121 Matrix Algebra                   | 3         |
| <input type="checkbox"/>                        | MATH 125 Trigonometry                     | 3         |
| <u>General Education Requirements</u>           |   | <u>31</u> |
| <input type="checkbox"/>                        | BIOL 120 General Biology                  | 5         |
| <input type="checkbox"/>                        | COMM 101 Public Speaking                  | 3         |
| <input type="checkbox"/>                        | ENGL 101 English Composition I            | 3         |
| <input type="checkbox"/>                        | ENGL 102 English Composition II           | 3         |
| <input type="checkbox"/>                        | MATH 130 Calculus I                       | 5         |
| Humanities Electives                            |   | 6         |
| <input type="checkbox"/>                        | _____                                     |           |
| <input type="checkbox"/>                        | _____                                     |           |
| Social and Behavioral Science Electives         |   | 6         |
| <input type="checkbox"/>                        | _____                                     |           |
| <input type="checkbox"/>                        | _____                                     |           |

**Accreditation**  
The Mathematics and Physics Department are active participants in the Kansas Core Outcomes Group, which meets annually and seeks to ensure transfer of general education mathematics courses between the various colleges, technical schools, and universities in the Regents' System in Kansas.

**Requirements**  
First time enrollees in math courses at LCC can be placed into math courses via either their ACT Math Score, by transferring courses from sister institutions, or by taking the NEXT GENERATION ACCUPLACER Placement Test. Information concerning placement score requirements can be found on page 27 of this catalog. Students seeking the two year Associate Degree in Math/ Physics/ Engineering should set a goal of starting in Calculus I in the fall semester of their freshman year if entering the program as a traditional student. Students seeking to transfer into an Engineering Technology program should anticipate starting at least at a College Algebra level in their fall semester, freshman year.

**After Graduation**  
Career Information in Math/Physics/Engineering:  
<http://www.bls.gov/ooh/architecture-and-engineering/home.htm>  
<http://www.bls.gov/ooh/business-and-financial/home.htm>  
<http://www.bls.gov/ooh/computer-and-information-technology/home.htm>  
<http://www.bls.gov/ooh/education-training-and-library/home.htm>  
<http://www.bls.gov/ooh/life-physical-and-social-science/home.htm>  
<http://www.bls.gov/ooh/math/home.htm>

**Recommended Course Sequence (Math/Engineering/Physics):**  
**SEM 1:** MATH 120, MATH 130  
**SEM 2:** MATH 121, MATH 131, COMP 138  
**SEM 3:** MATH 201, PHYS 203  
**SEM 4:** MATH 202, PHYS 208

**Recommended Course Sequence (Engineering Technology):**  
**SEM 1:** MATH 125, MATH 120  
**SEM 2:** MATH 121, COMP 138  
**SEM 3:** MATH 130, PHYS 201, or PHYS 203  
**SEM 4:** MATH 131, PHYS 205, or PHYS 208

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88. Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information. 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. Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.



# NURSING

## ASSOCIATE IN APPLIED SCIENCE

**Credits Required:** 66

The Labette Community College Nursing Program is a Bi- Level program. A Bi-Level (step-out-program) has one application process. The student can opt out of the RN program, take the National Council of State Boards of Nursing-Practical Nursing exam (NCLEX-PN), and become licensed as a PN or the student can matriculate through the entire program and take the National Council of State Boards of Nursing-Registered Nursing (NCLEX-RN) to become licensed as a RN. This program is designed for career mobility for the Licensed Practical Nurse (LPN) to transition into the role of the Registered Nurse (RN).

**Contact:** Dr. Delyna Bohnenblust  
620-820-1217  
delynab@labette.edu

Required for Admissions 6.5

- HEAL 101 CPR/BLS .5
- HEAL 121 Nurse Aide: Geriatric 6

Concentration Requirements 38

- NURS 120 Fundamentals of Nursing 10
- NURS 122 Medical-Surgical Nursing 9
- NURS 124 Family Nursing I 3
- NURS 201 Mental Health Nursing 4
- NURS 203 Family Nursing II 4
- NURS 205 Advanced Medical-Surgical Nursing 8

General Education Requirements 28

- BIOL 130 Anatomy & Physiology 5
- BIOL 201 Microbiology 5
- COMM101 Public Speaking *or*
- ENGL 102 English Composition II 3
- ENGL 101 English Composition I 3
- MATH 115 College Algebra 3
- NURS 207 Pathophysiology 3
- PSYC 101 General Psychology 3
- PSYC 201 Developmental Psychology 3

Articulating LPNs 7

Required for Admissions

- NURS 118 Intravenous (IV) Therapy/Certification 3
- NURS 206 Health Assessment for Nursing Practice 3

Concentration Requirement

- NURS 126 LPN Bridge Course 1

**Accreditation**

The Labette Community College Nursing Program is a Bi-Level program, and is approved by the Kansas State Board of Nursing (KSBN) and accredited by Accreditation Commission for Education in Nursing (ACEN).

**Requirements**

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 and CPR Basic Life Support Certification are 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.

Selection is based upon the following criteria:

Grade point average (GPA)

Score on the Test of Essential Academic Skills (TEAS)

Average scores on three (3) confidential references.

The same selection criteria will be used for transfer students and Articulating LPN applicants.

**PREQUISITE COURSES**

ENGL 101, BIOL 130, MATH 115, PSYC 101

**Recommended Course Sequence**

**SEM 1:** NURS 120, NURS 207

**SEM 2:** NURS 122, NURS 124

**SEM 3:** NURS 201, NURS 203

**SEM 4:** NURS 205

Students must follow the curriculum sequence of courses, however the general education requirements may be taken prior to the indicated semester they are required on the following page.

**Student Organization**

Student Nurse Organization (SNO)

**After Graduation**

The Nursing Program supports the Kansas Nursing Articulation Plan and provides the opportunity for advanced placement of the licensed practical nurse into the second level of the associate degree in nursing curriculum. The Nursing program holds articulation agreements with universities for the RN graduate to advance into a BSN degree.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# 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 and CPR Basic Life Support Certification are 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 Admissions

|      |     |                       |    |
|------|-----|-----------------------|----|
| HEAL | 121 | Nurse Aide: Geriatric | 6  |
| HEAL | 101 | CPR/BLS               | .5 |

### PREREQUISITES

Must be completed or in process to be eligible to apply for admission to the nursing program.

|      |     |                       |   |
|------|-----|-----------------------|---|
| BIOL | 130 | Anatomy & Physiology  | 5 |
| ENGL | 101 | English Composition I | 3 |
| MATH | 115 | College Algebra       | 3 |
| PSYC | 101 | General Psychology    | 3 |

### LEVEL I

#### General Education Requirements

|      |     |                        |   |
|------|-----|------------------------|---|
| NURS | 207 | Pathophysiology        | 3 |
| PSYC | 201 | Development Psychology | 3 |

#### Nursing Requirements

|      |     |                          |    |
|------|-----|--------------------------|----|
| NURS | 120 | Fundamentals of Nursing  | 10 |
| NURS | 122 | Medical-Surgical Nursing | 9  |
| NURS | 124 | Family Nursing I         | 3  |

Practical Nurse Certificate awarded after successfully completing Level I.

Optional: The student is eligible to take the NCLEX-PN® Exam

### Articulating LPNs

#### Required for Admissions

|      |     |  |   |
|------|-----|--|---|
| NURS | 118 | Intravenous (IV) Therapy/Certification | 3 |
| NURS | 206 | Health Assessment for Nursing Practice | 3 |

#### Concentration Requirement

|      |     |                        |   |
|------|-----|------------------------|---|
| NURS | 126 | Bridge Course for LPNs | 1 |
|------|-----|------------------------|---|

### LEVEL II

#### General Education Requirements

|      |     |                           |   |
|------|-----|---------------------------|---|
| BIOL | 201 | Microbiology              | 5 |
| COMM | 101 | Public Speaking <i>or</i> |   |
| ENGL | 102 | English Composition II    | 3 |

#### Nursing Requirements

|      |     |                                   |   |
|------|-----|-----------------------------------|---|
| NURS | 201 | Mental Health Nursing             | 4 |
| NURS | 203 | Family Nursing II                 | 4 |
| NURS | 205 | Advanced Medical-Surgical Nursing | 8 |

Associate in Applied Science Degree in Nursing awarded after successfully completing Levels I and II. The student is eligible to take the NCLEX-RN® Exam. The completion of the nursing education program does not guarantee eligibility to take the licensure examination.

\*Exit Assessment Exam is required after completion of NURS 205 Advanced Medical-Surgical Nursing for students receiving financial aid.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## PHYSICAL EDUCATION

### ASSOCIATE IN SCIENCE

**Credits Required:** 60

The associates in physical education prepares students to continue their undergraduate degree in education. The degree is designed for those interested in teaching and coaching as a profession. Students interested in recreation management may also pursue this degree.

**Contact:** General Advisor

**Recommended Course Sequence**

**SEM 1:** PED 101, PSYC 101

**SEM 2:** PED 103, PED 118

**SEM 3:** PED 105, PSYC 201, Concentration Elective

**SEM 4:** Concentration Elective

Concentration Requirements 17

- 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
- \*Concentration Electives 6
- \_\_\_\_\_
- \_\_\_\_\_

**Student Organization**

Health and Fitness Club

**After Graduation**

Students completing the A.S degree in Physical Education generally pursue an undergraduate degree in Education. The A.S degree prepares the student to transfer to a four year institution to continue their degree in physical education.

General Education Requirements 43

- BIOL 120 General Biology *or* 5
- BIOL 130 Anatomy and Physiology
- COMM 101 Public Speaking 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- MATH 115 College Algebra 3
- Natural/Physical Science Elective with Lab 5
- \_\_\_\_\_
- Humanities Electives 6
- \_\_\_\_\_
- \_\_\_\_\_
- Social and Behavioral Science Electives 6
- \_\_\_\_\_
- \_\_\_\_\_
- General Education Electives 9
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\*Concentration Electives:

**With emphasis on Coaching/Teaching**

- EDUC 134 Preprofessional Lab for Teachers *and* 1
- EDUC 140 Intro to Teaching *must be taken concurrently* 3
- PED 189 Rules & Officiating 3
- Choice of one 3 hour Coaching Theory course 3

**With emphasis on Recreation/Leisure:**

- PED 107 Community Recreation 3
- PED 109 Recreational Activities 3

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

## PHYSICAL THERAPIST ASSISTANT

### ASSOCIATE IN APPLIED SCIENCE

The Physical Therapist Assistant (PTA) program is designed to be completed in two years with the awarding of an Associate of Applied Science degree upon successful completion of the program. The student is then eligible to take the national exam.

#### Concentration Requirements 45

|                          |         |   |   |
|--------------------------|---------|---|---|
| <input type="checkbox"/> | PTA 101 | Introduction to PTA                           | 1 |
| <input type="checkbox"/> | PTA 102 | Kinesiology                                   | 5 |
| <input type="checkbox"/> | PTA 103 | Physical Agents and Therapeutic Interventions | 5 |
| <input type="checkbox"/> | PTA 104 | Therapeutic Exercise                          | 3 |
| <input type="checkbox"/> | PTA 105 | Clinical Education I                          | 2 |
| <input type="checkbox"/> | PTA 106 | Patient Care                                  | 4 |
| <input type="checkbox"/> | PTA 201 | Pathology for the Physical Therapist Asst     | 3 |
| <input type="checkbox"/> | PTA 202 | Musculoskeletal                               | 5 |
| <input type="checkbox"/> | PTA 203 | Neuromuscular Rehabilitation                  | 5 |
| <input type="checkbox"/> | PTA 204 | Clinical Education II                         | 3 |
| <input type="checkbox"/> | PTA 205 | Clinical Education III                        | 7 |
| <input type="checkbox"/> | PTA 207 | PTA Seminar                                   | 2 |

#### General Education Requirements 26

|                          |          |                          |   |
|--------------------------|----------|--------------------------|---|
| <input type="checkbox"/> | BIOL 130 | Anatomy & Physiology     | 5 |
| <input type="checkbox"/> | COMM 101 | Public Speaking          | 3 |
| <input type="checkbox"/> | ENGL 101 | English Composition I    | 3 |
| <input type="checkbox"/> | MATH 115 | College Algebra          | 3 |
| <input type="checkbox"/> | OTEC 124 | Medical Terminology      | 3 |
| <input type="checkbox"/> | PSYC 101 | General Psychology       | 3 |
| <input type="checkbox"/> | PSYC 201 | Developmental Psychology | 3 |
| <input type="checkbox"/> |          | Computer Elective        | 3 |
| <input type="checkbox"/> |          | _____                    |   |

#### **Recommended Course Sequence**

**SEM 1:** PTA 101, PTA 102, PTA 103, PTA 105, PTA 106, PTA 201

**SEM 2:** PTA 104, PTA 202, PTA 203, PTA 204, PTA 207

**SEM 3:** PTA 205

**Credits Required:** 71

**Contact:** Jimmie Wilson  
620-820-1007  
jimmiew@lafayette.edu

#### **Accreditation**

The LCC PTA program is accredited by the Commission on the Accreditation in Physical Therapy Education. 703-706-3245; email: accreditation@apta.org

#### **Requirements**

The prerequisite courses must be completed or be in progress at the time of application submission. Acceptance to the program is through a competitive process based on program criteria. Our application and requirements can be accessed on the LCC web site, <http://www.lafayette.edu/pta/index.html> Acceptance to LCC does not ensure acceptance into the PTA program. CPR Certification is required prior to attending clinical training.

#### **Student Organization**

Students enrolled in the PTA program participate in the PTA club. Our students work together to promote the art and science of Physical Therapy. The students engage in providing community services and fund raising activities. Our students are encouraged to be members of our national organization and attend conferences at the state and national levels.

#### **After Graduation**

Once you have successfully completed the program you must pass the national examination for Physical Therapist Assistants to acquire a license to practice. Once you have a license there are many career opportunities available in many settings. Physical Therapist Assistants work to help individuals to recover from an injury, return to work or athletic activities, or to improve their abilities to allow individuals to function as independent as possible. Opportunities include working with people throughout the life span in settings such as hospitals, clinics, specialty centers, school systems, long term care, and home health. Many PTAs also accept travel assignments throughout the United States and the world. PTAs can advance their careers in the areas of management or earn additional certified skills. PTAs may also seek to advance their education and pursue a degree to become a Physical Therapist.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offered each semester. Always make an appointment with your major advisor to enroll each semester.

# PRE-PROFESSIONAL PROGRAMS

## PRE-BSN

### ASSOCIATE IN SCIENCE

The Pre-BSN Associate in Science is reflective of a formal agreement between Kansas University School of Nursing and LCC Nursing Program. The KU Community College Partnership is a plan of study designed to articulate LCC RN graduates into the KU School of Nursing RN-to-BSN completion program. Students who are interested in a RN-to-BSN program from another university should follow the General Studies degree plan as it allows the flexibility to accommodate various curriculum plans.

It is essential for all students who plan to complete a RN-to-BSN program receive advisement from both the university they plan to attend and from an LCC Advisor to ensure transferability of credits. Students will be directed to meet with a nursing advisor, the Nursing Program Assistant, or the Nursing Program Director to review the RN-to-BSN degree plan. During the first advising appointment, the degree plan from the university you plan to attend will be reviewed.

|                                   |          |                                       |           |
|-----------------------------------|----------|---------------------------------------|-----------|
| <u>Concentration Requirements</u> |          |                                       | <u>26</u> |
| <input type="checkbox"/>          | BIOL 201 | Microbiology                          | 5         |
| <input type="checkbox"/>          | GEOG 101 | World Regional Geography              | 3         |
| <input type="checkbox"/>          | NURS 116 | Pharmacology for Healthcare Providers | 3         |
| <input type="checkbox"/>          | NURS 206 | Health Assessment                     | 3         |
| <input type="checkbox"/>          | PED 114  | Basic Nutrition <i>or</i>             |           |
| <input type="checkbox"/>          | NURS 151 | Therapeutic Nutrition                 | 3         |
| <input type="checkbox"/>          | POLS 103 | State and Local Government <i>or</i>  |           |
| <input type="checkbox"/>          | POLS 105 | American Government                   | 3         |
| <input type="checkbox"/>          | RELI 101 | Comparative World Religions           | 3         |
| <input type="checkbox"/>          | SOCI 101 | Sociology                             | 3         |

|                                       |          |                                     |           |
|---------------------------------------|----------|-------------------------------------|-----------|
| <u>General Education Requirements</u> |          |                                     | <u>34</u> |
| <input type="checkbox"/>              | BIOL 130 | Anatomy & Physiology                | 5         |
| <input type="checkbox"/>              | CHEM 120 | Introduction to Chemistry <i>or</i> |           |
| <input type="checkbox"/>              | CHEM 124 | College Chemistry I                 | 5         |
| <input type="checkbox"/>              | COMM101  | Public Speaking                     | 3         |
| <input type="checkbox"/>              | ENGL 101 | English Composition I               | 3         |
| <input type="checkbox"/>              | ENGL 102 | English Composition II              | 3         |
| <input type="checkbox"/>              | MATH 115 | College Algebra                     | 3         |
| <input type="checkbox"/>              | PSYC 101 | General Psychology                  | 3         |
| <input type="checkbox"/>              | PSYC 201 | Developmental Psychology            | 3         |

|                          |       |  |   |
|--------------------------|-------|--|---|
| Humanities Electives     |       |  | 6 |
| <input type="checkbox"/> | _____ |  |   |
| <input type="checkbox"/> | _____ |  |   |

**Credits Required:** 60

**Contact:** Dr. Delyna Bohnenblust  
620-820-1217  
delynab@labette.edu

**Recommended Course Sequence:**

The Concentration Requirements for this degree can be taken in any sequence.

**After Graduation:**

Students will be prepared to transfer to their selected university to pursue a bachelor's degree in Nursing.

Humanities Electives: Select one course from the following:

|                          |          |                        |   |
|--------------------------|----------|------------------------|---|
| <input type="checkbox"/> | ART 130  | Art Appreciation       | 3 |
| <input type="checkbox"/> | ENGL 200 | Creative Writing       | 3 |
| <input type="checkbox"/> | MUSI 101 | Music Appreciation     | 3 |
| <input type="checkbox"/> | MUSI 104 | History of Jazz & Rock | 3 |

Select one from the following categories:

English

|                          |          |                               |   |
|--------------------------|----------|-------------------------------|---|
| <input type="checkbox"/> | ENGL 206 | General Literature            | 3 |
| <input type="checkbox"/> | ENGL 212 | Literature I Poetry & Drama   | 3 |
| <input type="checkbox"/> | ENGL 213 | Literature II Prose & Fiction | 3 |

History

|                          |          |                             |   |
|--------------------------|----------|-----------------------------|---|
| <input type="checkbox"/> | HIST 101 | American History to 1865    | 3 |
| <input type="checkbox"/> | HIST 102 | American History Since 1865 | 3 |
| <input type="checkbox"/> | HIST 103 | World History to 1500       | 3 |
| <input type="checkbox"/> | HIST 104 | World History Since 1500    | 3 |

Philosophy

|                          |          |                |   |
|--------------------------|----------|----------------|---|
| <input type="checkbox"/> | PHIL 101 | Philosophy I   | 3 |
| <input type="checkbox"/> | PHIL 104 | Intro to Logic | 3 |
| <input type="checkbox"/> | PHIL 106 | Ethics         | 3 |

# PRE-PROFESSIONAL PROGRAMS

## PRE-PHARMACY

### ASSOCIATE IN SCIENCE

The Pre-Pharmacy degree is designed to provide students with the basic pre-pharmacy requirements needed for entrance into the KU Pharmacy program. Students transferring to a different 4-year college should contact the advisor at that university to ensure transferability of coursework. It is the student's responsibility to follow the transfer requirements for his/her transfer institution.

**Credits Required:** 60

**Contact:** Dr. Doug Ecoff  
620-820-1151  
douge@labette.edu

#### Concentration Requirements 25

- |                          |          |                         |   |
|--------------------------|----------|-------------------------|---|
| <input type="checkbox"/> | BIOL 128 | Principles of Biology I | 5 |
| <input type="checkbox"/> | BIOL 201 | Microbiology            | 5 |
| <input type="checkbox"/> | CHEM 124 | College Chemistry I     | 5 |
| <input type="checkbox"/> | CHEM 126 | College Chemistry II    | 5 |
| <input type="checkbox"/> | CHEM 204 | Organic Chemistry I     | 5 |

#### **Recommended Course Sequence**

- SEM 1:** CHEM 124  
**SEM 2:** BIOL 130, CHEM 126  
**SEM 3:** BIOL 201, CHEM 204  
**SEM 4:** CHEM 207

#### General Education Requirements 35

- |                          |  |                                  |   |
|--------------------------|--|----------------------------------|---|
| <input type="checkbox"/> | BIOL 130                               | Anatomy & Psychology             | 5 |
| <input type="checkbox"/> | CHEM 207                               | Organic Chemistry II             | 5 |
| <input type="checkbox"/> | COMM 101                               | Public Speaking                  | 3 |
| <input type="checkbox"/> | ENGL 101                               | English Composition I            | 3 |
| <input type="checkbox"/> | ENGL 102                               | English Composition II           | 3 |
| <input type="checkbox"/> | MATH 115                               | College Algebra <i>or higher</i> | 3 |
| <input type="checkbox"/> | PED 116                                | Lifetime Fitness                 | 1 |
| <input type="checkbox"/> | PSYC 101                               | General Psychology               | 3 |
|                          | Humanities Electives                   |                                  | 6 |
| <input type="checkbox"/> | _____                                  |                                  |   |
| <input type="checkbox"/> | _____                                  |                                  |   |
|                          | Social and Behavioral Science Elective |                                  | 3 |
| <input type="checkbox"/> | _____                                  |                                  |   |

#### **After Graduation**

According to the U.S. Department of Labor's 2015 Occupational Handbook, the annual salary for Pharmacists is \$121,500.

#### Recommended Additional Courses

- |                          |          |                   |   |
|--------------------------|----------|-------------------|---|
| <input type="checkbox"/> | MATH 130 | Calculus I        | 5 |
| <input type="checkbox"/> | PHYS 201 | College Physics I | 5 |

KU School of Pharmacy accepts 68 transfer credits

**PRE-PROFESSIONAL PROGRAMS**  
**PRE-PROFESSIONAL MEDICAL**

ASSOCIATE IN SCIENCE

This degree will provide the required courses for students who are going to continue their education in Medicine/ Veterinary Medicine/Dentistry/ Med-Tech/ or Optometry.

