

Welcome

We are glad you are a part of the Laramie County Community College (LCCC) community. The staff in Campus Living and Learning, along with the rest of the LCCC staff and faculty, is here to serve students pursuing their educational goals.

College is an exciting opportunity to develop new friends and new skills as you work toward a better future. Regardless of where you are in life, your time at LCCC promises to be a good one—particularly if you take advantage of the many opportunities to get involved and make contributions to our campus and the community.

We are here to help you achieve your academic and personal goals. The office of Campus Living and Learning provides resources and referrals to all the services the college has to offer, and we help make sure that you have some fun along the way!

Good luck on your journey at LCCC. If we can help in any way, please contact us. We are here for you.

LCCC Campus Living and Learning
College Community Center
307.778.1108
lcc.wy.edu

Mission

Laramie County Community College engages minds, inspires individuals, transforms lives, and strengthens communities through the power of learning.

Diversity

Laramie County Community College defines diversity as that quality of its physical, social, cultural and intellectual environment that embraces the rich differences within the multiplicity of human expression and characteristics, including but not limited to: age; culture; ethnicity; gender identification and presentation; health status; language and linguistic ability; life experiences; nationality; political viewpoints; race; religion; sexual orientation; socioeconomic status; veteran status; and mobility, sensory or perceptual ability.

Diversity is a key to excellence in education. Laramie County Community College is committed to enriching the lives of its students, faculty, staff and community by providing a diverse campus where the safe exchange of ideas, knowledge, and perspectives is an active part of learning.

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LCCC CALENDAR 2012-2013

Fall Semester 2012

- Apr. 3- Aug. 19 . Registration
- Aug. 14-17... Faculty Development/College Inservice and Advising (registration opens and advising begins at 1 p.m. on August 15)
18. Fall Semester Classes Begin (Saturday)
20. Payment Due Date for Early Fall Registration
20. Fall Semester Classes Begin (Monday through Friday)
20. Last Day to Register (16-week semester)
27. Albany County Campus Classes Begin
- Sept. 1-2 Saturday and Sunday Classes Do Not Meet This Weekend Prior to Labor Day
- 3 Labor Day (college closed)
17. Last Day to Withdraw Without Receiving a "W" on Transcripts (16-week semester)
- Oct. 10. Deadline to Turn In Graduation Applications
19. Last Day to Withdraw (16-week semester)
- Nov. 6 First Day of Spring Registration (classes are in session)
- 21-25 Thanksgiving Holiday (college closed)
26. Classes Resume
- Dec. 1 Last Day of Saturday Classes
- 7 Last Day of Classes for Fall Semester
- 8 Saturday Exam Day
- 10-13 Final Exam Period
14. Grading Day (Grades Due by 12 noon)
- Dec. 24- Jan. 1 Winter Break (college closed)

Spring Semester 2013

- Nov. 6- Jan. 13 . Registration
- Dec. 24- Jan. 1 Winter Break/New Year's Day Holiday (college closed)
- Jan. 2 Registration Resumes
- 9-11 College Inservice and Advising (registration opens and advising begins at 1 p.m. on January 9)
12. Spring Semester Classes Begin (Saturday)
14. Payment Due Date for Early Spring Registration
14. Spring Semester Classes Begin, Cheyenne Campus (Monday through Friday)
14. Spring Semester Classes Begin, Albany County Campus
14. Last Day to Register (16-week semester)
21. Martin Luther King/Equality Day (college closed)
- Feb. 11. Last Day to Withdraw Without Receiving a "W" on Transcript (16-week semester)
13. Deadline to Turn In Graduation Applications
- March 15. Last Day to Withdraw (16-week semester)
- 16-17 Saturday and Sunday Classes Meet this Weekend
- 18-24 Spring Break—No Classes (college services available Monday through Thursday)
22. College Closed Friday
25. Classes Resume
- April 9 First Day of Summer and Fall Registration (classes are in session)
27. Last Day of Saturday Classes
- May 3 Last Day of Classes for Spring Semester
- 4 Saturday Exam Day
- 6-9 Final Exam Period, Cheyenne Campus and Albany County Campus
10. Grading Day (Grades Due at 12 noon)
11. Commencement
- 13- 31 Interim Session
27. Memorial Day (college closed)

QUICK PHONE AND OFFICE HOUR REFERENCE

Office Hours: 8 a.m.-5 p.m.
 Summer Hours: 7:30 a.m.-4 p.m.
 Individual office hours may vary and are subject to change.

Accounting	778.1228	International and Diversity Services	778.1221
Admissions	778.1357	Health Sciences and Wellness	778.1140
Advising and Career Services	778.1214	Job Line	778.4302
Albany County Campus	307.721.5138	Ludden Library	778.1205
Student Services Office	307.772.4258	Monday-Thursday	8 a.m.-9 p.m.
Student Success Center	307.772.4289	Friday	8 a.m.-4:30 p.m.
The Teaching and Learning Center	307.772.4263	Saturday	10 a.m.-4 p.m.
Arts and Humanities	778.1158	Sunday	2:30-7:30 p.m.
Bookstore	778.1114	Operator	
Albany County Campus Bookstore	307.772.1667	from on Cheyenne campus	0
Monday-Thursday	9 a.m.-6 p.m.	from off-campus	778.5222
Friday	9 a.m.-4 p.m.	P.E. Building Office	778.1385
Business, Agriculture and		Residence Hall Reception Desk	637.2498
Computer Technology	778.1152	Residential Living and Learning	637.2498
Dining Hall	778.1318	Campus Safety	9.630.0645
Monday-Friday	7:30 a.m.-6:45 p.m.	Pager	9.637.9338
Saturday-Sunday	11 a.m.-1 p.m.	Office	778.1122
and 5-6:30 p.m.		Albany County Campus Security	307.772.4259
Campus Living and Learning	778.1108	Sponsor Charges	778.1186
Career Center	778.1132	Student Computer Center	778.4357
Center for Corporate and		Student Records	778.1239
Community Education	778.1236	Student Success Center	778.4315
Children's Discovery Center	778.1303	Students Achieving Goals in Education	
Monday-Friday	6:30 a.m.-5:30 p.m.	(SAGE TRiO)	778.4361
Counseling and Wellness Center	778.4397	Testing Center	778.1105
Disability Support Services	778.1359	Albany County Campus	
Education, Natural and		Testing Center	307.772.4262
Social Sciences	778.1290	Toll Free	800.522.2993
Emporium		Transitional Services Program	778.1288
Monday-Thursday		Veteran's Office	778.4396
7:30 a.m.-7:30 p.m.		Vice President of Instruction	778.1104
Friday		Vice President of Student Services	778.1302
7:30 a.m.-1 p.m.		Warren Air Force Base Campus	773.2113
Financial Aid	778.1215	Wingspan (College Newspaper)	778.1304
Foundation	778.1285		
Health Education	432.1631		

CAMPUS LIVING AND LEARNING

307.778.1108

We provide opportunities for students to develop friendships and skills to successfully achieve their academic and personal goals. Campus Living and Learning builds a strong campus community by sponsoring social, recreational, educational, community service, leadership, diversity and family activities.

Getting involved with Campus Living and Learning provides you the opportunity to learn and grow while working in partnership with others. You will have many rewarding and fun-filled experiences that will expand your leadership skills and knowledge. Campus Living and Learning offers a playful and purposeful learning environment, opportunities to connect with others in serving our community and support in discovering your potential. We value a diverse community, honest and open communication, respect for self and others, and lifelong learning.

Take the time to find out what's happening on campus and get involved. There's always something happening at LCCC, and it's usually free! Campus Living and Learning along with the Student Activities and Involvement Center are conveniently located in the College Community Center (CCC). We are responsible for managing the following programs and services.

- Student Government Association (SGA)
- College Community Center Operations
- Orientation
- Recognized Student Organizations
- Residential Living and Learning
- Campus Activities Board (CAB)
- Student Leadership Training
- Student Rights and Responsibilities

Student Government Association

Cheyenne, 307.778.4336

Albany County Campus, 307.721.5138

Student Government Association (SGA) senators represent the students at the collegiate, community and state levels. SGA responds to students' needs and voices students' perspectives to LCCC administration. Senators serve with integrity, professionalism and impartiality in their role as liaisons between students and LCCC faculty and staff. SGA strives to improve the campus for all students by providing a forum for student concerns as well as programs and activities to benefit the college and community. SGA meetings, which are open to all students, are Tuesdays and Thursdays

at 12:15 p.m. in CCC 178. For more information, visit the SGA office located in the student lounge.

New Student Orientation

307.778.1182

Orientation is a proactive, welcoming event providing new students with the opportunity to learn self-advocacy, become familiar with the college, its people and processes, and form an early commitment to our college. Students leave orientation feeling confident and enthusiastic about LCCC, with the tools necessary to embark on their academic experience.

Orientation sessions run through the summer. For more information please visit:
lccc.wy.edu/admissions/orientation.

For Albany County Campus orientation dates, please contact 307.721.5138.

Recognized Student Organizations

Cheyenne, 307.432.1630

Albany County Campus, 307.721.5138

Participation in student organizations enhances the educational, social, cultural, professional, spiritual and/or recreational needs of students. Recognized student organizations may be clubs or teams and are classified as instructional or student service organizations. Instructional clubs or teams are associated with, or are an extension of, a specific academic division or program. Students may join existing clubs or choose to create a new organization. Students wishing to develop a new club should visit the Campus Living and Learning office for current recognition procedures.

Campus Living and Learning will support officially recognized student organizations by providing supplies, publicity materials, monetary and organizational assistance, and leadership training information.

Residential Living and Learning

307.637.2498

LCCC's Residential Living and Learning program provides students with safe, comfortable and convenient community living options. LCCC's residence halls offer a variety of on-campus housing options. Four-person suites have two bedrooms in each suite as well as a shared living area with a kitchenette. Private bedroom suites are available in two-person and four-person units. A limited number of private, super-single rooms are also available. The residence halls can accommodate up to 278 on-campus residents. All suites have high speed Internet, expanded cable TV and local phone service. On-campus residents also enjoy a full service commons area with a computer lab,

classrooms, fireplace and TV lounges, laundry and vending facilities and a full-service reception desk. Additional support for on-campus residents is provided by the Residential Living and Learning Staff, which includes the Dean of Campus Living and Learning, the Director of Residential Living and Learning, an Administrative Assistant, as well as Resident Assistants and a Community Advisor. This team assists residents in attaining their academic and personal goals. Involvement and leadership opportunities are available through the Residence Hall Council.

Campus Activities Board

307.778.1182

The Campus Activities Board (CAB) is a group of students who plan activities to help make the college experience more enjoyable. CAB sponsors events open to students, faculty, and staff that include social, educational, diversity, recreational, and family programs, as well as intramurals. CAB is always looking for creative, talented students to aid in planning and organizing these events. Being involved with CAB gives students endless opportunities to meet new people and make new friends. Students will develop leadership skills, and enhance their planning, organizational, and communication skills.

Stop by the Campus Living and Learning office to learn how you can get involved in CAB.

Student Identification Cards

Cheyenne, 307.778.1119

Albany County Campus, 307.721.5138

All LCCC students enrolled in credit classes are eligible to receive a picture student identification card. The initial ID card will be issued at no charge. The ID card entitles a person to use the Student Computer Center, free or discounted admission to campus-sponsored activities, use of Physical Education facilities and discounts from various local merchants.

A student ID card is valid as long as the student continues with credit enrollment from semester to semester. Students need to update the card each semester with a validation sticker. After a one-year break in enrollment, a new picture ID card will be issued to a student at no charge. A \$10 fee will be assessed for all lost or stolen cards.

Campus Living and Learning issues LCCC student ID cards Monday through Friday from 8 a.m. to 5 p.m. during the fall and spring semesters. During the summer semesters, cards are issued Monday through Friday from 8 a.m. to 4 p.m.

Students at the Albany County Campus can obtain student ID cards in Room 200 in Laramie. Contact 307.721.5138 for more information.

STUDENT RIGHTS AND RESPONSIBILITIES

Laramie County Community College has established expectations designed to maximize the learning environment on campus. All members of the college community are expected to approach their academic endeavors, relationships and personal responsibilities with a vigorous commitment to the pursuit of free expression and inquiry, integrity, civility, appreciation for diversity, and respect for self and others. Each student enrolling in the college assumes an obligation as a responsible member of the college community to demonstrate conduct compatible with the college's mission as an educational institution.

As a member of our campus community, it is your right and your responsibility to be informed. The following documents are just a few of the reports, policies and procedures pertaining to your student rights and responsibilities:

- Statement of Student Rights and Responsibilities, LCCC
- Annual Campus Security Report
- Graduation/Persistence Report
- Alcohol and Drug Education and Prevention information
- Sexual Harassment and Sexual Assault Policy and Procedures
- Family Educational Rights and Privacy Act, (FERPA) Procedure
- Student Grievance Procedures

These materials regarding student rights and responsibilities are included in this handbook. They are also available online at lccc.wy.edu or from Campus Living and Learning or the Vice President of Student Services.

STUDENT SERVICES

Advising and Career Services

307.778.1214

Academic advising through Advising and Career Services is required for all new students at LCCC. After the initial advising session, students are provided with referrals to appropriate faculty advisers. Students are responsible for contacting their adviser each semester prior to registration.

The purpose of academic advising is to give all students the individual attention necessary to accomplish their educational goals. Students are encouraged to work closely with advisers to explore

and clarify their career and academic interests, values and goals.

Advisers assist students by helping them select courses that fulfill the college's degree requirements. In addition, students receive assistance in examining career fields and how their interests may impact career decisions.

Advising and Career Services staff are also available to assist students and college employees with career exploration. You can discover some of the possibilities through Kuder Journey, a career planning system, and other resources, which are free to students. Professional résumé critique, interviewing assistance and job search assistance also are available.

The Career Center houses the Career Resource Library and several employment programs including off-campus job listings and occupational research. Off-campus jobs are listed in Job Books in the Career Center, on centrally located bulletin boards and on our Web site. For on-campus student employment, refer to the LCCC Human Resources web page.

When you're looking for career resources, the Career Resource Library is the place to find it. If you need information about different occupations, want to know what majors will lead to which careers or want to know more about issues related to employment or unemployment, it's all here in both print and electronic form. You can find books on writing a résumé, interviewing, job search correspondence and completing job applications. You can use a computerized career exploration program, use software to create your résumé and cover letter or prepare for an interview, or surf the Internet for job opportunities. If you're thinking about relocating, the Career Center has information from states and chambers of commerce, including employment rates and the cost of living for where you want to go.

Athletics

307.778.1241

The Laramie County Community College Golden Eagle Athletics program is dedicated to our athletes, student body, community supporters and fans. We are proud to offer intercollegiate athletics in horse showing, rodeo, men's basketball, women's volleyball, and men's and women's soccer. LCCC works hard to encompass a complete college experience. An athletic program that creates school pride for our students, staff and alumni is a significant part of that inclusive experience.

Counseling and Campus Wellness

Cheyenne, 307.778.4397

Albany County Campus, 307.721.5138

Counseling can help you through life changes. Our professional staff provides professional counseling, including individual and group counseling, biofeedback, psychological assessment, workshops, seminars, crisis intervention and referrals.

