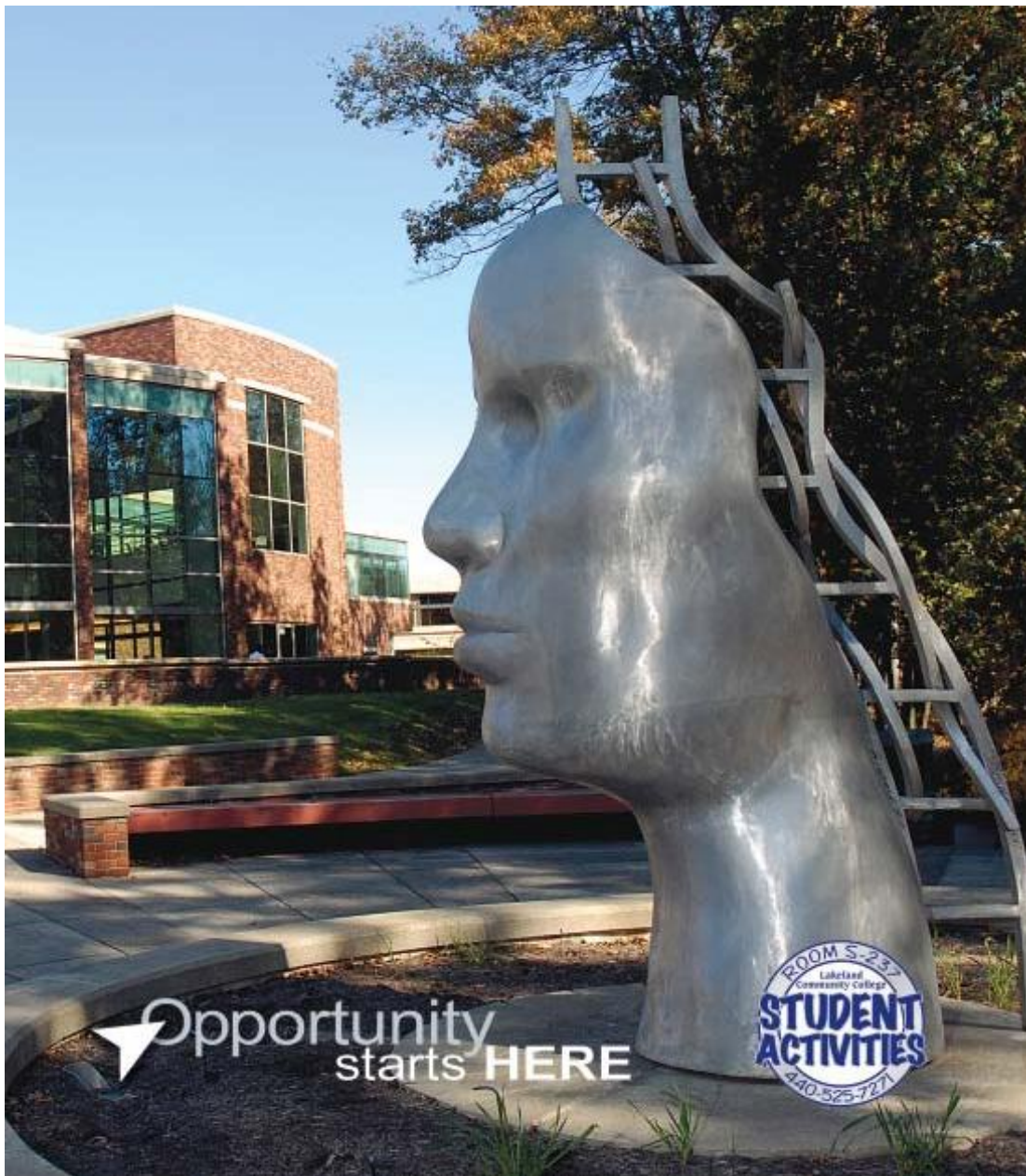


LAKELAND

COMMUNITY COLLEGE

Additional Policies & Procedures



A copy of the entire Board Policy Manual and Administrative Procedure Manual is also available for your reference in the Lakeland Library.

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Procedure Number	SS64-01
Title	ADA Complaint Procedure for Non-Instructional Issues
Date Approved	By President's Cabinet on 6/20/95
Updated & approved	06/10/2003
Related policy	

(A) Purpose

- (1) The non-educational complaint procedure provides a process for Lakeland students, employees and visitors to:
 - (a) Resolve concerns arising in relation to issues on ADA, Section 504, accommodations at Lakeland.
 - (b) Appeal the interpretation or application of a policy or procedure.

(B.) Operating Principles

- (1) The complainant must clearly and concisely cite a barrier or name a needed accommodation.
- (2) A complaint is best resolved informally among those parties directly involved. Every possible effort should be made to resolve the complaint in this manner.
- (3) If the complaint cannot be resolved informally, the complainant has the right to proceed as outlined in III. below.
- (4) All complaints will be handled in an objective and fair manner.
- (5) No one who files a complaint will be subject to any reprisals as a result of his/her action.

(C) Appeal Procedure for an ADA Complaint

- (1) The complainant shall present in writing a detailed and signed statement of the nature of the complaint to the ADA Compliance Officer, in the office of the Vice President for Human Resources and Organizational Development, within ten (10) working days after the last attempt at informal resolution.
- (2) Upon receipt of the complaint, the ADA Compliance Officer shall send a copy of the complaint to the parties directly involved.
- (3) The ADA Compliance Officer shall meet with the complainant and the parties directly involved in the complaint within ten (10) working days from receipt of the complaint to review the informal attempt at resolution and to discuss appropriate actions to be taken to resolve the matter.
- (4) The ADA Compliance Officer will send the complainant and all appropriate parties a written proposed resolution of the complaint within ten (10) working days from the meeting.
- (5) If the complainant is dissatisfied with the proposed resolution, he/she may appeal in writing to the appropriate Vice President within ten (10) working days from receipt of the proposed resolution.

(6) The Vice President will meet with the complainant and all individuals involved within ten (10) working days from receipt of the appeal.

(7) After meeting with the parties involved in the complaint, the Vice President will render a decision and respond in writing to the complainant within ten (10) working days. The decision of the Vice President is final.

Policy Number	3354:2-10-11
Title	Alcohol-Free Campus Policy
Date Approved	By the Board of Trustees 1/11/96
Updated and approved	
Related Procedure	

It is the policy of Lakeland Community College to provide and maintain an alcohol-free academic environment. For all non-college functions, any possession, distribution, or use of alcohol is prohibited throughout college property unless expressly authorized by the Vice President for Administrative Services and Treasurer. In addition, such events must have a Police Officer in attendance.

Policy Number 3354:2-20-73
Title Communicable Disease
Date Approved By the Board of Trustees on 12/7/00
Updated and approved
Related Procedure HR20-73

Continuing Admin & S/P	Temporary Admin & S/P	Tenure-track Faculty	Non-tenure track Faculty
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Temporary
<input checked="" type="checkbox"/> Partial-year	<input checked="" type="checkbox"/> Partial-year		<input checked="" type="checkbox"/> Part-time
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Part-time		
Staff	Staff		
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Full-time		
<input checked="" type="checkbox"/> Partial-year	<input checked="" type="checkbox"/> Partial-year		
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Part-time		

- (A) An employee with a communicable disease, or who is a carrier of a communicable disease, shall be permitted to retain his/her position whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. An employee who cannot retain his/her position shall remain subject to the Board's employment policies including but not limited to sick leave, personal leave, parental leave and unpaid leave.
- (B) A student who has a communicable disease, or who is a carrier of a communicable disease, will be allowed to participate in educational programs unless such a communicable disease constitutes a direct threat to the health and/or safety of the students or others or has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study. No person who has a communicable disease or who is a carrier of a communicable disease shall be denied the use of college facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.
- (C) The President is authorized to establish rules and regulations designed to implement this policy.