**Credits Required:** 60

**Contact:** Dr. Bharathi Sudarsanam  
620-820-1150  
bharathis@labette.edu

Concentration Requirements 30

- BIOL 130 Anatomy & Physiology 5
- CHEM 124 College Chemistry I 5
- CHEM 126 College Chemistry II 5
- CHEM 204 Organic Chemistry I 5
- CHEM 207 Organic Chemistry II 5
- PHYS 201 College Physics I 5

Dr. Doug Ecoff  
620-820-1151  
douge@labette.edu

**SEM 1:** CHEM 124  
**SEM 2:** BIOL 130, CHEM 126  
**SEM 3:** CHEM 204, PHYS 201  
**SEM 4:** CHEM 207

General Education Requirements 30

- ART 103 Art Appreciation *or*
- MUSI 101 Music Appreciation 3
- BIOL 128 Principles of Biology I 5
- COMM 101 Public Speaking 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- MATH 115 College Algebra or higher 3
- PED 116 Lifetime Fitness 1
- PSYC 101 General Psychology 3
- PSYC 201 Developmental Psychology 3

**After Graduation**  
Students may transfer to a university or college to pursue additional courses toward their career path.

- Humanities Electives
- \_\_\_\_\_ 3

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88. Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information. 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. Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

# RADIOGRAPHY

## ASSOCIATE IN APPLIED SCIENCE

**Credits Required:** 78

Labette Community College offers a 23-month program in Radiography leading to an Associate Degree in Applied Science. The program prepares students for an entry-level career in radiography in which administering x-ray exams to individuals in the hospital, urgent care, physician office or other clinical settings.

**Contact:** Gale Brown  
620-820-1159  
galeb@labette.edu

### Accreditation

The program is monitored through accreditation by Joint Review Committee on Education in Radiologic Technology (JRCERT). [www.jrcert.org](http://www.jrcert.org)

### Concentration Requirements 61

|                          |          |   |   |
|--------------------------|----------|---|---|
| <input type="checkbox"/> | RADI 101 | Intro. to Radiography, Ethics, and Law      | 2 |
| <input type="checkbox"/> | RADI 103 | Radiographic Procedures I                   | 1 |
| <input type="checkbox"/> | RADI 104 | Radiographic Procedures II                  | 3 |
| <input type="checkbox"/> | RADI 105 | Radiographic Procedures III                 | 3 |
| <input type="checkbox"/> | RADI 107 | Radiographic Imaging I                      | 1 |
| <input type="checkbox"/> | RADI 109 | Patient Care in Radiography I               | 2 |
| <input type="checkbox"/> | RADI 113 | Simulations in Radiography I                | 1 |
| <input type="checkbox"/> | RADI 115 | Patient Care in Radiography II              | 3 |
| <input type="checkbox"/> | RADI 117 | Radiographic Imaging II                     | 3 |
| <input type="checkbox"/> | RADI 119 | Clinical Training I                         | 3 |
| <input type="checkbox"/> | RADI 120 | Clinical Training II                        | 3 |
| <input type="checkbox"/> | RADI 125 | Prin. of Physics & Equipment Operation      | 3 |
| <input type="checkbox"/> | RADI 127 | Intro. to CT & Cross Sectional Anatomy      | 2 |
| <input type="checkbox"/> | RADI 201 | Imaging Modalities                          | 3 |
| <input type="checkbox"/> | RADI 203 | Clinical Training III                       | 3 |
| <input type="checkbox"/> | RADI 204 | Clinical Training IV                        | 3 |
| <input type="checkbox"/> | RADI 205 | Clinical Training V                         | 3 |
| <input type="checkbox"/> | RADI 207 | Radiographic Imaging III                    | 3 |
| <input type="checkbox"/> | RADI 211 | CT Procedures                               | 2 |
| <input type="checkbox"/> | RADI 213 | Radiographic Pathophysiology                | 2 |
| <input type="checkbox"/> | RADI 214 | Simulations in Radiography II               | 1 |
| <input type="checkbox"/> | RADI 217 | Radiation Protection I                      | 2 |
| <input type="checkbox"/> | RADI 218 | Radiation Protection II                     | 2 |
| <input type="checkbox"/> | RADI 219 | Image Analysis                              | 2 |
| <input type="checkbox"/> | RADI 221 | Radiography Comprehensive Review            | 2 |
| <input type="checkbox"/> | RADI 223 | Critical Thinking & Analysis in Radiography | 3 |

### General Education Requirements 17

All General Education courses that satisfy the Associate in Applied Science Degree in Radiography should be completed prior to review and selection.

|                          |          |                                  |   |
|--------------------------|----------|----------------------------------|---|
| <input type="checkbox"/> | BIOL 130 | Anatomy & Physiology             | 5 |
| <input type="checkbox"/> | ENGL 101 | English Composition I            | 3 |
| <input type="checkbox"/> | ENGL 102 | English Composition II <i>or</i> |   |
| <input type="checkbox"/> | COMM 101 | Public Speaking                  | 3 |
| <input type="checkbox"/> | MATH 115 | College Algebra                  | 3 |
| <input type="checkbox"/> | PSYC 101 | General Psychology <i>or</i>     |   |
| <input type="checkbox"/> | PSYC 201 | Developmental Psychology         | 3 |

### Requirements

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.

CPR Certification is required prior to attending clinical training.

Additional information can be found the program's website: <http://www.labette.edu/radiography> .

### Recommended Course Sequence

All General Education courses that satisfy the Associate in Applied Science Degree in Radiography should be completed prior to review and selection.

### Student Organization

Students enrolled in the Radiography Program are members of the Radiography Club. Our radiography students work together for the purpose of evaluating the quality of patient care and promote the art and science of radiological technology. Our students are encouraged to actively participate in professional conferences and service-learning projects.

### After Graduation

After successful completion of the two-year curriculum the student is awarded an A.A.S. degree in Radiography and they are recommended to take the National Radiographer Examination administered by the American Registry of Radiologic Technologists. Students are also encouraged to consider continuing their education in other specialty areas: Sonography, Computed Tomography, Mammography, Magnetic Resonance Imaging, which these are only a small portion of specialty areas available. It is important to note that students can also obtain higher educational degrees for career advancement in administration, educating future radiologic technologists, or even a radiologist assistant.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.



# RESPIRATORY THERAPY

## ASSOCIATE IN APPLIED SCIENCE

As a respiratory therapy student, you will learn about the heart and lungs, and how those organs affect the rest of the body. You will learn how to care for those suffering from heart attacks, cardiac disorders, strokes, overdoses, car accidents, trauma, asthma, COPD, Cystic Fibrosis, and patients who have just gone through surgery, as well as many other disease processes. To obtain more information about the criteria and to get a copy of the application packet, please contact the health science administrative assistant at 620-820-1157.

HEAL 101 CPR must be successfully completed before or during the first semester of the program. HEAL 151 Advanced Cardiac Life must be successfully completed during the third semester of the program, or prior to placement in RESP 110 Clinical Practice II

### Concentration Requirements 51

|                          |      |     |  |   |
|--------------------------|------|-----|--|---|
| <input type="checkbox"/> | RESP | 101 | Fundamentals of Respiratory Care I       | 3 |
| <input type="checkbox"/> | RESP | 102 | Fundamentals of Respiratory Care II      | 3 |
| <input type="checkbox"/> | RESP | 105 | Respiratory Care Pharmacology            | 3 |
| <input type="checkbox"/> | RESP | 107 | Cardiopulmonary Anatomy and Physiology   | 2 |
| <input type="checkbox"/> | RESP | 109 | Clinical Practice I                      | 2 |
| <input type="checkbox"/> | RESP | 110 | Clinical Practice II                     | 5 |
| <input type="checkbox"/> | RESP | 113 | Pediatric Respiratory Care               | 3 |
| <input type="checkbox"/> | RESP | 115 | Introduction to Mechanical Ventilation   | 3 |
| <input type="checkbox"/> | RESP | 148 | Respiratory Comprehensive Review         | 2 |
| <input type="checkbox"/> | RESP | 153 | CRT Review                               | 1 |
| <input type="checkbox"/> | RESP | 158 | Fundamentals of Respiratory Care I Lab   | 1 |
| <input type="checkbox"/> | RESP | 160 | Fundamentals of Respiratory Care II Lab  | 2 |
| <input type="checkbox"/> | RESP | 161 | Fundamentals of Respiratory Care III Lab | 2 |
| <input type="checkbox"/> | RESP | 203 | Fundamentals of Respiratory Care III     | 3 |
| <input type="checkbox"/> | RESP | 205 | Respiratory Diseases                     | 3 |
| <input type="checkbox"/> | RESP | 207 | Critical Care Medicine                   | 3 |
| <input type="checkbox"/> | RESP | 211 | Clinical Practice III                    | 5 |
| <input type="checkbox"/> | RESP | 212 | Respiratory Care Professional Forum      | 2 |
| <input type="checkbox"/> | RESP | 213 | Respiratory Care Topics & Procedures     | 3 |

### General Education Requirements 25

|                          |      |     |                                   |   |
|--------------------------|------|-----|-----------------------------------|---|
| <input type="checkbox"/> | BIOL | 130 | Anatomy & Physiology              | 5 |
| <input type="checkbox"/> | BIOL | 201 | Microbiology                      | 5 |
| <input type="checkbox"/> | BUAD | 110 | Business Communications <i>or</i> |   |
| <input type="checkbox"/> | ENGL | 102 | English Composition II            | 3 |
| <input type="checkbox"/> | ENGL | 101 | English Composition I             | 3 |
| <input type="checkbox"/> | MATH | 115 | College Algebra                   | 3 |
| <input type="checkbox"/> | OTEC | 124 | Medical Terminology               | 3 |
| <input type="checkbox"/> | PSYC | 101 | General Psychology <i>or</i>      |   |
| <input type="checkbox"/> | PSYC | 201 | Developmental Psychology          | 3 |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offered each semester. Always make an appointment with your major advisor to enroll each semester.

**Credits Required:** 76

**Contact:** Kara Good  
620-820-1160  
karam@labette.edu

#### **Accreditation**

Labette Community College Respiratory Therapy Program, CoARC program number 200304, Associates of Applied Science in Respiratory Therapy Degree, Parsons, Kansas, is accredited by the Commission on Accreditation for Respiratory Care and has a current Continuing Accreditation Status. [www.coarc.com](http://www.coarc.com)

#### **Requirements**

Students interested in the Respiratory Therapy Program are admitted to Labette Community College on the same basis as other students, but admission to the college does not ensure admission into the Respiratory Therapy Program. Acceptance into the Respiratory Therapy Program is based on the criteria established by the department. Selection is based upon the following criteria: Grade Point Average (GPA), Score on Test of Essential Academic Skills (TEAS), References, Transfer students will follow this criteria, and show proficiencies if Respiratory Courses have previously been completed.

#### **Recommended Course Sequence:**

All General Education Courses that satisfy the Associate in Applied Science Degree in Respiratory Therapy should be completed prior to review and selection. Students must follow the curriculum sequence of Respiratory courses. Additional information can be found on the program's website at <http://labette.edu/respiratory/index.html>

**SEM:1** HEAL 101, RESP 101, RESP 105, RESP 107, RESP 158

**SEM 2:** RESP 102, RESP 109, RESP 115, RESP 160, RESP 205

**SEM 3:** HEAL 151, RESP 161, RESP 203

**SEM 4:** RESP 110, RESP 113, RESP 153, RESP 213

**SEM 5:** RESP 148, RESP 207, RESP 211, RESP 212

#### **Student Organization**

Respiratory Therapy Club

#### **After Graduation**

Students must pass the national examination for Respiratory Therapist to acquire a license to practice. Opportunities include settings such as: hospitals, clinics, long term care, home health, sales, or education. RT's may seek to advance their education and pursue a degree in sonography, or bachelor's degree at a university.

**SOCIAL SCIENCE  
PSYCHOLOGY**

**ASSOCIATE IN ARTS**

This degree is designed for a student planning to transfer to a four-year institution and concentration in psychology, human services, counseling, and social work. Please consult an advisor for guidance about electives.

**Credits Required:** 60

**Contact:** General Advisor

|   |           |
|---|-----------|
| <u>Concentration Requirements</u>                           | <u>15</u> |
| <input type="checkbox"/> ECON 101 Issues in Today's Economy | 3         |
| <input type="checkbox"/> PSYC 101 General Psychology        | 3         |
| <input type="checkbox"/> PSYC 201 Developmental Psychology  | 3         |
| <input type="checkbox"/> PSYC 202 Psychology of Adjustment  | 3         |
| <input type="checkbox"/> SOCI 101 Sociology                 | 3         |

**Recommended Course Sequence**

**SEM 1:** PSYC 101

**SEM 2:** PSYC 201

**SEM 3:** PSYC 202, SOCI 101

**SEM 4:** ECON 101

|                                       |           |
|---------------------------------------|-----------|
| <u>General Education Requirements</u> | <u>45</u> |
|---------------------------------------|-----------|

|  |   |
|--|---|
| <input type="checkbox"/> COMM101 Public Speaking         | 3 |
| <input type="checkbox"/> EDUC 133 Research Skills        | 1 |
| <input type="checkbox"/> ENGL 101 English Composition I  | 3 |
| <input type="checkbox"/> ENGL 102 English Composition II | 3 |
| <input type="checkbox"/> MATH 115 College Algebra        | 3 |
| <input type="checkbox"/> PED 116 Lifetime Fitness        | 1 |
| Physical Science Elective with Lab                       | 5 |
| <input type="checkbox"/> _____                           | 5 |
| Natural Science Elective with Lab                        | 5 |
| <input type="checkbox"/> _____                           | 5 |
| Humanities Electives (from at least three areas)         | 9 |
| <input type="checkbox"/> _____                           | 9 |
| <input type="checkbox"/> _____                           | 9 |
| <input type="checkbox"/> _____                           | 9 |
| Social and Behavioral Science Electives                  | 6 |
| <input type="checkbox"/> _____                           | 6 |
| <input type="checkbox"/> _____                           | 6 |
| General Education Electives                              | 6 |
| <input type="checkbox"/> _____                           | 6 |
| <input type="checkbox"/> _____                           | 6 |

**After Graduation**

LCC has an articulation agreement with Kansas State University.

According to the Bureau of Labor Statistics an Associates of Arts in Psychology provides a student the jump start they need to transfer to a four year bachelor's degree program. Once a student completes their bachelors they can move on to a Master's Degree and even a PhD but it all begins with the Associates of Arts in Psychology.

Additionally, the Associates of Arts in Psychology could mean about \$130.00 extra a week in wages, more than a person would earn with only a high school diploma. Students who complete an Associates of Arts in Psychology may be eligible for social and human service assistance jobs. In these jobs the student might provide client services to individuals and/ or families from several different fields including: psychology, rehabilitation, and social work; assisting other workers such as social workers whose clients are seeking assistance or benefits from community programs/services.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for EnglishF Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

**SOCIAL SCIENCE  
SOCIAL WORK**

**ASSOCIATE IN ARTS**

If you're looking for a career with meaning, action, diversity, satisfaction, and an abundance of options, consider social work. Social workers are people who care about people, who want to make things better, who want to relieve suffering, who want their work to make a difference (Careers.socialworkers.org). Social workers work in social services, hospitals, mental health facilities, hospice centers, and schools. They work with children, the elderly, veterans, people with medical, behavioral, and mental health issues, individuals with substance abuse issues, and those on probation or parole. Social workers act as case workers, administrators, and counselors.

**Credits Required:** 60

**Contact:** Robert Perez  
620-820-1138  
robertp@labette.edu

**Recommended Course Sequence**

**SEM 1:** ECON 101, SOCI 101

**SEM 2:** PSYC 101

**SEM 3:** SOCI 112(offered in the fall semester)

**SEM 4:** SOCI 122, SOCI 123(offered in the spring semester)

**After Graduation**

This Associate's degree is designed for students who plan to transfer to a four-year college. Entry level positions in the field are available with an Associate's degree. However, there are greater opportunities for those with further education. Accredited Bachelor's programs prepare students for Licensed Baccalaureate Social Worker (LBSW) certification, which expands employment opportunities. A graduate degree in the field opens the doors to becoming a counselor with private practice options.

Overall employment of social workers is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations.

\*Students should be aware that criminal background checks are required for most social work positions, as well as for Bachelor's and graduate education programs. A criminal conviction or past infraction does not always mean that licensure will be denied. It can depend on the seriousness of the crime and other circumstances or mitigating factors.

For information on wages, job outlook, and more see: <http://www.bls.gov/ooh/community-and-social-service/mobile/social-workers.htm>

|                                       |  |           |
|---------------------------------------|--|-----------|
| <u>Concentration Requirements</u>     |  | <u>16</u> |
| <input type="checkbox"/>              | ECON 101 Issues in Today's Economy               | 3         |
| <input type="checkbox"/>              | PSYC 101 General Psychology                      | 3         |
| <input type="checkbox"/>              | SOCI 101 Sociology                               | 3         |
| <input type="checkbox"/>              | SOCI 112 Introduction to Social Work             | 3         |
| <input type="checkbox"/>              | SOCI 122 Basic Helping Skills                    | 3         |
| <input type="checkbox"/>              | SOCI 123 Basic Helping Skills Experience         | 1         |
| <u>General Education Requirements</u> |  | <u>44</u> |
| <input type="checkbox"/>              | COMM101 Public Speaking                          | 3         |
| <input type="checkbox"/>              | ENGL 101 English Composition I                   | 3         |
| <input type="checkbox"/>              | ENGL 102 English Composition II                  | 3         |
| <input type="checkbox"/>              | MATH 115 College Algebra                         | 3         |
| <input type="checkbox"/>              | EDUC 133 Research Skills or                      | 1         |
| <input type="checkbox"/>              | LEAR 101 College Success Skills or               |           |
| <input type="checkbox"/>              | PED 116 Lifetime Fitness                         |           |
|                                       | Physical Science Elective with Lab               | 5         |
| <input type="checkbox"/>              | _____  |           |
|                                       | Natural Science Elective with Lab                | 5         |
| <input type="checkbox"/>              | _____  |           |
|                                       | Humanities Electives (from at least three areas) | 12        |
| <input type="checkbox"/>              | _____  |           |
| <input type="checkbox"/>              | _____  |           |
| <input type="checkbox"/>              | _____  |           |
| <input type="checkbox"/>              | _____  |           |
|                                       | Social and Behavioral Science Electives          | 6         |
| <input type="checkbox"/>              | _____  |           |
| <input type="checkbox"/>              | _____  |           |
|                                       | General Education Electives                      | 3         |
| <input type="checkbox"/>              | _____  |           |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 25 for complete Placement information.

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.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

**SOCIAL SCIENCE  
SOCIOLOGY**

**ASSOCIATE IN ARTS**

Sociology is the scientific study of society, including social interactions, social organization, social behavior, and human groups. Topics of study include culture, socialization, deviance, social inequality (race, class, and gender), and social institutions (media, religion, government, economy, family, and education).

Famous people with Sociology degrees include Rev. Martin Luther King Jr., Senator Daniel Patrick Moynihan, Congresswoman Shirley Chisholm, Congresswoman Maxine Waters, President Ronald Reagan, Michelle Obama, and sportscaster Ahmad Rashad.

**Credits Required:** 60

**Contact:** Robert Perez  
620-820-1138  
robertp@labette.edu

**Recommended Course Sequence**

**SEM 1:** PSYCH 101, SOCI 101

**SEM 2:** ECON 101

**SEM 3:** SOCI 203

**SEM 4:** SOCI 201

**After Graduation**

This Associate's degree is designed for students who plan to transfer to a four-year college. A graduate degree in the field opens the doors to a career in research or college level teaching.

However, an Associate's degree paves the way into entry level positions in a number of fields such as social services, customer service, human resources, marketing, corrections, non-profit organizations, business, consumer research, government agencies, and more.

Concentration Requirements 15

- ECON 101 Issues in Today's Economy 3
- PSYC 101 General Psychology 3
- SOCI 101 Sociology 3
- SOCI 201 Marriage and Family 3
- SOCI 203 Social Problems 3

General Education Requirements 45

- COMM 101 Public Speaking 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3
- MATH 115 College Algebra 3
- EDUC 133 Research Skills *or*
- LEAR 101 College Success Skills
- PED 116 Lifetime Fitness 1

Physical Science Elective with Lab 5

\_\_\_\_\_ 5

Natural Science Elective with Lab

\_\_\_\_\_ 12

Humanities Electives (from at least three areas)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Social and Behavioral Science Electives 6

- \_\_\_\_\_
- \_\_\_\_\_

General Education Electives 3

- \_\_\_\_\_

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 88.

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# WELDING

## ASSOCIATE IN APPLIED SCIENCE

The Welding program allows students the opportunity to complete certificates at two levels and to transfer these certificates toward an Associate of Applied Science degree in Welding. The Level I Welding certificate is for students who intend to seek entry-level employment after completing a one-year program of study. The Level II certificate is for students interested in advancing their skill level beyond Level I. Students interested in completing an Associate of Applied Science degree in Welding should visit with an advisor to determine general education and additional technical education requirements.

**Credits Required:** 63

**Major Advisor:** Travis Brumback  
620-423-3065  
travisb@labette.edu

**Recommended Course Sequence**

- SEM 1:** INDU 155, WELD 120, WELD 130
- SEM 2:** WELD 140, WELD 160, WELD 180
- SEM 3:** WELD 210, WELD 240
- SEM 4:** WELD 220, WELD 260

Concentration Requirements 35

- |                          |          |                                     |   |
|--------------------------|----------|-------------------------------------|---|
| <input type="checkbox"/> | INDU 131 | Engineering Graphics                | 3 |
| <input type="checkbox"/> | INDU 155 | OSHA Safety 10                      | 1 |
| <input type="checkbox"/> | WELD 120 | Oxy Acetylene and Safety            | 3 |
| <input type="checkbox"/> | WELD 130 | Gas Tungsten Arc Welding            | 3 |
| <input type="checkbox"/> | WELD 140 | Shielded Metal Arc Welding          | 3 |
| <input type="checkbox"/> | WELD 160 | Gas Metal Arc Welding               | 3 |
| <input type="checkbox"/> | WELD 180 | Pipe Layout and Blueprint Reading   | 3 |
| <input type="checkbox"/> | WELD 210 | Adv. Gas Tungsten Arc Welding       | 4 |
| <input type="checkbox"/> | WELD 220 | Adv. Gas Metal Arc Welding          | 4 |
| <input type="checkbox"/> | WELD 240 | Adv. Shielded and Metal Arc Welding | 4 |
| <input type="checkbox"/> | WELD 260 | Specialized Welding                 | 4 |

**After Graduation**

Career areas in welding include welding, cutting, soldering, and brazing in the construction, manufacturing and utilities industries. Specific job titles include welding technician, supervisors, inspectors, instructors, and shop owners. The job outlook for welders in the construction, manufacturing, and utilities industries is increasing. Median earnings are \$15.10/hour.

