

# LAKES REGION COMMUNITY COLLEGE

## Academic Affairs Notice

*for inclusion with all course syllabi*

### Refund Policy

Effective Fall Semester, 2011, students who officially withdraw from the college or an individual course by the end of the fourteenth (14<sup>th</sup>) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7<sup>th</sup>) or fourteenth (14) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. Students registered for workshops must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees. Students registered for workshops must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees. **STUDENTS WHO HAVE NOT MADE PAYMENT ARRANGEMENTS 10 CALENDAR DAYS PRIOR TO THE START OF THE SEMESTER (OR ALTERNATIVE TERM START DATES) WILL BE DROPPED FROM THE CLASS ROSTER**

### Attendance

Regular attendance is expected for all scheduled classes, and enrollment privileges may be withdrawn for excessive absences. In addition to academic expectations involved with attendance, veterans and students receiving financial aid from certain sources may be required to maintain required attendance as a condition for such aid. Individual instructors may have attendance policies which fit the particular requirements of their courses (as well as grading policies based on class participation).

### Classroom Etiquette

Academic integrity is of primary importance in the classroom. Both students and faculty are responsible for creating and maintaining an environment that supports effective instruction. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior in the classroom may compromise the learning and performance of all students present. Such inappropriate behaviors include, but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones, computers (other than for legitimate academic use), iPods (or similar devices), etc.; use of derogatory or vulgar language. All students are expected to abide by the Student Code of Conduct, published in the LRCC Student Handbook, and are subject to sanctions as described therein for any violations.

### Texting and Cell Phones

Students are not allowed to text or use cell phones in any classroom or lab at LRCC. Please turn cell phones and other personal electronic devices off before you enter the classroom and keep them stored out of sight.

### Laptop Computers

At the discretion of the classroom Instructor, laptop computers may be used for educational purposes only, and any violation of appropriate use will lead to the loss of privilege of use.

### Information Technology Acceptable Use Policy

Access to CCSNH technology resources is a privilege, not a right. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated in the policy may result in loss of privileges. This policy is available to read or download at: <http://www.ccsnh.edu/acceptableuse/index.html>.

### Civil Rights/Equity Issues

(DISCRIMINATION AND HARASSMENT)

Lakes Region Community College does not discriminate in the administration of its admissions, educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, or marital status.

The college is sensitive to the fear and/or embarrassment an individual may experience in coming forward with a complaint regarding discrimination. The grievance reporting procedures outlined in the Student and Employee Handbooks are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns.

Any Lakes Region Community College student, employee, or visitor who has observed, is aware of, or has been a victim of discriminatory or harassing behavior while engaged in an LRCC-sponsored activity should report such behavior to James Vander Hooven, Ed. D., Lakes Region Community College, 379 Belmont Road, Laconia, NH 03246, (603) 524-3207; to Sara A. Sawyer,

*(see reverse side for more information)*

Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300; or to the US Department of Education, Office of Civil Rights, J.W. McCormack, Post Office and Courthouse, Room 701, 01-0061, Boston, MA 02109-4557, (617) 223-9662.

### **The Teaching, Learning & Career Center**

The TLCC provides free academic assistance for all LRCC students who would like to improve their grades. The TLCC offers peer tutoring in writing, math, accounting, computers, biology/Anatomy & Physiology, disabilities services, study skills; and a computer lab. Stop in The Teaching, Learning and Career Center, located in the Admissions Office, or call 524-3207 for more information.

### **Disabilities Services**

It is the mission of Lakes Region Community College's Disabilities Services to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college's Disabilities Services office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

### **Bennett Library**

The Bennett Library delivers information resources and services to support on-campus and distant student learning. Print, electronic databases and multimedia materials, along with a computer lab, provide students with academic support. Library services including reference, inter-library loan, and library instruction assist students with their studies. For more information, see the Bennett Library Web page at [www.lrcc.edu/library/index.html](http://www.lrcc.edu/library/index.html), stop in, or call 524-3207, ext. 727.

### **Plagiarism/Cheating Policy**

Honesty is expected of all LRCC students. In academic matters this includes the submission of work that clearly indicates its source. Dishonest acts include cheating and plagiarism. Cheating is defined as copying or otherwise using material from others, or using sources not approved by faculty. Plagiarism is defined as using the work (ideas, words, artwork, etc.) of another person as one's own. The failure to cite sources or the extensive use of others' work in written material are the most common types of plagiarism. Cheating and plagiarism are considered serious disciplinary matters and are subject to the same penalties and procedures as other LRCC disciplinary matters.

Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of F, which may in turn lead to delay of graduation. Repeated offenses may lead to dismissal from a program or from the college. Refer to the Academic Honesty Policy in the Student Handbook.

### **Cancellation/Delayed Start of Classes**

When the President deems it prudent to cancel all classes at the college, students will be notified via LRCC Alerts through their college e-mail. In order to receive ALERTS via phone and/or text messaging, students need to register (opt in) and provide emergency contact information by going to [www.lrcc.edu](http://www.lrcc.edu) and clicking on the LRCC Alerts logo. Be sure to have your Student ID and ccsnh email address to register. Please be aware that text messaging fees for your phone plan will apply. The announcement will also be made on WMUR-TV, Channel 9 and listed on the college website at [www.lrcc.edu](http://www.lrcc.edu). In addition, the announcement will be made on local radio stations. Occasionally, the President will opt for a delayed start to classes. This means that students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if morning classes are cancelled, students should plan on attending any class that begins at or after noon.

### **Grade Reporting**

Final grades are not mailed to students. It is the student's responsibility to review his/her final grades online via the Student Information System at [www.lrcc.edu](http://www.lrcc.edu). Any appeal of a grade must be initiated by the student with instructor before an ensuing semester has elapsed. (See the college catalog for the complete policy on appeal of grade.)