Policy Number	3354:2-63-01
Title	Confidentiality and Review of Student Records
Date Approved	By the Board of Trustees 4/5/90
Updated and approved	03/06/2003, 6/3/2004, 6/2/2011
Related Procedure	SS63-01

The following statement is the college's policy on students' rights to review their educational records and the confidentiality of these records in accordance with the 1974 Family Educational Right to Privacy Act (Buckley Amendment).

- (A) Students attending Lakeland have the right to review their educational records which consist of official records, files, and data directly related to themselves which are maintained by the college or any college department/division.

Medical and counseling records maintained by professional or para-professional physicians or counselors which are used in treatment or counseling with a student are deemed confidential and the institution is not obligated to share with a student. Such records may be reviewed by a physician or other appropriate professional of the student's choice.

- (B) A student's educational records are confidential and may only be released with the student's written consent.

The only exception are appropriate college officials (or a designated college representative) who may review the record for the educational interest of the student.

- (C) Students have the opportunity to challenge the content of their school records to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students. Students have an opportunity to correct any inaccurate, misleading, or otherwise inappropriate data contained in those records.

Challenges by students regarding the validity of grades received are not covered by the Family Educational Right to Privacy Act.

- (D) The college classifies the following information on individual students as public information and may make it available to the public:

- Name
- Verification of enrollment
- Photograph
- Dates of attendance
- Verification of graduation and date of graduation
- Degree and major earned
- Special awards/honors earned
- Hometown
- High School
- If a member of an athletic team, the student's height, weight, sports team and sports statistics

Procedure Number	SS63-01
Title	Confidentiality and Review of Student Records
Date Approved	
Updated & approved	06/10/2003, 10/10/05
Related policy	3354:2-63-01

The following procedures are in regard to the revised policy on the confidentiality and review of student records.

(A) Review of Student Records

- (1) A student may request the opportunity to review his/her records. The request should be made to the college official in charge of the office in which the records are on file. The college office may require the request to be in writing.
- (2) Approval of this request will be granted within a reasonable period of time.
- (3) Records will be inspected and reviewed by the student in the presence of the administrator in charge or his/her designee.
 - (a) Upon written request, a student may receive a copy of any portion of their student record that is generated by Lakeland, subject to a nominal fee to cover any copying cost.
 - (b) Records may not be altered during this process of inspection.
 - (c) A student has a right to challenge any portion of their school record using the procedure listed below.

(B) Hearing to Challenge Content of Records

- (1) Students shall have the opportunity for a hearing to challenge the content of their school records to insure the accuracy of the record and to provide a means in which the record can be corrected. Challenges by students regarding the validity of grades received are not covered by the Family Privacy Act and, therefore, are not covered by this procedure.
 - (a) A student makes his/her request in writing to the Associate Provost for Student and Learning Support Services. The request must identify the portion of the record to be challenged and must state the reason(s) for challenging the record. The request should also state the remedy sought (i.e., the addition, alteration or deletion of specific information).
 - (b) The hearing will be conducted and scheduled by the Associate Provost for Student and Learning Support Services (or their designee) within a reasonable amount of time.
 - (i) The record under challenge is represented by the college official who is responsible for the record while the student has the right to be assisted by an advisor of his/her choice. The burden of sustaining the challenge rests with the student.

- (ii) Both the student and the college have the right to present evidence and witnesses directly related to the portion(s) of the record being challenged.
- (iii) A taped record of the hearing shall be kept.

(c) The Associate Provost for Student and Learning Support Services must provide the student written notification of the disposition of the challenge including reasons for the decision. Based on the disposition, the record may stand, may be corrected, or may be deleted.

Policy Number	3354:2-47-16
Title	Credit for Prior Learning Policy
Date Approved	By the Board of Trustees 4/5/90
Updated and approved	
Related Procedure	IS47-16

(A) Certain special credit options are available for work accomplished and skills developed outside of the Lakeland degree program:

- (1) Course Waiver
- (2) Credit by Examination
- (3) Credit by College Level Examination
- (4) Credit by Advanced Placement Testing
- (5) Credit by Certification
- (6) Credit by Experience Evaluation

(B) When in-house evaluation or examination is involved, a fee may be charged.

Policy Number	3354:2-61-05
Title	Demonstrations, Marches and Speakers
Date Approved	By the Board of Trustees 1/13/94
Updated and approved	03/06/03, 6/2/05
Related Procedure	SS61-05

- (A) The college recognizes the exercise of the rights of expression, conscience, affiliation, and peaceful assembly. The college is equally mindful that a reasonable and assignment of college facilities, resources, and personnel consistent with civil liberties expressed in the first amendment to the United States Constitution is necessary in order to assure the pursuit of educational programs, to accommodate the needs of all persons, and to respect the rights of all members of the college community.
- (B) In order to insure the accomplishment of these purposes and to insure the orderly conduct of classes and other functions of the college, specific administrative procedures are established.
- (C) In order to provide continuity of educational programs and to provide for a climate of safety, groups wishing to demonstrate or march on college property must have an endorsement for the demonstration or march from a college department or registered student organization, and must also receive a permit to demonstrate or march from the Dean of Student Development.
- (D) The college neither permits nor forbids demonstrations off campus by members of the college community. Persons demonstrating off campus are reminded that they are expected to act in a manner that will conform to all national, state, and municipal laws and ordinances. The college is particularly concerned that this responsibility be fulfilled when persons demonstrating off campus identify themselves as members of the college.

Policy Number 3354:2-20-72
Title Drug- and Alcohol-Free Workplace
Date Approved By the Board of Trustees 12/7/00
Updated and approved 03/06/2003
Related Procedure HR20-72

Continuing Admin & S/P	Temporary Admin & S/P	Tenure-track Faculty	Non-tenure track Faculty
x Full-time	x Full-time	x Full-time	x Temporary
x Partial-year	x Partial-year		x Part-time
x Part-time	x Part-time		
Staff	Staff		
x Full-time	x Full-time		
x Partial-year	x Partial-year		
x Part-time	x Part-time		

- (A) It is the policy of Lakeland Community College to provide and maintain a drug-and alcohol-free campus in recognition of the adverse effects of alcohol and illicit drugs on employee and student health, safety, and performance. The term "drug" refers generally to any controlled substance of which the sale or possession is prohibited by law.
- (B) Any unlawful possession, distribution, or use of drugs is prohibited throughout college property or as part of any of its activities. Violators are subject to criminal prosecution in accordance with all applicable statutes.
- (C) All employees and students must adhere strictly to the college's drug-and alcohol-free policy. Violation of this policy will result in appropriate disciplinary action consistent with local, state, and federal laws. As a condition of employment, an employee will notify the Director for Human Resources and Organizational Development in writing of any criminal drug statute conviction for violation occurring in the workplace no later than five calendar days after such conviction.
- (D) The Director for Human Resources and Organizational Development will annually distribute to all employees a written statement informing them of the college's drug- and alcohol-free policy and their responsibilities under this policy, and a description of health risks associated with the use of illicit drugs and the abuse of alcohol. The Director for Human Resources and Organizational Development will also provide information relative to local, state and federal laws pertaining to legal sanctions on alcohol or illicit drug use.
- (E) The Director of Student Development & Dean of Students will annually inform students that information concerning the college's Drug- and Alcohol-Free Policy is available in the Admissions Office, Health Services, and Student Services.
- (F) The Director for Human Resources and Organizational Development shall be designated as the college's compliance officer for the purpose of implementing and enforcing the provisions of this policy.
- (G) This policy has been promulgated and shall be maintained in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL101-226).

Policy Number	3354:2-08-01
Title	Emergency Class Cancellations and College Closings
Date Approved	By Board of Trustees 1/11/96
Updated and approved	
Related Procedure	CP80-01

(A) Introduction

It shall be the policy of the college to maintain regularly scheduled activities and operations whenever possible. However, situations which threaten the safety of students and college employees such as severe weather conditions, utility failures, bomb threats, civil disorders and other emergencies may require that a timely decision be made to close the college.