General Education Requirements 28

- |                          |          |                                      |   |
|--------------------------|----------|--------------------------------------|---|
| <input type="checkbox"/> | ART 130  | Art Appreciation                     | 3 |
| <input type="checkbox"/> | BIO 122  | Environmental Life Science <i>or</i> |   |
| <input type="checkbox"/> | BIO 120  | General Biology                      | 5 |
| <input type="checkbox"/> | COMM101  | Public Speaking                      | 3 |
| <input type="checkbox"/> | ENGL 101 | English Composition I                | 3 |
| <input type="checkbox"/> | MATH 115 | College Algebra                      | 3 |
| <input type="checkbox"/> | MATH 120 | Elementary Statistics                | 3 |
| <input type="checkbox"/> | PHSC 105 | Physical Science                     | 5 |
| <input type="checkbox"/> | SOCI 101 | Sociology                            | 3 |

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## WELDING CERTIFICATES—LEVEL I AND LEVEL II

### LEVEL I WELDING CERTIFICATE

### LEVEL II WELDING CERTIFICATE

The Level I Welding certificate is for students who intend to seek entry-level employment after completing a one-year program. Students must successfully complete INDU 155 OSHA Safety 10 before they can proceed with any other Welding course.

The Level II Welding certificate is for students interested in advancing their skill level beyond Level I.

| Concentration Requirements  | 16 |
|---|----|
| <input type="checkbox"/> INDU 155 OSHA Safety 10                    | 1  |
| <input type="checkbox"/> WELD 120 Oxy Acetylene and Safety          | 3  |
| <input type="checkbox"/> WELD 130 Gas Tungsten Arc Welding          | 3  |
| <input type="checkbox"/> WELD 140 Shielded Metal Arc Welding        | 3  |
| <input type="checkbox"/> WELD 160 Gas Metal Arc Welding             | 3  |
| <input type="checkbox"/> WELD 180 Pipe Layout and Blueprint Reading | 3  |

| Concentration Requirements  | 32 |
|---|----|
| <input type="checkbox"/> Level 1 Certificate Requirements             | 16 |
| <input type="checkbox"/> WELD 210 Adv. Gas Tungsten Arc Welding       | 4  |
| <input type="checkbox"/> WELD 220 Adv. Gas Metal Arc Welding          | 4  |
| <input type="checkbox"/> WELD 240 Adv. Shielded and Metal Arc Welding | 4  |
| <input type="checkbox"/> WELD 260 Specialized Welding                 | 4  |

#### Recommended Course Sequence

**SEM 1:** INDU 155, WELD 120, WELD 130  
**SEM 2:** WELD 140, WELD 160, WELD 180

#### Recommended Course Sequence

**SEM 1:** INDU 155, WELD 120, WELD 130  
**SEM 2:** WELD 140, WELD 160, WELD 180  
**SEM 3:** WELD 210, WELD 240  
**SEM 4:** WELD 220, WELD 260

**Major Advisor:** Travis Brumback  
 620-423-3065  
 travisb@labette.edu

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## Course Descriptions

### Accounting

ACCT 112 (0504) Financial Accounting KRSN ACC1010\*\*

Prerequisite: None

Credit Hours: 3

An introduction to financial accounting concepts with emphasis on financial statements, their components, and their inter-relationships. Emphasis is on how individual transactions affect the financial statements.

ACCT 114 (0503) Managerial Accounting KRSN ACC2010\*\*

Prerequisite: ACCT 112 Financial Accounting

Credit Hours: 3

An introduction to the concepts and tools associated with providing accounting information to management. Major topics include: cost behavior, cost estimation, cost accumulation and assignment, budgeting, and the uses of accounting information for making decisions.

ACCT 121 (0516) Computer Accounting

Prerequisite: ACCT112 Financial Accounting or OTEC 113 Business Accounting

Credit Hours: 3

Provides students the opportunity to learn to work with accounting software and to interpret financial information in the form of computer output.

### Art

ART 103 (1034) Drawing I KRSN ART1040\*\*

Prerequisite: None

Credit Hours: 3

Students will explore various drawing materials, techniques, and subject matter. Emphasis will be placed on development of basic drawing fundamentals and stylistic preferences. Instruction will be based on class discussion and lab work.

ART 104 (1035) Drawing II

Prerequisite: ART 103 Drawing I

Credit Hours: 3

A continuation of material covered in Drawing I. Emphasis will be placed on individual special problems in drawing and use of color. Student will work on independent projects. Instruction will be based on class discussion, individual conference, and lab work.

ART 107 (1024) Two Dimensional Design

Prerequisite: None

Credit Hours: 3

Elements and principles of two-dimensional design. Emphasis on solutions to practical and aesthetic composition problems of visual communication. Lecture, critique, supervised studio practice with a variety of media.

ART 111 (1029) Ceramics I

Prerequisite: None

Credit Hours: 3

An introduction to basic clay manipulation techniques including hand-building, clay additives, decoration, kiln loading, firing, and beginning wheel throwing techniques. Emphasis will be placed on three-dimensional design of clay works. Instruction will be based on class discussion, lecture, and lab work.

ART 112 (1010) Ceramics II

Prerequisite: ART 111 Ceramics I

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

Credit Hours: 3

An introduction to wheel throwing techniques and advanced hand-building. Emphasis will be placed on traditional and sculptural applications of clay. This course is intended to be a continuation of Ceramics I. Instruction will be based on class discussion, lecture, and lab work.

ART 113 (1030) Sculpture

Prerequisite: None

Credit Hours: 3

An introduction to the special problems and techniques of three-dimensional sculptural form and design including clay modeling, molding, and casting. Emphasis will be placed on additive and subtractive processes. Instruction will be based on lecture, class discussion, and lab work.

ART 115 (1021) Painting I

Prerequisite: None

Credit Hours: 3

An introduction and exploration of various painting materials, techniques, and subject matter. The use of oils, color theory, value, and stylistic techniques will be emphasized. Instruction will be based on class discussion and lab work.

ART 116 (1022) Painting II

Prerequisite: ART 115 Painting I

Credit Hours: 3

A continuation of material covered in Painting I. Emphasis will be placed on individual special problems in painting. Students will work on independent projects. Instruction will be based on class discussion, individual conference, and lab work.

ART 130 (1011) Art Appreciation KRSN ART1010\*\*

Prerequisite: None

Credit Hours: 3

This course is designed to give students a broad background in art history and an appreciation of art. The primary focus will be on the principles and philosophies of the visual arts. In addition, we will look at how art relates to and enriches our society. Instruction will be based on video and slide presentations, lecture, selected readings, class discussion, and hands-on projects.

EDUC 154 (831) Art Education

Prerequisite: None

Credit Hours: 3

This course is designed to help art education and elementary education concentrations build an understanding of children's art and develop an art curriculum for their classroom that provides quality art experiences for every child. Emphasis will be placed on lab work and experimentation of various art materials suitable for the classroom. Instruction is based on lecture, class discussion, and lab work.

## Biology

All 5 Credit Hour Biology courses include a Lab

BIOL 120 (0431) General Biology KRSN BIO1010\*\*

Prerequisite: None

Credit Hours: 5

This course presents a study of the basic concepts of living organisms using an evolutionary approach with emphasis on classification, inheritance, and the ecology of plants and animals. This course is intended for students whose concentration is biology and related disciplines with emphasis on knowledge of the scientific method and the chemical components and functions of cells, and tissues and organisms' structure and function. Laboratory exercises are designed to emphasize and support the course concepts and stress the scientific method of investigation.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19



**BIOL 122 (0404) Environmental Life Science**

Prerequisite: None

Credit Hours: 5

This natural science course provides an overview of life science with emphasis placed on basic principles and unifying concepts of environmental science. This course includes general biology concepts in relation to human interaction with the world around them.

Students will gain the scientific foundation and tools needed to apply critical thought to contemporary environmental issues.

**BIOL 128 Principles of Biology I KRSN BIO1020\*\***

Prerequisite: A semester of college chemistry is strongly recommended.

Credit Hours: 5

A course organized around concepts fundamental to the better understanding of living organisms for the biology majors who will take advanced biology courses, and for those entering the medical and related fields. Content covered will include nature of science, basic chemistry, biochemistry, cellular structure and function, metabolism, energy transfer, cell division, Mendelian and molecular genetics, and gene expression. Laboratory experiments are selected to complement the material covered in lecture to enhance student understanding.

**BIOL 129 Principles of Biology II KRSN BIO1030\*\***

Prerequisite: BIOL 128 Principles of Biology I, or permission of instructor.

Credit Hours: 5

A course specifically designed for the biology majors. The course is organized around concepts fundamental to an understanding of the principles of organismal biology. Topics of Classification, taxonomy, evolution, evolutionary relationships, kingdoms, phyla, life cycles, plant anatomy and physiology, animal anatomy and physiology, biological basis of behavior, and ecological interactions are discussed in the course. Laboratory studies include the culture and growth of bacteria and examine their ubiquity, different protists, fungi, plant structures, and animal dissection.

**BIOL 130 (0412) Anatomy and Physiology KRSN BIO2020\*\***

Recommended Prerequisite: High School Biology with an A or B, BIOL 101 Biology (3 credit hour) or BIOL 120 General Biology (5 credit hour)

Credit Hours: 5

This course is designed for one semester and is a comprehensive discipline of Biology. Anatomy and Physiology (A&P) involves both lecture and laboratory study of the human body. The course covers the competencies for anatomy and physiology at the college level as set forth by the State of Kansas Core Competency Committee. The course will integrate the structure and function of the human body. This course meets the requirements for those interested in nursing, respiratory therapy, radiography, physical education, biology majors, minors, and for other health sciences. Lectures and labs are presented in a logical sequence by body systems

**BIOL 201 (0411) Microbiology**

Recommended as a Prerequisite: BIOL 101 Biology (3 credit hour) or BIOL 120 General Biology (5 credit hour) or BIOL 130 Anatomy &amp; Physiology (5 credit hour)

Credit Hours: 5

This course presents a study of microorganisms along with their morphological, physiological, and biochemical characteristics. It offers a comprehensive study of prokaryotic cell structure, microbial metabolism, microbial growth, methods of disinfection and sterilization, microbial genetics, classification, principles of disease and epidemiology, microbial mechanisms of pathogenicity, innate and adaptive immunity, and antimicrobial drugs. Though the main emphasis is on bacteria and virus, but protozoans, fungi and algae are also discussed. Fundamental theories and laboratory techniques related to bacterial cell morphology, bacterial growth in different culture media, isolation, pure culture techniques, staining, and identification are illustrated throughout the semester.

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\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

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## Business Administration

BUAD 101 (0501) Introduction to Business KRSN BUS1020\*\*

Prerequisite: None

Credit Hours: 3

A study of different aspects of the business world such as marketing, production, finance, and human resource management.

BUAD 104 (0505) Business Law I

Prerequisite: None

Credit Hours: 3

An introduction to laws covering administrative law, tort law, and contracts. Sophomore standing is recommended.

BUAD 105 (0506) Business Law II

Prerequisite: BUAD 104 Business Law I

Credit Hours: 3

A study of laws covering sales, partnerships, corporations, real property, negotiable paper, insurance, security devices, bankruptcy, wills, and estates. Sophomore standing is recommended.

BUAD 110 (0545) Business Communications

Prerequisite: None

Credit Hours: 3

This course is designed to develop skills and knowledge necessary for effective business communications – both oral and written, and to provide experience in the application of these skills and knowledge in solving business communication problems.

BUAD 205 Personal Finance KRSN BUS 1010\*\*

Prerequisite: None

Credit Hours: 3

Personal Finance introduces students to the importance of consumer financial issues. Students will gain knowledge of the principles of money management, consumer credit, insurance, investments and retirement planning.

## Business Administrative Technology

OTEC 102 (0587) College Keyboarding

Prerequisite: None

Credit Hours: 3

This course is designed to develop machine control and mastery of the keyboard. The course emphasizes proper keyboarding techniques, accuracy, and speed, which can be applied to a variety of problems that the students are likely to meet in their personal life and/or in the business world.

OTEC 103 (0739) Microcomputer Applications I

Prerequisite: None

Credit Hours: 3

This course will teach the student specific areas of expertise in the computer area.

OTEC 106 (0588) Formatting

Prerequisite: OTEC 102 College Keyboarding or one or more units of keyboarding in high school

Credit Hours: 3

This course is designed to review business document formats, to build speed and accuracy, and to use decision-making skills to evaluate document formats and mailability. Applying written communication skills and demonstrating quality and efficiency in production are emphasized.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

**OTEC 111 (0551) Records Management & Database Applications**

Prerequisite: None

Credit Hours: 3

This course is designed to present knowledge and skills that are needed in records management work. This course emphasizes the basic principles and procedures used in alphabetic, numeric, and subject filing methods for manual and automated records systems. Practice in application of filing rules is provided through the use of records management projects. Students will gain practice in document management and file management using Access database.

**OTEC 113 (0523) Business Accounting**

Prerequisite: None

Credit Hours: 3

Elementary accounting procedures including theory and practice associated with double-entry bookkeeping are introduced. Special emphasis is placed on the use of journal entries, accounting for and control of cash, and payroll accounting.

**OTEC 119 (0530) Business Math**

Prerequisite: Placement test scores equivalent to MATH 106 Applied Mathematics

Credit Hours: 3

Business decision-making usually involves business math. Business Math provides a background of general and specific knowledge of business math concepts for those students who plan to enter business programs. Students will develop skills using a 10-key adding machine by touch and using the numeric keypad of a computer.

**OTEC 121 (0557) Office Procedures**

Prerequisite: OTEC 102 College Keyboarding or OTEC 106 Formatting

Credit Hours: 3

This course is the study and development of personal qualities, skills, and knowledge needed for success in clerical occupations, including how to find and "land" the right office position, writing letters, using postal and shipping services, handling mail, filing, using the telephone, transmitting business messages, using banking and credit services, and handling financial transactions.

**OTEC 122 (0536) Office Internship I**

Prerequisite: Enrollment in an Business Administrative Technology Program or permission of instructor

Credit Hours: 1-3

This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Students may receive training through paid employment (part-time or full-time), or an unpaid internship (3-5 hours a week).

**OTEC 123 (0537) Office Internship II**

Prerequisite: Enrollment in an Business Administrative Technology Program or permission of instructor

Credit Hours: 3

This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Students may receive training through paid employment (part-time or full-time), or an unpaid internship (3-5 hours a week).

**OTEC 124 (5231) Medical Terminology                      KRSN HSC1030\*\***

Prerequisite: None

Credit Hours: 3

Presents basic concepts and elements of medical terms pertaining to the study of the human body, and assists in the development of the ability to read and understand the language of medicine. This course will introduce the basic elements of medical terminology such as prefixes, suffixes, word roots, and combining forms. Commonly used abbreviations will also be addressed.

**OTEC 125 (5232) Advanced Medical Terminology**

Prerequisite: OTEC 124 Medical Terminology

Credit Hours: 3

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

This course will build on the knowledge gained in the previous Medical Terminology course. The course will again be outlined by body systems focusing on terminology associated with disease processes, related procedures and pharmaceutical treatment methods. Strong emphasis will be placed on the correct usage and spelling of terms. The student should already have a firm base knowledge of suffixes, prefixes and root words.

OTEC 128 (0607) Medical Transcription

Prerequisite: OTEC 102 College Keyboarding, or one or more units of keyboarding in high school; OTEC 140 Business English recommended.

Credit Hours: 2

Provides an overview of the medical transcription environment, the responsibilities of the transcriptionist, and the skills required. Focuses on the mechanics of transcription including transcription tools, the style and form of the transcriptionist, the various formats for medical reports, and medical terminology.

OTEC 133 (0609) Medical Coding ICD

Prerequisite: OTEC 125 Medical Terminology or Medical Training

Credit Hours: 3

This course is designed to introduce the basic concepts of ICD-10-CM diagnosis coding. The class will provide hands-on experience in the application of diagnosis codes while following the official coding rules and guidelines. The student will gain an understanding of how to analyze clinical data for the purposes of coding and reimbursement.

OTEC 134 (0610) Medical Coding CPT

Prerequisite: OTEC 133 Medical Coding ICD or instructor permission

Credit Hours: 3

This course is designed to study the concepts of Current Procedural Terminology (CPT Coding) along with HCPCS coding. This course is designed to provide practical application of the coding process using health documentation from patient charts. The student will gain an in-depth understanding of the wide variety of functions that these coding methods serve in the medical community and in health care administration management.

OTEC 136 (0574) Business Office Applications

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

Through a realistic job simulation, the student will gain practice in advanced computer applications such as using an electronic calendar, desktop publishing, and web-based software. The student will make decisions, set priorities, create documents, and collaborate with others. In addition, the student will be asked to prepare a formal job description of a business administrative assistant.

OTEC 137 (0576) Medical Office Applications

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

Through a realistic job simulation, the student is introduced to the administrative routines of a doctor's office and will perform various activities including preparing patients' charts, taking telephone messages, scheduling appointments, organizing patient files, and transcribing medical tapes. In addition, the student will be asked to prepare a formal job description of a medical office assistant.

OTEC 138 (0575) Legal Office Applications

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

Through a realistic job simulation, the student is introduced to secretarial duties performed in a small law firm. The student will produce and format various legal documents, become familiar with terminology used in the legal profession, machine transcribe legal correspondence, and get an overall view of the day-to-day operating procedures of a legal office. In addition, the student will be asked to prepare a formal job description of a legal assistant.

OTEC 140 (0507) Business English

Prerequisite: None

Credit Hours: 3

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

This course will emphasize the rules and accepted practices of English grammar in the contemporary business office. Emphasis will be on word choice, number style, capitalization, proofreading, abbreviations, and editing documents.

OTEC 155 (0535) Word Processing (Microsoft Word)

Prerequisite: None

Credit Hours: 3

Word Processing (Microsoft Word) is a comprehensive hands-on course that provides users with the fundamentals (both conceptual and applied) they need to use word processing software. Students learn the basics and advanced features of Microsoft Word. They will use and develop the tools needed to apply this technology to business applications.

## Chemistry

All 5 Credit Hour Chemistry courses include a Lab.

CHEM 120 (1951) Introduction to Chemistry KRSN CHM1030/1031/1032\*\*

Prerequisite: MATH 96 Beginning Algebra, or MATH 106 Applied Mathematics, or High School Algebra

Credit Hours: 5

This course provides a basic foundation in general chemistry. Course content includes nomenclature, acids and bases, nuclear chemistry, bonding, molecular structures, biological molecules, unit conversions, and solution chemistry. This course is recommended for students in health and science fields, for students preparing for CHEM 126 College Chemistry II, and students fulfilling general education requirements. The overall objectives to the course are as follows: To provide a body of knowledge concerning transformations and processes in chemistry. To provide insights into the nature of matter. To develop problem solving skills. To understand how the microscopic (atoms and molecules) effects the macroscopic (the visible world). To develop a sense of chemistry's societal importance, especially its impact on the environment, industry, and technology.

CHEM 124 (1961) College Chemistry I KRSN CHM1010/1011/1012\*\*

Prerequisite: MATH 100 Intermediate Algebra or 1½ years of High School Algebra.

Recommended: CHEM 120 Introduction to Chemistry or 1 year High School Chemistry.

Credit Hours: 5

First course of a two-semester study of general chemistry. Course content includes nomenclature, stoichiometry, acids and bases, oxidation-reduction reactions, gas laws, thermochemistry, atomic structure, periodicity, bonding, molecular structures, and bonding theory. (Fall Semester)

CHEM 126 (1962) College Chemistry II KRSN CHM1020/1021/1022\*\*

Prerequisites: CHEM 124 College Chemistry I and MATH 115 College Algebra

Credit Hours: 5

A continuation of College Chemistry I with course content including kinetics, equilibrium thermodynamics, acid-base theories, electrochemistry, and nuclear chemistry. (Spring Semester)

CHEM 204 (1972) Organic Chemistry I

Prerequisite: CHEM 124 College Chemistry I

Recommended Prerequisite: CHEM 126 College Chemistry II

Credit Hours: 5

First course of a two-semester study of the principles of organic chemistry. Course content includes organic nomenclature, reaction mechanisms elimination and substitution, and stereochemistry. Classes of compounds include alkanes, alkenes, ethers, alcohols and thiols. (Fall Semester)

CHEM 207 (1995) Organic Chemistry II

Prerequisite: Organic Chemistry I

Credit Hours: 5

Continuation of CHEM 204 Organic Chemistry I with course content extending into aldehydes, ketones, carboxylic acids and derivatives, aromatics, amines, and other classes of compounds, reaction mechanisms, and spectroscopy.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

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# Communication

**COMM 101 (1560) Public Speaking KRSN COM1010\*\***

Prerequisite: None

Credit Hours: 3

A basic study of communication theory and its practical application at all levels: intrapersonal (understanding the self), interpersonal (one-to-one relationships and small group interaction), and public speaking. Students examine factors that influence the development of the self-concept and interpersonal relationships, participate in problem-solving panel discussions, deliver informative and persuasive speeches, and improve their critical listening and thinking skills.

**COMM 102 Interpersonal Communication KRSN COM1020\*\***

Prerequisite: None

Credit Hours: 3

This course is a study of dyadic communication within interpersonal relationships between friends, family, fellow students, romantic partners, supervisors, and colleagues in the workplace. Emphasis is placed on the role of healthy and meaningful communication in establishing, building, maintaining, and sometimes refashioning personal and /or professional interpersonal relationships. Course content stresses how to become a more effective and competent communicator by exploring personal communication goals, analyzing communication barriers, identifying relational breakdowns in communication, and addressing conflict scenarios in order to deepen a student's understanding of the communication process and improve communication skills.

**COMM 103 (0635) Introduction to Advertising**

Prerequisite: None

Credit Hours: 3

This course examines strategies, techniques, and principles behind effective advertising including planning, targeting, media selection and buying, strategy and design.

**COMM 105 (0637) Introduction to Public Relations**

Prerequisite: None

Credit Hours: 3

This course introduces students to the public relations industry from management and practitioner standpoints. It focuses on developing skills and knowledge required to be a successful public relations practitioner.