All LCCC students are eligible for free counseling services regardless of age, ethnicity, gender, handicap, race, religion, sexual orientation or progress toward an academic degree. LCCC is a designated Safe Zone— an inclusive and positive educational environment—for all individuals seeking services. Appointments may be made by calling 307.778.4397. Office hours are Monday through Friday, 8 a.m. to 5 p.m.

Crisis Counseling is available for all students. If you are experiencing a mental health crisis during regular office hours, please visit Counseling and Campus Wellness at CCC 129 on a walk-in basis, so we can help you. We now offer 24-hour on-call assistance for residential students. If you have a crisis when the center is closed, please contact Campus Safety and Security at 307.630.0645, so they can connect you with an LCCC counselor.

Financial Aid

Cheyenne Campus, 307.778.1215

Albany County Campus, 307.772.4248

Financial aid is available in the form of scholarships, grants, loans and student employment. Students are encouraged to visit the LCCC website to review available programs at lccc.wy.edu/services/financialAid

The LCCC Student Financial Aid Guide, which is available online provides in depth information on Financial Aid offered at LCCC. The Financial Aid and Scholarship office is located in the Student Services Building.

Health Education

307.432.1631

All students should strive to maintain their optimum level of health and wellness in order to succeed in their educational pursuits. Health Education utilizes a peer education model that trains and certifies students as Peer Educators through The BACCHUS Network. Health Education provides information and activities related to the health and wellness of contemporary college students. Health Education promotes, maintains and improves student and community health by assisting students and communities in adopting healthy behaviors. Health Education collects and analyzes data to identify community college student needs. Based upon

this data, Health Education plans, coordinates, implements, monitors and evaluates programs designed to encourage healthy lifestyles, policies and environments. Health Education sponsors the Certified Peer Educators, a student organization on campus.

Service Learning

307.778.1290

Service Learning combines classroom instruction with community service, focusing on critical, reflective thinking as well as personal and civic responsibility. Service Learning activities involve students in addressing local, community-identified needs while developing their academic skills and commitment to their community. Campus Living and Learning works with faculty who are utilizing Service Learning in the classroom as a teaching/learning strategy as well as recognized student organizations who are volunteering in the community to put their academic and leadership skills into action.

Third Party Sponsor Program

307.432.1690

The Third Party Sponsor Program provides agencies, employers and students with the service of making authorized charges for tuition, fees, books and supplies. Letters of authorization or contracts are required prior to making any charges. Please visit the LCCC website to obtain additional information. The Sponsor Office is located at Accounting Services in the Administration building.

Student Transcripts

307.778.1357

Students may request transcripts through the National Student Clearinghouse via Eagles Eye using their logon and password. Students may place multiple orders in one session using any major credit card. Each official transcript costs \$5. Credit cards will only be charged after orders have been fulfilled. Order updates will be emailed to students. Students may also track orders online using an email address and order number. Signed consent may be required to fulfill transcript orders. A consent form will be generated for orders and may be returned via fax, mail or as a scanned email attachment. Transcripts will not be released for students with an unpaid financial obligation to the college.

Transitional Services Program

307.778.1288

The Transitional Services Program provides support services to low income and non-traditional students. Qualified students may receive grant funding for

tuition, textbooks, dependent care, transportation, tools and/or uniform costs as well as academic and career advising. This program is funded by the Perkins Career and Technical Education Act of 2006 with the Wyoming Department of Education and the Laramie County Community College Foundation, Life Transitions Endowment. Additional information is available at lccc.wy.edu/services/transitional.

Veterans Affairs

307.778.1215 or 307.778.4396

The LCCC Scholarship and Financial Aid Office serves as an on-campus liaison to assist persons receiving VA educational benefits. We encourage students to visit the LCCC website and the VA website at <http://gibill.va.gov/> to obtain additional information on the services offered. The VA office is located in the Student Services Building.

STUDENT ACADEMIC SUPPORT SERVICES

Laramie County Community College promotes student learning through a comprehensive program of academic support services.

Academic Skills Assessment

Cheyenne, 307.778.1105 • Albany County Campus, 307.772.4289

The LCCC Testing Center (Arp 169) administers the COMPASS placement assessment in reading, math, and writing. Assessments are administered on Mondays, Wednesdays, and Fridays throughout the year. Assessments are administered on Tuesday evenings by appointment only. Please contact the Testing Center or Admissions Office for additional times.

To aid in proper course placement, students planning to enroll in courses with reading, math, or writing prerequisites must take the academic skills assessment before registration.

LCCC will also honor the ASSET, ACT, Accuplacer, and SAT assessment scores and/or transcribed courses equivalent to LCCC courses. ASSET, ACT, Accuplacer, and SAT scores must be less than one year old. Students should contact the Testing Center for information about ASSET, Accuplacer, and COMPASS scores from other test centers, the Admissions Office for information about ACT and SAT scores, and Advising Center for information about previous coursework.

Academic skills assessment is necessary to effectively advise students in course selection. In

many cases where students have not been successful in a course, it was because they were not prepared for that course. Assessment results are used by advisers to place students in the proper courses, thus increasing their chances for success.

Disability Support Services

307.778.1359 • TTY 307.778.1266
Albany County Campus, 307.772.4258

The Disability Support Services (DSS) at Laramie County Community College provides comprehensive, confidential services for LCCC students with a documented disability. Services and adaptive equipment to reduce mobility, sensory and perceptual concerns are available through the DSS, and all services are provided free of charge to LCCC students.

The DSS maintains a library of resource information including disability issues, ADA and Section 504 facts and regulations, tips for college students with ADD and/or learning disabilities and much more. The DSS also has a computer lab to provide students with access to assistive technology for academic support, including computer programs such as JAWS, Dragon Dictate, Inspiration, Word Q, Speak Q and Kurzweil. Training on the software is available for students by appointment.

The DSS is located in Room 222 of the Education and Enrichment Center (EEC).

The Exam Lab

Cheyenne, 307.778.1274

The Exam Lab provides a service within the college to administer make-up exams; telecourse and online exams; exams for students with testing accommodations; graduation exit assessment, Pearson VUE and other professional certification tests, distance learning exams from LCCC as well as other institutions (there is a small fee for exams from other institutions); and TOEFL.iBT & Praxis exams.

Students are responsible for learning and adhering to Exam Lab procedures:

- Student must bring a photo ID (driver license, LCCC ID, military ID, passport, etc.). The Exam Lab will not proctor an exam without a photo ID.
- All electronic devices must be turned off in the Exam Lab and must be kept in a backpack or purse on the Exam Lab shelves. Locks and lockers are available.
- Calculators and other approved testing aids/supplies will be checked before use.
- Talking will be considered cheating and exams terminated.
- Students may not leave the Exam Lab during testing for any reason.
- Student must check-out when exam is completed.

Students at the Albany County Campus should contact the ACC Testing Center at 307.772.4262 for details and information.

THE SYSTEM FOR STUDENT SUCCESS

The Student Success Center

Cheyenne, 307.778.4315

The Student Success Center (SSC) room 128 of the College Community Center (CCC) provides FREE tutoring for all LCCC students enrolled in one credit hour or more. One-time or long-term tutoring is available 6 days a week – mornings, afternoons, evenings and Saturdays. Free on-line tutoring is available through smarthinking.com. Log-in and password information is available in the SSC.

A FREE paper review service is available. Drop off or submit your assignment instructions and paper in a Word doc to tutors@lccc.wy.edu. Turn around is 48 hours (excluding weekends). Many other FREE success materials, coaching, and workshops are available.

Students at the Albany County Campus should contact the Teaching & Learning Center at 307.772.4289 for details and information.

STUDENTS ACHIEVING GOALS IN EDUCATION

SAGE TRiO Project

307.778.4361

The SAGE (Students Achieving Goals in Education) TRiO Project serves 160 LCCC students who are first-generation-college, low-income, and/ or students with disabilities. Our mission is to ensure that students achieve their full academic potential by fostering a supportive academic environment. SAGE TRiO helps with academic, personal and financial aid advising; transfer to four-year colleges; educational and career goals; academic success strategies; financial literacy for educational costs; and mentoring. SAGE TRiO is federally funded through the U.S. Dept. of Education.

CAMPUS RESOURCES

Bookstore

LCCC Bookstore
1400 East College Drive
Cheyenne, WY 82007
307.778.1115

ACC Bookstore
1125 Boulder Drive
Laramie, WY 82070
307.772.1667

The bookstore located on the LCCC campus is open from 9 a.m. to 5 p.m. Monday through Thursday and 9 a.m. to 4 p.m. on Friday. The bookstore located on the ACC campus is open from 11 a.m. to 5 p.m. Monday and Tuesday, 9 a.m. to 3 p.m. Wednesday and Thursday and 9 a.m. to 2 p.m. on Friday.

Extended hours are in effect during the first week of classes and the last week of classes. Check with store personnel for extended hours as well as hours during breaks and holidays. Hours are also posted on our website; visit our website at www.cbamatthews.com/lccc

Textbook Buyback

You can sell back textbooks any time during regular business hours. Peak buyback times are during finals week in the spring and fall semesters. Peak buyback periods generally pay more than non-peak periods. Non-peak periods pay based on wholesale guide prices.

The value of a used book depends on whether the particular book is going to be assigned by an instructor for the next term. Books that are going to be used on the campus next term generally have a higher value.

If the book is not going to be assigned on our campus next term, our wholesaler buys used books that will be resold for use on other campuses across the country. The national market value, which is set by the wholesalers, not the bookstore, is often a much smaller percentage of the original retail price.

Books must be in reusable condition.

Buyback operates on a first come, first serve basis. Buy prices are subject to change at any time without notice.

Bookstore Return Policy

Textbooks

Original receipt is required. Textbooks may be returned for a full refund within one full calendar week from the start of classes, provided the textbook(s) are in the same condition they were in at the time of purchase. All shrink-wrapped textbooks must remain in the original packaging in order to be returned.

After the first week, returns will only be allowed with a drop slip and original receipt. Returns for dropped classes will be accepted through the 4th

week of classes. After the first week, the refund amount will be deducted by 25% each week.

Purchases made in cash and check will be refunded in cash. A/R charges and credit/debit cards will be refunded back to the charge account. Checks are subject to a ten (10) day waiting period before a refund can be given. If a check is written ten (10) days or less prior to the return deadline, no refund can be given.

All returns for late start classes and interim classes must be made within two (2) business days of purchase.

General Merchandise

Merchandise must be returned within thirty (30) days of the time of purchase with the original receipt. The item(s) must be in new, resalable condition. Purchases of sale items are final. No refunds or exchanges on sale items.

Dining Services

307.778.1237

Our dining program has been designed with you in mind. Flexibility, varied hours and a choice of dining locations will all enable you to find the perfect place at the perfect time. Please refer to our dining schedule when planning your meals.

(Times are subject to change)

Monday-Friday

Breakfast 7:30-9:30 a.m.
Continental Breakfast 9:30-10:30 a.m.
Lunch 11 a.m.-1 p.m.
Continental Lunch 11 a.m.-1:30 p.m.
Dinner 4:45-6:45 p.m.

Saturday-Sunday

Brunch 11 a.m.-1 p.m.
Dinner 5-6:30 p.m.

Emporium

Monday-Thursday 7:30 a.m.-7:30 p.m.
Friday 7:30 a.m.-1 p.m.

Vending Machine Refunds

Vending machines have been placed throughout the campus as a service to students, faculty and staff. A private contractor operates these machines. For assistance or refunds, contact 307.778.1318 during business hours. At the Albany County Campus, contact 307.772.4253.

Campus Safety Department

Cheyenne Campus, 307.630.0645
Albany County Campus, 307.772.4259

The Campus Safety Department is responsible for enforcing campus regulations and campus traffic and parking rules, providing emergency first aid care, and monitoring public safety.

In emergency situations, call the 911 emergency dispatch. To contact Campus Safety, call 630.0645. Remember that on campus, you must dial '9' for an off campus number (example 9.630.0645).

Campus Safety

Walkways on the campus and all parking lots are well-lit. Regular safety evaluations of the campus are conducted and improvements are implemented when they are needed.

The college employs a safety department on a 24-hour, 365-days-per-year basis. Activity of a criminal nature is responded to by the Laramie County Sheriff's Department, which maintains a high presence around campus. The College Safety Department, while unable to make arrests, is employed to enforce traffic and parking regulations, assist distressed motorists, make building security checks and to assist students, employees and the general public in ways to make their time on campus a safe and satisfying experience. For further information, refer to the Campus Safety Procedures—No. 8001, available in the Campus Safety Office, located in Room 106 of the modular which is located to the east of the residence hall. Campus Safety may be contacted 24 hours a day, seven days a week by calling 9.630.0645. Please contact the Campus Safety staff to report crimes, criminal actions or other emergencies.

The Campus Safety Office prepares incident reports on reported crimes and all other incidents on campus. Any criminal activity is reported immediately to the Sheriff's Department. All campus incidents are recorded on the Campus Safety Incident Log, which is displayed in the Student Services Building (East wall), and the office of Campus Living and Learning in the College Community Center. Security will be ticketing for parking violations, so park your vehicle responsibly. Fines will be assessed accordingly.

Emergency Call Boxes and Courtesy Phones

Yellow call boxes are located around the campus and are for emergency assistance only. Directions are on the front of each call box. Campus Safety response begins as soon as the call is received.

Call boxes are located in the following areas:

1. Near the north entrance to Fine Arts Building.
2. Near the blue arches of the College Community Center.
3. Near the sidewalk by Agriculture Building.
4. Southeast corner of the Arena by the Stalls.
5. South of the Auto Body Building on the sidewalk mall.
6. South of the College Community Center on the sidewalk mall.

7. South of the Science Building and east of the Residence Hall on the sidewalk mall.
8. Near the south entrance of the Business Building.
9. Near the west entrance of the Center for Conference and Institutes.
10. South of the west residence hall.

LCCC has installed free courtesy/security telephones at strategic locations throughout the campus.

Located on the wall adjacent to each telephone are instructions on what to do in the event of crimes and other emergencies.

Surveillance Cameras

Surveillance cameras are located throughout the campus including common areas and the Residence Hall.

CARE Team

On Campus extension CARE (2273), Cheyenne
On Campus extension CARE (4254), Albany County Campus

The CARE Team is a coordinated group of student services staff and instructional faculty and staff who assist "individuals of concern" with accessing the appropriate campus resources in an effort to assist them with meeting their educational goals at LCCC.

An individual of concern is any person who demonstrates disruptive behavior, personal difficulties, mental and/or emotional instability, or otherwise causes another member of the campus community to feel distressed. These individuals are confidentially referred to the CARE Team so that an intervention strategy can be planned and appropriate resources and individualized help is available to those who are experiencing difficulties.

You may contact a CARE Team representative by calling CARE (x2273): emailing LCCCARE@lccc.wy.edu; or stopping by the Vice President of Student Services' office in the Student Services Building.

LCCC Children's Discovery Center

307.778.1303

LCCC Children's Discovery Center (CDC) is accredited by the National Association for the Education of Young Children (NAEYC).

LCCC CDC utilizes the research-based, nationally recognized Creative Curriculum for infants, toddlers and preschool aged children. The curriculum identifies goals in four areas of development: Social/emotional, Physical, Cognitive and Language. The curriculum is based on over 75 years of early childhood development research.