(B) Decision process*

- (1) Information regarding current or potential threats to the safety of students and employees shall be reported immediately to the President by the Chief of Police who shall consult with the Director for Facilities Management as appropriate.
- (2) The decision to close the college shall be made by the President. The decision shall be based upon information regarding conditions on campus, current weather reports, road conditions, closures by local school districts and employers, and the availability of current services.

*In the absence of the college official indicated, the official acting in his/her absence shall execute the responsibilities indicated.

Policy Number 3354:2-20-02
Title Equal Employment Opportunity
Date Approved By the Board of Trustees 3/1/01
Updated and approved 03/06/03, 6/30/05
Related Procedure HR20-02A

Continuing Admin & S/P	Temporary Admin & S/P	Tenure-track Faculty	Non-tenure track Faculty
x Full-time	x Full-time	x Full-time	x Temporary
x Partial-year	x Partial-year		x Part-time
x Part-time	x Part-time		
Staff	Staff		
x Full-time	x Full-time		
x Partial-year	x Partial-year		
x Part-time	x Part-time		

(A) Policy

- (1) Lakeland Community College continues its policy that in its educational and employment opportunities there shall be no discrimination against any person because of race, color, religion, sexual orientation, national origin, handicap, ancestry, disabled veteran or Vietnam-era veteran status, age, marital and/or parental status.
- (2) Lakeland Community College is committed to act affirmatively to promote equal employment opportunities and practices for employees.
- (3) Lakeland Community College will recruit, select, and employ the individual most likely to succeed in a position in accordance with equal employment opportunity. The skills, education, work experience established as requirements for employment in a position will be reasonable, bona fide occupational qualifications.
 - (a) All tenure-track faculty positions and continuing status administrative positions will be announced nationwide.

(B) Scope of Equal Employment Opportunity

- (1) Equal employment opportunity consists of all the procedures and cultural diversity activities of the college which contribute to nondiscrimination, and ensure equal employment opportunity for all.

(C) Dissemination

- (1) Lakeland's equal employment opportunity policy shall be widely disseminated within the college and the community. This is an official policy of the college and shall be considered a public document and distributed by the Human Resources department.

(D) Responsibility for implementation

- (1) The president shall have the ultimate responsibility for achieving equal employment opportunity and related decisions.

- (2) The operating responsibility to implement and evaluate the equal employment opportunity program is assigned by the President to the Director for Human Resources and Organizational Development.
- (3) Supervisors
 - (a) All supervisory personnel are responsible for compliance with the equal employment opportunity policy within their area.
- (E) Facilities
 - (1) There shall be no discrimination in the provision or rental of facilities with the exception of the availability of segregated facilities where the traditional right of privacy dictates usage segregated by sex.
- (F) Construction contractors and sub-contractors
 - (1) All construction contractors and sub-contractors shall be informed of the college non-discrimination requirements of the equal employment opportunity policy and notified that the college expects them to conform to applicable federal and state guidelines.
- (G) Purchasing
 - (1) All contractors and suppliers shall be informed of the college's non-discrimination requirements of the equal employment opportunity policy and notified that the college expects them to conform to applicable federal and state guidelines.
- (H) Definitions
 - (1) Discrimination is action inimical to persons because of characteristics listed in paragraph (A) (1) of this rule.
 - (2) Protected classes are groups defined by federal and state regulations.

Policy Number	3354:2-70-25
Title	Federal Compliance Policy Statement
Date Approved	By the Board of Trustees 10/1/92
Updated and approved	03/06/03, 6/2/05
Related Procedure	SS70-25

- (A) The Board of Trustees of Lakeland Community College has promulgated and adopted administrative procedures designed to ensure compliance with applicable provisions of the Crime Awareness and Campus Security Act of 1990 (as amended).

- (B) Legislative compliance officers have been designated by the college President and copies of all required reports and documents are available, upon request, from the office of the Dean of Student Development and the Human Resources Department.

Policy Number	3354:2-51-03
Title	Graduation Requirements Policy
Date Approved	By the Board of Trustees 4/6/00
Updated and approved	03/06/2003
Related Procedure	

- (A) All Associate degrees (or Arts, Science, Applied Business, Applied Science, and Technical Studies) require successful completion of at least 64 semester hours with a 2.0 minimum grade point average (GPA). The student must have earned at least twenty credit hours at Lakeland Community College and must have been enrolled during the term in which he/she completed the degree program.
- (B) Students earning an Associate of Applied Science Degree or Associate of Applied Business Degree are required to:
 - (1) Pass all applicable technical courses for the particular major with a "C" grade or better.
 - (2) Enroll and earn no fewer than 20 technical credits at Lakeland Community College for the particular major.
 - (3) Maintain a 2.0 overall grade point average (GPA).
- (C) Some programs of study may have additional program and/or grade point average requirements based upon accreditation standards. The student must review and meet the requirements of the specific degree program to determine if there are additional requirements.
- (D) All students intending to graduate must file a petition to graduate.

Policy Number	3354:2-61-10
Title	Persona Non Grata Status for Nonstudent Visitors
Date Approved	By the Board of Trustees 9/5/91
Updated and approved	03/06/2003
Related Procedure	

The Board of Trustees of Lakeland Community College requires that the conduct of non-student visitors to campus and those attending off-campus college sponsored events be of a responsible and appropriate nature so as to permit the college to properly pursue its educational objectives and programs and to permit college guests to enjoy a safe environment.

- (A) The President of the college shall implement a procedure that regulates the behavior of non-student visitors, consistent with Board policy and applicable federal, state, and local laws, when such behavior is deemed detrimental to the college community. The President shall also develop proper procedures for enforcement of this policy.
- (B) The President may delegate to appropriate college officials the responsibility to implement this procedure.
- (C) The President shall enforce this policy through the use of appropriate college officials and the campus police department.

Procedure Number	SS61-10
Title	Persona Non Grata Status for Nonstudents
Date Approved	By President's Cabinet on 6/3/04
Updated & approved	5/11/04, 6/2/05
Related policy	3354-2-61-10

(A) Definitions

- (1) For the purposes of this rule, "persona non grata" means a nonstudent who has exhibited behavior that has been deemed detrimental to the college community and thus is no longer permitted to frequent or be present on the college campus or in specified college locations.
- (2) The term "nonstudent" means any person who is not a student, nor an employee acting within the scope of his/her employment..
 - (a) As a general rule, persons who have been previously enrolled at the college but who are not enrolled for the current term and have not been enrolled for one term or longer, or who have graduated or transferred are classified as nonstudents. Persons who have been admitted to the college either for credit or noncredit courses and have yet to register for classes, are currently enrolled or who have previously been enrolled but have not taken classes for less than one term, are classified as students. Persons who were enrolled for classes during spring term and are enrolled for fall term classes are considered to be students over the summer.
 - (b) It is intended that this rule provide a means for regulating the behavior of all persons, except college employees acting within the scope of their employment, who are present on college property and who are not subject to the jurisdiction of the student conduct policy. Where doubt exists as to a person's status as a student, the individual may be charged under this rule and then later referred to student conduct if determined to be a student. In such instances, the warning notice noted herein shall be used as the student conduct incident report.
- (3) The term "organization" means an association or group of individuals, whether legal entities or otherwise, who use, rent or frequent the college premises.
- (4) "Behavior detrimental to the college community" includes, but is not necessarily limited to, any actions by an individual which results in an offense against persons or property, disruption of college processes or programs, violation of a previous order given by a college official, or falsification or misrepresentation of self or other information to a college office or official.
- (5) The term "hearing officer" means any person authorized by the Dean of Student Development to conduct a persona non grata hearing.
- (6) The term "college" means Lakeland Community College.
- (7) The term "faculty" means any person or group of persons hired by the college to conduct classroom activities.
- (8) The term "college official" includes any person employed by the college, performing assigned administrative or professional responsibilities.