**COMM 106 (0620) Introduction to Mass Media KRSN COM1030\*\***

Prerequisite: None

Credit Hours: 3

This course is an introduction to different forms of mass media – newspaper, magazines, books, radio, recordings, television, motion pictures and others. It is designed to give students an understanding of the media's role in society today. The course will explore the histories of the different forms of media, the evolution of the media's role in society, problems with media today, possible solutions to those problems, current media practices, mass media theory, ethics, and the media and social problems. Students will be asked to keep abreast of the media and current events through reading newspapers, watching television, listening to the radio, surfing the web, and more.

**COMM 110 (1563) Critical Thinking and Argumentation**

Prerequisite: None

Credit Hours: 3

This course is an introduction to the basic theory of argument and persuasion. Students learn how to think in a clear and logical manner, analyze information critically, formulate persuasive arguments, and deliver those arguments effectively, both in oral and in written forms. Students learn how to make claims, provide evidence, explore underlying assumptions, and analyze counter- points.

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\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

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## Computer Science

### COMP 110 (0715) Computer Concepts and Applications KSRN CSC1010\*\*

Prerequisite: None, but keyboarding skills recommended

Credit Hours: 3

An introduction to the study of computer hardware and use of software including operating systems, Internet browser, word processing, spreadsheet, database, and presentation programs. Students need basic keyboarding skills to enroll in this course.

### COMP 115 (0733) Spreadsheets (Microsoft Excel)

Prerequisite: None, but keyboarding skills recommended

Credit Hours: 3

This course is a comprehensive hands-on course that provides users with fundamentals, both conceptual and applied, they need to use spreadsheet software. Students learn basic and advanced features of spreadsheet use and develop the tools needed to apply this technology to business application.

### COMP 120 (0717) Computer Information Systems

Prerequisite: Keyboarding Skills

Credit Hours: 3

An introduction to the use of computer-based information systems and communications technology in a business environment. Includes an introduction to information technology terminology, hardware, software, and data communications as well as a survey of programming languages and emerging computer technologies.

### COMP 130 (0736) Introduction to Programming Logic

Placement Test Level: Intermediate Algebra Placement-MATH100 or above

Prerequisite: None

Credit Hours: 3

This class is an introduction to the program development and design process, including computer-based concepts of problem solving and use of tools such as flowcharts, structure charts, and pseudocode. The following is stressed in this course: basic constructs of programming including structured techniques, modular design, top-down design, coding, and testing.

### COMP 135 (5516) C++ Programming

Prerequisite: COMP 138 Visual Basic Programming

Credit Hours: 3

An introduction to C++ Programming using structured programming and object oriented design.

### COMP 138 (0730) Visual Basic Programming

Prerequisite: COMP 130 Introduction to Programming or MATH 100 Int. Algebra with grade B or higher

Credit Hours: 3

This course provides the beginning programmer with a solid foundation in Visual Basic programming, using visualization and application. Designed for beginners with little or no previous programming experience, this course emphasizes solid programming principles and teaches the Visual Basic language in the process. By putting standard concepts, like input, output, selection, and repetition, at the forefront, instead of focusing solely on a specific language, students will gain knowledge and insight that is easily transferable to other languages.

### COMP 180 (5510) Introduction to Networking I

Prerequisite: None

Credit Hours: 3

The main goal of this course is to provide you with a comprehensive understanding of networking technologies, concepts and terminology. You will learn about the equipment and technologies used in LANs and WANs. You will learn about the network topologies used today and design a network using these topologies. A variety of network equipment will be discussed, including hubs, routers, switches, and NICs. LAN architectures are covered including Ethernet, token ring, and FDDI. Also, you will learn about wide area networking technologies and remote access technologies such as X.25, ISDN,

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

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frame relay, ATM, DSL, SMDS, and SONET networks. Wireless networking and handheld computing is also discussed. All major LAN and WAN protocols will be discussed including TCP/IP and the newer IPv6. In addition you will learn about the OSI layered communications model. Aside from learning the technologies involved in networking, you will get to understand the daily tasks involved with managing and troubleshooting a network. You will have a variety of hands-on and case project assignments that reinforce the concepts you read in each chapter.

#### COMP 182 (5511) Networking II

Prerequisite: COMP 180 Introduction to Networking I

Credit Hours: 3

This course is designed to implement the Network+ technologies from the COMP 180 Introduction to Networking I course.

#### COMP 192 (0729) Database Concepts (Microsoft Access)

Credit Hours: 3

Students will gain a comprehensive understanding of database architecture and function. Students will learn how to create an operational database including interactive queries, graphical user interfaces and comprehensive report using Microsoft Access. This course is designed to give a thorough knowledge of the working database that may be encountered in a professional setting.

#### COMP 205 Special Topics in Computing/Robotics

Prerequisite: Special Permission of Instructor

Credit Hours: 3

Covers selected topics in Networking and Computer Science. A specific programming language, application, networking, or programming topic will be listed as a subtitle.

#### COMP 212 (5508) Principles of Software Design

Prerequisite: COMP 135 C++ Programming

Credit Hours: 3

Intermediate programming techniques using the C++ language. Topics covered include sorting, object oriented programming, data abstraction, algorithmic design, and basic data structure including linked lists and arrays.

## Criminal Justice

#### CRIM 101 (5551) Introduction to Administration of Justice      KRSN CRJ1010\*\*

Prerequisite: None

Credit Hours: 3

A study of the overall system of criminal justice from its early historical development to its evolution within the United States; identification of various subsystems and components – law enforcement courts, corrections, and private agencies; their role expectations and interrelationships; basic premises and crime, punishment, and rehabilitation; education and training elements; and ethics for professionalism within the system.

#### CRIM 111 (5567) Patrol Procedure

Prerequisite: None

Credit Hours: 3

The fundamentals of proper patrol procedures and techniques, with particular emphasis on safety, public relations, crime prevention, and the handling of routine complaints. Identifying and the handling of police problems that are most frequently encountered.

#### CRIM 112 Ethics in Criminal Justice

Prerequisite: None

Credit Hours: 3

This course is an examination of the ethical considerations facing the criminal justice practitioners. Some topics to be discussed include moral behavior, maintaining moral and ethical behavior under the powers of law enforcement authority,

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19



ethics and law enforcement, ethics and the courts, punishment for ethical violations, policy and management issues, professionalism, pride and ethics for practitioners. By the end of the course, students will have a better understanding of ethical and moral issues within the criminal justice system.

#### CRIM 118 Drugs in Society

Prerequisite: None

Credit Hours: 3

Why do people take drugs? What is the impact of drugs and addiction to society? How does society attempt to control drug use and distribution? What are the relationships between drugs and crime? Exploring questions such as these will be the central focus on this class. We will look at the nature of the drug crisis. We will first look at statistical evidence of drug use, how we measure this, and the question of "Why do people get high?" We will also look deep into the history of drugs, prohibition, and current trends. Once we have covered these critical areas, we will look into the distribution and illicit drug trades, both domestic and foreign. We'll continue on and discuss other topics such as gangs, organized crime, and crime related offenses. The class will be wrapped up discussing debates such as legalizing drugs, understanding drug policies, and treatment methods for drug users. Throughout the semester, you will be asked to think critically about the material presented in class and evaluate it. To enhance critical thinking skills, you will have numerous opportunities to discuss topics in class.

#### CRIM 119 (5550) Interview and Report Writing

Prerequisite: Placement in English Composition I

Credit Hours: 3

An examination of report writing as a process, with emphasis on the chronological sequence of events, form, and written expression to present a clear, concise, and accurate account of the incident, development of the field notebook in investigations, recording details of the search, recovery of evidence, conducting interviews and interrogations, and recording relevant facts and details for the purpose of reference, accountability, and presentation in court.

#### CRIM 131 (5553) Community Policing

Prerequisite: None

Credit Hours: 3

Examines the philosophical concept of community policing, as it involves collaboration among police agencies, the public, other governmental agencies and organizations. It explores the historical evolution of community policing, rationale for existence, implementation strategies, pilot projects, focus of responsibility, ideas to be implemented, and ways to evaluate success of community policing concepts.

#### CRIM 135 (5565) Criminal Procedures

Prerequisite: None

Credit Hours: 3

Provides a background of operational procedures in Kansas law. Sets forth those procedures necessary for the understanding of legal proceedings pertaining to laws of arrest, search, and seizure and the admissibility of evidence. Introduces basic courts system procedures and the jurisdiction of the courts.

#### CRIM 137 (5557) Criminal Law

Prerequisite: CRIM 101 (5551) Introduction to Administration of Justice

Credit Hours: 3

Reviews the Kansas Criminal Codes and defines the various statutory offenses, with special emphasis upon the Bill of Rights and laws of arrest. Also examines the recent trends in Supreme Court decisions, the rights of individuals in a free society, and limitations on the police by the Constitution.

#### CRIM 138 (5563) Juveniles in the Criminal Justice System

Prerequisite: None

Credit Hours: 3

A study of Kansas laws pertaining to juveniles. Reviews the historical reasons for the establishment of juvenile courts in the U.S., examines the juvenile justice process, and introduces the functions of the various components of the system, sociological concepts, theory of the adolescent subculture, and delinquency prevention aspects.

**CRIM 204 Police Supervision and Management**

Prerequisite: None

Credit Hours: 3

A study of the overall system of administration and management in criminal justice from evolving strategies, human behaviors, and organizational behavior. The course will look into areas of motivation, attitude, values, etc. to provide the student with the knowledge in managing organizations and people. The student will be exposed to leadership styles, communication methods and decision processes.

## Dental Assistant

**DNAS 100 CPR for Dental Assistant Program**

Credit Hours: 1

Students will review didactic material concerning: CPR theory, when to initiate/discontinue CPR, proper compression and ventilation techniques, Heimlich maneuver, hazards of CPR, assessment skills. Students will demonstrate: proper compression and ventilation techniques (on mannequins), Heimlich maneuver for clearing an obstructed airway, to include pregnant and obese patients. AED policies and procedures. Student will need to pass a written exam with a minimum score of 80%.

**DNAS 101 Fundamentals in Dental Assisting**

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 2

Introduces the profession of dental assisting, which includes; history of the profession, educational requirements, functions and credentials of dental health team members, ethics and legal aspects of dentistry, the patient record, and dental terminology.

**DNAS 105 Anatomy & Physiology for Dental Assistants**

Prerequisite: Successful completion of DNAS 101 - Fundamentals in Dental Assisting, DNAS 110 - Infection Control for Dental Practices, DNAS 111 - Dental Materials I, DNAS 114 - Chairside Assisting I, DNAS 118 - Dental Radiology I, DNAS 119 - Dental Anatomy.

Credit Hours: 1

Material will cover the body systems, physiology and anatomy of those systems and the relationship and interaction of the systems in relationship with dental treatment.

**DNAS 107 Dental Health Education**

Prerequisite: Successful completion of DNAS 101 - Fundamentals in Dental Assisting, DNAS 110 - Infection Control for Dental Practices, DNAS 111 - Dental Materials I, DNAS 114 - Chairside Assisting I, DNAS 118 - Dental Radiology I, DNAS 119 - Dental Anatomy.

Credit Hours: 2

This course will cover the basic study of oral health and prevention of dental disease with emphasis on: dental health education, dental diseases, nutrition, oral pathology, and the philosophy of preventive dentistry.

**DNAS 110 Infection Control for Dental Practices**

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 2

This course will cover: microbiology, disease transmission and infection control, waste management practices and the importance of principles and techniques of disinfection and sterilization in the dental practice.

**DNAS 111 Dental Materials I**

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 4

This course will cover: identification of materials used in general dentistry, physical and chemical properties of dental materials, functions and classifications of dental materials, waste management, and regulatory agencies. Students will learn the principles of safety and aseptic technique involved in working with materials and equipment as well as laboratory

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

practice with impression materials, and gypsum products.

#### DNAS 114 Chairside Assisting I

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 4

This course will cover: the principles of working as a dental team member, the operation and maintenance of dental equipment, positioning of the dental team and patient, identification of instruments, instrument transfer, protection of the oral cavity during dental procedures, and the application of expanded functions in Kansas.

#### DNAS 118 Dental Radiology I

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 3

Students will learn the basic principles of diagnostic radiography including: radiography equipment, radiation characteristics, radiation biology, protective measures, regulations, bisecting angle and paralleling techniques, extra oral radiology, and anatomical landmarks. Instruction and laboratory techniques include: exposure, processing, mounting and evaluation of dental films using the mannequins.

#### DNAS 119 Dental Anatomy

Prerequisite: Acceptance into Dental Assistant Program.

Credit Hours: 2

This course covers the development of the oral cavity, teeth, and supporting structures. The primary and permanent teeth are studied in detail as well as the major anatomic landmarks of the head and neck. Also included is dental charting of teeth and conditions.

#### DNAS 125 Dental Science

Prerequisite: Successful completion of DNAS 101 - Fundamentals in Dental Assisting, DNAS 110 - Infection Control for Dental Practices, DNAS 111 - Dental Materials I, DNAS 114 - Chairside Assisting I, DNAS 118 - Dental Radiology I, DNAS 119 - Dental Anatomy.

Credit Hours: 2

This course will provide the student with knowledge of medical emergencies that may arise in the dental setting. The student will be expected to recognize signs and symptoms of specific emergencies to assist in the delivery of the suggested treatment. The patient record is also discussed in regard to patient health history. Study of pharmacology anesthesia, and pain management, particularly as it relates to the dental practice.

#### DNAS 135 Chairside Assisting II

Prerequisite: DNAS 114 - Chairside Assisting I

Credit Hours: 3

This course continues and builds upon the principles of working as a team member during restorative and preventive procedures while using various types of dental materials.

#### DNAS 138 Dental Radiology II

Prerequisite: DNAS 118 - Dental Radiology I

Credit Hours: 1

Students will gain radiographic interpretation knowledge, including: identification of restorations, dental materials, caries, diseases of the dental pulp and soft tissues. This course also includes a review of radiation protection and quality assurance in the dental office.

#### DNAS 140 Dental Practice Management

Prerequisite: DNAS 105 - Anatomy & Physiology for Dental Assistants, DNAS 107 - Dental Health Education, DNAS 125 - Dental Science, DNAS 135 - Chairside Assisting II, DNAS 138 - Dental Radiology II, DNAS 144 - Clinical Experience I.

Credit Hours: 3

This course will provide instruction in additional business office procedures, supplies and inventory, expenses and disbursements, banking procedures, recording fees charged and paid, collections, computer applications in the dental office, and dental insurance. Job seeking skills are also included.

**DNAS 144 Clinical Experience I**

Prerequisite: Successful completion of DNAS 101 - Fundamentals in Dental Assisting, DNAS 110 - Infection Control for Dental Practices, DNAS 111 - Dental Materials I, DNAS 114 - Chairside Assisting I, DNAS 118 - Dental Radiology I, DNAS 119 - Dental Anatomy.

Credit Hours: 4

Opportunity to apply and practice the principles and procedures studied in the formal academic program within the clinical setting. Settings include: private practice dental offices (both general practice and specialty offices), government clinics, and public health facilities. Students will demonstrate the principles of chairside assisting, dental laboratory procedures, and dental office procedures.

**DNAS 151 Clinical Experience II**

Prerequisite: DNAS 144 - Clinical Experience I.

Credit Hours: 3

In private practice dental offices (both general and specialty practices), government clinics and public health facilities, the students will continue demonstrating the principles of chairside assisting, dental and laboratory procedures, and business office procedures. Scheduled clinical seminars will provide an opportunity to review and discuss procedures and clinical experiences.

## Diagnostic Medical Sonography

**DMS 201 Introduction to Sonography**

Prerequisite: Acceptance into Sonography Program

Credit Hours: 2

This course designed to introduce the student to the basic responsibilities of a diagnostic medical sonographer. The course will include medical terminology and abbreviations, ergonomics, bioeffects, and knobology used in diagnostic ultrasound. Introduction to Sonography will build upon the ethics and law curriculum from your radiology program and apply it to the ultrasound setting. Patient confidentiality and rights will be explained along with the professional codes of conduct for a diagnostic medical sonographer.

**DMS 205 Sonography Sectional Anatomy & Abdominal Pathology I**

Prerequisite: Acceptance into Sonography Program

Credit Hours: 4

This course will serve as an introduction to the study of diseases of the abdomen as related to the normal and abnormal appearance on a sonogram. This will include understanding of the physiology, pathology, and pathophysiology of the abdominal structures, including but not limited to thyroid, breast, prostate, scrotum, urinary tract, small parts, non-cardiac chest, and introduction to MSK imaging. Doppler applications will be applied to all structures covered in this course. The normal vs. abnormal laboratory values will be demonstrated.

**DMS 206 OB/GYN for Sonography I**

Prerequisite: DMS 205 Sonography Sectional Anatomy & Pathology I

Credit Hours: 3

This course will begin with the normal anatomy of the female abdominopelvic wall/floor (MSK), cavities, and organs. A description of the physiology of the female pelvic organs will also be included as well as an in depth study of the female menstrual/ovarian cycle. This course will also include an introduction to the normal anatomy of the first, second, and third trimester fetus, as well as normal measurements. Infertility methods and how they are utilized will be covered, as well as how they affect the female pelvic system. Doppler application will be applied to all areas covered in this course. The normal vs. abnormal laboratory values will be demonstrated. The normal placenta and Amniotic Fluid values will also be a course of study. Study on Transabdominal as well as Transvaginal scanning and application will be covered. Lastly, this course will discuss the pitfalls, artifacts, and normal variants that occur with pelvic/obstetrical ultrasound.

**DMS 207 OB/GYN for Sonography II**

Prerequisite: Introduction to OB/GYN Anatomy, Pathology, and Physiology

Credit Hours: 3

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

This course is a continuation of the OB/GYN for Sonography I course. In this course we will build further upon the foundation we have already created. Included will be neoplastic, infectious, congenital, and metabolic immunologic pathology/anomalies of the female pelvis, first, second, and third trimesters, placenta and umbilical cord. This course will also include discussion about normal vs. abnormal amniotic fluid levels and the correlation with pathology/anomalies. Also discussed in this course is fetal therapy for anomalies. Doppler application will be applied to all areas. Protocol and procedures of OB scanning will be covered in depth.

#### DMS 209 Introduction to OB/GYN and Vascular Sonography Lab

Prerequisite: Acceptance into Sonography Program

Credit Hours: 2

This course is an introduction to vasculature, OB/GYN anatomy, and different Doppler waveforms within the specific structures. The student will learn different approaches and techniques to vascular and OB/GYN ultrasonography, to include an introduction to the normal anatomy of the first, second, and third trimester fetus. Doppler application will be applied to all areas covered in this course. This course will introduce the student to Doppler imaging of the abdomen, extremities, intracranial vessels, and Ankle brachial indexes, Plethysmography, and OB/GYN.

#### DMS 211 Sonography Physics & Instrumentation

Prerequisite: Acceptance into Sonography Program

Credit Hours: 3

This course will provide a detailed study of the principles of the production and propagation of sound waves as applied to diagnostic medical Sonography. Included will be acoustic physics and Doppler ultrasound principles. Ultrasound instrumentation and image optimization will be foundational objectives. This course will prepare competent entry-level general sonographers.

#### DMS 213 OB/GYN Sonography Lab

Prerequisite: Introduction to OB/GYN and Vascular Sonography

Credit Hours: 2

This course is a continuation of the Introduction to OB/GYN Sonography Lab course. In this course we will build upon the foundation we have already created. Included will be scanning methods of neoplastic, infectious, congenital, and metabolic immunologic pathology/anomalies of the female pelvis, first, second, and third trimesters, placenta and umbilical cord. This course will also implement the scanning of normal vs. abnormal amniotic fluid levels and the correlation with pathology/anomalies. Also discussed in this course is fetal therapy for anomalies. Doppler application will be applied to all areas. Protocol and procedures of OB scanning will be covered in depth as well as practiced. The scanning application of Neonatal Brain and Spine will be included.

#### DMS 214 Introduction to Echocardiography

Prerequisite: Sonography background. Credit Hours: 3

This course will serve as an introduction to the study of basic heart anatomy and physiology. The course will include different types of pathology, valve disease, transthoracic, parasternal, Apical, Subcostal, Transesophageal Suprasternal windows, stress testing, basic embryology and fetal circulation, congenital anomalies, and 3D/4D echocardiography. This course will include video links, forums, quizzes, and testing.

#### DMS 218 General & Abdominal Sonography Lab

Prerequisite: Acceptance into Sonography Program

Credit Hours: 3

This course will present beginning scanning procedures, and protocols for the Sonography procedures of the abdomen and small anatomical parts. Sonographic technique and normal and abnormal appearance of the anatomy will also be covered.

#### DMS 220 General Sonography Clinical Training I

Prerequisite: DMS 205 Sonography Sectional Anatomy & Abdominal Pathology

Credit Hours: 2

This course is an introductory course to Sonography scanning, procedures, and protocols. The student will begin with observation and progress to assisting with and performing procedures. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, and major vasculature structures of the abdomen, and small parts. The student will attend a clinical rotation for 24 hours per week. Hours and days are subject to

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

change.

#### DMS 221 Sonography Clinical Training II

Prerequisite: Acceptance into Sonography Program

Credit Hours: 6

This course is a continuation to the Introductory Clinical Course. The student will still be observing some procedures and progress to assisting with and performing procedures. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, and major vasculature structures of the abdomen, and small parts. The student will attend 24 hours of clinical per week. Hours and days are subject to change.

#### DMS 222 Sonography Clinical Training III

Prerequisite: Vascular Sonography Clinical II

Credit Hours: 4

This course is a continuation of Clinical Course 221 (Clinical Training II). The student is fairly confident with abdominal and small parts procedures at this point in their clinical rotation. The student should perform the required unassisted competencies this rotation as well as the required 2nd set of assisted competencies. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, major vasculature structures of the abdomen, small parts, OB/Gynecology, and vascular of the upper and lower extremities. The student will attend 24 hours of clinical per week. Hours and days are subject to change.

#### DMS 223 Sonography Clinical Training IV

Prerequisite: Sonography Clinical III

Credit Hours: 6

This course is a continuation of Clinical Course 222 (Clinical Training III). The student is confident or fairly with abdominal, small parts, OB/Gynecology, and upper and lower extremity vascular procedures at this point in their clinical rotation. The student should perform the required unassisted competencies this rotation, once the student has completed these competencies they should be able to perform all examinations with ease and confidence. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, major vasculature structures of the abdomen, small parts, OB/Gynecology, and vascular of the upper and lower extremities. The student will attend 24 hours of clinical per week. Hours and days are subject to change.

#### DMS 225 Vascular Sonography Lab

Prerequisite: DMS 230 Introduction to Vascular Sonography

Credit Hours: 2

This laboratory course will increase your anatomy and pathology knowledge and Doppler skills of the cerebrovascular, extremities, abdominal vasculature transcranial, plethysmography, segmental, ABIs, aortic aneurysms, IVC imaging, venous Doppler evaluation with compression and augmentation, Allen test, Laser vein ablation, radio frequency, invasive vs. noninvasive testing, carotid imaging and evaluating, Raynaud's testing using hands on technique.