Hours of operation: 6:30 a.m. to 5:30 p.m.

Full Day Preschool Program: for children 6 weeks to 12 years of age.

Part Time Preschool Program: Half day 6:30 a.m. to 11:30/12:30 p.m. to 5:30 p.m., M-F

Contracted days – daily rates for 1-3 days per week.

Ludden Library

307.778.1206

The Ludden Library integrates print and electronic resources, technology, services and a knowledgeable staff to support student learning. With a physical collection of almost 60,000 items and electronic subscriptions to over 300 research databases, the library strives to meet the research needs of LCCC students. The online catalog provides access not only to the Ludden Library collection but to library collections throughout the state. Students are encouraged to ask the library staff how to order books from other libraries (interlibrary loan). Online databases provide immediate access to full-text articles, e-books, streaming video and music for on-campus and remote users.

The library offers an inviting atmosphere, including computer workstations, study rooms, media viewing areas, anatomy models and laptops for checkout. Photocopiers, scanners, a fax machine and a laminator also are available. Formal library instruction is provided in classes, and knowledgeable and welcoming library staff members are always ready to offer one-on-one assistance to students. Feel free to contact the staff with any questions regarding how to access materials remotely, how to find quality research sources and how to correctly cite and use those resources in assignments. To begin taking advantage of library resources, please call or visit the library to activate your library card barcode on the back of your student ID.

Physical Education

Recreation/Fitness Facilities

Cheyenne Campus, 307.778.1385

Albany County Campus, 307.721.5269

The Laramie County Community College PE recreation/fitness facilities is intended for the use of Laramie County Community College students, faculty and staff. It is designed and equipped for adult users.

Monday through Friday—no one under the age of 16 is allowed to use or be in the facility.

Saturdays and Sundays are Family Use days and the following areas of the building—swimming pool, main gym, and multipurpose room— are available for use by Laramie County Community College

students, faculty, and staff and their immediate families. Children that are in the facility during Family Use days must be accompanied by their parent/ guardian at all times.

Recreational facilities include a climbing wall, weight room, Strength Center, Aerobic Center, swimming pool, two-lane indoor running track, indoor tennis courts, racquetball courts, basketball and volleyball courts.

Users of the facility must have a current LCCC student ID and/or LCCC faculty/staff ID card.

Users may bring a guest (age 16 or above) up to five times per semester. All guests must register and show photo ID at the front desk and guests will be issued a guest pass and is good for five additional visits with a LCCC affiliated individual.

Schedules for specific areas of the building are posted, for your convenience, by the entryway to each area. If a class is in session, please ask permission of the instructor to use that area. For more information about the physical education facility call 778.1385.

Student Computer Center and ITS Help Desk

307.778.HELP (4357)

Laramie County Community College ranked as one of the top digital savvy community colleges in the nation by the American Association of Community Colleges and the Center for Digital Education for the past six years.

The Student Computer Center (SCC) is part of the Integrated Technology Services Division and is located in Fine Arts (FA) 171. It houses approximately 30 computers, black and color printers and a scanner, located at the proctor's station. Software for student use is available either on a LAN or the hard drive. The SCC also has a lounge area where you can relax, read a book or use your laptop.

Student Computer Center Policies

The LCCC Student Computer Center (SCC) provides computer hardware and software for student use. In order to ensure a smooth operation, the following policies have been developed:

1. No formal classes shall be held in the computer center, although instructors may work with students on an individual basis.
2. Persons using the computer center should have a valid student identification card.
3. If there is such a demand for computers that a waiting list develops, the following priorities will hold:
 - a. Laramie County Community College (LCCC) students doing homework.

- b. Other higher education students doing homework.
- c. Students checking email.
- 4. Persons using the computers must provide their own storage devices. Please save all work to your personal storage device as anything saved to the hard drive will be deleted when the computer is rebooted.
- 5. SCC computers are not to be used for anything that would be inappropriate by LCCC standards. If such material is needed for a class, a letter from the instructor will be required and the SCC facilitator will make arrangements on a case-by-case basis. Inappropriate use includes, but is not limited to, the following.
 - a. Material that is profane or obscene (to include pornography).
 - b. Material that advocates violence or discrimination toward other people (hate literature).
 - c. Violation of local, state and/or federal laws including, but not limited to, violation of copyrights, intentionally disrupting network traffic or crashing the network and connected systems, stealing data, equipment, software, intellectual property, or vandalizing the data of another user.
 - d. The deliberate introduction of computer viruses.
 - e. Annoying, harassing or intentionally offending other computer users. Consequences of violating these rules may include loss of SCC privileges and other disciplinary sanctions determined by LCCC authorities.
- 6. Shutdown procedures will start 10 minutes before closing time.
- 7. Assistance is available to those unfamiliar with the computers, printers or standard programs.
- 8. Installation of software on SCC machines or downloading Internet plug-ins to the browsers may cause problems for the other students. Doing this will result in the loss of SCC privileges.
- 9. The SCC reserves the right to refuse computer usage to anyone who does not abide by the rules listed above or those posted in the center.

**Student Computer Center
Fall and Spring Semester Hours**

Monday-Thursday 7:30 a.m.-9 p.m.
 Friday 7:30 a.m.-5 p.m.
 Saturday and Sunday 10 a.m.-4 p.m.

Student Computer Center Summer Hours

Monday-Thursday 7:30 a.m.-6 p.m.
 Friday 7:30 a.m.-4:30 p.m.
 Saturday 10 a.m.-2 p.m.
 Sunday Closed

Wireless Access

LCCC provides wireless access in all our buildings. For connection instructions on the Cheyenne campus go to Fine Arts, Room 171 or call 307.778.4357. On the Albany County Campus go to Student Services or call 307.772.4258.

Printing

LCCC provides limited number of printing for FREE. For each printing on campus, the login box will come up. After the successful authentication, the account information will show up. Once you verify the job, it will print successfully. The account used for printing is same as for Wireless Access (see above). If you need to print above standard limit, you can purchase additional credit. For more information, please contact HelpDesk at 307.778.4357.

EaglesEye

EaglesEye is the Web portal. Students, faculty and staff use the basic tools within EaglesEye to share information with anyone across campus and complete a variety of registration and other transactions.

With EaglesEye, you can:

- Check and send email
- Get grades
- Access the LCCC course catalog list
- See financial account status
- Register for a class
- Pay for classes
- Access Angel
- Request transcripts
- Sign up for emergency text messages and campus closure information via email

ANGEL

ANGEL is the campus learning management system. If you are taking on-line classes you will access them via ANGEL. You will access all on-line class assignments and assessments in ANGEL. ANGEL offers direct email access to other students in your specific class as well as the class instructor. Some classes offered on campus will use ANGEL for testing purposes. You will access ANGEL through the link found at lccc.wy.edu. If you are experiencing problems accessing ANGEL or have questions concerning ANGEL please contact the ITS Help Desk at 307.778.4357(HELP).

Albany County Campus

1125 Boulder Drive, Laramie, WY
307.721.5138 or 800.522.2993, Ext. 4250 (toll free)

The Albany County Campus (ACC) of LCCC is a dynamic learning center extending the lifelong educational opportunities of a community college to the citizens of Albany County. A number of degree programs, both career education and academic/transfer, are available through the ACC. In addition to degree programs, the ACC offers a wide variety of credit courses to help students prepare for college, complete general education requirements, or enrich their personal lives.

The Teaching and Learning Center (TLC) provides day and evening instruction in Adult Basic Education (ABE), General Educational Development (GED)/Adult Secondary Education (ASE), English for Speakers of Other Languages (ESOL), citizenship preparation, literacy, and functional academic skills. Basic job skills such as résumé writing, interviewing, interpersonal skills, and basic computer literacy are available for all students. The TLC also provides assistance with job searches. Students may begin TLC classes at any time during the school year. Individual instruction (tutors) may be available to students. Programs at the Teaching and Learning Center are designed to help adults improve their functional skills in reading, writing, mathematics, English, social studies, science, and computer literacy.

The Albany County Campus provides its students with support services similar to those available to the Cheyenne campus students. Counseling services, academic advising, career guidance, adult re-entry assistance, and financial aid information are available. On site GED and placement testing are provided. Student groups are active and plan several activities each semester for students and their families.

Eastern Laramie County Outreach Center

607 Elm Street, P. O. Box 580, Pine Bluffs, WY
307.245.3595

LCCC is committed to serving Eastern Laramie County residents with classes and programs. Course offerings vary from semester to semester. Offerings include credit, continuing education, personal and professional improvement, life enrichment courses, and ESOL, ABE, and GED preparation.

F. E. Warren Air Force Base

Building 841 • 307.773.2113

Classes are offered at F. E. Warren Air Force Base to meet the general education needs of military personnel. However, civilian students are eligible

to attend and are encouraged to do so. Base access to attend class is easily arranged by on-site LCCC personnel. Classes are routinely conducted on an accelerated basis. Four, eight-week sessions are scheduled each academic year and a six-week summer session is also conducted. A few classes are scheduled during the lunch time, while the majority of classes are conducted during the evening hours. Some classes are also available for those personnel who are assigned to rotating work schedules. LCCC has full-time staff members who have an office within the F. E. Warren Air Force Base Education Center to assist students.

GENERAL CAMPUS INFORMATION

ADA Formal Grievance Procedure

The Disability Support Services (DSS) of Laramie County Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, that “no otherwise qualified disabled individual shall, solely by reason of such a disability, be excluded from the participation in, be denied the benefits of or shall be subjected to discrimination” in programs or activities sponsored by a public entity. Refer to LCCC Procedure 6208 ADA Student Grievance Procedure in this handbook for information regarding the complaint process. Copies may also be obtained in Campus Living and Learning or the Disability Support Services.

Advertising, Sales and Solicitation on Campus

Any individuals or organizations interested in advertising on campus must comply with the campus posting procedures, which are available in the Public Relations Office. All materials posted on campus bulletin boards must be approved by the Campus Living and Learning Office. Postings must be stamped by the Campus Living and Learning Office or they will be removed. (Instructors’ bulletin boards are exempt.) Individuals and campus organizations are responsible for posting their materials appropriately on the designated bulletin boards. The metal posting strips located throughout the campus are to be used only to promote current, single-event advertisements scheduled within 10 days. Campus

postings will be monitored, and inappropriate, improperly posted or outdated materials will be removed.

Off-campus and personal solicitation (anything for sale, rent or trade) is limited to one bulletin board located near the Emporium (do not use scotch tape). Fliers and posters may not be posted on windows, walls, doors, etc. Exceptions to these guidelines and all other advertising must be approved by the director of Public Relations (i.e., wall banners, sidewalk chalk, etc.). Placing fliers on cars is prohibited.

Exceptions are made only for information pertaining to the Ludden Library, emergencies, class cancellations/changes/announcements or summer office hours.

Advertising on campus may not support illegal sales or transactions or promote events that have as their only purpose the consumption of alcohol.

The college neither assumes any responsibility for nor endorses any items or services advertised on campus.

Sales and Solicitation

Solicitation shall be considered to be any effort to raise funds, any promotional activity or any effort designed to disseminate information.

It is not within the purpose or philosophy of the college to provide an ongoing outlet for retail or wholesale merchandise except those services provided by the Bookstore and food services.

The Student Lounge and the area immediately adjacent to the Student Lounge are the primary areas designated for direct contact solicitation on campus. Solicitation tables may be reserved on a first-come, first-served basis in Campus Living and Learning. Personal solicitation is not permitted.

Off-Campus Organizations

Off-campus groups wishing to reserve a solicitation table must do so one week prior to the desired dates. Off-campus groups may reserve a solicitation table for no more than five days per month. A charge for for-profit organizations may be assessed.

On-Campus Organizations

On-campus groups wishing to reserve a solicitation table must do so two days prior to the desired dates. There is no limit on the number of days for which an on-campus organization may reserve a solicitation table.

Fundraisers may be sponsored by officially recognized LCCC groups only. Student groups may sponsor up to four fundraisers per month. Sponsorship of activities, promotions or sales items must include, in clear view, the names of the sponsors. To reserve a table, contact Facilities and Events at 778.1291.

Bomb Threat Procedure

If a bomb threat is received, the campus may be evacuated either partially or fully. Please follow directions and cooperate. If you are contacted by phone or by message that the campus is being evacuated because of a bomb threat, don't panic, but take the instructions seriously and evacuate cautiously through the nearest exit. Because of the potential for setting off a bomb, don't use a radio, cell phone or pager, and don't touch a suspicious object or touch a light switch.

If you need a ride to get off campus, use an LCCC courtesy phone to arrange for someone to pick you up at the LCCC Center for Conferences and Institutes. Do not use your cell phone. The public will be notified by local media that the campus is being affected, and the re-opening of the campus will be announced the same way.

Campus Civility

It is the expectation of Laramie County Community College that all students, employees and guests experience a positive, respectful and productive educational environment, free from behavior, actions or language constituting harassment. Engaging in harassment is unacceptable conduct which will not be tolerated.

Harassment is a form of offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive environment. It may include areas covered by discrimination laws, such as race, color, national origin, religion, gender, age or disability. It may also encompass other forms of hostile, intimidating, threatening, humiliating or violent behavior which are not necessarily illegal discrimination but, are nonetheless, prohibited on campus.

All members of the campus community should strive to create a campus environment of mutual respect. LCCC students, faculty and staff have the right to experience, and the responsibility to maintain, a safe educational community that is civil in all aspects of human relations. Any problems or concerns should be reported to offices of Campus Security and/or Campus Living and Learning.

Cell Phone Guidelines

Laramie County Community College guidelines regarding the use of cellular telephones on campus attempts to strike a balance between the maintenance of a campus environment supportive of academic success and common courtesy while accommodating the increasing use of cellular telephones by students, staff and visitors.

Owners of cell phones are expected to turn cellular telephones off (or to silent operation) while in the classroom, library or in any group meeting. If cell phone use is required, users will be expected to move to an isolated location so conversations will not disturb others or otherwise disrupt the educational environment. All campus community members are also expected to cooperate with cell phone use guidelines established by individual instructors and offices.

Channel 11

307.778.1111

Cable Channel 11 carries public information programming and public service “bulletin board” messages for nonprofit organizations. National Weather Service broadcast audio can be heard with the public service messages. Public service announcements can be listed on the channel by filling out the proper form provided on the LCCC website.

Contact the Public Relations Office at 307.778.1142 for information about public service announcements on Cable Channel 11, or use the PSA form provided on the LCCC Web site at lccc.wy.edu.

Emergency Closures

In the event of an emergency closure, students who have signed up for text messaging and/or email notification through Campus Cruiser on EaglesEye will receive information via those methods. All students may listen to Cheyenne radio or television stations for information regarding the cancellation of classes and other activities.

Tune into the following stations as early as 6 a.m. for information: KRAE 1480 AM, KRRR 104.9 FM, KFBC 1240 AM, KJJL 1370 AM, KING 97.9 FM, KOLT 100.7 FM, KLEN 106.3 FM and KGAB 650 AM or television station CBS–Channel 5. Laramie Radio Stations for Emergency Closures: KOWB 1290 AM 745.4888, KCGY 95.1 FM 742.9242, KIMX/KRQU 105 FM 745.5208, KUWR 91.9 FM 766.4242.