- (9) The term "college community" includes any person who is a student, faculty member, college official, any other person employed by the college or any visitor to the college campus. When in question, the Dean of Student Development shall determine a person's status in a particular situation.
- (10) The term "college premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including the main campus, off-site locations, adjacent streets and sidewalks).
- (11) The terms "group" and "organization" mean associations of nonstudent individuals who use Lakeland Community College property or facilities.
- (12) The term "shall" is used in the imperative sense.
- (13) The term "may" is used in the permissive sense.
- (14) The term "policy" is defined as the written regulations of the college as found in the student handbook, the college catalog and the college policy register.

(B) Procedural Authority

- (1) The Dean of Student Development is that person designated by the College President to be responsible for the administration of persona non grata for nonstudents policy.
- (2) This rule shall not be construed to limit the authority of administrative officials from taking any other action as may be warranted by the circumstance.
- (3) The Dean of Student Development shall develop policies for the administration of the persona non grata status for nonstudent policy and procedural rules for the conduct of administrative hearings consistent with the provisions of that policy.
- (4) The Dean of Student Development shall determine which hearing officer is authorized to hear each case. Only those college officials who have been appointed as college hearing officers have the authority to make a determination as to persona non grata status under this rule.
- (5) Decisions made by a hearing officer shall be final, unless appealed as provided for in section (IV) (E) of this procedure.

(C) Prescribed Conduct

- (1) Jurisdiction of the College
 - (a) College jurisdiction and discipline shall be limited to conduct which occurs on college premises, at college sponsored activities or which adversely affects the college community and/or the pursuit of its objectives whether on or off college premises.
- (2) Conduct -- Rules and Regulations
 - (a) It is the intent of this procedure to create a learning environment that is based on honesty, civility and the freedom to pursue knowledge. Such an environment must be free of harassment and hostility in order to encourage each individual to attain his or her fullest potential.

- (b) Any nonstudent found to have committed behavior detrimental to the college community is subject to being placed on persona non grata status. Examples of behavior detrimental to the college community include, but are not limited to:
 - (i) Any action by an individual, which results in an offense against persons or property.
 - (ii) Any disruption of college processes or programs.
 - (iii) Violation of a previous order given by a college official.
 - (iv) Violation of published college policies, rules or regulations.
 - (v) Acts of dishonesty, including but not limited to the following:
(1) furnishing false information to any college official, faculty member or office; (2) forgery, alteration or misuse of any college document, record or instrument.
 - (vi) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the mental or physical health or safety of any person.
 - (vii) Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - (viii) Unauthorized possession, duplication of or use of keys to any college premises or property or unauthorized entry to or use of college premises.

(D) Procedures

(1) Charges and Administrative Hearings

- (a) Any member of the college community, in cooperation with the campus police and/or college prosecutor, may file charges against any nonstudent for behavior detrimental to the college community. Charges shall be prepared in writing and directed to the Dean of Student Development. A charge should be submitted as soon as possible, preferably within fourteen working days after the event takes place, or after such violation becomes known to a college official.
- (b) The Dean of Student Development will appoint a hearing officer to conduct a hearing to decide the charges.
- (c) All charges shall be presented to the accused nonstudent in written form. Included in the written notification will be the name and title of the complaining party, notice of the charge, a summary statement of the alleged unacceptable behavior and the date thereof, if known, and a warning that failure to appear will result in a determination as to persona non grata status being made without the accused present. A time shall be set for an administrative hearing, not less than five nor more than fifteen calendar days after the nonstudent has been notified. Time limits for scheduling of administrative hearings may be extended at the discretion of the Dean of Student Development, or a designee.
- (d) Hearing officers shall conduct administrative hearings according to the following guidelines:

- (i) Administrative hearings normally shall be conducted in private.
 - (ii) Admission of any person, not a party or a witness, to the administrative hearing shall be at the discretion of the hearing officer. The campus police chief and the college prosecutor, or their designees, will be present at all hearings.
 - (iii) In administrative hearings involving more than one accused nonstudent, the hearing officer, at his or her discretion, may permit the administrative hearings concerning each nonstudent to be conducted separately.
 - (iv) The complainant and the accused have the right to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any administrative hearing before a hearing officer.
 - (v) The complainant, the accused and the hearing officer shall have the right to present witnesses, subject to the right of cross examination by the hearing officer and opposing party.
 - (vi) The hearing officer may accept pertinent records, exhibits and written statements as evidence for consideration, at the discretion of the hearing officer.
 - (vii) All procedural questions are subject to the final decision of the hearing officer.
 - (viii) At the conclusion of the administrative hearing, the hearing officer shall determine whether the nonstudent has exhibited behavior detrimental to the college community.
 - (ix) The hearing officer's determination shall be made on the basis of whether it is more likely than not that the accused nonstudent exhibited behavior detrimental to the college community.
- (e) There shall be a single verbatim record, in the form of a tape recording, of all administrative hearings before the hearing officer. The record shall be the property of the college. Copies of the tapes will be provided to the nonstudent involved in a case at his/her expense.
- (f) No nonstudent may be found to have committed behavior detrimental to the college community solely because the nonstudent failed to appear before a hearing officer. In all cases, the evidence in support of the charges shall be presented and considered.
- (2) Sanction of Persona Non Grata Status
- (a) Persona Non Grata Status is the denial of permission to frequent or be present in specified campus locations, including total banishment from campus, indefinitely or for a specified time period.

- (b) In each case in which a hearing officer determines that a nonstudent has committed behavior detrimental to the college community, the hearing officer shall recommend the sanction of persona non grata to the Dean of Student Development or designee. The Dean of Student Development or designee, will then impose the sanction. Following the administrative hearing, the Dean of Student Development or designee, shall advise the accused in writing of the determination and of the sanction imposed, if any.
 - (c) The college police are authorized to enforce the sanction of persona non grata.
- (3) Interim Suspension
- (a) In certain circumstances, the Dean of Student Development or designee may impose a college suspension prior to the administrative hearing before a hearing officer.
 - (i) Interim suspension may be imposed: (1) to ensure the safety or well-being of members of the college community or preservation of college property; (2) to ensure the nonstudent's own physical or emotional safety or well-being; or (3) if the nonstudent poses a threat involving disruption of or interference with the normal operations of the college.
 - (ii) During the interim suspension, nonstudents shall be denied access to the campus and/or all other college activities or privileges for which the nonstudent might otherwise be eligible, as the Dean of Student Development or designee may determine to be appropriate.
- (4) Notification of Persona Non Grata Status
- (a) Notification shall occur, when possible, at the time of determination of such status. If not given at the time of determination of persona non grata status, notification should occur at the first opportunity by the best means available. The campus police are authorized to provide this notification.
 - (b) The person being placed on persona non grata status should acknowledge, when possible, by signing the notification. If not acknowledged by such individual's signature, the signature of the official accomplishing such notification must appear on the form.
 - (c) The restrictions imposed on an individual given persona non grata status shall take effect upon receipt of the above notification.
 - (d) During the time that the persona non grata status is in effect, permission may be granted by the Dean of Student Development, in consultation with the campus police chief and the college prosecutor, or their designees, for entrance of the person on such status to the specified college locations for a specified purpose and time.
- (5) Appeals
- (a) A decision delivered by the hearing officer and/or sanction imposed by the Dean of Student Development or designee may be appealed by accused nonstudents or complainants to the Executive Vice President and Provost and Dean of Faculty within five working days of the decision. Such appeals shall be in writing and shall be delivered to the Executive Vice President and Provost and Dean of Faculty with a copy to the Dean of Student Development or designee.

