

Student Rights and Responsibilities Procedure	Procedure Number	3.14.3P
	Effective Date	May 10, 2011

1.0 PURPOSE

The purpose of the Student Rights and Responsibilities 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 policies and procedures 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 and 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.).

2.0 REVISION HISTORY

Adopted on: 6/1/04

Revised on: 5/10/11, Renumbered from 3.17P to 3.14.3P on 1/7/26 per Cabinet approval on 12/23/25

3.0 PERSONS AFFECTED

Students

4.0 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.

5.0 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 Procedure 3.14.2P Student Discipline Adjudication.