Campus Cruiser Alerts

An EaglesEye account is needed to sign up for the alerts. To sign up, students must go to their EaglesEye account and click on “My EaglesEyeAlert” under the “MyCruiser” tab to get a full list of options. Students also can choose to add severe weather warnings. If the National Weather Service issues a severe weather warning, students will be automatically notified.

Equal Opportunity– Nondiscrimination

Laramie County Community College does not discriminate on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation or marital, parental or military status in admission or access to, or treatment or employment in, its educational programs or activities.

Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Title IX Coordinator, 307.778.1281, Title IX Deputy Coordinators, 307.778.1359, 307.778.1373, LCCC Human Rights Officers: director of human resources, 307.778.1258, or a counselor/social worker. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, CO 80204, 303.844.5695 or TDD 303.844.3417.

LCCC Foundation

Cheyenne, 307.778.1285

Albany County Campus, 307.772.4277

The LCCC Foundation was established in 1968 to develop and sustain support for Laramie County Community College through solicitation, management and recognition of donations. The Foundation is dedicated to providing services and assistance to students, faculty, staff and the community, thereby enhancing a sense of tradition and pride that will assist in advancing the college.

LCCC Alumni and Friends Association

307.778.1285

The Alumni and Friends Association at LCCC is intended to be all inclusive. The purpose of the organization is to engage former students in college activities and encourage them to visit campus, whether they are graduates or students who have taken a handful of courses. So many people in the community have been touched by LCCC.

As such, the LCCC Alumni and Friends Association promotes alumni affiliation with the college, engendering a sense of pride, loyalty, interest in and support for the college; provides meaningful activities and services for alumni; and engages the talents and resources of alumni in the life, work and mission of Laramie County Community College.

Lost and Found

Cheyenne, 307.778.1108

Albany County Campus, 307.772.4263

Lost and found articles may be claimed or turned in to Campus Living and Learning, located in the College Community Center. All unclaimed items will be discarded at the end of each semester.

Lost and Found for the Albany County Campus is located in the Teaching and Learning Center.

Public Relations Office

The Public Relations Office publicizes campus events, works with news media for coverage of the college, oversees the production of all college publications, handles sports information and crisis communications and oversees the content for the college website. The department also includes campus printing services. If you have activities or news about events happening on campus, please contact the Campus Living and Learning Office and they will coordinate with Public Relations.

Public Transportation

The Cheyenne Transit Program (CTP) is a hassle-free alternative to driving to and from LCCC. CTP is a dependable, safe and convenient public bus service. Students, professionals and people of all ages are invited to ride the CTP.

For \$1 you can travel to work, home, school, shopping or almost anywhere in Cheyenne. Bus routes to most neighborhoods and businesses are available Monday through Friday from 6 a.m. to 7 p.m. every 16 minutes after the hour.

LCCC has two designated CTP bus stops. One is located outside of the College Community Center and the other is located near the west entrance to the college. CTP departs from these locations every hour. The bus continues on its route where it ultimately arrives at the Transfer Station located at 15th Street and Capitol Avenue next to the UP Depot. At the Transfer Station passengers are able to access any of the six different bus routes and continue on to their destination at no extra charge. For more information and route times, call the CTP at 307.637.6253, Monday through Friday between 8 a.m. and 5 p.m.

The Albany County Transportation Authority provides free bus service serving the main corridor of the Laramie community. The Gem City Grand route provides residents and students a free bus ride between Wal-Mart and downtown Laramie seven days a week. Check the website for a map of the complete route. Operation hours are 7 a.m.-10 p.m. Monday through Friday and 10 a.m.-10 p.m. on weekends. Phone number: 766.8888 Website: www.ACTAbus.org

Sexual Harassment and Sexual Assault

It is the policy of Laramie County Community College that sexual harassment will not be tolerated. LCCC is dedicated to ensuring an educational and employment environment free of sexual assault and

sexual harassment, including harassment based on gender or sexual orientation. Such behaviors have no place in the education or work environment where students, faculty, and staff are expected to learn and develop to their full potential. If sexual harassment occurs at LCCC, appropriate disciplinary action will be taken.

LCCC is also dedicated to providing educational programs to increase the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses through this handbook, the Counseling and Wellness Center.

What is Sexual Harassment?

Sexual harassment constitutes a violation of federal law. Sexual harassment is any sexually oriented behavior that is unwelcome or unsolicited, such as 1) verbal harassment or abuse of a sexual nature, 2) sexual remarks about a person's clothing, body or sexual activity, 3) subtle pressure for sexual activity, 4) unnecessary touching, patting or other forms of fondling, 5) solicitation of sexual activity or other sex-linked behaviors in exchange for promises or rewards by either party, 6) demand for sexual favors accompanied by implied or overt threats concerning one's job, grades or letter of recommendation, or 7) physical sexual assault.

What is Sexual Assault?

Any sexual act that occurs without the consent of the victim or that occurs when the victim is unable to give consent because of mental incapacitation, intoxication, status as minor, or lack of consciousness. "Sexual act" includes 1) the oral, anal, or vaginal penetration by another person's sexual organ; and 2) anal or vaginal penetration by any object.

What are your personal rights?

- You have the right to refuse a date without feeling guilty.
- If you don't want physical closeness, you have the right to say no.
- You have the right to be yourself without changing to suit others.
- You have the right to change a relationship when your feelings change. You can say, "We used to be close, but I want something else now."
- If you are told a relationship is changing, you have the right not to blame or change yourself or try to keep it going.
- You have the right to an equal relationship.
- You have the right not to dominate or to be dominated.
- You have the right to act one way with one person and a different way with someone else.
- You have the right to change your goals whenever you want to.

(Source: Kenney, Susan J., "Date Rape: An Alarming Problem." The Adelpian of Alpha Delta Pi. Fall 1987.)

What help is available on campus?

Title IX Coordinator	778.1281
Carol Hoglund, Administration Bldg., AM 111	
Title IX Deputy Coordinator	778.1359
Tammie Keney, Disability Support Services, EEC 223	
Title IX Deputy Coordinator	778.1373
Kim Castaneda, Intercollegiate Athletics, PE 130	
Title IX Deputy Coordinator	778.1258
Peggie Kresl-Hotz, Human Resources, AM 148	
LCCC Residence Hall	637.2498
LCCC Campus Safety	630.0645
Office 778.1122	
Albany County Campus Security	307.772.4259
Counseling and Wellness Center	778.1214
Albany County Campus Counseling	307.772.4254
LCCC Health Education	432.1631
Albany County SAFE House	745.3556

What help is available off campus?

Laramie County Sheriff	Emergency 911
Non-emergency 633.4700	
Non-emergency 633.4700	
Laramie Police Dept.	
Non-emergency 307.721.2526	
Safehouse Sexual Assault Services Crisis Line 24/7	637.7233
Safehouse Office (General information M-F)	634.8655
Cheyenne Regional Medical Center	632.6411
Iverson Memorial Hospital	307.742.2141
Albany County Safe Project Office	307.742.7273
Crisis line 307.745.3556	

What should you do if you are a victim of sexual assault?

- Get help quickly
- Do not douche, bathe or change clothes until you have talked to the police. You may destroy valuable evidence needed by the police.

What should you do if you are being sexually harassed?

If you are being harassed, attempt to stop it. If you don't do something, the situation will not change; your anger and the feeling that you have no power will continue to grow.

The first step is to tell offenders to stop, that you don't like what they are doing. You have the right to control your body. You are not to blame if someone else sexually harasses you. If that doesn't stop the harassment, report the incident to a Title IX

Coordinator or Deputy Coordinator, Campus Safety or Campus Living and Learning.

Other information

1. Reasonable requests for assistance are available through the appropriate college administrator for changes in class schedules, on-campus living arrangements or on-campus work situations.
2. During campus disciplinary action in cases of an alleged sex offense:
 - a. The accuser and the accused are entitled to the same opportunities to have others present, as provided by college policies or procedures, during a disciplinary proceeding.
 - b. Both the accuser and the accused shall be informed of the outcome of any LCCC disciplinary proceedings brought alleging a sex offense.
 - c. Sanctions for students following a final determination by an LCCC disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense shall be determined on a case-by-case basis. Sanctions may be as severe as suspension or expulsion.
 - d. Sanctions for employees following a final determination by an LCCC disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offense shall be determined on a case-by-case basis. Sanctions may be as severe as termination of employment.
 - e. LCCC prohibits retaliation against individuals filing a complaint or participating in an inquiry.
 - f. LCCC will take steps to prevent recurrence of harassment or assault and correct its effects.

Tobacco-free Facilities

Laramie County Community College recognizes its responsibilities to provide a safe, clean and healthy educational and work setting for its students, employees and the public. Due to potential health risk and irritation of second-hand smoke, smoking is limited to outside facilities. Smoking is not allowed in any confined areas of the college. These areas include, but are not limited to, the following: building interiors (dining hall, classrooms, labs, offices, shops, restrooms, hallways, arena and gymnasium), vehicles and utility tunnels. Smoking is prohibited from a distance of thirty (30) feet from the entrance to any of the college buildings. Smoking is defined as the act of smoking tobacco or tobacco like substances utilizing a cigarette, cigar, pipe or other smoking device. Smokers are required to dispose of cigarette butts and related smoking materials and not leave them on the grounds. Smokeless or spit tobacco, also

known as dip, chew, snuff or snus is also limited to use outside facilities. All college employees, students and visitors are required to comply. Violations should be reported to an administrator in the area in which tobacco use occurs, and the violators will be processed through appropriate employee or student discipline procedures.

Student Travel

Student learning at Laramie County Community College is supported through student travel opportunities. Travel by students enrolled at LCCC in college programs is a privilege. The objective of this Student Travel policy is to support reasonable and necessary travel related to achieving LCCC's educational mission. All student travel must be directly related to LCCC's educational mission. While Laramie County Community College prioritizes student learning, student safety is of utmost importance. This policy outlines the administrative processes and expectations for all participants in student travel. Participants must abide by these administrative guidelines (including prior budgetary approval by an authorizing administrator) and comply with all other college operating procedures. LCCC has developed this student travel procedure with the expectation that all participants (students, guests, travel supervisors and chaperones) and authorizing administrators strictly adhere to its requirements.

Traffic and Parking Regulations

Cheyenne Campus, 307.630.0645
Albany County Campus, 307.772.4259

These regulations apply to all students, faculty, staff visitors and other persons employed by the college.

1. Regulations shall be enforced at all times.
2. Absolutely no parking is permitted at any time:
 - (a) within 15 feet on either side of a fire hydrant
 - (b) in yellow zoned areas
 - (c) in service drives
 - (d) in marked pedestrian crosswalks and
 - (e) in marked parking spots reserved to disabled individuals unless a proper permit is displayed.
3. The campus speed limit is 10 mph in all parking lots. When entering and departing the campus at the East and West entrances the speed limit is 15 mph, and 25 mph on the north and south access roads. The speed limit in front of the Administration Building is 15 mph.
4. The college will not be responsible for any theft or accident occurring on college property. Persons using college parking facilities do so at their own risk.
5. Parking is on a first-come, first-served basis.

6. Parking in the Residence Hall parking lots are reserved for Residence Hall occupants with a permit only.
7. Parking privileges in reserved accessible (disabled) parking zones are restricted to vehicles carrying disabled drivers or passengers and displaying current Wyoming State Disabled license plates or permits (white wheelchair on blue background).
8. Short-term parking permits for people with temporary disabilities may be obtained at the Campus Safety and Security Office, but may be used only on college property. These permits will be issued after a written request and proper documentation has been received by the Disability Support Services, and shall be valid for a period of six weeks.
9. Parking privileges in visitor parking zones are restricted to bona fide campus visitors.
10. Students shall become subject to these regulations upon enrollment at LCCC and they shall apply to all vehicles owned or operated by the student.
11. No motorized vehicles are allowed to park on sidewalks. Exceptions are for security and maintenance vehicles and loading/unloading only.

Wingspan (Collegiate Newspaper)

307.778.1304

The national Pacemaker Award-winning newspaper, *Wingspan*, is designed to be an open forum for the thoughts, ideas and talents of students, faculty, administrators and members of the community. It is published eight times a year by students who learn four-color publication techniques; advertising sales and design; news, features and editorial writing; photography; and desktop publishing.

Wingspan was the first student publication in Wyoming to be published on the Internet. *Wingspan Online* is published daily by students who learn to design pages for the Internet and incorporate multimedia elements such as video, audio and animation. An open submission policy allows for contributions from campus and community members. Students interested in working on the publication for credit should enroll in M440 1370 or M440 1371. The class is not limited to mass media or multimedia majors.

Anyone interested in submitting an article or purchasing an ad should call or drop by the office in Fine Arts, Room 155/160 or email at wingspan@lccc.wy.edu.

YOUR RIGHT TO KNOW

Crime Statistics

Laramie County Community College is pleased to provide our crime statistics for the college for the past five years in compliance with federal law No. 101-542, the Student Right-to-Know and Campus Security Act of 1990.

I. Criminal Offenses	Calendar Year					
	2005	2006	2007	2008	2009	2010
i. Murder	0	0	0	0	0	0
ii. Rape	0	0	0	0	0	0
iii. Robbery	0	0	0	0	0	0
iv. Aggravated Assault	0	0	1	1	0	1
v. Burglary	0	2	2	7	6	7
vi. Motor Vehicle Theft	0	0	0	0	0	1
vii. Auto Burglary		2	6	4	8	4
viii. Simple Assault	1	4	0	1	3	2
II. Arrests						
i. Liquor Law Violations	6	11	15	13	15	5
ii. Drug Abuse Violations	0	7	1	1	4	2
iii. Weapons Possessions	0	1	0	0	1	0

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Please refer to Page 48 in this handbook or the college catalog for more detailed information.

Graduation, Transfer and Retention Rates of LCCC Students

Graduation and Transfer Rates

The following information is provided in compliance with federal regulations as found in Title 34 of the Code of Federal Regulations (34 CFR 668.45, 668.48).

During the fall 2008 semester, 320 first-time, full-time, degree- or certificate-seeking students enrolled at Laramie County Community College (LCCC). Of this group, referred to as the Fall 2008 Graduation Rate Cohort, 43 (13.44%) had graduated from LCCC and 105 (32.81%) had transferred to another college or university by August 31, 2011.

The Fall 2008 Graduation Rate Cohort included 44 students who received student aid related to an athletics program. Of this group, 8 (20.45%) had graduated from LCCC and 24 (54.55%) had transferred to another college or university by August 31, 2011.

Graduation and transfer rates for the overall cohort and the cohort of students who received athletics-related aid by gender, race/ethnicity,

and type of federal student aid received, at lccc.wy.edu/about/statistics/graduates.

Anyone with additional questions should contact the manager of institutional research at 307.778.1113.

Retention Rate

The following information is provided in compliance with federal regulations as found in Title 34 of the Code of Federal Regulations (34 CFR 668.41(d)(4)).

During the fall 2010 semester, 346 first-time, full-time, degree- or certificate-seeking students enrolled at Laramie County Community College (LCCC). Of this group, 201 (58.09%) were still enrolled at LCCC or had graduated as of the fall 2011 semester.

Anyone with additional questions should contact the manager of institutional research at 307.778.1113.