- (b) An appeal shall be limited to review of the verbatim record of the initial administrative hearing and supporting documents for one or more of the following purposes:
 - (i) To determine whether the original administrative hearing afforded the parties a fair opportunity to be heard and present their evidence in light of the charges and evidence presented, and in conformity with the persona non grata status for nonstudents policy.
 - (ii) To determine whether the decision reached regarding the accused nonstudent was based on the evidence, that is, whether the facts in the case were sufficient to establish that the nonstudent exhibited behavior detrimental to the college community.
 - (iii) To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original administrative hearing, because the person appealing did not know such evidence and/or facts existed and the evidence and/or facts were not reasonably discoverable at the time of the original administrative hearing.
 - (c) The persona non grata status shall remain in effect pending the Executive Vice President's decision on the review. The Executive Vice President shall render his/her decision with ten working days of receipt of the appeal. The Executive Vice President's decision shall be final.
 - (d) Any question of interpretation regarding this procedure shall be referred to the Dean of Student Development or designee for final determination.
- (E) Any person determined to be a persona non grata who violates the sanction imposed, including interim suspension, shall be deemed a trespasser and prosecuted accordingly.

Procedure Number	IS59-03
Title	Procedure for Resolving Instructional Disputes Involving Students With Disabilities
Date Approved	By President's Cabinet 8/8/00
Updated & approved	10/10/05
Related policy	

(A) General

- (1) One week before the beginning of each term the Counselor for Students with Disabilities (CSD) will send instructors a description of the recommended accommodation(s) for each such student. The CSD arrives upon such recommended academic accommodations through a case-by-case analysis of the documentation which the student has presented to the institution, the applicable law, and the student's expressed choice during an interview. If the student is a late registrant, the CSD will make every effort to notify the instructor as to the student's anticipated presence in his/her classroom. For purposes of this procedure, the ADA Compliance Officer shall be the Associate Provost for Student and Learning Support Services.
- (2) Each term the students with disabilities registered with the CSD are expected to obtain a letter of accommodation in the Learning Center and present it to each of their instructors from whom they are requesting accommodations. This is to be completed and signed by the second week of the term. The instructors will be asked to sign and date the letter indicating an understanding of the requested accommodations.

NOTE: A student with a disability may choose to attend certain courses without utilizing his/her accommodations. He/she will simply not present the accommodation letter to the instructor of those courses.

(B) Procedure

- (1) How the Faculty Indicate They Have A Problem With A Proposed Adjustment
 - (a) If the instructor believes that the accommodation requires a fundamental alteration in his/her classroom practice, or has any other reason for objecting to its implementation, he/she must contact the CSD within five (5) working days of the receipt of notice.
- (2) Attempt at Informal Resolution of Problem
 - (a) Upon receipt of an instructor's indication of a disagreement with the recommended accommodations, the CSD shall contact the instructor within two (2) days to initiate an informal discussion. Lakeland Community College believes that it is at this stage that the greatest efforts should be expended to arrive at resolution; past history supports this view because very often the differences hinge on a better understanding of the problem.
 - (b) The purposes of this initial information step are to allow the instructor to explain the reason for disagreement, to allow the instructor to suggest an alternative accommodation, to allow the CSD to provide additional information if appropriate, and to afford the parties an opportunity for disagreement to be amicably resolved. After these discussions, the CSD shall contact the involved

student to determine whether the proposed resolution reached is acceptable to him/her. Any agreed upon adjustment(s) to the accommodations must be noted on the student's accommodation letter.

- (c) If the discussion in (b) above does not resolve the problem to the instructor's or student's satisfaction, then the CSD will contact the appropriate Divisional Dean who shall, in turn, facilitate further information discussion following the procedures in (b) above.
 - (d) The informal discussion shall be completed by the end of the first calendar week of classes (a calendar week running from Saturday - Friday).
- (3) Preparation of a Written Statement Setting Forth Specifics of Unresolved Classroom Adjustment Problem
- (a) If the discussion in (2) above does not resolve the problem to the instructor's or student's satisfaction, the instructor or student shall prepare a short statement explaining the grounds for the unresolved dispute and deliver it to the ADA Compliance Officer on the next day. The requested accommodations must be implemented and maintained, however, during the formal process of resolution of the dispute and at all steps preceding this one.
- (4) Convening of a Review Panel to Hear the Problem
- (a) Upon receipt of a statement from a faculty member or student detailing the grounds of an unresolved dispute pertaining to requested accommodations for a disabled student in the faculty member's classroom, the ADA Compliance Officer's administrative assistant shall stamp the date and time of receipt on the face of the statement and shall convene a meeting of a panel of the review committee within seventy-two (72) hours.
 - (b) With respect to the composition of the review committee, the Lakeland Faculty Association shall appoint a pool from which panel members will be drawn, on an ad hoc basis. When an unresolved instructional concern involving a disabled student arises, the President of the Lakeland Faculty Association shall select two such appointees from the division in which the problem arises and one appointee outside the division to serve on the committee. The President of the college shall appoint the CSD and the Dean of the Division from which the concern arises to work with the three faculty according to the guidelines set forth in the following paragraphs. The committee's goal is to arrive at a resolution of the matter which takes into consideration sound pedagogical principles, the expressed learning style preferences of the student, the accommodations the student has had in the past, applicable law, and other relevant factors.
- (5) The Conduct of Hearings
- (a) The faculty member and/or the disabled student who has an unresolved dispute shall be non-voting participants at the ad hoc review committee hearing and each shall be entitled to bring a person of his/her own choosing as moral support, although that person shall function as an observer rather than a participant. An inquiry, as may be appropriate, shall be conducted with respect to the positions maintained by the respective parties and how these positions can be reconciled with the needs of the disabled student. The review committee, subject to the approval of the ADA Compliance Officer, reserves the right to bring in an expert in the particular area of disability that is reflected in the student whose accommodations are at issue, or an individual with special knowledge and

training in methods of learning indigenous to the discipline under study. This individual shall serve as an information resource for the panel as a whole.

- (6) The Issuance of a Written Finding of Fact and Recommendation as to Resolution of the Matter by the Panel
 - (a) A written finding of fact and recommendation as to resolution of the matter shall be issued by the panel within twenty-four (24) hours of its convening for the purpose of conducting a hearing as detailed in the preceding paragraph. A copy of the finding of fact and recommendation issued by the panel shall immediately be mailed to the home of the faculty member and of the student.
- (7) Option of Further Review
 - (a) Upon receipt of the panel's written finding of fact and recommendation, the faculty member and the student shall review the document and determine whether they are satisfied with the proposed resolution of the matter. If they are not, the dissatisfied party shall notify the ADA Compliance Officer in writing within two days of receipt of the finding of fact and recommendation of his/her intention to appeal the matter further (the next step being to the ADA Compliance Officer).
- (8) The Compliance Officer May Review the Matter
 - (a) If the outcome of (8) is that either the faculty member or the student formally requests a review of the matter by the ADA Compliance Officer, then the ADA Compliance Officer shall immediately proceed to contact the necessary parties to obtain additional evidence as appropriate. The ADA Compliance Officer shall complete the review and issue the opinion either accepting or rejecting the recommendation of the review committee within 48 hours of receipt of the letter requesting review from the faculty member or the student. The decision of the ADA Compliance Officer shall be final.

NOTE: The privacy/confidentiality needs of the student may prevent disclosure of the details of his/her specific condition to the faculty.

Selective Service Registration Statement

Ohio statute requires that all male students who fall under the Selective Service registration requirements must have registered with the Selective Service. Failure to do so will affect certain grants to which students may be entitled as well as cause out-of-state fees to be charged regardless of place of residence.