#### DMS 230 Vascular Sonography I

Prerequisite: Acceptance into Sonography Program

Credit Hours: 2

This course is an introduction to the vasculature anatomy, location, and different waveforms. The student will learn different approaches and techniques to vascular ultrasonography. This course will introduce the student to Doppler imaging of the abdomen, extremities, intracranial vessels, and Ankle brachial indexes, and Plethysmography.

#### DMS 231 Vascular Sonography II

Prerequisite: Introduction to Vascular Sonography

Credit Hours: 4

This course will increase your knowledge and Doppler skills of the cerebrovascular, extremities, abdominal vasculature, transcranial, plethysmography, segmental, ABIs, aortic aneurysms, IVC imaging, venous Doppler evaluation with compression and augmentation, Allen test, Laser vein ablation, radio frequency, invasive vs. noninvasive testing, carotid imaging and evaluation, Raynaud's testing, and all vascular Sonography procedures. Lab scanning and exam competencies will be performed in the lab setting.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

**DMS 234 Sonography and Physics Registry Review**

Prerequisite: DMS 211 Sonography Physics &amp; Instrumentation

Credit Hours 2

This course will provide a detailed review of principles of the production and propagation of sound waves as applied to diagnostic medical Sonography. Included will be acoustic physics, Doppler shift, acoustic parameters, waveform interference and Doppler ultrasound principles. This course will prepare the student for the SPI physics registry.

**DMS 250 Sonography Registry Review**

Prerequisite: DMS 205 Sonography Sectional Anatomy &amp; Pathology I, DMS 207 OB/GYN Sonography Procedures, DMS 231 Vascular Sonography Procedures

Credit Hours: 6

This course is broken down into three areas that will review all necessary subject matter of normal vs. diseased anatomy, functions, pathology, physiology, sectional abdominal anatomy, OB/GYN, vascular, and small parts to better prepare students to sit for registry exam.

## Economics

**ECON 101 (2249) Issues in Today's Economy**

Prerequisite: None

Credit Hours: 3

Issues in Today's Economy is designed to be a practical guide to the economy for non-majors. The course emphasizes important current issues in both the macro and micro economy such as inflation, unemployment, taxes, healthcare, energy policy, crime, terrorism and the global economy.

**ECON 203 (2241) Macroeconomics KRSN ECO1020\*\***

Prerequisite: None

Credit Hours: 3

Introduces the student to the principles of macroeconomics. The course will cover the economic theories involved in explaining the behavior of the entire economy. Topics will include supply and demand, the relationship between economic activity with the money and banking system, unemployment, inflation, productivity, economic growth, economic fluctuations and international trade.

**ECON 204 (2242) Microeconomics KRSN ECO1010\*\***

Prerequisite: None

Credit Hours: 3

Introduces the student to the principles of microeconomics. The course will cover such topics as consumer choice, supply and demand relationships in markets, the theory of the firm within perfect competition, monopoly, monopolistic competition, and oligopoly market structures, the labor market, income inequality and government intervention in markets.

## Education

**EDUC 107 (0823) Administration & Organization of a Child Care Program**

Prerequisite: None

Credit Hours: 3

This course will provide the student with an understanding of the organization and administration of a child care program. They will gain and understanding of how to administer a variety of high quality child care programs according to the state rules and regulations.

**EDUC 110 (5275) Child Development KRSN PSY2030\*\***

Prerequisite: None

Credit Hours: 3

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

This course is designed for teachers in training and teachers in service whose major interest is the pre-kindergarten, kindergarten, and primary child. It would also be a valuable tool for social service workers, special educators, parents, home visitors, and others who require a practical understanding of the young child. This course introduces the uniqueness of the young child in comparison to the older child and illustrates how to work with young children in ways that relates to their development level.

#### EDUC 112 Early Education Curriculum

Prerequisite: None

Credit Hours: 3

This course is designed for teachers, pre-teachers, child care providers, parents and other adults working with young children in an education setting. Participants will learn ways to create an active curriculum for young children.

#### EDUC 126 Childhood Program Planning 0-5

Prerequisite: None

Credit Hours: 5

This course is designed for teachers, child care professionals, and adults working with young children. Students will gain an understanding of how early childhood theories are applied to developmentally appropriate practices and guidance techniques in early childhood classrooms. There will be a focus on the physical, cognitive, social, emotional and creative development of children ages 0-5. Students will participate in observations for children in the child's natural environments. Identifying developmental milestones and developmentally appropriate behaviors, will be recoded in a portfolio as tools for assessment and documentation of the child's development.

#### EDUC 131 Observation and Assessment in Early Childhood Settings

Prerequisite: EDUC 110, Child Development

Credit Hours: 4

This course provides a framework to introduce assessment of children in early childhood settings through observation of children at play using understandings about children to inform planning. Anecdotal records, rating systems, and multiple assessment strategies are explored. The course focuses on the appropriate use of assessment strategies to document growth, play, and learning to join with families in promoting children's success. Students will analyze goals through observation, documentation, and various forms of assessments that are central to the practice of all early childhood professionals. Students will also implement individual goals, applying a systematic process ethically, in partnership with families and professionals, to positively influence the development of every child. Students will observe children in their natural environment(s). This course incorporates the standards and objectives that are set forth by the NAYEC and Core Competencies for Early Childhood and Youth Development (Kansas and Missouri) intended for anyone interested in education, early childhood, or child care providers.

#### EDUC 133 Research Skills

Prerequisite: None

Credit Hours: 1

This course is an introductory course to print and electronic research skills. The students will learn to access, evaluate, and use various research tools effectively.

#### EDUC 134 (0842) Preprofessional Lab KRSN EDU1010\*\*

Prerequisite: None

Credit Hours: 1

An introductory lab experience in teacher education, which helps the student, understands the role of the teacher and the school. This course will provide an exploration of a variety of educational topics, effective teaching strategies, and student-focused lesson planning. Students meet the course objectives by assisting in an elementary or secondary classroom setting and attending the classroom meetings as assigned by the course instructor. The supervised laboratory experiences of 33 clock hours in area schools.

#### EDUC 140 (0819) Introduction to Teaching KRSN EDU1010\*\*

Prerequisite: None

Credit Hours: 3

This course is designed to provide the student with a general knowledge of the teaching profession as it occurs in

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19



elementary and secondary education in the United States. Topics to be introduced will be as follows: the history of education, teaching methods, educational settings, and the roles of educational personnel.

#### EDUC 142 Early Childhood Education

Prerequisite: None

Credit Hours: 3

This course will provide students with an overview of issues involved in the early care and education of young children. Students will develop multiple ways to reflect on the knowledge, skills, and developmentally appropriate practices for early childhood education. This course also incorporates the standards and objectives that are set forth by the NAYEC and is intended for anyone interested in education, early childhood, preschool or day care providers.

#### EDUC 147 (1601) Information Literacy

Prerequisite: None

Credit Hours: 2

An introduction to information and its effect on society. The students will learn to access information in various formats, evaluate information for various uses, and effectively and ethically use information for research and in everyday situations.

#### EDUC 151 (0820) Children's Literature

Prerequisite: None

Credit Hours: 3

This course is designed to familiarize students with the heritage, concentration genres, and criteria for evaluating children's literature; suggested selections of books for the elementary and middle school program, and methods of teaching literature among children in any setting.

#### EDUC 152 (0822) Children's Music

Prerequisite: None

Credit Hours: 3

This course is directed toward students in the elementary education program. It is designed to show how music can be taught and integrated into other areas of the elementary classroom curriculum. Traditional areas of music instruction will be covered including fundamentals of music, singing, playing instruments, listening, moving to music, and creative experiences with music. In addition, we will study multicultural approaches to teaching and practice writing lesson plans focusing on the needs and interests of young children.

#### EDUC 154 (0831) Art Education

Prerequisite: None

Credit Hours: 3

This course is designed to help art education and elementary education concentrations build an understanding of children's art and develop an art curriculum for their classroom that provides quality art experiences for every child. Emphasis will be placed on lab work and experimentation of various art materials suitable for the classroom. Instruction is based on lecture, class discussion, and lab work.

#### GEOG 101 (911) World Regional Geography KRSN GEO1010\*\*

Prerequisite: None

Credit Hours: 3

The first part of the course surveys the basic concepts of physical and human geography. In the remainder of the course these concepts are applied to a study of the major regions of the world. Emphasis is placed on the themes of development, conflict, and globalization, with the goal of providing students the tools to develop informed perspectives on current global events.

## English

#### ENGL 090 Accelerated Learning

Prerequisite: Advisor Approval, placement into developmental reading/writing. Student must also enroll in the paired

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

ENGL 101 course.

Credit Hours: 3

This is an accelerated learning course, paired with ENGL 101 which allows students who do not place into ENGL 101 due to reading/writing placement scores, to complete both courses concurrently.

ENGL 099 Pre-College Reading and Writing

Prerequisite: Appropriate placement score

Credit Hours: 3

This course is designed to teach the student reading comprehension, critical thinking, and writing and grammar skills required to succeed in higher level reading/writing intensive college courses. In this course, students learn to read and evaluate information found in texts, and to generate topics, and write clear, well-organized paragraphs, as well as being responsive readers for other students.

ENGL 101 (1513) English Composition I KRSN ENG1010\*\*

Placement Test Level: General Education Course Placement\*

Prerequisite: C (70%) or better in Pre-College Reading and Writing or appropriate placement score

Credit Hours: 3

This course develops students' abilities in basic, written communication skills. Persons who plan to receive any type of degree must be able to communicate effectively, through both the spoken and written word; this class provides guidance in the areas of traditional grammar and communication logic and gives students practice in applying principles of exposition. In general, the class helps students master language and provides them with critical thinking skills which are necessary in higher education.

ENGL 102 (1514) English Composition II KRSN ENG1020\*\*

Placement Test Level: General Education Course Placement\*

Prerequisite: ENGL 101 English Composition I

Credit Hours: 3

This course continues to develop students' abilities in basic communication skills covered in English Composition I and introduces students to the techniques of research. Persons who plan to receive any type of degree must be able to communicate effectively, both through the spoken and written word; this class provides guidance in the areas of traditional grammar and communication logic and gives students practice in applying the principles of exposition taught in English Composition I. In general, the class helps students master language and provides critical thinking skills which are necessary in higher education.

ENGL 118 Theatre Appreciation KRSN ENG1010\*\*

Prerequisite: None

Credit Hours: 3

Theatre Appreciation is a study of the history and development of theatre from the ancient Greeks to the present time. The course includes a survey of the literature, plays, and social customs and conventions, as they apply to theatre development. Emphasis is placed on an educated theatre audience. Representative plays will be studied and related to their place in theatre history.

ENGL 200 (1570) Creative Writing

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course gives students practice in creative writing. Instruction centers on the elements of style, techniques of structure, and the importance of observation. Students act as an audience for one another and practice editing skills. In addition, students learn some of the steps involved in selling their work and in the publishing process. Research and observation skills that support creative writing will be practiced. In addition, students will strive to become better writers by becoming better readers.

ENGL 206 General Literature KRSN ENG1030\*\*

Placement Test Level: General Education Course Placement\*

Prerequisite: None

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

**Credit Hours: 3**

This introduction to literature course is organized around three major literary genres—short fiction, poetry, and drama. The focus is on the elements of literature that these genres have in common—plot and structure, character, setting, style, symbolism and myth, and theme. Although these common elements are considered individually in the study of each genre, the emphasis remains on the interrelationship of the elements in the literary text; they function together to produce a whole that is greater than the sum of its parts. The course also places a strong emphasis on writing about literature as an act of discovery and as a way for students to enhance their composition and critical thinking skills. Some writing activities are personal responses; some are analytical and interpretive essays.

**ENGL 207 British Literature I**

Placement Test Level: General Education Course Placement\*

Prerequisite: None

English Placement Test and TOEFL score of 520 (Non-native Speakers of English) Reading for Academic Success or appropriate reading score

**Credit Hours: 3**

This course is a survey of British Literature from Early Anglo-Saxon writing up through the 18th century. Students will study representative poetry, fiction, and drama.

**ENGL 208 (1520) World Literature**

Placement Test Level: General Education Course Placement\*

Prerequisite: None

English Placement Test and TOEFL score of 520 (Non-native Speakers of English) Reading for Academic Success or appropriate reading score

**Credit Hours: 3**

This course is designed to provide students with opportunities to examine World Literature selections from the Ancient World to the Present. Students will study three genres: fiction, poetry, and drama. Students will examine and identify the formal features of each selection, analyze and interpret the material for meaning, and document their explorations in discussion, papers, and journals.

**ENGL 209 American Literature I**

Placement Test Level: General Education Course Placement\*

Prerequisite: None

English Placement Test and TOEFL score of 520 (Non-native Speakers of English) Reading for Academic Success or appropriate reading score

**Credit Hours: 3**

This course is a survey of American Literature to 1865 covering fiction, poetry and drama in historical, cultural and thematic context.

**ENGL 215 (1539) Science Fiction (IO)**

Placement Test Level: General Education Course Placement\*

Prerequisite: None

**Credit Hours: 3**

The development of the science fiction genre in relationship to changing technology is surveyed, emphasizing trends in literature, art, and film.

**ENGL 219 (1541) Film Appreciation**

Placement Test Level: General Education Course Placement\*

Prerequisite: None

**Credit Hours: 3**

This course introduces students to the language of film, to its cultural dimensions, and to its history. Students study individual films as genre pieces, learn to judge visual images, and become aware of the aesthetic aspects of film.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

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## Foreign Language

LANG 104 (1121) French I (IO) KRSN FRN1010\*\*

Reading Placement Test Level: None

Prerequisite: None

Credit Hours: 5

An introduction to French with emphasis on the study of grammar and creation of sentence structure. The course is designed to build vocabulary to 600 words and to enable students to use the language in proper grammar and pronunciation.

LANG 105 (1122) French II (IO) KRSN FRN1020\*\*

Reading Placement Test Level: None

Prerequisite: LANG 104 French I

Credit Hours: 5

A continuation of French I covering the final areas of grammar with emphasis on usage in the language, constructing conversations and paragraphs.

LANG 127 (1152) Spanish I (IO) KRSN SPA1010\*\*

Reading Placement Test Level: Reading Essentials

Prerequisite: None

Credit Hours: 5

Spanish I is a five credit hour transfer course. Upon completion of the course, students will be able to pronounce, read, write, and understand basic Spanish phrases. Comprehension, oral, and written, will focus on “survival skills” in the target culture. Students will be able to ask directions, greetings, know dates, days of the week and months, tell time, and order food, etc.

LANG 128 (1153) Spanish II (IO) KRSN SPA1020\*\*

Reading Placement Test Level: None

Prerequisite: LANG 127 Spanish I

Credit Hours: 5

Spanish II is a five credit hour transfer course. Spanish II is a performance-oriented program designed to make the study of Spanish a flexible and personal experience. Upon completion of the course, students will be able to pronounce, read, write, and understand Spanish phrases and maintain a full conversation. Comprehension, oral and written, will focus on “survival skills” as well as exposure to Spanish literature such as poems and short stories. The student will be fully involved in the study of all tenses in Spanish (present, preterite, imperfect, future, conditional, and subjunctive) as well as the use of command forms both familiar and formal.

## Geography

GEOG 101 (911) World Regional Geography KRSN GEO1010\*\*

Prerequisite: None

Credit Hours: 3

The first part of the course surveys the basic concepts of physical and human geography. In the remainder of the course these concepts are applied to a study of the major regions of the world. Emphasis is placed on the themes of development, conflict, and globalization, with the goal of providing students the tools to develop informed perspectives on current global events.

GEOG 102 (912) North American Geography

Prerequisite: None

Credit Hours: 3

This is a course about the geography of North America. Emphasis is on the key environmental, cultural, economic, and political issues facing North America today. The course does pay a small amount of attention to physical geography, and also to the historical processes that have helped to shape each region in North America. Because of the physical, economic,

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

and cultural linkages of the United States and Canada to the Mexican borderlands, along with their environmental and physical connections to the island of Greenland, this course also includes studies of the USA-Mexico borderlands region and Greenland.

## Graphic Design Technology

### GRAP 103 Introduction to Graphic Design

Prerequisite: None

Credit Hours: 3

An introduction to fundamental design principles and theories of graphic communication. Emphasis will be placed on the graphic design process and the development of skills to solve two-dimensional graphic design problems. Graphic design careers, trends, and technology will also be explored.

### GRAP 107 (1099) Introduction to Desktop Publishing

Prerequisite: None

Credit Hours: 3

This introductory course into the Macintosh computer explores basic computer skills, with emphasis given to page layout for desktop publishing. Students will learn basic skills using design and illustration, photo-imaging, and page layout software.

### GRAP 113 (1136) Packaging Design

Prerequisite: None

Credit Hours: 3

This course will emphasize the application of graphic design elements to various three-dimensional forms. Creative solutions to the design and assembly of product packaging and displays using traditional materials and digital design tools will be explored. Students will conceptualize visually and verbally, sketch ideas in a rough form, and develop final concepts into three-dimensional mockups with computer-generated graphics.

### GRAP 118 (1117) Typography

Prerequisite: None

Credit Hours: 3

An introduction to the theory and practice of typographic design. The principles of type are studied focusing on letterforms, point size, kerning, leading, and appropriate type selection. The study and identification of type families and categories will be emphasized. Students will learn the typographic elements and techniques by which they can effectively communicate to a mass audience. Instruction will consist of lecture, class discussion, and projects.

### GRAP 120 (1028) Color Theory

Prerequisite: None

Credit Hours: 3

This course explains the basic principles of color as applied to pigment, light, and print. Color psychology, symbolism, manipulation, sensation, temperature, and harmonies, stimulate further inquiry into graphic design and client/sales persuasion. The course uses lecture, discussion, and color exercises to explore color theory and application.

### GRAP 122 (1112) Illustration

Prerequisite: None

Credit Hours: 3

This course focuses on illustration as a communicative device in developing total design concepts to solve graphic problems of professional scope and complexity in a variety of digital and traditional media. Traditional techniques are utilized to create original illustrations, and then digital techniques are applied to reproduce the illustration digitally using appropriate software. The student will apply the elements and principles of design as well as layout techniques to incorporate the illustration into a final digitized design. (Examples: postage stamp illustration will be digitally reproduced as a sheet of stamps, editorial illustration will be integrated into an editorial page layout, etc). Illustration for all design disciplines (fashion, graphics, product, interiors and environmental) will be discussed as well as illustration trends in the

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

field.

GRAP 128 (1097) Digital Animation

Prerequisite: None

Credit Hours: 3

An introductory level course in computer graphics animation. Creating moving images for Internet and multi-media applications will be featured.

GRAP 130 (1114) Advertising Design

Prerequisite: None

Credit Hours: 3

An advanced course dealing with the relationship of the designer to different audiences. The potential of graphics as a vehicle for communication in signage, editorials, print, posters, television, radio, and displays. Traditional and electronic media will be utilized to develop concepts specific to a client's needs and/or constraints. Design trends will be explored as pertaining to different graphic materials will be discussed.

GRAP 200 (1116) Portfolio Development

Prerequisite: None

Credit Hours: 3

In this course, the student will develop a portfolio of work that demonstrates the conceptual abilities and technical skills necessary to gain employment in the field of graphic design. Creative marketing and self-promotion techniques will be discussed to assist the student in developing and designing a personal identity package that includes a creative resume, business card, letterhead and personal logo in preparation for seeking employment. Interviewing techniques, business practices, professional associations, re- sources, and job-seeking skills, specific to the field of graphic design, will be discussed.

GRAP 202 Digital Photography

Prerequisite: None

Credit Hours: 3

Digital Photography is a study of current electronic imaging processes related to photography. Digital cameras will be used to capture images. Adobe Photoshop software and computers will serve as the digital darkroom.

GRAP 203 Digital Photography II

Prerequisite: GRAP 202 Digital Photography

Credit Hours: 3

This course builds upon photographic skills learned in Digital Photography. Students will learn advanced digital photography practices and photo editing techniques, with an emphasis on developing a personal vision and style. Upon completion of this course, students should be able to produce well-executed images using a variety of photographic and photo manipulation methods.

GRAP 204 (1137) Digital Illustration

Prerequisite: None

Credit Hours: 3

This course will focus on using the Macintosh computer as an Illustrative/Graphic Design tool. Students will create graphics and illustrations using Adobe Illustrator. The use of design and illustration is emphasized.

GRAP 206 (1140) Photo Editing Software

Prerequisite: None

Credit Hours: 3

This is an introductory course in photo-imaging using the computer, a scanner, a digital camera, and Adobe Photoshop software. Students will learn to create and manipulate photo images and incorporate those images into graphic design. Image quality and the use of photography in the design process will be emphasized.

GRAP 208 (1139) Website Design Software

Prerequisite: None

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

Credit Hours: 3

This course will feature Adobe Dreamweaver software. Students will learn about creating web pages and then create one for their online portfolios. These pages will be linked to the Labette Community College Graphic Design page for use by the students as a web presence as they seek employment.

GRAP 210 (1143) Digital Page Layout

Prerequisite: None

Credit Hours: 3

Using Adobe InDesign as the page layout program, students will incorporate graphics, scanned images, digital photography and text into various design projects. Concept development, design quality and effectiveness of communication will be emphasized.

GRAP 216 (1138) Graphic Design Print Media

Prerequisite: None

Credit Hours: 3

This course will focus on pre-press file preparation. Emphasis will be on digital preparation of print files for commercial printing and for online applications.

## Health Care

HEAL 101 (5280) Cardiopulmonary Resuscitation

Prerequisite: None

Credit Hours: .5

Students will review didactic material concerning: CPR theory, when to initiate/discontinue CPR, proper compression and ventilation techniques, Heimlich maneuver (FBAO relief), hazards of CPR, assessment skills. Students will demonstrate: proper compression and ventilation techniques (on mannequins), Heimlich maneuver for clearing an obstructed airway, to include pregnant and obese patients, and reasonable assessment skills. Students will pass the 50-question written examination with a minimum score of 80%.

HEAL 103 First Aid/CPR

Prerequisite: None

Credit Hours: .5

This course is designed to teach the basic levels of first aid and CPR for the layperson until medical help arrives. The course will help individuals recognize emergencies and make appropriate decisions regarding care.

