

- B. Following a preliminary investigation, if sufficient evidence indicates that a violation of the Code has occurred, the Vice President of Student 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.

Cardinal Digital Identification Cards (DigitalID)

For a safer and more secure environment, all Labette Community College (LCC) students, employees, and guests should carry identification while on campus. LCC students and employees are encouraged to create and maintain a free digital identification card (DigitalID), accessible via smartphone or web browser. Students may be required to present their DigitalID or other appropriate photo identification when picking up books, checks, or accessing college property and services. The College will take reasonable measures to ensure that individuals on campus have a legitimate purpose, and visitors may be asked to provide photo identification and state their reason for being on campus if necessary.

Change of Information

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 a copy of their Social Security Card and a Government Issued Photo ID. 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.

Computer and Internet Usage (Procedure 3.25)

Accommodation Services

Labette Community College, in adhering to the belief that all people should have the opportunity to develop to their potential, endeavors to stimulate enthusiasm for learning and provide opportunities to develop skills and attitudes to be a fulfilled, contributing member of society. LCC, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ensures that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College.

Each person who has met the academic and technical standards for admission to, or participation in, College programs and has provided documentation from a certified professional stating the nature of the disability, shall receive the reasonable and appropriate accommodations needed to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. Reasonable accommodations are those that do not fundamentally alter the nature of the program, that can be provided without undue financial or administrative burden, and that can be provided without lowering academic and other essential performance standards.

Services for LCC students who have a documented disability from a certified professional are coordinated through the [ADA Coordinator](#). Many services are provided at no cost to enrolled students on an individual basis and with respect to confidentiality.