Policy Number 3354:2-20-74
Title Sexual Harassment or Harassment
Date Approved By the Board of Trustees on 1/15/98
Updated and approved 03/06/2003
Related Procedure HR20-74

Continuing Admin & S/P	Temporary Admin & S/P	Tenure-track Faculty	Non-tenure track Faculty
x Full-time	x Full-time	x Full-time	x Temporary
x Partial-year	x Partial-year		x Part-time
x Part-time	x Part-time		
Staff	Staff		
x Full-time	x Full-time		
x Partial-year	x Partial-year		
x Part-time	x Part-time		

- (A) It is the policy of Lakeland Community College, in compliance with Title VII of the Civil Rights Act, state law, and the Campus Safety Act, as amended, to provide an educational environment and workplace free of harassment of all kinds, including, but not limited to, sexual harassment:
- (1) Sexual harassment is defined as unwelcomed or unsolicited sexual advances, requests or demands for sexual favors or other verbal or physical conduct of a sexual nature when:
 - (a) Submission to such conduct is made either explicit or implicitly a term or condition of an individual's employment (including hiring or retention) or student status.
 - (b) Submission to or rejection of such conduct is used as the basis for decisions affecting that individual in regard to employment (raises, job or work assignments, discipline, etc.) or to student status (grading, references, assignments, etc.).
 - (c) Sexual harassment or harassment has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive work and/or educational environment.
 - (2) Sexual harassment or harassment is considered a misconduct and will subject an employee or student to disciplinary action consistent with Board policy, administrative procedures, and appropriate law.
 - (3) Consistent with the Campus Safety Act, the college will provide for proactive educational programming, assistance to victims of sex offenses, and procedures for notification of appropriate administrators when an offense occurs.

Procedure Number	HR20-74
Title	Sexual Harassment or Harassment Procedures
Date Approved	By President's Cabinet 11/26/96
Updated & approved	06/10/2003
Related policy	3354:2-20-74

(A) General Procedures

(1) Guidelines

- (a) In accordance with the provisions of Lakeland Community College's Sexual Harassment or Harassment Policy (3354:2-20-74), the following procedural guidelines are officially adopted to govern such matters within the institution relating to students, employees and visitors. The procedures herein set forth are designed to enable the institution to arrive at a fair and equitable determination while providing flexibility in dealing with the wide range of incidents which might fall under the terms "sexual harassment" or "harassment." They are intended to be responsive to the particular situation at hand and are informal or formal as the allegations under review dictate.

(2) Principles

- (a) The following principles will be used in addressing any sexual harassment complaints:
- (i) The accused is presumed innocent until proven guilty;
 - (ii) Whenever possible, individuals are encouraged to address sexual harassment complaints as soon after the incident as possible;
 - (iii) Many disputes or grievances are best resolved informally with an effort by each party involved to listen carefully and respectfully to the others involved;
 - (iv) Each complaint will be handled on an individual, case-by-case basis;
 - (v) The investigation will be conducted as fairly and expeditiously as possible;
 - (vi) In all such cases, confidentiality will be accorded the utmost respect for the complainant, the accused, and witnesses in keeping with the provisions of the Ohio Revised Code;
 - (vii) Any person bringing forth a complaint of sexual harassment or harassment will not be subject to retaliation;
 - (viii) The complaint will be resolved in a manner which is consistent with these procedures and with College policy and in a fashion that is fair and equitable to all parties involved;
 - (ix) To the extent possible, all meetings and hearings will be scheduled at mutually convenient times.

(3) Responsibility

(a) Responsible Person

(i) The Vice President for Human Resources & Organizational Development shall act as the administrative coordinator of the College's sexual harassment or harassment policy and procedures set forth herein. The Vice President shall have the following specific responsibilities:

- (a) To schedule and coordinate training sessions for staff and other segments of the campus community regarding the College's sexual harassment or harassment policy and procedures;
- (b) To provide information and referrals to those requesting assistance in matters relating to the College's sexual harassment or harassment policy and procedures and to work with the campus police to provide educational programs promoting the awareness of rape, acquaintance rape and other forcible and nonforcible sex offenses;
- (c) To inform students and employees about the correct procedures to follow if a sex offense occurs and of the option to notify the local law enforcement authority having jurisdiction in such matters (campus police);
- (d) To keep students apprised of existing on- and off-campus counseling, mental health services and student services for victims of sex offenses;
- (e) To respond to complaints regarding the sexual harassment or harassment policy and procedures;
- (f) To maintain all records of formal complaints for three years from the date of filing if there has been no substantiation of the allegation and subsequently no disciplinary action taken. In the event the allegation is verified through investigation, and if disciplinary action is taken, the formal records will be maintained for employees throughout employment plus six years and, for students, through the duration of attendance plus three years.

(ii) Student Contact Person

- (a) The Director of Student Development & Dean of Students will designate two individuals, one female and one male, to assist students with sexual harassment concerns. These individuals will be available to informally discuss issues with students who may be initially uncomfortable approaching the Vice President for Human Resources and Organizational Development.

(4) Examples

- (a) Sexual harassment or harassment may include, but is not limited to, the following types of behavior:
 - (i) Sexual advance(s) or advance(s) with the threat of punishment for non-compliance or with promise of reward for compliance;

- (ii) Sexually oriented verbal "kidding" or use of nicknames, insults or explicit remarks or "jokes" of a sexual nature;
 - (iii) Use of sexually intimidating teaching techniques such as required role playing about sexually implicit or explicit situations;
 - (iv) Physical contact(s) such as pinching, touching, kissing or brushing against another's body;
 - (v) Posting or displaying sexually offensive materials; or
 - (vi) Repeated sexually related comments about another's body or appearance or any other communications that create a demeaning, offensive or hostile work or educational environment.
- (5) Consensual Relationships
- (a) Dating relationships between faculty or employees and students, or between supervisors and staff or student workers is extremely unwise and is not encouraged by the College. Such consensual relationships may unfairly exploit power status, violate the respect and trust given someone in authority, or subtly, and even inadvertently, pressure those in the more vulnerable position. Mutual consent relationships, therefore, will not automatically provide immunity if a complaint of sexual harassment or harassment is filed.
- (6) Retaliatory Actions
- (a) Attempts to take retaliatory action against the individual(s) involved or to influence the normal conduct of the complaint or grievance procedure will be considered a serious offense and subject to disciplinary and/or other action up to and including discharge for an employee and up to and including expulsion for a student.
- (7) False Allegations
- (a) Any employee, student or visitor who knowingly or maliciously files a false allegation of sexual harassment or harassment will be subject to disciplinary, administrative or criminal sanctions through the appropriate procedures.
- (8) Criminality
- (a) Some incidents of sexual harassment may involve criminal behavior. In light of this, the Vice President for Human Resources & Organizational Development may call upon the campus police chief and/or College prosecutor at any time to assist in the development of sexual harassment or harassment investigations. It is important that the investigator handling such complaint(s) treat all physical and testimonial evidence in a confidential manner that will maintain the integrity of the evidence.
- (9) Dissemination
- (a) The sexual harassment or harassment policy and procedure will be made available to all students, employees and visitors by way of student and employee handbooks.

(B) Process for Handling a Sexual Harassment or Harassment Complaint

(1) Informal Actions

- (a) If an individual believes that s/he may have been a victim of sexual harassment or harassment, there are a number of ways to seek assistance.
 - (i) The individual may talk with the person whose actions s/he finds offensive; with the person's supervisor if s/he is an employee; or with the administrative head of the department with which the alleged harasser is affiliated.
 - (ii) Any individual seeking information about sexual harassment or harassment should contact the Vice President for Human Resources & Organizational Development or a member of his/her staff who will informally provide information and options available. Students also have the option of contacting one of the persons designated in Section (A), (3), (b) of these procedures.

(2) Formal Actions

(a) Time Frame

- (i) Any student or employee who feels s/he has been subjected to sexual harassment or harassment must file a complaint within 180 days of the date of the incident.
- (ii) The time limits provided in these procedures may be extended by mutual agreement of the parties. Otherwise, if the complainant fails to observe any of the time limits set forth in these procedures, the complainant shall have waived his/her claim and no subsequent steps in these procedures shall occur. If the College fails to meet a deadline set by these procedures, the complaint shall automatically advance to the next step.

(b) Initial Steps

- (i) Should any person wish to file a sexual harassment or harassment complaint, the allegations must be submitted in writing to the Vice President for Human Resources & Organizational Development who will initially discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. Until these preliminary steps are completed, the matter will not be discussed with anyone other than the complainant and/or College legal counsel. If at this point any potential criminality is suspected, the Vice President will consult with the College police chief and/or College prosecutor to determine an appropriate course of action.