STUDENT CONDUCT AND GRIEVANCE PROCEDURES

The procedures included in the Student Handbook are accurate at the time of printing. However, the college reserves the right to change procedures at any time as specified in Procedure 1520. For the most accurate copy of any college procedure, consult the judicial affairs officer.

All procedures are available online at lccc.wy.edu.

Student Rights and Responsibilities: Policies and Procedures

PURPOSE

The purpose of the Student Rights and Responsibilities policy/procedure is to enumerate the essential provisions for students' freedom and for students to understand how they participate responsibly in the college community. Laramie County Community College has established behavioral expectations designed to maximize the learning environment. Each student enrolling in the College assumes an obligation as a responsible member of the LCCC community to demonstrate conduct compatible with statements of student rights and responsibilities as follows:

A. A student has the right to:

- 1) Freedom of student participation in institutional governance. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.
- 2) Freedom of Access. The facilities and services of the college shall be open to all of its enrolled students in accordance with policies and procedures established for use of LCCC facilities.
- 3) Protection of freedom of Inquiry and expression. The college recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of Federal or State constitutions. Students are free to engage in peaceful and orderly protest, demonstration, and picketing which does not disrupt the regular and essential operations of the College.
- 4) Freedom of association. Students shall be free to organize and join associations to promote their common interests in accordance with policy/procedures established for the establishment of organized LCCC teams and clubs.
- 5) Freedom of student publications. Student editors and managers shall be free to develop their own editorial policies and news coverage. The advisor does not review copy unless requested to do so by a staff member. This separation helps protect the institution from legal actions relating to obscenity, criminal or civil libel or copyright infringement. In addition, the advisor offers ethics training as well as ongoing education to ensure the student newspaper is in compliance with the canons of journalism and journalistic ethics. Specific

student publication rights shall follow those contained in the current student publication policy/procedures.

- 6) Notification of Rights under FERPA. Students will be informed annually of their right to privacy under the Family Educational Rights and Privacy Act.
 - 7) Be informed of course requirements through a written syllabus.
 - 8) Be evaluated solely on the basis of his or her academic performance as required by an instructor as part of a course.
 - 9) Experience reasonable, free and open discussion, inquiry, and expression, both in the classroom and in student/instructor conferences.
 - 10) Experience competent instruction and academic advisement.
 - 11) Take exception in a scholarly manner to the data or views presented and reserve judgment about matters of opinion.
 - 12) Expect protection against an instructor's improper disclosure of a student's views, beliefs, and political associations which may surface as a result of the instructor's teaching or advising.
 - 13) Be informed with regard to resources and support services available as well as college policies and procedures.
 - 14) Expect protection, through established procedures, against prejudiced or capricious evaluation.
 - 15) Expect protection against any form of harassment.
- #### B. A student has the responsibility to:
- 1) Inquire about program, course, and college requirements if he or she does not understand them or is in doubt about them.
 - 2) Adhere to the standards of academic performance established for individual courses and for programs of study.
 - 3) Pursue the appropriate student grievance procedure if he or she believes his or her academic rights have been violated.
 - 4) Satisfactorily learn the content of any course of study.
 - 5) Make up missed assignments in accordance with the course syllabus.
 - 6) Understand and meet graduation and other program requirements by reading the catalog and making reasonable efforts to obtain academic advising.
 - 7) Fulfill their academic responsibilities in an honest and forthright manner.
 - 8) Respect and foster the academic endeavors of others.
 - 9) Respect the integrity of the College's academic and administrative records.

- 10) Know and abide by the behavioral expectations for student code of conduct.
- 11) Adhere to federal, state and local laws, along with College regulations, which govern individual actions and relationships among community members.
- 12) Protect and support the personal safety of self and others.
- 13) Demonstrate respect for others in all their actions and interactions.
- 14) Show respect for personal, College and LCCC Foundation property.
- 15) Contribute to a safe environment within College and LCCC Foundation property.
- 16) Assist the College in fulfilling its administrative procedures (i.e. registering for classes, obtaining a college ID card, paying bills, etc.).

DEFINITIONS

- A. *Student* – Any person enrolled in credit, non-credit continuing education or community service courses offered by the Laramie County Community College, either full time or part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered “students” for the purposes of this code.
- B. *College* – Laramie County Community College.
- C. *Campus* – All land, buildings, facilities and property in the possession of or owned, used or controlled by the college or the LCCC Foundation.

PROCEDURES

- A. All students will have access to statements of Student Rights and Responsibilities as follows:
 - 1) New student orientation sessions
 - 2) Website
 - 3) Catalog
 - 4) Schedule of classes
 - 5) Student handbook
 - 6) Freshman seminar courses
- B. Students that are accused of violating one or more elements of the Student Rights and Responsibilities will be afforded due process through the Student Discipline Adjudication Policy/Procedure No. 5751.

Student Code of Conduct

PURPOSE

The purpose of the Student Code of Conduct policy/procedure is to outline behavioral expectations at Laramie County Community College (“LCCC”), and explain the protocol in the event of a violation of this policy. Each student at LCCC assumes an obligation as a responsible member of the educational

community to demonstrate conduct compatible with Student Code of Conduct.

DEFINITIONS

- A. *Student* – Any person enrolled in credit, non-credit continuing education or community service courses offered by LCCC, either full time or part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with LCCC are considered “students” for the purposes of this code.

This provision is intended to include within the definition of students, those persons enrolled in the spring and fall semesters who engage in misconduct during the summer and students who are first time enrollees who engage in misconduct prior to the time of enrollment. Additionally, all persons who are attending classes on a LCCC campus although they may be enrolled students in other higher education institutions are considered students under this provision. Student groups and organizations may be held collectively responsible for violations of this Code.
- B. *LCCC Official* – Any person employed by the college performing administrative or professional responsibilities.
- C. *Campus* – All land, buildings, facilities and property in the possession of, owned, used or controlled by LCCC or the LCCC Foundation.
- D. *Assault* – Any attempt to intentionally inflict physical injury on another by someone with the apparent present ability to carry out the threat, as defined in WYO. STAT. ANN. § 6-2-501(a) (2009).
- E. *Battery* – Any touch on another in a rude, insolent or angry manner which intentionally, knowingly or recklessly causes bodily injury, as defined in WYO. STAT. ANN. § 6-2-501(b) (2009).
- F. *Cheating* – The act of using or attempting to use, in examinations or other academic work, material, information, computer programs or study aids, which are not permitted by the instructor. Cheating includes, but is not limited to: using books, notes, or calculators or copying from or conversing with others during an examination (unless such external aids are permitted by the instructor); having someone else do research, write papers, create computer programs, or take examinations; doing research, writing papers, creating computer programs, passing examination answers to, or taking examinations for someone else; submitting large portions of the same work as part of the academic work for more than one course (unless such submission is requested by the student and permitted by the instructor); the acquisition,

without permission, of tests or other academic material belonging to a member of the LCCC faculty or staff.

- G. *Plagiarism* – The act of appropriating or sharing (without instructor approval) written, computer programmed, artistic, or musical compositions, or portions thereof; or the ideas, language, or symbols of another and representing it as the product of one's own mind. In all academic areas, it is imperative that work be original or that explicit acknowledgment be given for the use of other persons' ideas or language.
- H. *Sexual Assault* – Any sexual penetration, sexual intrusion or sexual contact without a person's consent as defined in WYO. STAT. ANN. §§ 6 2 302 304 (2009), including, but not limited to:
- 1) Unwanted touching of a sexual nature.
 - 2) Unwanted touching which produces sexual arousal, gratification or abuse.
 - 3) Any actions of sexual nature engaged in while a subject is physically helpless, mentally incapacitated, submitting due to physical harm or abuse or threat of harm or abuse, or while the subject has verbally refused consent to engage in these actions.
- I. *Sexual Harassment* – Sexual harassing behavior consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
- 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education or of obtaining educational benefits or opportunities; or
 - 2) Such conduct is pervasive, has the purpose or effect of substantially interfering with an individual's employment, education, educational benefits or opportunities, creating an intimidating, hostile or offensive employment or education environment. Sexual harassment as defined herein is generally conduct or communication by someone in authority but also includes any sexual harassment as defined when perpetrated on any student or employee by any other student or employee.
- J. *Harassment* – Defined as verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) which, in the student's opinion, impairs his or her ability to perform as a student at LCCC. Examples of harassment include but are not limited to:
- 1) Verbal Conduct is defined as comments which are unflattering regarding a person's nationality, origin, race, color, religion,

gender, sexual orientation, age, or disability; this also includes epithets, slurs and negative stereotyping.

- 2) Non-verbal Conduct is defined as distribution, display or of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race color, religion, age, gender, sexual orientation, pregnancy, disability, marital or other protected status.
 - 3) Harassment also encompasses other forms of hostile, intimidating, threatening, humiliating or violent behavior which are not necessarily illegal discrimination but, are nonetheless, prohibited by this procedure.
- K. *Hazing* – Any activity that includes, but is not limited to, an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property.

ACADEMIC CODE OF CONDUCT

- A. Each student is expected to display appropriate conduct in classroom situations. LCCC may take appropriate action for any violation of the Academic Code of Conduct which includes, but is not limited to, plagiarism and/or cheating (as defined above); and the unauthorized acquisition or disposition, or other trafficking in exams, papers, or other class materials for which the student bears responsibility for originality.
- B. LCCC will respond to issues of alleged academic misconduct as specified in LCCC Policy/ Procedure 5751 Student Discipline Adjudication.

GENERAL CODE OF CONDUCT AND GROUNDS FOR DISCIPLINE

As a member of the LCCC community, all students are expected to display appropriate behavior. LCCC may take disciplinary action for the following behaviors which are considered violations of the General Code of Conduct if they occur on campus, at LCCC-sponsored activities or in LCCC vehicles.

- A. Obstruction, disruption, or interference with teaching, administration, LCCC-sponsored activities, or disciplinary proceedings.
- B. Obstruction or interference with the freedom of movement of students, the Board of Trustees, employees, or guests of LCCC.
- C. Assault, battery, sexual assault or sexual harassment.
- D. Unauthorized possession, duplication or use of keys to any LCCC facilities or vehicles.
- E. Theft or other abuse of computer equipment, software or time, including, but not limited to:
 - 1) Unauthorized entry into a file to use, read or change the contents for any purpose

- 2) Unauthorized transfer or copying of programs or files
 - 3) Unauthorized use of another individual's identification or password
 - 4) Use of computing facilities to interfere with the work of another student, faculty member or LCCC official
 - 5) Use of computing facilities to send or receive obscene or abusive content
 - 6) Use of computing facilities to interfere with normal operations of LCCC computing system or the normal operations of LCCC.
- F. Unauthorized entry into or use of LCCC facilities or services.
 - G. Failure to comply with directions of LCCC officials acting with apparent authority in the performance of their duties.
 - H. Initiation or circulation of any false report, warning, or threat of fire, bombs, or explosives.
 - I. Alteration, misuse, or damage of fire safety equipment.
 - J. Unauthorized use, possession, or storage of any guns, other weapons, explosives or dangerous chemicals.
 - K. Smoking or use of other tobacco products in unauthorized locations.
 - L. The manufacture, possession, use, sale, or distribution of narcotics, illegal drugs, drug paraphernalia, or prescription drugs for which the person does not have a prescription, including being under the influence.
 - M. The manufacture, possession, use, sale, or distribution of alcoholic beverages including public intoxication (Alcohol may be used for instructional purposes with the approval of the instructor and the appropriate division dean).
 - N. Attempted or actual theft of property or of services, including computer time, belonging to the LCCC, or its employees or students.
 - O. Destroying or damaging LCCC property or the property of others.
 - P. Any practice by a group or an individual that detains, embarrasses, or degrades a member of the LCCC community, endangers his or her health, jeopardizes his or her safety, or interferes with class attendance or the pursuit of education.
 - Q. Forgery, alteration or misuse of LCCC documents, records, or instruments of identification.
 - R. Gambling in any form as defined and prohibited by local, state, or federal law.
 - S. Tampering with the election of any recognized student organization.
 - T. Bringing animals into LCCC facilities except those animals serving the disabled or those used for educational purposes.
 - U. Violations of any other published LCCC policies or regulations regarding student conduct including, but not limited to those published in the student handbook, residence life handbook, LCCC catalog, and class schedule.
- V. Any other conduct not included above, which adversely affects either the function of LCCC or the educational pursuits of the members of the LCCC community.
 - W. Failure to comply with sanction(s) imposed under student discipline hearing procedures.
 - X. Any conduct which violates any local, state, or federal law.
 - Y. Hazing or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization.
 - Z. Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
- AA. Aiding, Solicitation, and Attempt – A person is in violation of this policy if he or she:
 - 1) Intentionally aids or abets another in the commission of any offense(s) mentioned in this Code;
 - 2) Requests, hires, encourages, or otherwise solicits another person to commit any offense mentioned in this Code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense; or
 - 3) Attempts to commit any offense mentioned in this Code

PROCEDURES

- A. In the event that a student is accused of violating this policy he/she will be afforded certain procedures through the Student Discipline Adjudication protocol as found in policy/procedure LCCC 5751.
- B. LCCC has jurisdiction over misconduct on LCCC or LCCC Foundation property, in LCCC vehicles and/or at LCCC sponsored activities; but may also address off campus behavior if LCCC determines that the behavior or the continued presence of the student presents a possible threat to the safety of members of the LCCC community or impairs, obstructs interferes with or adversely affects the mission, processes or functions of LCCC as an educational institution.
- C. A student committing a criminal offense off-campus that is also a violation of the General Code of Conduct may be subject to disciplinary action.
- D. This policy shall be published in the LCCC Student Handbook and will be made available to

students at the beginning of each semester. The Student Handbook will also be made available to all LCCC community members on-line through the LCCC website. Through these efforts, each student will be deemed to have received notice of the conduct LCCC expects from members of the student body.

- E. Any question of interpretation regarding the Student Code of Conduct Policy/Procedure shall be referred to the Vice President of Student Services, or designee, for final determination.

Student Discipline Adjudication

PURPOSE

The purpose of this policy is to document college procedures and due process for responding to Student Code of Conduct violations.

When student misconduct is reported by a member of the campus community, and it is determined that disciplinary proceedings will be initiated, the student will be notified of the specific charge or charges in writing and of the requirements to attend a student discipline hearing. The responsibility for all decisions relative to the hearing, including the determination of responsibility and the imposition of disciplinary sanctions, if any, are the sole responsibility of the hearing officer. Should the student fail to appear at a hearing, the hearing officer may consider the evidence in the absence of the student and come to a decision. Being under the influence of alcohol and/or other drugs does not in any way excuse responsibility for a student's actions.

Student disciplinary actions initiated by the college will adhere to the following due process considerations.

- A. Students will receive written notice of behavioral expectations.
- B. Students will receive in advance, written notification of the discipline proceeding and the nature of the alleged misconduct.
- C. Students will be given the opportunity for a hearing.
- D. Students will be able to have an advisor present during a hearing. Advisors may be anyone other than an individual who may be called to provide witness testimony. The advisor is not allowed to participate in questioning or presenting information.
- E. Students will be able to testify on their own behalf and to bring witnesses to testify on their behalf.
- F. Students will have the right to review all reports concerning the alleged incident and to question all evidence involved in the case.
- G. Students will be notified of the results of the hearing in writing.