HEAL 121 (5211) Nurse Aide: Geriatric

Prerequisite: Two-Step TB Skin Test and Accuplacer Reading Test

Credit Hours: 6

State-approved course which prepares the student to take the Kansas examination for nurse aide certification. Identify and apply in the clinical setting the basic concepts and principles of resident welfare, safety, psychosocial needs of residents, resident rights, rehabilitation, and legal and ethical responsibilities. Apply the knowledge of basic disease process, aging process, and nursing procedures to the care of residents encountered in a long-term care facility. Students should be able to lift 100-150 pounds.

HEAL 129 (1853) Home Health Aide

Prerequisite: Must be Certified Nurse Aide (CNA)

Credit Hours: 1

Prepares student to take the state examination for Home Health Aide. Familiarizes the student with the functions and purposes of home health agencies and prepares the student to work as a home health aide. Tasks performed by the home health aide may include but are not limited to: assisting the client to bathe, dress and groom; safely assisting clients in ambulation; maintaining a record of services provided as well as observations of the apparent status of client's condition; preparing and serving foods following specialized diets; cleaning the client's environment including changing of bed linens and laundry tasks; and performing a variety of miscellaneous duties as prescribed in a written plan of care.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

**HEAL 131 (5212) Medication Aide**

Prerequisite: Kansas Certified Nurse Aide License, Two-Step TB Skin Test, Accuplacer Reading Test, and Pre-Algebra Test  
Credit Hours: 5

This course is intended to prepare participants to safely perform the standard duties of a medication aide within Kansas licensed adult care homes. Material will be presented through online forums, quizzes, and critical thinking activities with instructor support.

A 25 hour clinical rotation will be completed by the student with the instructor. The state test will be administered at the LCC campus after the completion of online instruction and clinical rotation.

**HEAL 132 (5221) Medication Aide Recertification**

Prerequisite: Must be Medication Aide

Credit Hours: 1

State approved course. A review of skills essential for the administration, care, and handling of medications. Required every two years by state regulations.

It consists of an overview of current medications and their effects on the elderly, including over medication and drug abuse, drug and drug food interactions, drug classification update and regulations, and other legal considerations.

**HEAL 135 Principles of Phlebotomy**

Prerequisite: None

Credit Hours: 4

This is a course designed to teach phlebotomy skills for specimen collection using a vacutainer system as well as equipment for difficult draws. Participants will obtain phlebotomy skills to proficiently obtain blood specimens by venipuncture and dermal techniques. The course will consist of lecture and laboratory sessions. The course will also include preparation for a national certification exam. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/ preparation outside of class is expected.

**HEAL 136 Phlebotomy Clinical Practicum**

Prerequisite: HEAL 135 Principles of Phlebotomy\*, OTEC 124 Medical Terminology\*

\* Must be completed with a grade of C or better

Credit Hours: 2

This is a two credit hour clinical rotation. Students will work one-on-one with clinical instructors to refine phlebotomy skills within a designated clinical affiliate facility. This rotation will include 120 hours of clinical practicum experience which includes 100 successful, documented, unaided venipuncture procedures and 5 successful, documented, unaided dermal punctures. This course will integrate knowledge gained in all phlebotomy courses with practical experience in a clinical setting.

**HEAL 142 (5213) Emergency Medical Technician – EMT**

Prerequisite: High school diploma or GED or be a current high School senior enrolling with the consent of your school. Must be 17 years of age by the end of the course. Valid Driver's License.

Reading Placement Test Level: Accuplacer Reading Score of 75 or higher, Compass test of 75 or higher or ACT Reading Test scoring of 17 or higher or successful completion of Pre-College Reading & Writing.

Proof of immunizations including a current Td 2 Step TB Test.

Criminal Background Check (paid by student). Complete a program orientation at LCC.

Credit Hours: 12

This course will develop student skills in recognizing symptoms of illness and injuries and proper procedures of emergency care. This course prepares the student to take the Kansas State Board of Emergency Medical Services examination for Emergency Medical Technician certification. This course is designed for individuals interested in providing medical care to patients in the prehospital setting. It will provide the participant with opportunity to gain information, skills and attitudes necessary for certification and practice as an EMT in the State of Kansas. This course is approved by the Kansas Board of Emergency Medical Services. It addresses information and techniques currently considered to be the responsibilities of the Emergency Medical Technician according to the United States Department of Transportation National Standard Curriculum and the Kansas Authorized Activities for the EMT.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19



**HEAL 151 (5819) Advanced Cardiac Life Support (ACLS)**

Prerequisite: None

Credit Hours: 1

This course is designed to provide the participant with the skills to respond to acute cardiovascular situations in and out of the hospital setting.

**HEAL 163 Preparation Course for Pharmacy Technician Certification Exam**

Prerequisite: Accuplacer Reading score of at least 75, Accuplacer Math score of at least 40

Credit Hours: 3

This introductory course prepares the student to take the national Pharmacy Technician Certification Board (PTCB) examination. It includes both online instruction and a clinical observation (30 hours total) with opportunities to observe a compounding pharmacist and in an independent retail pharmacy, a long-term care facility and a hospital pharmacy. This course is designed to prepare the student to sit for the certification exam, and as an observational introduction to pharmacy operations. It is not intended to be a comprehensive career readiness course.

**HEAL 190 Advanced Emergency Medical Technician**

Prerequisite: Must hold current and active certification as a Kansas Emergency Medical Technician (EMT), Satisfaction of LCC EMT admission standards

Credit Hours: 9

The Advanced Emergency Medical Technician (AEMT) course consists of both classroom (didactic) and skills lab components. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing National Standard Guidelines Scope of Practice (NSGSP) and the Kansas Authorized Activities for the AEMT with the focus on achieving competencies needed to function as an AEMT. The student will practice and be evaluated on the skills required for the assessment and management of traumatic and medical emergencies. The student will be evaluated in the classroom only for this course. Upon successful completion of the AEMT course the student enrolls in the AEMT Clinical and Field Internship course. Once the student successfully completes the AEMT course and the AEMT Clinical and Field Internship (FI) course, the student is allowed to challenge the exams to become a Kansas and National Registered AEMT.

**HEAL 191 Advanced Emergency Medical Technician - Clinical and Field Internship**

Prerequisite: Current certification as a Kansas Emergency Medical Technician (EMT), Satisfaction of LCC Advanced EMT admission standards, Successful completion of HEAL 190 Advanced Emergency Technician, Received approval from the course lead instructor to participate in AEMT-Clinical and Field Internship

Credit Hours: 9

The Advanced Emergency Medical Technician (AEMT) Clinical and Field Internship course allows the AEMT student to have hands on experience to apply their newly acquired knowledge and skills gained in HEAL 190 AEMT in an Emergency Medical Technician (EMT) environment where the student is in a closely supervised prior to the eligibility for certification testing. The student will assess, provide and manage hospital and pre-hospital emergency care to patients experiencing trauma or medical emergencies using guidelines from the National Standard Guidelines Scope of Practice (NSGSP) and the Kansas Authorized Activities for the AEMT.

The student is required to document a minimum of 72 hours working in a hospital or nursing home designated by the Lead Instructor and a minimum of 224 hours working directly with an on duty ambulance crew. In addition the student will be required to attend all skills lab hours to review clinicals, field internship, and required skills. The student will be evaluated for the lab, clinical and field settings. Upon successful completion of the AEMT and AEMT-Clinical and Field Internship course, the student is allowed to challenge the exams to become a Kansas and National Registered AEMT.

## History

**HIST 101 (2251) American History To 1877 KRSN HIS1010\*\***

Prerequisite: None

Credit Hours: 3

A survey of the social, political, cultural, diplomatic, and economic development of North America, the British colonies,

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

and the United States from before the arrival of Europeans to 1877.

HIST 102 (2252) American History Since 1877 KRSN HIS1020\*\*

Prerequisite: None

Credit Hours: 3

A survey of the social, political, cultural, diplomatic, and economic development of the United States from 1877 to the present.

HIST 103 (2253) World History to 1500 KRSN HIS1030\*\*

Prerequisite: None

Credit Hours: 3

A survey of world history from prehistory to about 1500 C.E. The histories of the Ancient Near East, India, China, Greece, Rome, Ancient America, the Muslim world, and Medieval Europe will be compared through their politics, religions, philosophies, societies, economics, and cultures.

HIST 104 (2254) World History Since 1500 KRSN HIS1040\*\*

Prerequisite: None

Credit Hours: 3

A survey of world history from 1500 C.E. to the present, with emphasis on the causes and effects of the hegemony of Western Civilization, the emergence of globalization, and the historical roots of today's global issues.

HIST 108 (2210) Current World Affairs

Prerequisite: None

Credit Hours: 3

This course is an in-depth study of current events, trends and developments that affect daily life. In this course, we explore broad forces at play in the world: international economics, national interests, military power, nationalism, ethnicity, the environment and human rights. We will discuss world events as they unfold before our eyes and seek to understand them in light of their historical context. Students will leave this class with both a vision of the world's vast political landscape and the ability to better understand the multitude of events that comprise that landscape.

HIST 119 (2262) Explorations in History

Prerequisite: None

Credit Hours 1-3

These are history courses that focus on a particular historical field, time period, or topic. Previously offered courses include: European History, American Indian History, African-American History and Women's History.

HIST 201 (2260) Kansas History

Prerequisite: None

Credit Hours: 3

A political, social, cultural, and economic survey of Kansas history from before the arrival of Europeans to the present day, emphasizing how the history of Kansas fits in to the larger scope of American history.

## Industrial Technology

INDU 123 Electronic Devices

Prerequisite: INDU 125 Fundamentals of Electronics I w/Lab or Instructor's permission, INDU 167 Fundamentals of Electronics II w/Lab or Instructor's permission

Credit Hours: 3

This course will provide a fundamental knowledge of DC Power Supplies, Diodes, Transistors, Amplifiers and Troubleshooting. Operational Amplifiers, Oscillators, Integrated Circuits, Thyristors, Switch Mode Regulators, and AM/FM Radio Circuits

INDU 125 Fundamentals of Electronics DC/AC

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

Prerequisite: None

Credit Hours: 3

This course provides a fundamental knowledge of analysis techniques used to solve for current, voltage, wattage, and resistance in various DC/AC circuits.

INDU 127 Digital Logic Circuits

Prerequisite: INDU 125 Fundamentals of Electronics I-DC w/Lab or Instructor's Permission

Credit Hours: 3

This course provides knowledge in theory with building block circuits in logic systems and computers. Small scale ICs are used to learn the basic fundamentals of these systems and subsystems. Analysis techniques are taught to build the student's ability to troubleshoot. Binary mathematics and Boolean concepts are introduced and explained as needed.

INDU 131 Engineering Graphics

Prerequisite: None

Credit Hours: 3

This course is an introduction to the fundamental principles of graphic communication. It is also an introduction in the use of computer aided design software to produce 3-D geometry, assemblies, and dimensioned 2-D orthographic views. Traditional drawing techniques including manual drafting tools and equipment will be utilized as well. Orthographic projection, dimensioning techniques, tolerance methods, fits and allowances, and sectioning methods are covered.

INDU 155 OSHA Safety 10

Reading Placement Test Level: None

Prerequisite: None

Credit Hours: 1

This course will include OSHA standards assuring proper safety techniques for all types of circuits and components.

INDU 167 Fundamentals of Electronics DC/AC Lab

Prerequisite: Enrolled in INDU 125 Fundamentals of Electronics I w/Lab

Credit Hours: 3

Provides a fundamental knowledge of analysis techniques used to solve for current, voltage, wattage, resistance, and impedance in various AC Circuits.

INDU 168 Electronic Devices Lab

Prerequisite: INDU 125 Fundamentals of Electronics DC/AC or Instructor's permission, INDU 167 Fundamentals of Electronics DC/ AC Lab or Instructor's permission, Co-enrolled in, or successful completion of INDU 123 Electronic Devices

Credit Hours: 3

The course will include DC Power Supplies, Diodes, Transistors, Amplifiers, Troubleshooting, Operational Amplifiers, Oscillators, Integrated Circuits, Thyristors, Switch Mode Regulators, and AM/FM Radio Circuits.

INDU 169 Digital Logic Circuits Lab

Prerequisite: INDU 125 Fundamentals of Electronics I-DC w/Lab or Instructor's Permission, INDU 167 Fundamentals of Electronics DC/AC Lab or Instructor's Permission, and Co-enrolled in, or successful completion of INDU 127 Digital Logic Circuits, Co-enrolled in, or successful completion of INDU 155 OSHA Safety 10

Credit Hours: 3

This course will provide lab practices of course INDU 127 with building block circuits in logic systems and computers in a hands-on environment. Small scale IC's are used to learn the basic fundamentals of these systems and subsystems. Analysis techniques are taught to build the student's ability to troubleshoot. Students will also successfully obtain an OSHA 10 certificate from an online source during the course.

INDU 170 Introduction to Industrial Coating and Safety

Prerequisite: INDU 155 OSHA 10 Safety, Pulmonary Function Test (completed at orientation)

Credit Hours: 5

This course is an introductory study of coating systems in today's industrial setting. Students will learn the basics of HAZMAT, wet painting, and dry powder coating. Students will be required to attend an orientation prior to the start of

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

class to have their pulmonary function test done and provide proof of OSHA Certificate.

### INDU 210 Computer Aided Drafting & Design

Prerequisite: INDU 131 Engineering Graphics

Credit Hours: 3

This course will include the use of computer aided design software to generate complex 3-D geometry for the purpose of communicating the following: manufacturing information, detail design information, dimensioning and tolerance data, and surface finish. This course will teach the student more advanced drafting skills. It will take the skills developed in Engineering Graphics I and further develop those skills in the art of drafting. The student will be expected to develop acceptable skills in the art of drafting. Additionally, the following areas will be covered: geometric tolerances, auxiliary views, threads and fasteners, assembly and working drawings, the design process, and pictorial drafting techniques.

## Mathematics

### MATH 95 Beginning Algebra with Review

Prerequisite: Placement Test Recommendation or previous enrollment in MATH 88 Foundations of Math

Credit Hours: 4

This course will build skills in basic algebra concepts, confidence, and skills to successfully master math classes, including strategies to reduce math anxiety improve test taking skills. Topics covered in the course will include the basic language and terms of algebra, rules for signed numbers, techniques for solving linear, quadratic, and literal equations rules and properties for exponents as applied to algebraic expressions and the graphing and solving of linear equations and linear systems in two unknowns. (Nontransferable)

### MATH 96 (1717) Beginning Algebra

Prerequisite: Placement Test Recommendation or C or better in MATH 88, Foundations in Math

Credit Hours: 3

This course will build skills in basic algebra concepts. Topics covered in the course will include the basic language and terms of algebra, rules for signed numbers, techniques for solving linear, quadratic, and literal equations, rules and properties of exponents as applied to algebraic expressions, and the graphing and solving of linear equations and linear systems in two unknowns. (Non transferable)

### MATH 100 (1718) Intermediate Algebra

Prerequisite: Placement Test Recommendation or C or better in MATH 96, Beginning Algebra

Credit Hours: 3

This course will continue on from MATH 96 Beginning Algebra to cover properties of relations and functions, properties of radicals and radical expressions, properties of rational expressions, solving quadratic equations using root extraction and the quadratic formula, and extending and building graphing concepts from lines to basic polynomial functions. (Non transferable)

### MATH 111 (1713) Mathematics for Education

Prerequisite: Placement Test Recommendation or C or better in MATH 100, Intermediate Algebra

Credit Hours: 3

This course is designed to provide a foundation of theory for many of the concepts found in the current elementary and middle school mathematics classroom. This course will examine topics related to the Real Number system, such as set theory, logic, probability theory, and statistics, all from a problem solving approach. The use of technology (e.g. calculator, the Internet, etc.) as tools for problem solving and research will be an integral part of the course.

### MATH 115 (1719) College Algebra KRSN MAT1010\*\*

Prerequisite: Placement Test Recommendation or C or better in MATH 100 Intermediate Algebra

Credit Hours: 3

This course continues from MATH 100 Intermediate Algebra to cover and extend the properties of functions and their inverses, properties and graphs of the exponential and logarithmic functions, graphing techniques for general higher order polynomials and rational functions, and various solution techniques for solving higher order linear systems of equations.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

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Topics on sequences and series will be presented as time permits. Use of technology such as the graphing calculator and some computer packages will be incorporated into the course.

MATH 120 (1720) Elementary Statistics KRSN MAT1020\*\*

Prerequisite: Placement Test Recommendation or MATH 115 College Algebra

Credit Hours: 3

This course is an introduction to fundamental statistical concepts and techniques with computer capability for applying these techniques to data. Includes descriptive statistics, nonparametric statistics, sampling techniques, hypothesis testing and other statistical inference.

MATH 121 Matrix Algebra

Prerequisite: Placement Test Recommendation or MATH 115 College Algebra (C or better)

Credit Hours: 3

This is an introductory course covering basic linear algebra, matrices, and their applications to the sciences, math, business, and economics. The course will cover matrices and matrix algebra, solution of linear systems of equations, the determinant of a matrix and its properties, eigenvalues and eigenvectors of matrices, and vector and inner product spaces.

MATH 125 (1730) Trigonometry KRSN MAT1030\*\*

Prerequisite: Placement Test Recommendation or MATH 115 College Algebra

Credit Hours: 3

This course will cover the basic trigonometric functions on the right triangle and extend to rules for solving non-right triangles. Trigonometric identities will be derived and proven. Complex numbers and applications to the sciences will be presented. This course should be taken by any student needing to take Calculus I who has not yet had any exposure to the trigonometric functions. This course is recommended for any student needing to take physics and is required for most pre-engineering and engineering programs.

MATH 130 (1751) Calculus I KRSN MAT2010\*\*

Prerequisite: Placement Test Recommendation or MATH 125 Trigonometry

Credit Hours: 5

The first course in the calculus sequence will cover the concepts of limits and continuity of polynomial, rational, trigonometric, and exponential functions. The concept of rates of change and the derivative will be applied to these functions. The course will come to a close with the concepts of the anti-derivative and properties and definition of the definite integral. This course is required of any student seeking a degree in physics, mathematics, engineering, chemistry, and other related fields at a four-year institution.

MATH 131 (1752) Calculus II

Prerequisite: MATH 130 Calculus I

Credit Hours: 5

This second course in the calculus sequence will cover the concepts of limits as applied to transcendental functions. Various substitution techniques for evaluating integrals will be presented. Problems involving areas, volumes of surfaces, and moments will be developed and solved. The course will cover sequences and series and look at properties of convergence and divergence. There will be an introductory look at differential equations and coverage of polar coordinates and parameterized curves. This course is required of any student seeking a degree in physics, mathematics, engineering, chemistry, and other related fields at a four-year institution.

MATH 201 (1753) Calculus III

Prerequisite: MATH 131 Calculus II

Credit Hours: 5

This third course will complete the calculus sequence. The course will cover infinite sequences and series and test of convergence and divergence. The calculus of multivariable functions, partial derivatives, and optimization of higher dimensional surfaces will be covered. The theory and use of vector-valued functions to calculus will be presented. Problems of areas, volumes, and moments will be extended to three-dimensional space and solved using multiple integration techniques (including the line integral, Stoke's Theorem, and Green's Theorem in vector fields). This course is required of any student seeking a degree in physics, mathematics, engineering, chemistry, and other related fields at a four-year institution.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

**MATH 202 (1740) Differential Equations**

Prerequisite: MATH 201 Calculus III

Credit Hours: 3

This course will include solution techniques for the standard ordinary differential equations of the first and second order (with some generalization to higher order equations). Power series solution techniques for linear equations with constant coefficients will be presented. Solution of differential equations using the Laplace Transform will be presented. Applications to geometry and the physical science will be presented and covered. This course is required of any student seeking a degree in physics, mathematics, engineering, chemistry, and other related fields at a four-year institution.

## Music

**MUSI 101 (1051) Music Appreciation KRSN MUS1010\*\***

Prerequisite: None

Credit Hours: 3

This is a survey course in basic fundamentals of music, and from this foundation moving into a better understanding of styles and music from different periods in history. The main purpose is for students to gain a broader understanding of and appreciation for many types and styles of music. We will also see how music is influenced by social, religious, political, and scientific advancements happening in the world at any given time.

**MUSI 104 (1092) History of Jazz and Rock**

Prerequisite: None

Credit Hours: 3

This is a survey course that shows the logical musical derivatives and developments of jazz and rock music. At the same time the course will identify and listen to the important elements that compose the individual styles of jazz and rock music as they evolved from era to era.

**EDUC 152 (0822) Children's Music**

Prerequisite: None

Credit Hours: 3

This course is directed toward students in the elementary education program. It is designed to show how music can be taught and integrated into other areas of the elementary classroom curriculum. Traditional areas of music instruction will be covered including fundamentals of music, singing, playing instruments, listening, moving to music, and creative experiences with music. In addition, we will study multicultural approaches to teaching and practice writing lesson plans focusing on the needs and interests of young children.

Labette Community College offers the following ensembles to college students and community members who enjoy singing or playing instruments. There is no cost to participate and no college credit will be awarded. For more information as to the rehearsal times and to enroll in one or more ensembles, please contact our Music Coordinator at 620-820-1020 or [sethr@labette.edu](mailto:sethr@labette.edu).

Choir Orchestra Band

Jazz Band

Musical Review

Guitar Ensemble

Labette Community College offers the following private lessons to college students and community members who wish to improve their skills. There is a \$160 fee which covers 15, ½ hour lessons within the semester. Times and days are set by the individual instructor after consultation with the student. No college credit will be awarded for these lessons. For more information and to enroll, please contact our Music Coordinator at 620-820-1020 or [sethr@labette.edu](mailto:sethr@labette.edu).

Voice

Piano Guitar Percussion Brass Strings

Woodwinds

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\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

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## Nursing

### NURS 110 (5479) Legal Issues for Nursing (IO)

Prerequisite: None

Credit Hours: 2

This course will examine the legal issues confronting nurses in professional practice. There will be an analysis of ethical implications on legal issues. Subjects ranging from malpractice, negligence, and patient care will be discussed. The student will also learn defensive practice strategies and litigation prevention as a part of this course.

### NURS 115 (5489) Topics in Health Care Alternative and Complementary Therapies

Prerequisite: None

Credit Hours: 1

This elective course for health care consumers or health care professionals covers a variety of topics. Courses developed for professional audiences are eligible for submission for approval for continuing education credit required for relicensure as an LPN or RN in Kansas. This course is designed as an introductory to alternative and complementary therapies for health care providers. The study of how alternative therapies affect health care and the community will be explored. This course will help the learner understand unconventional therapies and prepare them to address questions surrounding this topic in health care.

### NURS 116 (8041) Pharmacology for Health Care Providers

Prerequisite: None

Credit Hours: 3

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan.