(c) Special Cases

- (i) If the complaint is against the Director of Human Resources & Affirmative Action, the complainant should file with the Vice President for Administrative Services.
- (ii) If the complaint is against a College Vice President, the complainant should file with the College President.

- (iii) If the complaint is against the College President, the complainant should file with the chairperson of the Board of Trustees. The Board of Trustees decision in such matters is final.
 - (iv) If the complaint is against a student employee acting in his/her employee capacity, these procedures will apply. If the complaint is against a student, the complainant should follow the procedures outlined in the College's Student Conduct Code Policy (3354:2-61-02).
 - (v) If the complaint is against a visitor to the campus, the complainant should follow the procedures outlined in the College's Policy entitled Persona Non Grata for Nonstudent Visitors (3354:2-61-10).
- (d) Investigation
- (i) Procedures
 - (a) Once the official written complaint has been filed and the initial meeting held, the Vice President for Human Resources & Organizational Development will:
 - (i) advise the appropriate administrator and supervisor of record;
 - (ii) consult with the complainant as necessary;
 - (iii) interview witnesses;
 - (iv) collect and preserve physical evidence;
 - (v) interview others who may have knowledge of the situation and may be of assistance in establishing the facts;
 - (vi) interview the accused; and
 - (vii) prepare an investigation report within thirty (30) days of receipt of the written complaint.
 - (b) The final investigative report will include a recommendation for or against official sanctions against the accused based on a preponderance of the evidence.
 - (ii) Criminal Investigation
 - (a) Pursuant to the provisions of the Federal Campus Safety Act, College employees becoming aware of a possible sexual harassment or harassment complaint must inform students of their option to notify the campus police in addition to College officials, and employees must assist the student in notifying the police if the student so requests.
 - (b) In the event that a police investigation is initiated, all administrative processes will be coordinated with the police investigation.

- (c) In any case where potential criminal behavior is determined to exist, the cognizant College administrator will immediately notify the campus police so that a criminal investigation can be initiated and reviewed by the prosecutor. It is important to remember in such cases that failure to report a crime is a crime and failure to report a suspected sexual offense to the police may also be a violation of the Campus Safety Act.
- (d) Pursuant to the provisions of the Federal Campus Safety Act, in cases of alleged sex offenses the case investigator will:
 - (A) inform the complainant and the accused that they are entitled to the same opportunities to have others present during an institutional disciplinary proceeding and that both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding in such a matter;
 - (B) notify the complainant that the College will change his/her work, academic or living situation, if appropriate, after an alleged sex offense and the options for such changes, if such changes are requested by the victim are reasonably available; and
 - (C) keep the complainant apprised of the status and final determination of his/her complaint and, if applicable, the specific nature of the discipline and/or sanctions imposed by the College upon the alleged perpetrator.
- (e) Report
 - (i) The investigative report will be submitted to the appropriate Vice President with copies to the College's legal counsel, the appropriate administrator and supervisor of record as well as to the complainant and the accused. All parties are expected to treat said reports in a highly confidential manner in accordance with the provisions of the Ohio Revised Code.
 - (ii) Within ten (10) working days the appropriate Vice President shall review the investigative report and endorse and/or modify the recommendation for or against official sanctions. All parties involved will be notified in writing of the Vice President's determination in this matter.
- (f) Disciplinary Actions
 - (i) Sanctions will be initiated by the appropriate Vice President on individuals who were found to have engaged in sexual harassment or harassment; to have filed false allegations; or to have engaged in any type of forcible or nonforcible sexual offense. The possible sanctions are up to and including discharge for an employee or up to and including expulsion for a student. Nonstudent visitors shall be treated in accordance with the provisions set forth in the Personna Non Grata Status for Nonstudent Visitors policy (3354:2-61-10).
- (g) Appeals Process

(i) If the complainant and/or the accused is not satisfied with the decision made by the Vice President, s/he may appeal in writing to the President. The appeal must be filed with the President's office within seven (7) work days of receipt of the initial notification of determination from the Vice President. In case of appeal, all sanctions will be stayed until the President makes a final determination in the case.

(a) The President will review the appeal and respond in writing and within ten (10) work days to all parties officially involved concerning his/her final determination in the matter.

(b) The determination of the President in such matters is final.

Policy Number	3354:2-10-10
Title	Policy for a Smoke-free Environment
Date Approved	By the Board of Trustees 9/5/91
Updated and approved	
Related Procedure	

Lakeland Community College is dedicated to providing a healthy, comfortable and productive work environment for all members of the college community. This goal can be achieved only through ongoing efforts to protect nonsmokers and to help affected persons adjust to restrictions on smoking. Smoking is therefore, prohibited throughout college-owned or leased buildings and/or vehicles.

Policy Number	3354:2-39-01
Title	Solicitation and Sales Policy
Date Approved	By the Board of Trustees on 1/15/98
Updated and approved	
Related Procedure	

- (A) To insure the orderly functioning of the college and to permit registered student and college organizations as well as college departments an opportunity to supplement their allocated resources, the college permits only these organizations and departments described below to engage in sales and/or solicitations as a part of their legitimate service, educational or fundraising activities.
- (B) Therefore, no person shall sell, solicit, or offer for sale any product or service on college property unless the activity is sponsored by a registered student organization, college organization, or college department and approved by the appropriate Vice President. No person or persons shall distribute or deliver handbills, tickets, notices, announcements, bulletins, or other written materials on college property when said materials sell, promote, sponsor, offer, or advertise any items of commerce, products, or service unless the activity is sponsored by a registered student organization or college department and approved by the appropriate Vice President. Door-to-door solicitation and/or sales is expressly prohibited.

Procedure Number	SS62-02
Title	Student Employment
Date Approved	By President's Cabinet 3/7/00
Updated & approved	06/10/2003, 10/10/05
Related policy	

(A) Procedures

(1) Eligibility

The hiring cost center/department supervisor should verify the student's eligibility prior to offering the student the job and immediately after the end of each semester. Centrally, Career Services will recheck the student's eligibility to work by the second week of each semester. Career Services will notify the student's supervisor if the student does not meet eligibility requirements. The supervisor should immediately inform the student worker that he/she is not eligible to work.

(a) Eligibility Requirements for On-Campus Student Employment: A student must be:

- (i) Currently enrolled at Lakeland Community College in a minimum of six (6) credit hours;
- (ii) In academic good standing. (For academic good standing, the student must have a 2.0 accumulative GPA to begin working and maintain a 2.0 accumulative GPA to continue to work. New students do not have a GPA requirement.

(b) Summer Session student workers are not required to be enrolled in a minimum of 6.0 credit hours during the summer if:

- (i) They were enrolled (registered and paid) for at least six (6) credit hours during the previous Spring Semester AND
- (ii) They are registered for at least six (6) credit hours for the upcoming Fall Semester AND
- (iii) They have a minimum 2.0 accumulative GPA.

(c) Request for Exception to Eligibility Requirements:

- (i) If the student has mitigating circumstances for not meeting the minimum credit or the GPA requirements, the supervisor has the option to request that an exception be made to the policy. The supervisor must submit written rationale for the student's failure to meet the eligibility requirements directly to the Director of Career Services.

(2) Procurement

(a) The department supervisor initiates job posting by posting the open position on the Career Services Career Connect online job board under On-Campus Employment. A flyer of available on-campus student worker positions is created

from the online job postings. The flyers are posted throughout the campus for easy access to students. Students apply directly to the hiring department.

(3) Selection

- (a) The hiring department conducts their own interviews/selection process. After a candidate has been selected for their position, a Personnel Action Report (PAR) (completed by the hiring supervisor), employment eligibility (I-9), and tax packet forms (completed by the student worker) must be forwarded to Career Services for verification and data entry into the Banner (Personnel/Payroll) System which activates their employment and generates payroll. A student worker should not begin working until five days AFTER the PAR is received by Career Services to ensure that the student has been approved and processed for student employment.