- H. Students will have the right to appeal the hearing officer's decision.
- I. Students will be responsible for reading and understanding the information provided in the Student Handbook and College Catalog.
- J. Students will be responsible for reading the information provided in the letter scheduling student disciplinary hearing and responding as indicated.
- K. Students will be responsible for appearing at the hearing and arranging to have witnesses at the time of the hearing.
- L. Students will be responsible for responding to all reports and evidence presented.
- M. Students will be responsible for telling the truth with the intent of clarifying the incident for the hearing officer so that a judicious decision can be made.
- N. Students will be responsible for reading and following the guidelines set forth in the "Notice of Sanction" letter.
- O. Students will be responsible for following the procedures for filing appeals as set forth in the "Notice of Sanction" letter.

DEFINITIONS

- A. *Student Code of Conduct* – Behavioral expectations listed as Statements of Student Rights and Responsibilities, Academic Code of Conduct and General Code of Conduct.
- B. *Student* – Any person enrolled in credit, non-credit continuing education, or community service courses offered by Laramie County Community College, either full time or part time. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the college are considered "students" for the purposes of this policy/procedure.
- C. *Advisor* – Any person (other than an individual who may be called to provide witness testimony) who attends a discipline hearing to provide support or guidance to the student participant. The advisor is not allowed to participate in questioning or present information; there is no right to legal representation during student discipline proceedings.
- D. *Campus* – All land, buildings, facilities and property in the possession of or owned, used or controlled by the college or the LCCC Foundation.
- E. *College* – Laramie County Community College
- F. *College Official* – Any person employed by the college performing administrative or professional responsibilities.
- G. *Senior Judicial Officer* – A college official who will supervise, train, and provide leadership in the student disciplinary process. The Senior Judicial Officer will receive all reports of general code of

conduct or student rights and responsibilities violations and is responsible for issuing all hearing notifications to the student. The officer is also charged with reviewing all decisions from the Peer Judicial Board before notifying the students of the decisions rendered. The Senior Judicial Officer will hear all appeals from the Peer Judicial Board.

- H. *Peer Judicial Officer* – A college official who will act as the advisor to the Peer Judicial Board. The Peer Judicial Officer will provide guidance and leadership to the Board while maintaining and ensuring due process is being followed. The officer will also provide guidance with administering sanctions to make sure the sanctions are fair and consistent. The Peer Judicial Officer will report to the Senior Judicial Officer in all matters of student conduct.
- I. *Peer Judicial Board* – The Peer Judicial Board is comprised of four students approved by the Dean of Campus Living and Learning and the Senior Judicial Officer. This board considers incidents of code of conduct or rights and responsibility violations that do not lead to sanctions of suspension or expulsion from either the residence hall or the college. At least one member of the Peer Judicial Board will be from the Associated Student Government and one member will be from the Residence Hall Council.
- J. *Campus Judicial Board* – Is comprised of the Dean of Campus Living and Learning (or designee), a faculty member appointed by the Faculty Senate, and a student appointed by the Associated Student Government. This board hears student appeals for student code of conduct sanctions that have led to suspension or expulsion.
- K. *Working Day* – Any day the college’s administrative offices are open

PROCEDURES

DISCIPLINARY PROCEDURES

- A. All allegations of academic misconduct will be referred to the Vice President of Instruction or designee to review and determine appropriate sanctions.
 - 1) A student who is suspended or expelled because of violations of the Academic Code of Conduct will have the right to appeal the decision through a hearing before the Campus Judicial Board.
 - 2) A student who receives any sanction besides suspension or expulsion may appeal the decision by going before the Peer Judicial Board.
- B. All other student code of conduct allegations may be initiated by a written complaint filed by any member of the college community within 10 working days of the alleged violation.
 - 1) The complaint must be filed in writing with the Senior Judicial Officer who will begin an immediate investigation of the alleged violation.
 - 2) The written complaint shall contain a concise statement of the alleged offense including dates, places, witnesses and others involved.
- C. The Senior Judicial Officer will have up to 10 working days after receiving the complaint in which to conduct an investigation into the allegation(s) and make a determination of how to proceed.
- D. At the conclusion of the inquiry, the Senior Judicial Officer will determine if the allegation(s) have merit.
 - 1) If the allegation(s) are found “not to have merit,” the complainant will be notified that the allegation(s) have been dismissed.
 - 2) If the allegation(s) are found “to have merit,” the Senior Judicial Officer will refer the matter to the Peer Judicial Board or the Campus Judicial Board for consideration.
- E. A hearing officer (Peer Judicial Officer or Senior Judicial Officer) will prepare a written statement (“Hearing Notification Letter”) initiating the judicial process. The written statement will contain the following information.
 - 1) The report initiating the investigation, including the date of the incident
 - 2) The nature of the alleged misconduct
 - 3) The date, time and location of the hearing
 - 4) Information regarding the student’s rights and responsibilities in the judicial process
 - 5) Possible outcomes/sanctions of the judicial process, should the student be found responsible
- F. The hearing officer will deliver the “Hearing Notification Letter” to the student at least 5 college business days prior to the scheduled hearing. This letter will be delivered by the hearing officer or designee in the most expedient manner possible. Delivery in-person or by certified mail are both acceptable.
- G. The hearing officer will prepare the Board (either Peer Judicial Board or Campus Judicial Board) for the meeting with the student to discuss the incident. In addition, the hearing officer will:
 - 1) Review all reports of the incident.
 - 2) Review the disciplinary files and student’s records for prior judicial history.
 - 3) Review the relevant college procedures and case precedents, noting any institutional standards.
- H. The hearing officer will conduct the hearing as follows:
 - 1) Provide introduction and overview of the hearing procedures.

- 2) Review student's due process rights and responsibilities as a participant in the judicial process (see Section IV).
 - 3) Set expectations (honesty, cooperation, civility, order, etc.).
 - 4) Verbally summarize the evidence contained in the report(s).
 - 5) Review the policies that have been called into question.
 - 6) Ask the student to share their perspective about the incident, including statements from witnesses.
 - 7) Ask questions with the intent of clarifying the facts so that a responsible decision can be made.
 - 8) The hearing officer will conclude the hearing and continue investigating the allegation(s), if necessary.
 - 9) The hearing officer will schedule a follow-up appointment with the appropriate judicial board to conclude the process.
- I. The hearing officer will make a decision based on the preponderance of the evidence.
- J. If the student is found responsible for violations of misconduct, the judicial board will determine appropriate sanctions(s) (see policy/ procedure #5746) based on the relevant college procedures and case precedents, noting any institutional standards; as well as considering the student's prior judicial history (if any).
- K. The hearing officer will communicate the outcome of the hearing to the student via written notification ("Notice of Sanction Letter") in person or by certified mail within 5 working days of the hearing. This notification will:
- 1) Explain the rationale for the decision regarding the student's responsibility.
 - 2) Review the required sanctions (if any) being imposed.
 - 3) State expectations for future success within the college community.
 - 4) Explain the appeal procedures
- L. The hearing officer will also immediately send a copy of the "Notice of Sanction" letter to the appropriate constituents (campus security, student services, division director, etc.) in accordance with the appropriate release of disciplinary information.
- M. The hearing officer will prepare a written report concluding the judicial process. This report will be submitted to the Senior Judicial Officer and contain the following information.
- 1) The report initiating the investigation, including the date of the incident
 - 2) The nature of the alleged misconduct
 - 3) The date, time and location of the hearing
 - 4) A concise summary of the hearing, including a review of the evidence used in making a decision
 - 5) Rationale for the decision regarding the student's responsibility
 - 6) A summary of the required sanctions (if any) being imposed
 - 7) Expectations for future success within the college community
 - 8) Explanation of the appeal procedures
- N. The hearing officer will follow up as necessary to implement sanctions (restitution, community service, counseling appointments, restricted privileges, etc.).

SANCTIONS FOR MISCONDUCT

- A. When a student is found responsible for violating the LCCC Statements of Student Rights and Responsibilities, the Academic Code of Conduct or the General Code of Conduct, one or more of the following sanctions may be imposed:
- 1) *Warning* – A warning is an official written or verbal notice to a student that such conduct is in violation of LCCC policies and regulations. The continuation of such conduct or action may result in further disciplinary action.
 - 2) *Disciplinary Probation* – Disciplinary probation is a written reprimand for a violation of the academic or general codes of conduct. Probation is a period of observation and review of conduct during which the student must demonstrate compliance with college LCCC policies and regulations. Students placed on Disciplinary Probation are not considered to be in good judicial standing with LCCC for the duration of the probationary period. Progressive disciplinary action will result, including suspension or expulsion, if repeat violations occur; especially during the probationary period. Terms of the probationary period will be determined at the time probation is imposed and will be confirmed in writing to the student.
 - 3) *Required Compliance* – For educational purposes other sanctions may be imposed requiring the student to complete a specific mandate as a condition for continuing enrollment, transfer or graduation from LCCC; restriction or denial of privileges (e.g. representing LCCC in extracurricular activities or loss of computer privileges); reassignment within the residence hall; termination of the residence hall contract; withholding of an academic transcript or degree for a specified period of time.
 - 4) *Educational Activities* – For educational purposes, mandatory participation in educational activities such as workshops or writing assignments may be imposed

- 5) *Restitution* – The student may be billed for loss or damages or requested to make payment to LCCC or to other persons, groups, or organizations for loss or damages incurred. Payment may take the form of appropriate service and/or monetary or material replacement.
- 6) *Withdrawal Agreement* – In certain cases where a student's physical, mental or emotional health may be a danger to self or the LCCC community, the Dean of Campus Living and Learning may withdraw a student from LCCC. When appropriate, conditions for re-admittance to LCCC will accompany this written withdrawal agreement.
- 7) *Disciplinary Suspension* – Disciplinary suspension temporarily terminates the student's enrollment and/or residence hall contract. The suspension may be for a specified period of time or for an indefinite period of time until stated conditions are met. If a student desires to be reinstated, the Dean of Campus Living and Learning must be notified in writing with evidence that any specified conditions for reinstatement have been satisfied.
- 8) *Expulsion* – Expulsion terminates a student's academic program and residence hall contract and right to future enrollment. The student may also be prevented from returning to LCCC premises.
- 9) The following sanctions may also be imposed upon recognized student organizations:
 - a. Those sanctions listed in 1-8 above
 - b. Loss of all privileges, including LCCC recognition, for a specified or indefinite period of time.

APPEALS PROCESS

- A. Students will have the right to appeal the decision made by filing a written notice of appeal within (5) five working days after receiving notification of the judicial board's decision to either one of the following:
 - 1) For students who attend a judicial hearing with the Peer Judicial Board, the student(s) will file their appeal with the Senior Judicial Officer. The Senior Judicial Officer shall review the record of the case and the appeal documents, meet with the student(s), and may affirm, reverse, or remand the case for further proceedings. A written decision shall be provided to each party. The decision of the Senior Judicial Officer shall be final.
 - 2) For students who attend a judicial hearing with the Campus Judicial Board the student(s) will file their appeal with the Dean of Campus Living and Learning. The Dean of Campus Living and Learning shall review the record of the case and the appeal

documents, meet with the student(s), and may affirm, reverse, or remand the case for further proceedings. A written decision shall be provided to each party. The decision of the Dean of Campus Living and Learning shall be final except in instances of expulsion as a sanction. In instances of expulsion, an appeal may be filed with the Vice President for Student Services. The decision of the Vice President shall be final in such cases.

INTERIM SUSPENSION

- A. In certain circumstances, students may be placed on interim suspension from the college pending a code of conduct hearing. Interim suspension is the immediate termination of a student's privilege to attend the college and all of its related functions. The President, the Vice Presidents, the Dean of Campus Living and Learning, or the Dean of the Albany County Campus will have the authority to place a student on interim suspension when it is determined such suspension is necessary to:
 - 1) Maintain order on the campus.
 - 2) Preserve the orderly functioning of the college.
 - 3) Stop interference in any manner with the public or private rights of citizens on college-owned and controlled property or at college sponsored activities.
 - 4) Stop assault or battery.
 - 5) Stop actions that are destroying or damaging property of the college, its students, employees, guests, or the general public.
 - 6) Deal with any violation of the Academic or General Codes of Conduct deemed to be serious or repetitive enough to warrant interim suspension.
- B. A student who has been placed on interim suspension may not attend classes, may not participate in any college activities, and is excluded from all college property, including the residence hall. Should the student ignore the conditions of this suspension, the college will take further action deemed appropriate.
- C. The student shall be granted a hearing in accordance with these policies, within 5 college business days of the interim suspension.

RELEASE OF DISCIPLINARY INFORMATION

- A. Access to any student's disciplinary file shall be governed by provisions of the Family Educational Rights and Privacy Policy.
- B. Only the student charged and those college officials who have a legitimate educational interest in disciplinary information may have access to the files.

- C. All other inquiries, including but not limited to employers, governmental agencies, news media, relatives, friends, or local police agencies must have a written release from the student to gain access to college disciplinary files.
- D. When cases involve any crime of violence, the results of the disciplinary proceedings will be released upon request to the victim(s).
- E. Every effort will be made by the College to respect the privacy of the student. However, where the identity of the student has been publicly disclosed in the news media, the college reserves the right to respond as it deems appropriate to describe fairly and accurately the disposition of disciplinary matters.

Student Grievance

PURPOSE

Laramie County Community College will have an informal and formal process whereby student complaints may be heard and resolved. The College encourages issues to be resolved informally by way of discussion between the student and the appropriate LCCC staff member first. However, for those situations that cannot be resolved at the informal level, a formal procedure for student complaints will be provided.

Items of concern that are not addressed through the Student Complaint Policy/Procedure are as follows:

- A. Grades (concerns regarding grades are subject to the Contested Grade Policy/Procedure No. 6415)
- B. Harassment (concerns regarding harassment are subject to the Harassment Policy/Procedure No. 4132)

DEFINITIONS

- A. *Student* – Any person enrolled in credit, non-credit continuing education, or community service courses offered by Laramie County Community College, either full time or part time. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the college are considered “students” for the purposes of this policy/procedure.
- B. *Staff* – Any individual that is employed at Laramie County Community College in a full time, part time, interim or temporary contracted services capacity at the time of the complaint.

PROCEDURES

- A. Informal Complaint – Students will be encouraged to pursue the informal complaint procedure prior to initiating the formal complaint procedure.

- 1) The student will bring the issue to the appropriate staff member (for example, the instructor, support services staff, Director or Dean) in an effort to resolve the issue informally.
 - 2) If no resolution is reached, the student will present the concern in writing to the appropriate Vice President for appropriate resolution.
 - a. For complaints involving instructional matters, the concern will be presented to the Vice President of Instruction.
 - b. For complaints involving support services matters, the concern will be presented to the Vice President of Student Services.
 - c. Formal Complaints about a Vice President are to be directed to the President.
 - B. Formal Complaint – Formal complaints must be submitted in writing to the appropriate Vice President within 45 days of the incident or event that led to the concern.
 - 1) The student will submit his/her complaint in written form and include the following:
 - a. The act, omission, or matter which is the subject of the concern
 - b. All facts the student believes are relevant to the concern
 - c. Steps previously taken to resolve the matter informally
 - d. The resolution sought
 - e. All arguments in support of the desired solution
 - 2) A student who wishes assistance with preparation of a formal complaint may contact the Dean of Campus Living and Learning, who will provide such assistance upon request.
 - 3) Upon receipt of the written complaint, the Vice President will log the documentation in Maxient and determine whether to:
 - a. Dismiss the concern as having no grounds for further review, or
 - b. Initiate an investigation.
 - 4) A complaint may be dismissed (either prior to or following an investigation) if the Vice President concludes the concern is:
 - a. Outside of the 45 day window for submission
 - b. Based upon a non-grievable matter
 - c. Being concurrently reviewed in another forum
 - d. Previously resolved
- Note: Complaints that are dismissed by the Vice President will be responded to within two weeks of when the complaint*

Sanctions for unlawful possession, use, or distribution of illicit drugs and alcohol under local, state and federal law can include probation, fines, driver's license suspension, and/or incarceration.

was submitted. The response will include an explanation of why the complaint was dismissed.