### NURS 118 (5490) Intravenous (IV) Therapy for LPNs and RNs

Prerequisite: Must have current LPN licensure and evidence of professional student liability insurance available through Labette Community College. Compliance with current immunization and tuberculin test requirements, per Nursing Department Policy will be required prior to enrollment in course

Credit Hours: 3

This elective course is designed to teach knowledge, skills, and competencies in administration of intravenous fluid therapy. Certification in IV Therapy for the State of Kansas will be received after successful completion of the State Exam. LPNs and RNs will both be rewarded with continuing education hours.

### NURS 120 (5291) Fundamentals of Nursing

Prerequisite: Valid Nurse Aid Certification & Admission to the LCC Nursing Program

Credit Hours: 10

Introduces fundamental skills, concepts, and principles of biopsychosocial needs of individuals. The nursing process provides a foundation for holistic nursing care. Presents basic concepts of drug calculation, administration, and classification of drugs, and nursing implications. Drug calculation must be passed with 94% before clinical administration of medication. Identifies important aspects of the nursing profession, such as historical, ethical, and legal issues. This class will introduce the role of the nurse as a member of the health care team and provides a foundation for nursing education and care using Maslow's Hierarchy of Needs. Nursing care of the older adult is introduced. Simulated skills are practiced in the nursing laboratory. Students will attend supervised clinical in the hospital and nursing homes where they will participate in patient care and in an observational experience in the ancillary departments of surgery and post-anesthesia room.

### NURS 122 (5295) Medical-Surgical Nursing

Prerequisite: Successful completion of NURS 120 Fundamentals of Nursing

Credit Hours: 9

Presents holistic nursing care of medical-surgical clients with common health needs. As a member of the health care team, the student will practice beginning management and leadership skills, and will differentiate delegation and clinical skills required of practical versus registered nurses.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

**NURS 124 (5294) Family Nursing I**

Prerequisite: Successful completion of NURS 120 Fundamentals of Nursing

Credit Hours: 3

Uses a family-centered approach to focus on the holistic nursing care of the child-bearing/rearing family. Experiences in Family Nursing I are designed to promote student understanding of the nursing care required of childbearing and pediatric clients and their families within the community. The student will utilize understanding of the nursing process to prioritize, plan and provide nursing care based upon Maslow's Hierarchy of Needs and the ANA Nursing Standards of Practice. Clinical experiences in acute care and community agencies afford the student experience in direct patient care of low risk childbearing/rearing and pediatric individuals and their families.

**NURS 126 (5287) Bridge Course for LPN's**

Prerequisite: Valid LPN license from Kansas, completion of all Level I general education courses, and acceptance into Level II of the LCC Nursing Program

Credit Hours: 1

This course is required for all LPN advanced placement in LCC's Nursing Program. Course and clinical experience validates current knowledge and skills, plus provides new theory necessary to practice holistic nursing care as a registered nurse student. It is also required for any LCC PN graduate who has not been enrolled in an LCC nursing course in the previous two semesters.

**NURS 151 (5475) Therapeutic Nutrition for Health Care Providers**

Prerequisite: None

Credit Hours: 3

This course is designed as an introduction to the science of nutrition for health care providers. Therapeutic nutrition in this course will include a study of the digestive system, and an in-depth study of the nutrient groups: carbohydrates, fats, proteins, vitamins, minerals, and water. By using therapeutic nutrition students will develop a perceptiveness of nutrients needed for normal growth and maintenance through the lifespan and during disease processes.

**NURS 201 (5296) Mental Health Nursing**

Prerequisite: Successful completion of all Level I courses

Credit Hours: 4

A study of mental health nursing concepts, and an introduction to therapies used in providing safe holistic nursing care for the mentally ill.

**NURS 203 Family Nursing II**

Prerequisite: Successful completion of all Level I courses

Credit Hours: 4

Builds on the family-centered approach to provide holistic nursing care to the high risk child bearing/rearing family. Experiences in Family Nursing II are designed to promote student understanding of nursing care required of high risk maternity, newborn, and pediatric clients. The student is expected to bring to this course knowledge of nursing care for low risk childbearing, newborn, and pediatric clients and their families, learned in NURS 124 Family Nursing I. The student will utilize understanding of the nursing process to prioritize, plan and provide holistic nursing care based upon Maslow's Hierarchy of Needs and the ANA Nursing Standards.

**NURS 204 NCLEX-RN® Review/Preparation (IO)**

Prerequisite: None

Credit Hours: 3

This course will provide a comprehensive review for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). It will explore expected nursing skills for each developmental stage of the life cycle. The class will also explore computerized adaptive testing, both in preparing for the NCLEX-RN® exam and the test framework.

**NURS 205 Advanced Medical-Surgical Nursing**

Prerequisite: Successful completion of all Level I courses, NURS 201 Mental Health Nursing, and NURS 203 Family Nursing II

Credit Hours: 8

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19



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Presents the holistic nursing care of clients with acute health needs with focus on the role of the registered nurse. Identifies opportunities for career and professional growth. Presents the role of the registered nurse in the care of clients with more complex acute health care needs. Clinical leadership experience will be required for preparation in management of human and equipment resources in the acute care setting. Trends and issues concerning career management, medical-economic forces in healthcare, leadership, and management will be explored.

#### NURS 206 Health Assessment for Nursing Practice

Prerequisite: Nursing program students or health care majors

Credit Hours: 3

This course is designed to educate the nurse of the skills needed for health assessment of their patients. They will learn history taking, psychosocial assessment, and physical assessment techniques and skills necessary to obtain data. They will learn that this data collection is significant to understanding the patient as a whole, and individualizing their care. A base of health assessment knowledge prepares the nurse for exceptional understanding of the patient situation and gives them a baseline so that they can recognize any changes in patient condition. This course will focus on skills and techniques to be applied to patients of all ages. The course includes lecture and discussion of the various systems of the body. There will also be skills demonstration by the instructor and time set aside in each class for lab skills practice.

#### NURS 207 (5484) Pathophysiology

Prerequisite: Completion of BIOL130 Anatomy and Physiology with grade of "C" or better

Credit Hours: 3

This course is designed to better prepare students in the transition between learning content covered in basic anatomy and physiology courses and the study of disease processes studied in nursing, respiratory, and radiography courses.

## Philosophy

#### PHIL 101 (1591) Philosophy I KRSN PHL1010\*\*

Prerequisite: None

Credit Hours: 3

Introduces the nature and scope of philosophic thought and terminology, stressing the influence of philosophy on the individual and the world. Many names, topics, and writings from various periods are studied with an emphasis on the Greeks and their sub-sequent influence.

#### PHIL 104 (1593) Introduction to Logic KRSN PHL1030\*\*

Prerequisite: None

Credit Hours: 3

This course is a study of how we can (and do) reason about all aspects of our lives. Students learn how to both create logically consistent arguments and also to break down arguments presented by others so as to judge their logical validity. Special subjects in the course include inductive fallacies, generalization, induction, analogies, and cause/effect, as well as a study of formal (or propositionally deductive) logic.

#### PHIL 106 (1957) Ethics KRSN PHL1020\*\*

Prerequisite: None

Credit Hours: 3

This course provides a systematic and critical study of values related to human conduct. It focuses on both traditional standards of ethical conduct and qualities of personal character. What we hold to be right or wrong, the basis for believing so, and what we consider to be virtues or vices are examined with an eye to understand our current ethical situation.

## Physical Education

#### PED 101 (0833) Introduction to Physical Education

Prerequisite: None

Credit Hours: 3

Study of history, philosophy, and social significance of physical education. Includes equipment design, calls visitation, and

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

construction of a physical education program.

PED 103 (0771) Care and Prevention of Athletic Injuries

Prerequisite: None

Credit Hours: 3

The study and application of the methods used in athletic training to prevent and to care for injuries specific to athletic participation.

PED 105 (0837) Personal and Community Health KRSN HSC1020\*\*

Prerequisite: None

Credit Hours: 3

Acquaints students with modern health problems and solutions. Topics are communicable diseases, social health, mental health, and consumer health with a concentration emphasis on lifestyle problems. Course meets requirements for all students interested in teaching, physical education, or nursing.

PED 107 (0814) Community Recreation

Prerequisite: None

Credit Hours: 3

An introductory course in recreation. It provides each student with the basic understanding of leisure time impact upon society and makes each student aware of the importance of off-work activity. Explains how government, state, and local programs function.

PED 109 (0832) Recreational Activities

Prerequisite: None

Credit Hours: 3

This course is designed to meet the need of those students who plan to teach in the junior or senior high school or enter the recreation field. The emphasis is weighed more heavily toward individual participation rather than team, however, both are included. Stress is on understanding leisure-time activities as relating to age and sex of individuals with an emphasis on safety.

PED 110 Introduction to Exercise Science

Prerequisite: None

Credit Hours: 3

This course is designed to introduce students to the history of exercise science, philosophies, potential careers, and terminology used in exercise science fields. Students will also be introduced to exercise physiology concepts, measures and testing, facility sites and issues, and basic medical precautions.

PED 111 (0772) Athletic Training Practicum I

Prerequisite: PED 103 Care and Prevention of Athletic Injuries

Credit Hours: 2

Students will receive practical athletic training experience as an apprentice with varsity sports programs during practices and games.

PED 114 (1365) Basic Nutrition KRSN HSC1010\*\*

Prerequisite: None

Credit Hours: 3

Principles of normal nutrition. Food values and adequate nutrient allowances for growth and maintenance will be discussed.

PED 115 Personal Training and Fitness Management

Prerequisite: PED 110 Introduction to Exercise Science

Credit Hours: 3

This course will introduce students to the career options of a personal trainer and prepare them for success in that field. Students will learn biometrics, measurements and testing, and exercise planning. Facility design, funding, legal issues, and safety will also be covered in the course.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

## PED 116 (0773) Lifetime Fitness Concepts

Prerequisite: None

Credit Hours: 1

Lifetime Fitness Concepts is a one hour course offered by the Department of Recreation and Health. It is the objective of this course to present a series of physical fitness related concepts to the general student population with the expectation that the information will enlighten and motivate the students to improve their personal fitness status. The concepts presented will allow the students to become familiar with, and to actually begin to participate in activities and programs which may alter their lifestyles and which could make them healthier more productive people.

## PED 117 Training and Conditioning Lab I

Prerequisite: PED 115 Personal Training and Fitness Management

Credit Hours: 1

Students will learn to safely demonstrate and teach proper weight lifting and conditioning exercises. Students will learn basic biomechanical movements and terminology. Movements in a single plane and multiple planes will be covered. Students will work with scenarios to modify exercise plans to meet participant requirements to develop progress in exercise. Group exercise planning, plyometrics, and individualized exercised planning will all be demonstrated.

## PED 118 (0892) First Aid      KRSN HSC1040\*\*

Prerequisite: None

Credit Hours: 2

The purpose of this course is to provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives. An emphasis is also on prevention of injury and illness.

## PED 140 (0829) Theory of Coaching Baseball

Prerequisite: None

Credit Hours: 3

Discussion and participation in pre-season and in-season training methods, skill development and administrative principles in the coaching of baseball.

## PED 141 (0920) Theory of Coaching Basketball

Prerequisite: None

Credit Hours: 3

Discussion and participation in preseason and in-season training drills and development in administrative principles in the coaching of basketball with a concentration emphasis placed on the college level.

## PED 142 (0894) Theory of Coaching Wrestling

Prerequisite: None

Credit Hours: 3

Provides for the beginner an extension of basic wrestling. It awards the athlete with credit for physical exercise and mental acquaintance with the rules, strategies, and disciplines of the sport.

## Physical Science

All 5 Credit Hour Physical Science courses include a Lab.

## PHSC 101 (0901) Physical Geology      KRSN PSI1030

Prerequisite: Reading Essentials

Credit Hours: 5

Physical Geology studies planet Earth and its physical, chemical and biological attributes. Emphasis will be on the mid-continent geographic region and Kansas in particular. Locally minerals, rocks and hydrological systems will be investigated.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

PHSC 103 (1910) Introduction to Astronomy KRSN PHY1020\*\*

Prerequisite: MATH 100 Intermediate Algebra or equivalent

Credit Hours: 5

A study via instruction and laboratory experiences of the historical developments in astronomy from ancient times; the theoretical and empirical foundations of astronomy; the composition and mechanics of the solar system, stellar systems, and galactic systems; and introduction to observational astronomy and cosmology.

PHSC 105 (1911) Physical Science KRSN PSI1010/1011/1012\*\*

Prerequisite: MATH 96 Beginning Algebra (MATH 100 Intermediate Algebra is strongly recommended)

Credit Hours: 5

A survey course that emphasizes physics, chemistry, earth science, and astronomy. Designed for the student whose concentration is not in a science or engineering field, but who needs to fulfill a laboratory science requirement. Not open to those who have any college credit in chemistry or physics.

## Physical Therapist Assistant

PTA 101 Introduction to PTA

Prerequisite: Admission to PTA Program

Credit Hours: 1

This course is designed to teach physical therapist assistant students the roles and responsibilities of the PTA, basic communication skills for the healthcare provider, HIPPA, documentation, teaching and learning, safety, infection control and universal precautions, safety, vital signs data collection, basic gait training, and patient handling techniques. Students will be provided an overview of the history and development of physical therapist and the physical therapist assistant. They will be provided with training on reading and following the Physical Therapist's plan of care and learn to document their treatments using a SOAP format. Professional behaviors and evidence based practice will be introduced.

PTA 102 PTA Kinesiology

Prerequisite: Acceptance to the PTA Program

Credit Hours: 5

This course is designed to teach the physical therapist assistant students the concepts of kinesiology and biomechanics, joint structure and function, palpation, goniometry, manual muscle testing and gait analysis.

PTA 103 Physical Agents and Therapeutic Interventions

Prerequisite: Admission to PTA Program

Credit Hours: 5

This course is designed to teach the PTA student various modalities used in rehabilitation setting. Also covered, is therapeutic massage, myofascial techniques and wound care interventions.

PTA 104 Therapeutic Exercise

Prerequisite: Admission to PTA Program

Credit Hours: 3

This course is designed to introduce the concepts of therapeutic exercise used in the clinical setting. It focuses on specific areas of the body as well as diagnostic categories. Cardiopulmonary physical therapy is also covered in this course. The student will be able to develop an effective treatment plan that is consistent with the Physical Therapist's plan of care.

PTA 105 Clinical Education I

Prerequisite: Admission to PTA Program

Credit Hours: 2

This course is a three (3) week full-time clinical affiliation at an approved health care facility. Students will be placed in an environment to facilitate didactic and clinical skills and further develop skills in physical therapy care/treatment. Supervision during the clinical experience will be performed by the clinical instructor assigned to the student by the health care facility.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

**PTA 106 Patient Care**

Prerequisite: Admission to PTA Program

Credit Hours: 4

This course is designed to teach physical therapist assistant students the foundations of patient care. Areas covered include infection control, vital signs, patient handling techniques, range of motion, basics of gait training, fitting of assistive devices, and wheel chair mobility.

**PTA 201 Pathology for the PTA**

Prerequisite: Admission to PTA Program

Credit Hours: 3

This course is designed to familiarize the student with common pathologies seen in the realm of physical therapy. Emphasis will be not only on the illness and disease process but the associated disability. Implications and precautions as they relate to rehabilitation will be emphasized.

**PTA 202 PTA Musculoskeletal**

Prerequisite: Admission to PTA Program

Credit Hours: 5

This course is designed to train the student to provide physical therapy, under the direction of a physical therapist, to clients with a variety of musculoskeletal disorders. Emphasis is on critical thinking and the PTA's role in the data collection of patients with orthopedic conditions. Evidence based practice will be emphasized and cultural competence will be introduced.

**PTA 203 Neuromuscular Rehabilitation**

Prerequisite: Admission to PTA Program

Credit Hours: 5

This course is designed to introduce various neurological diseases as well as the treatments used by physical therapy professionals. Emphasis will be on assessments and treatment appropriate for the physical therapist assistant. Theoretical foundations, management, functional problems and movement disorders are covered.

**PTA 204 Clinical Education II**

Prerequisite: Admission to PTA Program

Credit Hours: 3

This course is a four (4) week full-time clinical affiliation at an approved healthcare facility. Students will be placed in an environment to facilitate didactic and clinical skills and further develop skills in physical therapy care/treatment. Supervision during the clinical experience will be performed by the clinical instructor assigned to the student by the healthcare facility.

**PTA 205 Clinical Education III**

Prerequisite: Admission to PTA Program

Credit Hours: 7

This course is an eight week full-time clinical affiliation at an approved healthcare facility. Students will be placed in an environment to facilitate didactic and clinical skills and further develop skills in physical therapy care/treatment. Supervision during the clinical experience will be performed by the clinical instructor assigned to the student by the healthcare facility.

**PTA 207 PTA Seminar**

Prerequisite: Admission to PTA Program

Credit Hours: 1

This course is designed to progress the knowledge of physical therapist assistant students on common conditions and topics that affect patients in the clinical setting. Clinicians who work with these topics will present material to provide the student with real world experience in their roles as a PTA. These topics will build on the knowledge the students have acquired in other courses. These topics may include the following and may be subject to change: Pediatrics, Orthotics/Prosthetics, Pharmacology, Lymphedema, Wound Care, Bariatrics, Dementia, Wheel chairs and seating, Home Health, Billing and coding, Imaging, School based therapy, Swallowing, Spinal cord, head injury, Parkinson's Multiple Sclerosis,

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

Gastrointestinal system and cardiopulmonary.

## Physics or Engineering

All 5 Credit Hour Physics courses include a Lab.

PHYS 201 (1931) College Physics I KRSN PHY1010/1011/1012\*\*

Prerequisite: Concurrent enrollment in or completion of MATH 125 Trigonometry

Credit Hours: 5

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry.

PHYS 203 (0901) Engineering Physics I KRSN PHY1030/1031/1032\*\*

Prerequisite: Concurrent enrollment in or completion of MATH 130 Calculus I

Credit Hours: 5

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra, trigonometry, and calculus.

PHYS 205 (1932) College Physics II KRSN PHY2020/2021/2022\*\*

Prerequisite: MATH 125 Trigonometry and PHYS 201 College Physics I

Credit Hours: 5

Physics II is the continuation of Physics 201 using the tools of algebra and trigonometry. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics.

PHYS 208 (0902) Engineering Physics II KRSN PHY2030/2031/2032\*\*

Prerequisite: Concurrent enrollment in or completion of MATH 131 Calculus II.

Credit Hours: 5

Physics 208 is the continuation of Physics 203 using the tools of algebra, trigonometry, and calculus. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics.

## Political Science

POLS 103 (2271) State and Local Government

Prerequisite: None

Credit Hours: 3

State and Local Government is designed to introduce students to our federal system of government, and it specifically instructs students in the Constitutional basis for State and Local Governments as well as their structure and mechanics. The course emphasizes basic questions about the forces that produce order, conflict, and change in government. State and Local Government is recommended for political science majors, pre-law students, criminal justice students and all students who want an understanding of the processes, functions and institutions of our system of government below the National Government level.

POLS 105 (2270) American Government KRSN POL1020\*\*

Prerequisite: None

Credit Hours: 3

A general, systematic study of the development and structure of the American national government, with emphasis on the actual workings. Serves as a foundation for other political science courses.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

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## Psychology

PSYC 101 (2010) General Psychology KRSN PSY1010\*\*

Prerequisite: None

Credit Hours: 3

This course surveys the field of human psychology. It is the first course offered in psychology and, as such, it introduces the student to the fundamental methods and points of view in the scientific study of human behavior.

PSYC 201 (2090) Developmental Psychology KRSN PSY2020\*\*

Prerequisite: PSYC 101 General Psychology or instructor's permission

Credit Hours: 3

The subject matter of Developmental Psychology is the human life cycle, the prenatal and newborn periods, infancy, childhood (early and late), adolescence, and adulthood. This branch of psychology explores the ways in which human physical growth and intellectual and social behavior change over time.

PSYC 202 (2091) Psychology of Adjustment

Prerequisite: PSYC 101 General Psychology

Credit Hours: 3

Psychology of Adjustment is designed to provide a basic understanding and practical application of the psychological principles and concepts that are most relevant to the student as an individual, and as an individual in society. The student will be encouraged to apply these concepts to their life and to develop a fuller understanding of themselves, and their personal and social relationships. Students will look at the theory of adjustment, personal learning style, lifespan influences, managing stress and wellness, social relationships, work and leisure including aspects of solitude. This is an interactive, writing intensive course which requires written assignments as well as personal and group interaction as a major strategy of learning. The objective of this course is to promote psychological adjustment and mental health by personally relating to the psychological principles and studies presented. Please be aware that personal discussions and open sharing is expected from each student during this class. You will be provided with an ethical contract to maintain confidentiality and professionalism in this course. Each student is viewed as a Learner/Peer/Teacher. Your contributions are valued and are expected as a standard in this class.

PSYC 203 Abnormal Psychology

Prerequisite: PSYC 101 General Psychology

Credit Hours: 3

This course will enable the student to explore the characteristics, causes, theories, and treatments of the major categories of psychological disorders based upon the classifications of the current Diagnostic and Statistical Manual (DSM). The student will examine the legal and ethical issues in psychological treatment including clients' rights, diagnosis, competence, and the provision of services.

## Radiography

RADI 101 (5233) Introduction to Radiography, Ethics and Law

Prerequisite: Acceptance into Radiography Program

Credit Hours: 2

Introduction to historical review of health care with emphasis on Radiologic technology. Principles of radiography, radiation protection, ethics, and law will be presented. A two week clinical orientation is also incorporated into this course.

RADI 103 (5234) Radiographic Procedures I

Prerequisite: Acceptance into Radiography Program

Credit Hours: 1

Content is designed to provide the knowledge base necessary to perform standard imaging procedures, including special studies. Consideration is given to the evaluation of optimal diagnostic images. In this course the radiographic positioning and anatomy of the chest and abdomen will be covered.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

**RADI 104 (5235) Radiographic Procedures II**

Prerequisite: RADI 103 Radiographic Procedures I

Credit Hours: 3

Content is designed to provide the knowledge base necessary to perform standard imaging procedures, including special studies. Consideration is given to the evaluation of optimal diagnostic images. In this course the anatomy and positioning of the following body parts will be covered the upper extremity, shoulder girdle, lower extremity, pelvic girdle, bony thorax, and the spine.

