

4 - STUDENT SERVICES and INFORMATION

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400 Admissions

400.1 General Admissions for high school graduates and applicants 18 and older

Lower Columbia College has an “open door” admission policy which admits any graduate of a high school or an individual who is at least 18 years of age and who holds a Certificate of Educational Competence.

Applicants who do not meet the above requirements, but who are at least 18 years of age, may be granted admission by the chief student services administrator or designee. Admission in such cases is based on the applicant’s general educational development and ability to benefit.

Because of the large number of students seeking admission, admission is generally granted on a “first-come, first-served” basis for as many students as the various programs can accommodate. Some programs may require satisfactory completion of certain pre-requisites prior to admission and some may have special admission policies.

400.2 Special Admission for students under 18 years of age

Applicants under age 18 may be admitted to Lower Columbia College if they are deemed able to benefit from the curricular offerings. Admission may be to individual courses or to a program as determined by admissions officials.

This policy is intended to expand opportunities for younger, qualified students who may not be enrolled in Running Start or other local student enrollment option programs. Moreover, the intent of this policy is not to replace or duplicate the functions of local public schools.

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- **ADOPTED 2/23/09**
- (Replaces policies 402 – 402.2 approved 7/89)

Resource/Reference/Procedure	Title	Unit Responsibility
WAC 132M-160-010 Procedure 400.1A	Admission Deceased Student Notification	VP Student Services/Registrar



420 Student Services, Programs and Activities

The Board of Trustees subscribes to the open door philosophy essential to achieving the goals of a comprehensive community college. The Board further recognizes its responsibility to establish student services and programs which enhance the personal, cultural, intellectual, recreational, athletic, social activities, and academic development of all students of the college.

420.1 Advising

Educational advising is one of the essential elements in a total program of student services. Advising is an important function in that its quality and quantity contribute to the student's ultimate successful attainment of educational goals.

420.2 Counseling

The counseling program is a basic component of the educational process. The program concerns itself primarily, but not exclusively, with personal/social growth and development, career decision making, and academic planning.

420.3 Financial Aid

No student should be denied access to Lower Columbia College because of a lack of financial resources. The Financial Aid Office shall attempt to remove the financial barriers to post-secondary education for those persons having financial need by utilizing a combination of federal, state, institutional and community funding resources.

420.4 Student Government and Activities

Co-curricular and extra-curricular programs are an integral part of students' success and goal completion.

The College recognizes the Associated Students of Lower Columbia College (ASLCC) Executive Council as the student government organization at the College whose purpose is to direct and manage the affairs of the student body at Lower Columbia College and to represent the Associated students in dealing with the College administration, staff, the community and the State in matters affecting students except as limited by board policy,

college rules and regulations, and the rules and laws of the State of Washington. (Reference Student Handbook <http://lcc.ctc.edu/info/webresources2/studentHandbook.pdf>)

420.5 Freedom of Expression

Students, faculty, administrators and staff shall be intellectually free to express their scholarship and reasoned conclusions by orderly means which do not disrupt the regular and essential operations of the College. We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom even when individual or group points of view are controversial or out of favor with prevailing perspectives.

A complete explanation of freedom of expression can be found in policy 440 “Code of Student Conduct,” and in [WAC 132M-125](#).

420.6 Field Trips

The College shall provide for and encourage participation in field trips, courses involving travel, and non-classroom activities, which may include student government, clubs, organizations, intramural sports, intercollegiate sports, and attendance at professional productions within the limitations of the resources available. No such activities shall take place without prior written consent of the President or the President’s designee, and completion of an [Informed Acknowledgement of and Consent to Trip Hazards and Risk form](#).

Section 420.5 Revision:


- Reviewed by the Leadership Team: 2/24/14
- Campus Review: March 4-24, 2014
- **ADOPTED** by the Leadership Team: 4/28/14

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
Informed Acknowledgement of and Consent to Trip Hazards and Risk form		VP Student Services
WAC 132M-125	Code of Student Conduct	VP Student Services

Historic Information

- Reviewed by the Cabinet and Leadership Team 2008
- Campus Review Feb. 1-22, 2009
- Adopted 2/23/09
(Replaces policies 500-502.5 approved 7/89)

	Chapter 4 – Student Services
Administrative Policy	NON-DISCRIMINATION and ANTI-HARASSMENT POLICY 425

425 NON-DISCRIMINATION AND ANTI-HARASSMENT

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State’s Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

Harassment is defined as a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College’s educational and/or social programs.