- 5) All parties involved with the formal complaint will be given a copy of the written concern and asked to respond in writing to the appropriate Vice President.
- 6) The investigation will normally be concluded within two weeks. The Vice President will provide all parties to the complaint a written report of the results of the investigation and may provide a recommendation for resolution (or dismissal of the concern).
- 7) The Vice President's (or President in the case of a formal complaint being about a Vice President) decision with regard to the complaint is final.

Student Drug and Alcohol

I. Purpose

Laramie County Community College has the responsibility of maintaining an educational environment conducive to academic achievement and assisting students to be successful. LCCC recognizes that the use and abuse of alcohol and other drugs interfere with students' educational goals and, therefore, is committed to facilitating an alcohol and drug-free learning environment.

II. Substance Free Policy

Illicit drugs and alcoholic beverages are not allowed on campus or at college-sponsored activities. Alcohol may be used for instructional (non-consumption) purposes with the approval of the instructor and the appropriate division dean. The college will take disciplinary action for the following violations which occur on campus or at college sponsored activities.

- A. The manufacture, possession, use, sale, or distribution of narcotics, illegal drugs, drug paraphernalia or prescription drugs for which the person does not have a prescription, including being under the influence.
- B. The manufacture, possession, consumption, sale, or distribution of alcoholic beverages including public intoxication.

III. Disciplinary Actions for Violation of the Substance-Free Policy

- A. Students are responsible for complying with provisions of Wyoming law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as controlled substances [pursuant to Wyoming Statutes 12-6-101, 35-7-1031 and 35-7-1037]. Any student who violates the law is subject to prosecution and punishment by the civil authorities and to disciplinary proceedings by the college.

1. **Trafficking in illegal drugs**
Students found responsible for the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver of any controlled substance, the minimum penalty shall be summary suspension.
2. **Illegal possession of drugs**
Students found responsible for a first offense involving the illegal possession of any controlled substance, the minimum penalty shall be probation for a period of time to be determined on a case by case basis. A person on probation must agree to participate in drug and alcohol information sessions. For subsequent violations involving illegal possession of controlled substances, progressively more severe penalties shall be imposed including possible suspension or expulsion. Refusal or failure to abide by the terms in the probation shall result in possible suspension or expulsion.
3. **Alcohol**
Students found responsible for offenses involving unlawful possession or consumption of alcohol the minimum penalty shall be probation for a period of time to be determined on a case by case basis. For subsequent violations, a progressive penalty system based on the type of infraction and the circumstances involved will be administered. Additional penalties may include a required compliance in an educational activity, referral for alcohol assessment/ counseling, suspension, restitution, voluntary community service, and/or removal from the residence life system, if applicable.
- B. Students should be aware that according to the Anti-Drug Abuse Act of 1988 (Section 5301), state and federal courts are provided with the ability to deny benefits to students who receive federal financial aid (e.g. Pell Grant). If a student is convicted of drug distribution or possession, the court may suspend eligibility for Title IV financial aid.
- C. Students pursuing certificate or licensure credentials should be aware that conviction of any crime (including drug and/ or alcohol related offenses) may jeopardize their eligibility to successfully complete licensure requirements and be employed in their chosen field following the completion of a degree program at LCCC. Consult with your academic advisor or the appropriate accrediting agency for more detailed information regarding these restrictions.

- D. The Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) requires that Laramie County Community College inform students and employees of the legal sanctions of illicit drugs and alcohol. This information is made available to all campus community members on the LCCC Student Life website.

Instructional Grievance Procedure

I. Purpose

The purpose of this procedure is to resolve differences that may arise concerning a disagreement between a student and an instructor over instructional incidents that do not concern a contested grade. (See Procedure 6415 for a contested grade issue.) These concerns might relate to harassment, academic dishonesty, instructional design or delivery, intellectual bias, matters of free speech, etc. This procedure is intended to provide for an expedient solution to a situation that can be discomfiting and that can impede the instructional process. This procedure permits a student to gain clarification of an intellectual viewpoint or rectification of a human error or a provable, demonstrated bias. This procedure also allows an instructor to pursue remedial and/or punitive measures when addressing academic honesty. The procedure encourages an informal solution but allows for due process through a formal complaint.

The informal complaint process and the formal grievance procedure are designed to resolve complaints and grievances through Laramie County Community College administrative channels. If at any time during the complaint or grievance the complainant/grievant and respondent convene for a discussion, neither party will be permitted to be accompanied by an attorney.

II. Definitions (as used in this procedure)

- A. Academic dishonesty: A willful perversion of truth, or stealing, cheating, or defrauding in instructional matters. Students will have engaged in academic dishonesty if they copied the work of another without attribution, willfully allowed another to copy their work, falsified information, participated in unauthorized collaboration, obtained an examination prior to its administration, used unauthorized aid(s) during an examination, knowingly assisted someone else during an examination, submitted the work of another as though it were their own, or committed other acts of plagiarism or actions deemed to be dishonest by the instructor.
- B. Working days: Calendar days exclusive of weekends, college recognized holidays,

noncontract time and preapproved leave of the person filing a complaint or grievance, or the person responding to or making a decision regarding a grievance.

- C. Complainant: The student filing a complaint in accordance with the Informal Complaint Process.
- D. Grievant: The student filing a grievance in accordance with the Formal Grievance Procedure.
- E. Respondent: The person against whom the formal grievance is filed.

III. Academic Dishonesty

When an instructor is confronted with and can prove an act of dishonesty, discretion should be used in disposing of the matter. If, in the instructor's judgment, the student acted in ignorance, it may serve little purpose to apply punitive measures when remedial action may be more appropriate. On the other hand, if the intent to be dishonest has been obvious and flagrant, punitive measures may be called for.

A. Informal Procedures for

Academic Honesty Violation

An instructor who informally pursues a violation of academic honesty will hold a hearing with the student(s) in question within twenty (20) working days of the alleged violation, but is encouraged to first seek advice from the appropriate division dean. At the hearing the student will be informed in writing of the charges and the evidence against him/her and have the opportunity to offer verbal and written information on his/ her behalf. During the hearing between the student and the instructor, any action which may be taken will be confirmed in writing to the student within five (5) working days after the hearing.

An instructor, in consultation with the appropriate division dean, may take the following disciplinary actions for breach of academic honesty:

1. Reduce the grade for a particular assignment or test.
 2. Issue a failing grade for a particular assignment or test.
 3. Issue a failing grade for the course.
- B. Formal Procedures for Academic Honesty Violation (The following is an abbreviated listing of the formal procedures for academic honesty violations. The procedures are available in complete detail upon request from the dean of campus living and learning.)**
1. If an instructor wishes to pursue possible suspension or expulsion, he/she will first confer with the appropriate division dean. If the division dean and the instructor

decide that the incident should be referred for formal disciplinary action, the case will be sent in writing to the appropriate division dean within twenty (20) working days of the alleged violation. The written referral from the instructor will contain a concise statement of the offense including dates, places, witnesses and others involved.

2. The appropriate division dean will request a written statement from the student(s) charged with the violation or anyone else involved. The student(s) will have five (5) working days after the date of the request is received from the division dean to submit any written statements they wish to be considered. The division dean also has the right to request additional information.
3. The division dean will prepare a written statement initiating a formal inquiry.
4. At the conclusion of the inquiry, the division dean will make a decision about the responsibility of the student, based on the preponderance of the evidence. (e.g. The student is "more likely than not" to be responsible.)
5. If the student is responsible, the division dean will determine appropriate sanction(s) (refer to Procedure 5740, Section VI).
6. The division dean will prepare a written statement concluding the formal process communicating the outcome within 10 working days of the conclusion of the hearing, unless an earlier deadline is indicated.

IV. Informal Complaint Procedures for

Other Instructional Incidents The informal complaint procedure is a verbal process that must be started within ten (10) working days of the alleged incident or disagreement.

- A. Any student who believes that an instructional incident has occurred must discuss this point with the instructor by making an appointment to meet with the instructor. A student who bypasses the instructor by going to any administrator at the college will be sent back to the instructor for an initial meeting, since most misunderstandings and problems can be resolved in this manner. (In the case of harassment, the student may go directly to the instructor's supervisor or to one of the college's human rights officers and move to Step 3.)
- B. During this initial meeting the student is responsible for explaining why he/she believes an incident has occurred, detailing

the problem and presenting supporting materials (corrected papers, examinations, projects, etc.) if appropriate, and for listening to and considering the instructor's viewpoint. The instructor is responsible for considering the complaint presented by the student and for striving to resolve the difficulty. If the student is satisfied with the result of this meeting, the process is concluded.

- C. If the student is convinced that the instructor is in error and will not correct the error, or that the instructor has been biased or has harassed the student, then the student may take the informal grievance to the division dean who supervises the instructor. In so doing, the student agrees that the division dean may discuss this complaint with the instructor, revealing the student's name. The student and/or the dean may choose to invite the instructor to this initial meeting.
- D. At the meeting with the division dean, the student is responsible for reviewing the previous meeting with the instructor, detailing the problem and providing the division dean with the same corrected papers, examinations, projects, etc. Further, the student needs to justify the contention that the incident reflects an error or a provable bias on the part of the instructor, does not conform to instructional expectations reflected in the course syllabus, or threatens the well-being of the student.

If it is clear to the division dean, based on lack of supporting evidence, that the student has not presented a convincing argument, the division dean may encourage the student to end the informal complaint process. On the other hand, if the dean hears the student's argument only (the instructor being absent), and such a conclusion cannot be drawn without the instructor's input, then the director dean must schedule a meeting with the instructor (with or without the student being present) to hear the other viewpoint. This meeting must be held and an effort at resolution must be attempted within five (5) working days of meeting with the student. If the student and the instructor are satisfied with the resolution of the dean the process is concluded. A vice president or president will not hear an informal complaint about an instructional disagreement or incident.

V. Formal Grievance Procedure for Other Instructional Incidents

If the student is unable to resolve a complaint or problem concerning an instructional incident using the informal complaint process, the student may file a formal grievance. There are a

maximum of three steps in the formal grievance procedure. The first step is with the instructor. The second step is with the instructor's division dean. The third and last step is with the vice president of instruction. The decision of the vice president of instruction is final.

- A. The formal grievance begins with a written statement that must be filed with the instructor by the student within ten (10) working days after the failure to resolve the complaint informally (the day the division dean notified the student that he/she is unable to bring a resolution in the informal procedure).
The written statement must contain:
1. A concise statement of the grievance.
 2. An explanation of why an instructional incident or disagreement has occurred, accompanied by copies of corrected papers, examinations, projects, etc., if appropriate, which support this argument.
 3. The relief or remedy sought by the grievant (the student). The instructor will have five (5) working days from receipt of the written statement to respond to the formal complaint in writing.
- B. If the grievant is not satisfied with the written decision of the instructor at Step 1, an appeal may be filed within five (5) working days to the instructor's division dean. The following must be submitted:
1. The written statement of the grievance and copies of the supporting materials at Step 1.
 2. The written response from the instructor at Step 1.
 3. A written statement explaining why the grievant is dissatisfied with the decision at Step 1, with copies of any new supporting material.

In reviewing the grievance, the division dean may request a written statement from the instructor or anyone else involved. These individuals will have five (5) working days to submit this and any other written information they wish to be considered. The division dean will provide a written decision within five (5) working days following receipt of all pertinent information (including face-to-face interviews if necessary) but no longer than 15 working days following the receipt of the grievance. A copy of the division dean's written decision will be sent to the grievant and the respondent.

VI. Right of Appeal

The student(s) may appeal the decision of the division dean to the vice president of instruction

or designee by filing a written notice of appeal with the vice president of instruction's office within five (5) working days after receiving notification of the division dean's decision. The vice president or designee shall review the record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings. A written decision shall be provided to each party. The decision of the vice president of instruction or designee shall be final.

Grievance Procedure for a Contested Grade

I. Purpose

The purpose of this procedure is to resolve differences that may arise concerning a disagreement between a student and an instructor over an assigned grade. This grievance procedure permits a student to gain clarification of the grading methodology, a rectification of a human error or a provable, demonstrated bias.

This procedure encourages an informal solution but allows for due process through a formal complaint. The informal complaint process and the formal grievance procedure are designed to resolve complaints and grievances through Laramie County Community College administrative channels. If at any time during the complaint or grievance the complainant/grievant and respondent convene for a discussion, neither party will be permitted to be accompanied by an attorney.

II. Definitions (as used in this procedure)

- A. Working days: Calendar days exclusive of weekends, college recognized holidays, non-contract time and pre-approved leave of the person filing a complaint or grievance, or the person responding to or making a decision regarding a grievance.
- B. Complainant: The student filing a complaint in accordance with the Informal Complaint Process.
- C. Grievant: The student filing a grievance in accordance with the Formal Grievance Procedure.
- D. Respondent: The person against whom the formal grievance is filed.

III. Informal Complaint Procedures

The informal complaint procedure is a verbal process that must be started within twenty (20) working days of the assigned grade.

- A. Any student who believes that a grade has been assigned incorrectly must discuss this point with the instructor by making an appointment to meet with the instructor.

A student who bypasses the instructor by going to any administrator at the college will be sent back to the instructor for an initial meeting. (In the case of harassment, the student may go directly to the instructor's supervisor or to one of the college's human rights officers and move to Step 3.)

- B. During this initial meeting the student is responsible for explaining why he/she believes the grade is incorrect, presenting supporting materials (corrected papers, examinations, projects, etc.), and listening to and reviewing the instructor's grading process as written in the course syllabus. The instructor is responsible for listening and reviewing the material presented by the student, for explaining the grading process and appropriate grade book entries of grades, attendance, etc. At this point, the instructor may or may not change the grade. If the student is satisfied with the result of this meeting, the process is concluded.
- C. If the student is convinced that the instructor has made an error and will not correct the error, or that the instructor has been biased against the student (and that this can be proven), then the student may take the informal grievance to the division dean who supervises the instructor. In doing so, the student agrees that the division dean may discuss this complaint with the instructor, revealing the student's name and the contested grade. The student and/or the dean may choose to invite the instructor to this meeting.
- D. At the meeting with the division dean, the student is responsible for reviewing the previous meeting with the instructor, providing the division dean with the same corrected papers, examinations, projects, etc. Further, the student needs to justify the contention that the assigned grade reflects an error or a provable bias on the part of the instructor, or does not conform to the grading process written in the course syllabus. If it is clear to the division dean, based on lack of supporting evidence, that the student has not presented a convincing argument, the division dean may encourage the student to end the informal complaint process. On the other hand, if the dean hears the student's argument only (the instructor being absent), and no conclusion can be drawn without the instructor's input, then the division dean must schedule a meeting with the instructor (with or without the student being present) to hear the other

viewpoint. This meeting must be held and an effort at resolution must be attempted within five (5) working days of the meeting between the student and dean. If the student and the instructor accept the resolution of the division dean, the process is concluded. A vice president or president will not hear an informal complaint about a contested grade.