**RADI 105 (5236) Radiographic Procedures III**

Prerequisite: RADI 104 Radiographic Procedures II

Credit Hours: 3

Content is designed to provide the knowledge base necessary to perform standard imaging procedures, including special studies. Consideration is given to the evaluation of optimal diagnostic images. In this course radiographic positioning of the skull and special radiographic procedures will be included. Surgical, Mobile, Trauma, and Pediatric Radiographic techniques will also be covered.

**RADI 107 (5237) Radiographic Imaging I**

Prerequisite: Acceptance into Radiography Program

Credit Hours: 1

Introduction to clinical radiography including radiographic equipment design and use, radiation protection, image acquisition, and image processing.

**RADI 109 (5237) Patient Care in Radiography I**

Prerequisite: Acceptance into Radiography Program

Credit Hours: 2

Introduction to the care of patients while in the radiology department. Topics include: Body Mechanics, Patient Transfer, Patient Assessment, and Infection control.

**RADI 113 (5240) Simulations in Radiography I**

Prerequisite: RADI 103 Radiographic Procedures I

Credit Hours: 1

Laboratory study of the radiographic procedures used to visualize the anatomical structures of upper and lower chest, abdomen, and contrast studies. Laboratory setting once a week.

**RADI 115 (5472) Patient Care in Radiography II**

Prerequisite: RADI 109 Patient Care in Radiography I

Credit Hours: 3

This course is a continuation of Patient Care with the addition of the basic concepts of pharmacology. Vital signs, medical emergencies, and the administration of contrast media and contrast studies will be covered.

**RADI 117 (5239) Radiographic Imaging II**

Prerequisite: RADI 107 Radiographic Imaging I

Credit Hours: 3

Content is designed to establish a knowledge base in factors that govern the image production process. Image quality and technical factors will be discussed in detail.

**RADI 119 (5286) Clinical Training I**

Prerequisite: RADI 103 Radiographic Procedures I

Credit Hours: 3

This portion of clinical training is used to acquaint the learner with the organization and function of health care facilities. In addition, the learner will observe and assist a practicing radiographer to appreciate both the ethical and technical responsibilities associated with radiologic technology. 24 hours a week for 15 weeks.

**RADI 120 (5370) Clinical Training II**

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19



Prerequisite: RADI 119 Clinical Training I

Credit Hours: 3

This portion of clinical training encompasses major radiographic equipment, room maintenance and preparation, principles of record keeping, proper patient handling. The learner should be making the transition from the passive mode of observation to a more active mode of assisting the radiographer perform examinations of the chest, abdomen, extremities, and contrast studies. 24 hours per week for 15 weeks.

RADI 125 (5103) Principles of Radiation Physics and Equipment Operation

Prerequisite: RADI 117 Radiographic Imaging I

Credit Hours: 3

A basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter.

RADI 127 (5268) Introduction to Computed Tomography & Cross Sectional Anatomy

Prerequisite: RADI 104 Radiographic Procedures II

Credit Hours: 2

This course explores the basic computed tomography concepts for the entry level radiographer.

RADI 201 (5248) Imaging Modalities

Prerequisite: RADI 105 Radiographic Procedures III

Credit Hours: 3

This course encompasses the concepts and applications within advanced modality areas of radiology, including: Magnetic Resonance Imaging, Mammography, Bone Densitometry, Ultrasound, Nuclear Medicine, PET, Radiation Therapy, and Angiography.

RADI 203 (5371) Clinical Training III

Prerequisite: RADI 120 Clinical Training II

Credit Hours: 3

During this portion of clinical training, the learner investigates fluoroscopic equipment and procedural duties. In addition, the learner will be introduced to the responsibilities and principles of scheduling patients for radiographic examinations. The learner should now be assisting with all radiographic examinations, and should be making the transition from a passive mode to a more active mode. Students will change clinical sites in July. 32 hours per week for 8 weeks.

RADI 204 (5372) Clinical Training IV

Prerequisite: RADI 149 Clinical Training III

Credit Hours: 3

Emphasis is placed on skull radiography, trauma radiography, body section, mobile and surgical radiography, pediatric radiography, and computed tomography procedures. Quality Assurance procedures will also be performed. 24 hours per week for 15 weeks.

RADI 205 (5373) Clinical Training V

Prerequisite: RADI 204 Clinical Training IV

Credit Hours: 3

Emphasis is placed on trauma, special procedure radiography, and CT procedures. In addition the learner will be required to successfully complete the remaining category competency evaluations. 24 hours per week for 15 weeks.

RADI 207 (5104) Radiographic Imaging III

Prerequisite: RADI 117 Radiographic Imaging II

Credit Hours: 3

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiography. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-base and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

RADI 211 (5107) Computed Tomography Procedures

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

Prerequisite: RADI 127 Introduction to CT and Cross Sectional Anatomy

Credit Hours: 2

Studies the positional and functional relationships of body structures, with an emphasis on their appearances as seen with Computed Tomography (CT) scanning.

RADI 213 (5247) Radiographic Pathophysiology

Prerequisite: Entrance into sophomore year of Radiography Program

Credit Hours: 2

Study of pathologies and their effects on the anatomy, physiology, and radiography of the human body.

RADI 214 (5229) Simulations in Radiography II

Prerequisite: RADI 113 Simulations in Radiology I

Credit Hours: 1

Laboratory study of the radiographic procedures used to visualize the anatomical structures of the scapula, pelvic girdle, bony thorax, spine, and head.

RADI 217 (5241) Radiation Protection I

Prerequisite: RADI 125 Principles of Physics & Equipment Operation

Credit Hours: 2

The study of the biological effects of radiation and patient protection. Also included are radiation monitoring and occupational exposure and protection.

RADI 218 Radiation Protection II

Prerequisite: RADI 217 Radiation Protection I

Credit Hours: 2

The study of the biological effects of radiation and patient protection. Also included are radiation monitoring and occupational exposure and protection.

RADI 219 (5105) Image Analysis

Prerequisite: Entrance into Sophomore year of Radiography Program

Credit Hours: 2

Will provide a basis for analyzing radiographic images. Including the importance of imaging standards, discussion of a problem solving technique for image evaluation and factors that can affect image quality.

RADI 221 (5266) Radiography Comprehensive Review

Prerequisite: Completion of all Radiography courses to date

Credit Hours: 2

Group discussion on current topics in radiologic technology. Review of the principles of radiography and their application to the ARRT examination. Mock registry exams on the computer .

RADI 223 (5106) Critical Thinking and Analysis in Radiography

Prerequisite: Entrance into sophomore year of Radiography Program

Credit Hours: 3

Comprehensive review course with emphasis on critical thinking, problem analysis, and solution judgment skills. Includes group sessions for scenario development.

## Religion

RELI 101 (1510) Comparative World Religions KRSN REL1010\*\*

Prerequisite: None

Credit Hours: 3

This course examines different religions and their history, practices, and beliefs.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

**RELI 103 (1512) Old Testament Survey (IO)**

Prerequisite: None

Credit Hours: 3

A general survey of the people and customs in Old Testament times, places, and periods of history, along with the study of the literary structure of the Old Testament.

**RELI 105 (1564) New Testament Survey**

Prerequisite: None

Credit Hours: 3

An introduction to the New Testament and other early Christian literature in their historical and cultural context.

## Respiratory Therapy

**RESP 101 Fundamentals of Respiratory Care I**

Prerequisite: Admission into the Respiratory Therapy Program

Credit Hours: 3

This course provides instruction in basic gas physics and basic Respiratory Therapy. Included is a section on microbiology, patient assessment and professionalism.

**RESP 102 Fundamentals of Respiratory Care II**

Prerequisite: RESP 101 Fundamentals of Respiratory Care I

Credit Hours: 3

This course will continue from FRC I in presenting equipment and therapeutics. A diagnostics component will be added. The student will learn about specialized oxygen devices, arterial blood puncture analysis and interpretation, plus pulmonary function testing. In addition emergency care, artificial airways, and the electrical conduction system of the heart will also be taught. There is a separate laboratory class that will include hands on competencies taught in this course..

**RESP 105 Respiratory Care Pharmacology**

Prerequisite: Admission into the Respiratory Therapy program

Credit Hours: 3

This course addresses general principles of pharmacology with emphasis on drugs affecting the cardiopulmonary system. An overview of antibiotics, narcotics, and sedatives is presented.

**RESP 107 Cardiopulmonary Anatomy and Physiology I**

Prerequisite: Admissions into the Respiratory Therapy Program

Credit Hours: 2

An in-depth study of cardiopulmonary anatomy and physiology will be presented. Units on renal physiology and acid-base balance are included.

**RESP 109 Clinical Practice I**

Prerequisite: Fundamentals of Respiratory Care I, Cardiopulmonary Anatomy and Physiology, and RC Pharmacology

Credit Hours: 2

This clinical course allows the Respiratory Therapy student to apply skills learned in the classroom to the clinical setting. Emphasis is placed on basic therapeutic modalities, charting, and assessment skills.

**RESP 110 Clinical Practice II**

Prerequisite: Successful completion Clinical Practice I, Fundamentals of Respiratory Care I, II, plus Labs, RC Pharmacology, Cardiopulmonary A&amp;P, Intro to Mechanical Ventilation, and Respiratory Diseases

Credit Hours: 5

This clinical course allows the Respiratory Therapy student to apply skills learned in the classroom to the clinical setting. Emphasis is placed on cardiac and pulmonary monitoring and basic Respiratory Therapy therapeutics.

**RESP 113 Pediatric Respiratory Care**

Prerequisite: Fundamentals of Respiratory Care I, Cardiopulmonary Anatomy and Physiology, Respiratory Care Pharmacology

Credit Hours: 3

This course will cover neonatal and pediatric Respiratory Therapy. The course includes units on fetal development, neonatal and pediatric respiratory diseases, pharmacological agents, and Respiratory Therapy modalities applied to the neonatal and pediatric patient.

**RESP 115 Introduction to Mechanical Ventilation**

Prerequisite: RESP 101 Fundamentals of Respiratory Care I, RESP 107 Cardiopulmonary Anatomy and Physiology I, RESP 105 Respiratory Care Pharmacology

Credit Hours: 3

This introductory course covers basic concepts important to understanding mechanical ventilation. The student will concentrate on modes of ventilation, ventilator set-up and trouble-shooting, and charting of mechanical ventilation.

**RESP 148 Respiratory Comprehensive Review**

Prerequisite: Fundamentals of Respiratory Care I, II, and III, Cardiopulmonary A&P, RC Pharmacology, Clinical Practice I and Clinical Practice II, CRT Review, Respiratory Care Topics and procedures.

Credit Hours: 2

Students will practice on information gathering and decision making skills in a controlled classroom environment. Students will work on test taking skills specific to passing the NBRC RRT written and clinical simulation exams.

**RESP 153 CRT-Review**

Prerequisite: Fundamentals of Respiratory Care I and II, Introduction to Mechanical Ventilation, Cardiopulmonary A&P, RC Pharmacology, Clinical Practice I and Clinical Practice II

Credit Hours: 1

Students will practice on information gathering and decision making skills in a controlled classroom environment. Students will work on test taking skills specific to passing the NBRC entry level exam.

**RESP 158 Fundamentals of Respiratory Care I Lab**

Prerequisite: Admission into the Respiratory Therapy Program

Credit Hours: 1

This course is designed to familiarize the student with Respiratory Therapy procedures and practices in the hospital setting. Patient care experience will include oxygen therapy, medical gas cylinder use, humidity and aerosol therapy, incentive spirometry, chest physiotherapy, bronchial hygiene, isolation techniques, cardiopulmonary resuscitation, and patient assessment.

**RESP 160 Fundamentals of Respiratory Care II Lab**

Prerequisite: RESP 101 Fundamentals of Respiratory Care I, RESP 158 Fundamentals of Respiratory Care I Lab

Credit Hours: 2

This course will continue from FRC I in presenting equipment and therapeutics. This course is designed to familiarize the student with Respiratory Therapy procedures and practices taught in FRC II. The student will learn about specialized oxygen devices, cardiopulmonary resuscitation, arterial blood gas puncture analysis and interpretation, bedside pulmonary function testing, artificial airway placement, and electrocardiography.

**RESP 161 Fundamentals of Respiratory Care III Lab**

Prerequisite: Fundamentals of Respiratory I and II, Introduction to Mechanical Ventilation, Cardiopulmonary Anatomy and Physiology, Pharmacology, Clinical Practice I and II, Respiratory Diseases

Credit Hours: 2

This course will continue from FRC III in presenting equipment and therapeutics with mechanical ventilation. This course is designed to familiarize the student with Respiratory Therapy procedures and practices taught in FRC III.

**RESP 203 Fundamentals of Respiratory Care III**

Prerequisite: Fundamentals of Respiratory Care I and II, Cardiopulmonary Anatomy and Physiology, Pharmacology, Clinical Practice I and II, Respiratory Diseases

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

Credit Hours: 3

This course will include an in-depth study of mechanical ventilation along with weaning procedures and the care of the critically ill patient

RESP 205 Respiratory Diseases

Prerequisite: Fundamentals of RC I and Lab, Cardiopulmonary A&P, and RC Pharmacology

Credit Hours: 3

This course provides the students with an in-depth study of diseases that affect the cardiopulmonary system. Patient evaluation, assessment, diagnosis and treatment of diseases will be addressed.

RESP 207 Critical Care Medicine

Prerequisite: Fundamentals of Respiratory Care I, II, and III, Cardiopulmonary Anatomy and Physiology, Respiratory Care Pharmacology, Clinical Practice I, and II, Pediatric Respiratory Care, Respiratory Diseases, and Topics and Procedures

Credit Hours: 3

This course will cover care of the acutely ill and critically ill patient. Emphasis is placed on application of data obtained during monitoring and assessment of patients. Therapeutic and diagnostic modalities will be addressed.

RESP 211 Clinical Practice III

Prerequisite: Successful completion Clinical Practice I, and II, Fundamentals of Respiratory Care I, II, III, RC Pharmacology, Cardiopulmonary A&P, Topics and Procedures I and II, Respiratory Diseases

Credit Hours: 5

In this course students will apply skills learned in the classroom to the clinical setting. Emphasis will be placed on specialized areas of Respiratory Therapy such as neonatal and pediatric Respiratory Therapy, long-term ventilator care, home health, and sleep studies.

RESP 212 Respiratory Care Professional Forum

Prerequisite: Fundamentals of Respiratory Care I, II, and III, Respiratory Care Pharmacology, Cardiopulmonary Anatomy and Physiology, Respiratory Care Diseases, Clinical Practice I and II, Respiratory Care Topics and Procedures.

Credit Hours: 2

The purpose for this course is to provide students with an opportunity to share significant clinical experiences, to present clinical problems and solutions, to practice communication skills, and the presentation of student in-services. The student will learn how to write an effective resume and practice job-seeking skills, including the interview process. The student will also learn how to write a Respiratory Therapy protocol. This course is concurrent with RESP 211, Clinical Practice III.

RESP 213 Respiratory Care Topics and Procedures

Prerequisite: Fundamentals of Respiratory Care I, II, III, Cardiopulmonary Anatomy and Physiology, Pharmacology, Respiratory Diseases

Credit Hours: 3

This is a course designed to prepare the student for specialized monitoring used by respiratory therapist and includes: invasive hemodynamic monitoring, intracranial pressure monitoring, bronchoscopes, thoracentesis, chest tubes, sleep studies, pulmonary rehabilitation, chest x-rays, and respiratory gas monitoring.

HEAL 151 (5819) Advanced Cardiac Life Support

Prerequisite: None

Credit Hours: 1

This course is designed to provide the participant with the skills to respond to acute cardiovascular situations in and out of the hospital setting.

## Sociology

SOCI 101 (2280) Sociology KRSN SOC1010\*\*

Prerequisite: None

Credit Hours: 3

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

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This course examines human social interactions and relationships between groups. Within the context of classical and contemporary sociology, the course provides an overview of the study of society, the individual in society, social inequality, social institutions, social change, and social issues.

SOCI 112 (2282) Introduction to Social Work KRSN SOC1020\*\*

Prerequisite: None

Credit Hours: 3

A survey of the human services fields, this course examines social welfare agencies and services, as well as career opportunities in social work.

SOCI 122 Basic Helping Skills

Prerequisite: Co-requisite: SOCI 123 Basic Helping Skills Experience

Credit Hours: 3

This course combines the theories of social work practice with the learning of social work practice skills using common models and theoretical frameworks. This course presents ecological models, the strength-based, problem-solving process, dominant brief therapies, and cultural competence as approaches to practice in social work. This course presents and provides structured practice of the fundamental interpersonal skills required for effective social work practice. The course teaches interviewing skills and critical thinking about interview processes, (from intake through termination and evaluation) and focuses primarily on using those skills with individuals. The models, theories, and processes learned in this course serve as the foundation for generalist practice with individuals, families, groups, and communities. This course will give students an opportunity to practice these skills in a laboratory setting on a weekly basis. This course also includes a 48-hour volunteer experience in a social agency. (SOCI 123 Basic Helping Skills Experience)

SOCI 123 Basic Helping Skills Experience

Prerequisite: Co-requisite: SOCI 122 Basic Helping Skills

Credit Hours: 1

Students will be exposed to the social work clinical setting. Students will participate in 48 hours of supervised volunteer service at an approved location.

SOCI 201 (1350) Marriage and Family

Prerequisite: None

Credit Hours: 3

Marriage, family, and alternative lifestyles are closely examined from a sociological and theoretical perspective. Discussion will focus on how relationships and gender roles have changed, attitudes and decision-making in regard to sexuality, and changes in the marital relationship across time.

SOCI 203 (2283) Social Problems KRSN SOC2010\*\*

Prerequisite: None

Credit Hours: 3

This course examines well-defined social problems in both theoretical and practical ways. The social problems studied will give the student a base for analyzing and understanding social problems prevalent in society today. A wide variety of topics are discussed including poverty, race and ethnic relations, gender and social inequality, crime, and sexual deviance.

SOCI 207 (2220) Anthropology KRSN ANT1010\*\*

Prerequisite: None

Credit Hours: 3

An introductory study of diverse human cultures throughout the world, both past and present. The physical and cultural systems of various people will be examined through kinship ties, economics, religion, government, and the arts.

SOCI 211 Criminology

Prerequisite: SOCI 101 Introduction to Sociology

Credit Hours: 3

This is an introductory course to the study and examination of the field of criminology, including its theories, basic assumptions, and definitions. Criminology is primarily concerned with understanding the causes of crime, and as such, this course will examine crime and deviant behavior from the sociological perspective. We will examine some of the

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

most influential explanations for criminal behavior such as culture, law, power and equity that also contributes to the maintenance of social order. We will consider how different explanations have emerged at different times and understand how the social context contributes to explanations of crime.

## Special Interest

PARA 131 (1550) Beginning Sign Language

Prerequisite: None

Credit Hours: 3

This course is intended to provide individual as well as group learning, discussion, practice and utilization in signing conversations with hearing impaired individuals at a beginning level. Vocabulary introduced will be modeled and practiced in sentence form with each other and by the instructor. Learning the alphabet, numbers and then categories of vocabulary will be introduced weekly along with extra vocabulary and semantic items selected from other sources other than the required text books.

PARA 132 (1551) Intermediate Sign Language

Prerequisite: PARA 131 Beginning Sign Language

Credit Hours: 3

An intermediate course in manually coded English. Emphasis is on reading and signing exact English. A basic orientation to paraprofessional interpreting in a school setting will be covered.

## Student Success Center

LEAR 101 (0828) College Success Skills

Prerequisite: None

Credit Hours: 1

An introduction to the College, its personnel, its support systems, and its extracurricular activity opportunities for new students.

## Welding

INDU 155 OSHA Safety 10

Prerequisite: None

Credit Hours: 1

This course will include OSHA standards assuring proper safety techniques for all types of circuits and components.

WELD 120 Welding Cutting Processes

None Prerequisite: None

Credit Hours: 3

Skills will be developed in oxyacetylene welding, cutting, and repair. Safety is emphasized. Interpret the safety rules for using Oxy-Acetylene equipment. An extensive study into the technology of systems use in today's field of welding-manufacturing, construction, power/energy, transportation, fabrication, and piping processes. The format is lecture, demonstration, student application, and evaluation.

WELD 130 Gas Tungsten Arc Welding Reading

Prerequisite: None

Credit Hours: 3

This course is a lab course designed to give students practical work experience in Gas tungsten Arc Welding (TIG). Students will learn to properly set up and operate TIG welding equipment to weld in all positions on pipe.

WELD 140 Shielded Metal Arc Welding

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19

Prerequisite: None

Credit Hours: 3

An extensive study into the technology of systems used in today's field of welding-manufacturing, construction, power/energy, transportation, fabrication and piping processes. The format is lecture, demonstration, student application and evaluation.

WELD 160 Gas Metal Arc Welding

Prerequisite: None

Credit Hours: 3

This course is a lab course designed to give students practical work experience in Gas Metal Arc Welding. Students will study the various components of this welding process, will learn to properly set up and operate MIG welding equipment to weld 1G position and produce quality pipe welds.

WELD 180 Pipe Layout and Blueprint Reading

Prerequisite: WELD 130 Gas Tungsten Arc Welding, WELD 140 Shielded Metal Arc, WELD 160 Gas Metal Arc Welding

Credit Hours: 3

This course is a lab course is a study of industrial production and fabrication of piping formations and processes. Emphasis is placed on terminology, symbols, and industry standard welding processes. Students will demonstrate the ability to interpret plans and drawings used in industry and the application of fabrication and layout skills.

WELD 210 Advanced Gas Tungsten Arc Welding

Prerequisite: WELD 130 Gas Tungsten Arc Welding

Credit Hours: 4

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the vertical position; build pads of weld beads with selected electrodes and filler material in the overhead position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

WELD 220 Advanced Gas Metal Arc Welding

Prerequisite: WELD 160 Gas Metal Arc Welding

Credit Hours: 4

Through classroom and/or shop/lab learning assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

WELD 240 Advanced Shielded and Metal Arc Welding

Prerequisite: WELD 140 Shielded Metal Arc Welding

Credit Hours: 4

Through classroom and / or lab/ shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thickness; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

WELD 260 Specialized Welding

Prerequisite: WELD 140 Shielded Metal Arc Welding

Credit Hours: 4

Through classroom and/or lab/shop learning assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19



electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thickness; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the over-head position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

#### WELD 280 Advanced Welding Projects

Prerequisite: WELD 260 Specialized Welding unless otherwise approved by instructor

Credit Hours: 3

An extensive study into the technology of systems used in today's field of welding-manufacturing, construction, power/energy, transportation, fabrication and piping processes. The format is lecture, demonstration, student application and evaluation.



\*Refer to the Placement Testing Procedure 3.22, page 24 \*\*Refer to Course Transfer, page 19