Sexual Harassment is defined as a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.

- a. Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College’s educational and/or social programs.
- b. Quid Pro Quo Sexual Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Sexual violence is a form of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

The following College officials have been designated to handle inquiries regarding this policy:

Title: Director of Human Resources & Legal Affairs, Title IX /EEO Coordinator
 Office: Administration Building 122
 Contact info: PO Box 3010 Longview, WA 98632; phone 360-442-2121; e-mail title9@lowercolumbia.edu

Title: Vice President for Student Success; Title IX /EEO Deputy Coordinator
 Office: Admissions Center 158
 Contact Info: PO Box 3010 Longview, WA 98632; phone 442-2300; e-mail title9@lowercolumbia.edu

College employees, except those statutorily barred from doing so, have a duty to immediately report information related to sexual harassment to the Title IX Coordinator.

- Re-review by Leadership Team 11/24/14
- Campus Review: 12-2-14 – 12-19-14
- **ADOPTED 1-26-15** by Leadership Team

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
WAC 132M-300-001	Prevention of Harassment or Discrimination	HR and AA/EEOC Officer
Affirmative Action Plan		AA/EEOC Officer
Procedure 425.1A	Discrimination & Harassment Complaint – Administrative Procedure	HR and AA/EEOC Officer
Title IX	Mandatory Reporter Protocol	

Historic Information:

- Review of Revisions by Campus 2/3/14 – 2/18/14
- Review of Revisions by Leadership Team 1/17/14 – 1/29/14
- Reviewed by Cabinet 11/20/13
- Reviewed by the Leadership Team 11/25/13
- Adopted 2/23/09



430 Reasonable Accommodation

It is the policy of Lower Columbia College, being aware of its obligations under Executive Order 96-04, chapter [RCW 49.60](#), and the [Americans with Disabilities Act of 1990, as amended by ADA Amendments Act of 2008, Rehabilitation Act of 1973](#), to ensure qualified persons with disabilities the right to request and, where determined appropriate, receive reasonable accommodation, unless accommodation would impose an undue hardship on the institution, require a fundamental program alteration or would lower academic standards. Reasonable accommodation includes 1) ensuring equal opportunity in application process, 2) enabling qualified individual with disability to perform essential functions of job, 3) enabling employee with disability to enjoy equal benefits and privileges of employment, 4) enabling student with disability equal access to services, programs, activities and facilities of the College. This includes good-faith consideration and interactive engagement regarding reasonable accommodation to all employees, candidates for employment and students. Disability Support Services is the designated office at Lower Columbia College that determines reasonable accommodations and/or services for students with disabilities. Disability Support Services maintains disability-related documents and verifies disability for students who are requesting reasonable accommodations. Disability Support Services also assists Human Resource Services in recommending and/or providing accommodations for employees. Any employee or candidate for employment requesting reasonable accommodation may contact Human Resource Services.

- **ADOPTED** by the Leadership Team: 2/24/14
- **Review of Revisions by Campus** 2/3/14 – 2/18/14
- **Review of Revisions by Leadership Team** 1/17/14 – 1/29/14
- **Reviewed by Cabinet** 11-20-13

Resource/Reference/Procedure	Title	Unit Responsibility
WAC 132M-300	Grievance Procedure	Director of HR/Legal Affairs and VP of Student Services
The Rehabilitation Act of 1973	Section 504	
CFR Title 34/Education		
Americans with Disabilities Act of 1990	Title 42/Chapter 126 and Title 47/Chapter 5	
RCW 49.60	Discrimination	
LCC Policy 236	Reasonable Accommodation	
LCC Policy 655	Service Animals	



435 Student Academic Grievance

The Academic Grievance policy protects student freedom of expression in the classroom and protects each student from improper, arbitrary, or capricious academic evaluation as evidenced by the student’s final course grade.

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- **ADOPTED 2/23/09**
(Replaces policy 603.4 revised 4/04)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
LCC Student Handbook		VP Student Services
LCC Academic Standards Committee Operational Guidelines		



440 Code of Student Conduct

Lower Columbia College exists for the development of students and to provide a variety of educational opportunities, and the opportunity to examine cultural, social, and recreational aspects of society. Lower Columbia College must maintain conditions conducive to the effective performance of its functions. Consequently, Lower Columbia College has special expectations regarding the conduct of students. Student conduct that detracts from, or interferes with, the accomplishment of college purposes is not acceptable.

