

LAKES REGION COMMUNITY COLLEGE

Academic Affairs Notice

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Regular attendance is expected for all scheduled classes, and enrollment privileges may be withdrawn for excessive absences.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 transmit or to receive text messages during class. Cell phone use is permissible for instructional use only (e.g., if the student uses their phone to access textbook or other instructional materials) and should be cleared with the instructor in advance of their use. Excepting this, 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. NOTE: Your instructor should be consulted BEFORE you record or tape the lecture. S/he will alert the students in the class that they may be recorded in the course of the classroom interaction or participation.

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/about-ccsnh/information-technology>.

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 professional and peer tutoring in subjects such as writing, math, accounting, computer, and science classes. Also offered are disabilities services and assistance with study skills, time management, etc. The TLCC also has a computer lab available for student use. The Teaching, Learning and Career Center is located on the second floor of the **Turner Building in room 216**. 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. Contact Jennifer Abraham at jabraham@ccsnh.edu or call **524-3207** for further information.

Safe Learning Environment

As a classroom instructor at Lakes Region Community College, every attempt is made to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in your written work, and in meetings with your professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Lakes Region Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative, Prof. Martha Pasquali (mpasquali@ccsnh.edu) for support and assistance. You are not alone. Additional information including resources can be found at:

New Hampshire Coalition Against Domestic and Sexual Violence: [http://www.nhcadv.org/Catchment%20map\(1\).pdf](http://www.nhcadv.org/Catchment%20map(1).pdf) or <http://www.usafenh.org/>

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, stop in, or call **524-3207, ext. 6727**.

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 substantiated 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. To register for LRCC alerts, visit www.getrave.com/login/lrcc to receive the latest information on campus emergencies delivered to your cell phone (voice or text message) and email account. 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. 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. 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.)

It is my hope that this course meets your every expectation as a challenging, engaging, respectful learning experience. If you find this not to be the case, I would welcome the opportunity to address your concerns. This is not only a courtesy, it is a matter of process and procedure outlined in the LRCC Student Handbook. Should we fail to arrive at a mutually satisfactory understanding, you should refer the matter to my immediate supervisor (insert department chair information and email address here).