(B) General Guidelines

- (1) Employment of College-paid student employees will conform generally to federal guidelines for the federal work-study program.
- (2) Career Services administers the on-campus student employment and Banner process. All on-going student help is processed through the Career Services Office. All short-term employment (i.e., someone selling tickets for a single performance) is processed through the Human Resources Division.
- (3) Supervisors are expected to give student employees adequate training to fulfill their positions in a proper way. They are encouraged but not required to complete performance evaluations in conjunction with their training.
- (4) During the academic year, a student worker may work 25 hours per week. During academic recess or summer sessions, students may work up to 40 hours per week if they are not enrolled in classes.

Policy Number	3354:2-46-16
Title	Transfer Appeal Policy
Date Approved	By the Board of Trustees 12/5/91
Updated and approved	
Related Procedure	IS46-16

Lakeland Community College is in compliance with the Ohio Articulation and Transfer Policy which was established by the State of Ohio through the Ohio Board of Regents to expedite the transfer of credits between and among public institutions of higher education. All students who believe they have a legitimate reason for protesting the award of transfer credit may appeal the decision internally according to college procedures and externally according to state guidelines.

Procedure Number	IS46-16
Title	Transfer Appeals Procedures
Date Approved	By President's Cabinet 12/91
Updated & approved	06/10/2003, 10/10/05; 4/5/07
Related policy	3354:2-46-16

(A) Purpose

- (1) To promote prompt resolution of perceived wrongs and/or injustice that may arise between students and the transfer evaluator in the transfer of credits.
- (2) To comply with the Ohio Articulation and Transfer Policy mandate of a multi-level appeals process for students who disagree with the application of transfer credit by Lakeland Community College.

(B) Complaint Resolution Process Transfer of Credits to Lakeland Community College

- (1) Occasions may arise when a student thinks that he/she has a legitimate basis for complaint. It is the policy of the college to promptly resolve these complaints. The normal process is as follows:
 - (a) When a student thinks that he/she has a complaint, it should be taken by the student directly to the transfer evaluator who has completed the transfer evaluation. The transfer evaluator should attempt to resolve the matter informally and without the need to establish a record.
 - (b) If the student and transfer evaluator are unable to resolve the matter, the student may go to the Associate Provost for Student and Learning Support Services requesting a review of the transfer evaluation. The Associate Provost for Student and Learning Support Services will review the transfer evaluation and will respond to the student in writing within ten (10) business days of the request.
 - (c) If the student is not satisfied with the decision of the Associate Provost for Student and Learning Support Services, the student may choose to continue the appeals process by submitting a written appeal to the Executive Vice President and Provost within five (5) business days requesting a review of the transfer evaluation process. The Executive Vice President and Provost will convene an ad hoc panel of three (3) faculty members representing three (3) of the College's academic divisions to review the student request.
 - (d) A written decision will be provided to the student within thirty (30) days and the panel's decision will be final.
- (2) To promote prompt and equitable resolutions of student complaints, appeals must be initiated by the student within ninety (90) days after the student has received a written copy of the transfer evaluation.

Policy Number	3354:2-46-15
Title	Transfer of Credit Policy
Date Approved	By the Board of Trustees 12/5/91
Updated and approved	03/06/2003
Related Procedure	IS46-15

Lakeland Community College will grant students transfer credit for courses completed at other colleges and universities according to criteria specified by administrative academic procedures. To be recognized, transfer credit for courses must be earned at an institution which is accredited by an accrediting agency that is recognized by the Council for Higher Education Accreditation (CHEA) or by the U.S. Department of Education. For a foreign institution, the institution is recognized by CHEA or a government or nongovernmental agency which is responsible for quality review of higher education institutions in that country.

Procedure Number	IS46-15
Title	Transfer of Credit Procedures
Date Approved	By President's Cabinet 3/7/00
Updated & approved	
Related policy	3354:2-46-15

Lakeland Community College will grant transfer credit for courses completed at other colleges and universities according to the following guidelines:

- (A) Only official transcripts will be used in the evaluation process. Official transcripts must be forwarded directly from the sending institution to the Admissions Office of Lakeland Community College.
- (B) Credits must have been earned at an institution which is accredited by one of the regional associations listed below:
 - (1) Middle States Association of Colleges and Schools
 - (2) New England Association of Schools and Colleges
 - (3) North Central Association of Colleges and Schools
 - (4) Northwest Association of Colleges and Schools
 - (5) Southern Association of Colleges and Schools
 - (6) Western Association of Schools and Colleges
- (C) Only non-remedial courses with a grade of "C" or higher will be accepted in transfer.
- (D) Courses with a grade of "D" will be accepted in transfer only if the student has completed the requirements of the Transfer Module of the sending institution and has completed the Associate of Arts or Associate of Science degree from an Ohio public college or university with an overall grade point average of "C" or better. Grades of "pass" and "satisfactory" are accepted for transfer.
- (E) Only course credits and credit hours are transferable; previous grade point averages do not transfer.
- (F) Course work completed at schools which are not regionally accredited or which are not candidates for accreditation will not be transferable; however, Lakeland's division dean of the academic division in which the course is offered may grant credit at his/her discretion, when appropriate.
- (G) In most instances, transcripts from institutions outside the United States will need to be evaluated by an independent credit evaluation organization.
 - (1) Transfer students may be required to provide the Transfer Student Center with college catalog(s) and/or course syllabi and names of textbooks used in courses to produce thorough transfer credit evaluations.

Procedure Number	SS62-03
Title	Transient Students
Date Approved	By President's Cabinet 3/7/00
Updated & approved	
Related policy	

A student, who is enrolled at a properly accredited college or university (as determined by Lakeland policy) and who wishes to enroll for one term only at Lakeland Community College and who expects to return to his/her former school for continued study, may be admitted as a transient student. The student is encouraged to submit a transcript or a statement of approval from the home institution; otherwise, the student may be required to participate in Lakeland's placement testing.

Procedure Number	SS62-04
Title	Lakeland Transient Student Authorization
Date Approved	By President's Cabinet 3/7/00
Updated & approved	
Related policy	

- (A) If a Lakeland student plans to take a course for Lakeland credit at another college/university while completing a certificate or degree at Lakeland Community College, the student should obtain approval from Lakeland prior to enrolling at the other institution. Failure to obtain prior approval may risk the transfer of credit. Steps in the Transient Student process include:
- (1) Obtain a Transient Student Form from Lakeland Office of Admissions or Counseling Office.
 - (2) Obtain written approval from one of the following:
 - (a) Students who intend to enroll in technical courses required in the Associate of Applied Business, Associate of Applied Science, or Associate of Technical Studies degree or certificate programs should seek approval from the Lakeland program chair or dean of the appropriate division.*
 - (b) Students who intend to enroll in non-technical courses should seek approval from a Lakeland counselor, department chair, registrar, or dean of the appropriate division.*
 - (3) Follow the admissions and registration procedures established by the other institution.
 - (4) Have official transcript(s) sent to Lakeland's Office of Admissions upon completion of the course(s). It is the student's responsibility to ensure that transcript(s) are received.

*A student may be required to provide a college catalog, course syllabus, and/or names of textbooks to determine course equivalencies.

Procedure Number	SS62-01
Title	Tuition Refund
Date Approved	By the President's Cabinet on 3/20/01
Updated & approved	
Related policy	3354:2-62-01

(A) For 16-Week or 8-Week Classes (14 days):

100% refund -- withdrawal within first week of semester (through 7th calendar day)
50% refund -- withdrawal within second week of semester (between 8th and 14th calendar day)

Saturday and Sunday classes:

100% refund -- withdrawal through the end of the first business day of the second week of semester
50% refund -- withdrawal through the end of the first business day of the the third week of semester

(B) Intersession or Short Summer (<14 calendar days):

100% refund -- withdrawal first day only
50% -- none

(C) One or Two-Day Classes:

100% refund -- withdrawal before class meets only
50% refund -- none