Admission to Lower Columbia College carries with it the presumption that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey the law, will comply with rules, regulations, policies and procedures of the college, will maintain a high standard of integrity and honesty, and will respect the rights, privileges and property of other members of the college community. Lower Columbia College expects an environment of integrity, respect, collaboration, cooperation, diversity, and innovation that fosters personal growth, academic excellence and accountability. The rules governing student conduct and disciplinary action are set forth in the “Code of Student Conduct” WAC 132M-125


- **ADOPTED** June 1, 2015 by the Leadership Team
- Presented to the Leadership Team on 6-1-15 for review
- At a public hearing on May 20, 2015, the Lower Columbia College Board of Trustees approved repealing WAC 132M-121 and replacing it with WAC 132M-125. This was done after full campus review.

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
WAC 132M-125	Code of Student Conduct	VP Student Services

Historic Information:

- Reviewed by the Cabinet and Leadership Team on November 2008
- Campus Review: February 1-22, 2009
- Adopted 2/23/09
(Replaces policy 600 revised 10/07)

	Chapter 4 – Student Services
Administrative Policy	ACCESS TO STUDENT RECORDS POLICY 450

450 Access to Student Records

When a student enrolls at the College and submits the required data for academic and personal records, there is an assumption of trust placed in the College as custodian of this data. The College policy is that all "education records", as defined at 20 U.S.C. §1232(a)(4) shall remain confidential, except as otherwise specified in this chapter. The purpose of this chapter is to comply with the [Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232\(g\)](#).

The rules governing release of student records are set forth in “Access of Student Records” [WAC 132M-113](#).

- **ADOPTED 2/23/09**
- **Campus Review: February 1-22, 2009**
(Replaces Policy 605-605.8 revised 9/93)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
WAC 132M-113	Access to Student Records	VP Student Services Registrar



Chapter 4 – Student Services

Administrative Policy

**TUITION and FEES
POLICY 460**

460 Tuition and Fees

The Board shall annually establish tuition and fees in accordance with state law and State Board for Community and Technical College requirements. Tuition and fees will be published in the quarterly class schedule and posted on the LCC website. The term “tuition” as used in this policy consists of operating fees, building fees and services, and activities fees and other fees established through student referendum. The term “fees” consists of lab and course fees, miscellaneous use fees and fines, waiver fees, and other special fees established by the Board.

- **Revised by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **ADOPTED 2/23/09**
(Replaces policies 402.6-402.66 revised 7/89)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
RCW 28B.15	College and University Fees	VP Student Services Registrar



463 Tuition and Fee Waivers

The Board may establish tuition and fee waivers as authorized by state law and by the State Board for Community and Technical Colleges. This will be done under regular district fiscal processes. Information regarding specific waivers will be available from the Registrar or the Financial Aid office, and will be posted on the LCC website.

Upon applicant’s request, individual determinations on tuition and fee waivers will be reviewed by the College Registrar. Disputes will be reviewed by the Vice President for Student Success who will issue a final ruling.

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- **ADOPTED 2/23/09**
(Replaces Policy 402.63 revised 7/89)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
RCW 28B.15	College and University Fees	VP Student Services Registrar
WAC 132M-160-040	Tuition and Fee Waivers	
SBCTC Tuition Waiver and Residency Classification		



464 Tuition and Fee Waiver: State Employees

Under the Employee Tuition and Fee Waiver Law ([RCW 28B.15.558](#)), Lower Columbia College is authorized to and may waive all tuition and fees for eligible employees taking courses at Lower Columbia College. The employees shall pay the registration fee established by the board of Trustees. Such enrollment shall be on a space-available basis.

Additionally, Lower Columbia College shall offer a tuition and fee waiver program to full-time permanent classified State employees. Enrollment shall be on a space-available basis and shall be subject to procedures established by the College.

- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **ADOPTED 2/23/09**
(Replaces policy 307.2 adopted 10/89 and policy 307.3 adopted 9/90)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
RCW 28B.15.558	Waiver of tuition and fees for state employees and educational employees	VP Student Services Registrar
LCC Faculty Contract		Director of HR and Legal Affairs
LCC Classified Employee Contract		Director of HR and Legal Affairs
LCC Administrative and Exempt Handbook		Director of HR and Legal Affairs



Chapter 4 – Student Services

Administrative Policy

**TUITION and FEE REFUNDS
POLICY 465**

465 Tuition and Fee Refunds

Tuition and fee refunds for students, including those receiving financial aid, will be governed by applicable state law as published in the college catalog and class schedule. First-time students who receive financial aid will receive refunds based on the prorata refund rules established by the U.S. Department of Education.