IV. Formal Grievance Procedure

If the student has been unable to resolve a complaint or problem concerning a contested grade using the informal complaint process, the student may file a formal grievance. There are a maximum of three steps in the formal grievance procedure. The first step is with the instructor. The second step is with that instructor's division dean. The third and last step is with the vice president of instruction. The decision of the vice president of instruction is final.

- A. The formal grievance begins with a written statement which must be filed with the instructor by the student within ten (10) working days after the failure to resolve the complaint informally (the day the division dean notified the student that he/she is unable to bring a resolution in the informal procedure).
 - The written statement, which must be copied to the appropriate division dean, must contain:
 1. A concise statement of the grievance
 2. An explanation of why the contested grade is incorrect, accompanied by copies of corrected papers, examinations, projects, etc., which support this argument
 3. The relief or remedy (what grade the student believes is appropriate) sought by the grievant (the student) The instructor will have five (5) working days of receipt of the written statement to respond to the formal complaint in writing to the student.
- B. If the grievant is not satisfied with the written decision of the instructor at Step 1, an appeal may be filed within five (5) working days of receipt of the written response to the instructor's division dean.
 - The following must be submitted:
 1. The written statement of the grievance and copies of the supporting materials at Step 1.
 2. The written response from the instructor at Step 1.
 3. A written statement explaining why the grievant is dissatisfied with the decision at Step 1, with copies of any new supporting material. In reviewing the

grievance, the division dean may request a written statement from the instructor or anyone else involved.

These individuals will have five (5) working days to submit this and any other written information they wish to be considered. The division dean will provide a written decision within five (5) working days following receipt of all pertinent information (including face-to-face interviews if necessary) but no longer than fifteen (15) working days following the receipt of the grievance. A copy of the division dean's written decision will be sent to the grievant and the respondent.

- C. If the grievant or the instructor is not satisfied with the written decision of the division dean at Step 2, an appeal to the vice president of instruction may be filed within ten (10) working days of receipt of the written decision by submitting the following:
1. The written statement of the grievance and copies of the supporting materials at Step 1 and Step 2.
 2. The written response from the instructor at Step 1.
 3. The written response from the division dean at Step 2.
 4. A written statement explaining why the grievant or the instructor is dissatisfied with the decision at Step 2, with copies of any new supporting material. In reviewing the grievance, the vice president of instruction may request all materials gathered by the division dean and may conduct face-to-face interviews with any or all parties involved with the grievance. Any new written statements requested by the vice president of instruction must be submitted within five (5) working days. The vice president of instruction may use the time necessary to gather and review pertinent information. Unless otherwise notified of the reason in writing, the grievant and the instructor may expect to receive a written decision from the vice president of instruction within fifteen (15) working days following the receipt of all pertinent information by the vice president of instruction. A copy of the vice president of instruction's written decision will be sent to the grievant, the respondent, and the division dean.

The decision of the vice president of instruction is final as pertains to this grievance process.

Family Educational Rights and Privacy Act 1974 — 'Buckley Amendment' (FERPA) - PL 93-380

1.0 POLICY & PURPOSE

Laramie County Community College maintains Records of a student's official transactions with the college. The college is committed to protecting the right of privacy of all students about whom it holds information, records or files.

The purpose of this policy is to outline our compliance with federal and state law and provide guidance on records disclosure not covered by federal and state law.

2.0 REVISION HISTORY

Adopted on: 1/24/12 (Policy/Procedure 5302 along with policy/procedures 5301, 5303 and 5304 replaced Policy/Procedure 5300.)

3.0 PERSONS AFFECTED

Students, college personnel who keep records on students and their families, Institutional Research, and college officials as defined in this procedure.

4.0 DEFINITIONS

- A. FERPA—Family Educational Rights and Privacy Act
- B. Student – Any person who attends or has attended Laramie County Community College.
- C. Legitimate Educational Interest— Information needed in the course of performing instructional, supervisory, advisory, or administrative duties for the College.
- D. College Official
 - 1) A person employed by the college in an administrative, supervisory, academic, or support staff position.
 - 2) A person employed by or under contract to the college to perform a special task, such as an attorney, IT specialists, or auditor.
- E. Education Records – Directly related to the student and are maintained by the institution or by a party acting for the institution, except those not defined as education records by FERPA (such as sole possession notes, the records of the law enforcement unit and alumni records obtained after the students enrollment). Records may include but are not limited to: written documents, computer media, video or audio tapes or CD's, film, email and/or photographs.
- F. Non-Directory Information – All other information in a student's educational record; Some examples include: social security and student ID numbers; transcripts and grade reports; race, ethnicity, and/or nationality, and gender.

5.0 PROCEDURES

A. FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students are notified of their rights in the catalog and through the publication of this procedure in the Student Handbook. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- 3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

B. Disclosure of Education Records

Prior written consent is required for LCCC to release education records except as allowed under FERPA. Under certain conditions a school may non-consensually disclose personally identifiable information from education records:

- 1) To college officials with a legitimate educational interest;
- 2) Directory information may be released without student consent. Students who wish to have directory information not released may request this in writing with the Student Records Office;
- 3) To institutions in which a student seeks to enroll (LCCC must make a reasonable attempt to notify the student prior to release of information);
- 4) In connection with financial aid for which the student has applied;
- 5) To the parents of a dependent student;
- 6) In connection with a health or safety emergency;
- 7) To organizations conducting studies for or on behalf of the school making the disclosure for the purposes

of administering predictive tests, administering student aid programs, or improving instruction;

- 8) To comply with a judicial order or a lawfully issued subpoena;
- 9) To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- 10) To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

C. Inspection of Records

Students may inspect and review their educational records by making a written request to the appropriate records custodian. These requests should identify as precisely as possible the records or records the student wishes to inspect. The appropriate records custodian will make arrangements for access and will notify the student of the time and place where the records may be inspected. A student will only be permitted to review and inspect records or parts of records that pertain to him/herself.

D. Correction/Amendment of Educational Records

- 1) A student must ask the appropriate custodian of the educational record in writing to amend a record, including clearly identifying the part of the record the student wants changed and why it should be changed.
- 2) Upon the request, Laramie County Community College will either:
 - a) Amend the record, or
 - b) Notify the student in writing of the decision not to amend the record and the student's request.
- 3) Educational Record Amendment Hearings
 - a) Upon request, Laramie County Community College will arrange for a hearing and notify the student of the date, place, and time of the hearing.
 - b) The hearing will be conducted by a hearing officer who is a disinterested

- party; however, the officer may be an official of the college. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised by the original request to amend the educational records. The student may be assisted by one or more individuals, not including an attorney.
- c) Laramie County Community College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
 - d) If Laramie County Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has the right to place in the record a statement commenting on the challenged information and/or a statement setting for reasons for disagreeing with the decision.
 - e) If Laramie County Community College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.
 - f) Complaints of institutional non-compliance with this policy may be made to the Family Policy Compliance Office of the U.S. Department of Education in Washington, D.C.

Americans with Disabilities Act (ADA) Student Grievance Procedure

1.0 POLICY AND PURPOSE

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act (ADA) of 1990 as amended and Section 504 of the Rehabilitation Act of 1973 as amended. This grievance procedure is designed to provide a process for students who wish to file a grievance alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by LCCC.

Students with disabilities are required to file a complaint or request accommodations through the LCCC Disability Support Services (DSS) office and make every effort to resolve problems on an informal basis prior to filing a formal

grievance. The college will make every effort to insure that problems are fully explored while the privacy of the student involved is respected. Alternate format of filing complaints, such as a personal interview or a tape recording of the complaint, will be made available for a person with a disability, upon request.

The right of a person to a prompt and equitable resolution shall not be impaired by the person's right to other remedies such as filing an ADA complaint with a Federal department or agency. Use of this grievance procedure is not a prerequisite to other options.

2.0 REVISION HISTORY

Created: 3/18/1999

Last Revision: 9/23/99

Current Revision: 2/28/2011

3.0 PERSONS AFFECTED

Students, faculty and staff.

4.0 DEFINITIONS

- A. Section 504 of the Rehabilitation Act— extends civil rights to people with disabilities. It allows for reasonable accommodations such as special study area and assistance as necessary for each student.
- B. Americans with Disabilities Act (ADA)—, the Americans with Disabilities Act of 1990, prohibits discrimination on the basis of disability.
- C. ADA Coordinator: Person designated by the president to represent student ADA concerns as they arise. The Disability Support Services Coordinator located in the Education and Enrichment Center; Room 223 is the student representative for ADA concerns.
- D. Complainant: is the person filing a complaint in accordance with the Informal Complaint Process.
- E. Grievant: is the person filing a grievance in accordance with the Formal Grievance Procedure.
- F. Respondent: is the person against whom the formal grievance is filed.
- G. Working Days: Any day the college's administrative offices are open.
- H. Alternate format: written statements may be presented in alternate formats such as tape recordings, personal interviews, large print, or Braille upon request.
- I. Accessible Format: written responses may be delivered in different formats such as large text, Braille or audio format, upon request.

5.0 PROCEDURE

Informal Grievance Procedures

The informal grievance procedure is a verbal process that must be started within twenty (20) working days of the alleged discrimination.

1. It is strongly recommended that the complaint be discussed initially between the persons involved. Most misunderstandings and problems can be resolved in this manner. The initial complaint must be made to the student ADA Coordinator. If the complainant genuinely believes there is a communication barrier between the parties involved, they may request a mediator to be present. The mediator can communicate the complaint to the respondent. The mediator will secure a written information release from the complainant before proceeding. The ADA Coordinator has ten (10) working days from the date of notification to attempt to resolve the complaint. A written record will be filed in the DSS office.
 2. If the complainant is unable to resolve the problem on a one-to-one basis, the complainant should take the complaint to the supervising dean of the ADA Coordinator. When the complaint involves the dean, the complainant should notify the Vice President of Instruction.

The dean will consider information as to the nature of the complaint, the identity of any individuals involved and the actions taken, thus far, by all involved parties to resolve the complaint.

The dean will have ten (10) working days after meeting with student to attempt to resolve the complaint. A written record will be kept by the dean.

If the above steps do not result in a solution, the dean will notify the complainant in an accessible format and the complainant may file a formal written (or alternate format) grievance, which will be processed according to the Formal Grievance Procedure outlined below.
- Formal Grievance Procedure**
- If the complainant has been unable to resolve the complaint or problem using the Informal Grievance Procedure, the complainant may proceed with the steps below:
1. The Formal Grievance Procedure begins with a written (or alternate format) statement which must be filed within (10) working days after the failure to resolve the complaint informally.
 - A. The written (or alternate format) statement from the grievant to the ADA Coordinator shall contain the following:
 - a. A description of the alleged events and action(s) of all parties involved.
 - b. The date of the alleged occurrence.
 - c. Solutions which were proposed and why they were unacceptable.
 - d. The complaint needs to be addressed to:
LCCC DSS; ADA Coordinator
1400 E. College Drive
Cheyenne, WY 82007
 - B. If the complaint involves the ADA Coordinator, the formal grievance shall be sent to the dean that directly supervises the ADA Coordinator.
 - C. The relief or remedy sought by the complainant.

In reviewing the grievance, the ADA Coordinator shall request written (or alternate format) statements from the respondent or anyone else directly involved. These individuals have five (5) working days after the date the request is received from the administrator to submit any statements they wish to be considered. The ADA Coordinator has the right to request additional information as needed. A decision of the findings will be sent to the grievant in an accessible format and respondent within ten (10) working days of the receipt of submitted and requested information (including face-to-face interviews if necessary).
 - D. The ADA Coordinator will maintain files and records of the grievance.
 2. If the grievant or respondent are not satisfied with the decision of the ADA Coordinator an appeal may be submitted to the Vice President of Instruction within (10) working days following receipt of the initial decision.
 - A. The written (or alternate format) appeal should contain the following information:
 - a. The original statement of the complaint.
 - b. The decision of the administrator.
 - c. A written (or alternate format) statement explaining why the grievant or respondent is dissatisfied with the decision made by the ADA Coordinator.
 - d. Any statements from other parties, which may have been obtained by the original administrator, will be forwarded to the Vice President of Instruction.
 - B. The Vice President of Instruction shall respond with a written (or accessible format) decision to the grievant and respondent within (10) working days of the receipt of submitted and requested information (including face-to-face interviews if necessary).
 - C. The decision of the Vice President of Instruction is final as pertained to this grievance process.

TORNADO SHELTER

When you are instructed to seek shelter because of an imminent tornado, do the following immediately:

1. Assist people in need.
2. Avoid outside walls.
3. Avoid glass or windows.
4. Avoid doorways to outside and to interior rooms.
5. Avoid hallways that are open to the outside at each end or have skylights.
6. Do not leave this building unless you are instructed to do so. (Above all, do not go to your automobile.)
7. Seek shelter in rooms and hallways as far removed from outside walls as possible. If this is not possible, lie down next to an interior wall.
8. If possible, get under heavy furniture which might protect you from falling or flying debris.
9. REMEMBER that people are not killed or injured by a tornado's winds; but rather by airborne debris and falling objects caused by the winds.
10. If time permits, go to one of the following designated shelters:

Administration Center room

AG Complex

Arena Lower level storage area

Arp

Auto Body Repair

Auto Diesel .. Center classroom of the north portion

Business Lower level

Career and Technical

Center for Conference & Institutes

College Community Center

Education & Enrichment Center Lower level

Fine Arts Center hallways

Health Science .. First floor hall west of the entrance, and Rooms 118/120/122/123/127

Instructional Resources Center

Science Center Go to the Fine Arts Building

Student Services Go to the Arp Building

Physical Education Beneath the viewing level of the racquetball court

Physical Plant

Training Center

SHELTER IN PLACE

Shelter in Place is a voluntary plan for both employees and students. We cannot force anyone to stay on campus. All Laramie County schools should follow the Shelter in Place plan, so leaving the campus to collect children is not advised. This procedure is designed to reduce, not eliminate, exposure during an airborne hazardous spill.



Administration Break Room

AG Complex

AG Building Room 104

Arena Go to AG Room 104

Stall Building Go to AG Room 104

Arp Rooms 124/128/133/171

Children's Discovery Center Go to Arp 133

Auto Diesel Rooms 128/131

Business Rooms 125/126/127/131

Career and Technical/ACES/Auto Body

ACES/UW/Tenants CT 108

Auto Body Room 105

Center for Conference

& Institutes Rooms 109-116 (office)
121/123/124/142

College Community Center Rooms 322/328

Education &

Enrichment Center Rooms 117/211/218

Fine Arts Rooms 132/147/148/159/160//171

Health Science Rooms 111/113

Instructional Resources Center .. Rooms 402/411

Science Center Rooms 121/159/169/175

Student Services Room 133

Physical Education Go to Science Building Rooms 121/159/169/175

Physical Plant Room 131

Training Center Rooms 103/112