- **Campus Review Feb. 1-22, 2009**
- **ADOPTED 2/23/09**
(Replaces policy 402-402.66)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
<u>WAC 132M-160.050</u>	Refunds	VP Student Services Registrar
<u>RCW 28B.15.605</u>	Refunds or cancellation of fees	



468 Last Day to Withdraw from Class

Withdrawal from a course must be officially processed through the Registrar’s office by 5:00 pm on the final withdrawal day. The last day to withdraw from a class is the last day of the eighth week of instruction. The last day to withdraw for short courses that meet after the deadline to withdraw is decided by the Registration Office on a pro-rated basis.

Advisor Signature Requirement

1. Student withdrawing from a class or classes during the first seven weeks of instruction must obtain the advisor’s signature on the withdrawal form.
2. Student withdrawing from a class or classes during the eighth week of instruction does not need an advisor’s signature on the withdrawal form.

Late Withdrawal

1. The Academic Standards Committee does not consider requests for late withdrawal except for those requests that include valid, verifiable proof that withdrawal beyond the deadline date was due to an emergency.

Authority

1. The committee cedes authority to the Vice President for Student Success to handle 9th week withdrawals as an administrative procedure.
All withdrawals beyond the 9th week are handled by the chairperson of the committee.

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- Adopted 2/23/09

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
LCC Academic Standards Committee	Operational Guidelines	VP Student Services Registrar



470 Residency Status

Lower Columbia College shall classify its students as residents or non-residents according to state rules and regulations.

The Vice President of Student Success shall develop regulations and procedures to assure that the residency of all students enrolled in credit classes is determined. Residency requirements shall be made available to students in the Registration office. Residency determinations shall be made by the College Registrar.

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- **ADOPTED 2/23/09**
(Replaces policy 402.3 approved 7/89)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
RCW 28B.15	College and University Fees	VP Student Services Registrar



480 STUDENT ABSENCE for REASONS of FAITH or CONSCIENCE

College students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Students' grades may not be adversely impacted by absences authorized under this policy.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

Lower Columbia College recognizes the following State legal holidays:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (third Monday of January)
- President's Day (third Monday of February)
- Memorial Day (last Monday of May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Veterans' Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving Day (Friday immediately following the fourth Thursday in November)
- Christmas Day (December 25th)

Whenever a holiday falls on Sunday, the following Monday shall be considered a legal holiday. When a holiday falls on Saturday, the preceding Friday shall be considered a legal holiday.

- **ADOPTED** by Leadership Team 11-24-14
- Campus Review 11-17-14 through 12-1-14
- Reviewed by Leadership Team 10-27-14
- Reviewed by Cabinet 10-1-14

Resource/Reference/Procedure	Title	Unit Responsibility
Procedure 480.1A	Student Absence for Reasons of Faith or Conscience	VP of Student Services



490 STUDENT EMAIL as OFFICIAL COMMUNICATION

An official Lower Columbia College email address is required for all students and is generated upon receipt and processing of their applications. The College has the right to send official communications to these email addresses. The College will use this address for official communications with all students.

The College expects that every student will receive email at his or her College email address and will read email on a frequent and consistent basis. A student’s failure to receive and read College communications in a timely manner does not absolve that student from knowing and complying with the content of such communication.

All use of email will be consistent with other Lower Columbia College policies including the Student Acceptable Computer Use Policy (refer to the online policies and procedures manual).

490.A Access to Student Email

Students who are not in possession of a personal computer and/or other mobile device with Internet access can use computers available in the open computer labs at the College.

490.B Re-directing/Forwarding of Email

Students may elect to redirect (auto-forward) email sent to their College email address. Students who redirect email from their official College email address to another address do so at their own risk. The College is not responsible for the handling of an email by outside service providers. If an email is lost because of forwarding, it does not absolve the student of the responsibilities associated with the communications sent to their official College email address.

- Reviewed by Cabinet 10-1-14
- Reviewed by Leadership 10-27-14
- Campus Review 11-17-14 through 12-1-14
- **ADOPTED** by Leadership Team 11-24-14

Resource/Reference/Procedure	Title	Unit Responsibility
Acceptable Use of Information Systems and Services		VP of Student Services