



POLICIES & REGULATIONS MANUAL



Lehigh Carbon
COMMUNITY COLLEGE

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SECTION 1 – LCCC BOARD OF TRUSTEES

Bylaws Lehigh Carbon Community College Board of Trustees

Revised: June 4, 2020 (Resolution 55.51)

Article I Definitions

When used herein, the following words and phrases shall have the meanings, respectively, ascribed to them:

1. Board of Trustees shall mean the collective group of Trustees.
2. "College" shall mean LEHIGH CARBON COMMUNITY COLLEGE.
3. "Local Sponsor" shall mean the collective body of school districts which participate in the operation of the College.
4. "Member District" shall mean an individual school district included in the Local Sponsor.
5. "Joint Board" shall mean all members of the school boards of all Member Districts.
6. "Trustees" shall mean the persons duly elected in accordance with the Rules, Regulations and Procedures for Lehigh Carbon Community College (the "Rules, Regulations and Procedures:") to serve on the Board of Trustees of the College.

Article II Authorization

The authorization for the establishment of the Board of Trustees together with the powers and duties imposed upon it are set forth under the "Community College Act of 1963," as amended (now found in the Public-School Code of 1949, Article XIX, 24 P.S. 19-1901-A, et seq.) (the "Act"). In addition, powers and duties are delegated to the Board of Trustees under the "Operating Agreement between the Sponsor School Districts and the College," dated April 1, 1967, as amended, (the "Operating Agreement") in accordance with the Act. Further, the Rules, Regulations, and Procedures as amended, promulgated in accordance with the Operating Agreement setting forth how the Board of Trustees shall conduct the business affairs of the College, were initially approved by the Joint Board and Board of Trustees (Resolution 7.69 - 5/12/72). In addition, the Board of Trustees shall conduct the affairs of the College in compliance with the regulations of the State Board of Education.

Article III Board of Trustees Membership

Vacancies in membership on the Board of Trustees, whether by resignation, death, replacement, or expiration of term, shall be filled by the Local Sponsor pursuant to the Rules, Regulations and Procedures.

The Board of Trustees, acting through the Chair of the Curriculum, Personnel and Government Relations Committee (successor to the Community and Government Relations Committee which was successor to the Community and Sponsor Relations Committee), shall assume the responsibility for assuring that members of the Board of Trustees discharge their responsibilities as a Trustee in accordance with the Rules, Regulations, and Procedures and the Operating Agreement and in accordance with the Act.

Article IV Officers

Section 1 The Officers of the Board of Trustees shall consist of a Chair, Vice-Chair, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer, and such other officers as the Board of Trustees may from time to time elect. All officers shall be a member of the Board of Trustees except the Assistant Secretary and Assistant Treasurer who may be College employees.

Section 2 The Chair shall preside at all meetings and functions of the Board of Trustees and shall have the duties normally conferred by parliamentary usage on such officer.

Section 3 The Vice-Chair shall act for the Chair in his/her absence.

Section 4 The Secretary shall keep or supervise the keeping of the minutes and records of the Board of Trustees, and with the assistance of such staff as is available, attend to correspondence of the Board of Trustees, and such other duties as required.

Section 5 The Assistant Secretary shall assist the Secretary as required.

Section 6 The Treasurer shall monitor the College's finances and oversee the Assistant Treasurer as required and shall be provided with a proper bond in such amount and with corporate surety as approved by the Board of Trustees from time to time.

Section 7 The Assistant Treasurer shall be responsible for the College's finances, including the review of cash receipts, cash disbursements and investments, and give monthly financial reports to the Board of Trustees. The Assistant Treasurer shall be provided with a proper bond in such amount and with such corporate surety as is approved by the Board of Trustees, which shall be filed with the Board of Trustees. The account of the Assistant Treasurer shall be audited annually by an independent certified public accountant selected by the Board of Trustees.

Article V

Election of Officers

Section 1 An annual organizational meeting to elect officers for the coming fiscal year shall be held at the regular meeting held during the month of June or if postponed or cancelled for any reason, at the next meeting, regular or special, held after the date of the postponed or cancelled meeting.

Section 2 The Chair shall appoint a five (5) person Nominating Committee at the regular May meeting, or if postponed or cancelled for any reason, at the next meeting, regular or special. The Nominating Committee shall present a slate of officers for the Board of Trustees at the annual organizational meeting. The Nominating Committee shall confer prior to the organizational meeting to select the slate of officers by an affirmative vote of a majority of those Trustees on the Nominating Committee.

Section 3 Election of the officers specified in Article IV of these Bylaws shall occur at the annual organizational meeting. Immediately prior to said election additional nominations may be made from the floor.

Section 4 The nominee for each office receiving a majority vote of the entire membership of the Board of Trustees shall be declared elected, shall assume office effective July 1, and shall serve until the following July 1 or until a successor shall be duly elected to take office.

Section 5 Any vacancy in office occurring during the fiscal year shall be filled at the next regular monthly meeting after such vacancy occurs. If possible, the Chair shall appoint a Nominating Committee to present a candidate. Additional nominations may be made from the floor immediately prior to the election.

Section 6 Terms of office for the Chair and Vice-Chair shall be limited to two consecutive one-year terms. Terms of office for the Secretary and Treasurer shall be limited to four consecutive one-year terms. These limitations shall not apply to the terms of office of Assistant Treasurer and Assistant Secretary nor shall they preclude a Trustee from holding the same office after an absence of one year or more.

Article VI

Meetings

Section 1 Regular meetings of the Board of Trustees will be held on the first Thursday of each month at a facility of the College. In the event of conflict with holidays or other events, any regular meeting date may be changed by a majority vote of those present at any regular or special meeting. In the event of inclement weather, or for some other prudent reason as determined by the Chair, the Chair may cancel or postpone and reschedule any meeting.

Section 2 Special meetings may be called by the Chair and will be held at a facility of the College. The Secretary shall notify all members of the Board of Trustees in writing not less than twenty-four hours in advance of such special meeting and the purposes for which it has been called. Board of Trustees action at the special meeting shall be limited to those items set forth in the notice.

Section 3 A quorum shall be a majority of the members of the Board of Trustees. Board of Trustees action shall occur only if a quorum is present, and except, as set forth in Article V, Section 4, shall be based upon a motion receiving a majority vote of the Trustees present. Voting shall ordinarily be by voice vote, or as directed by the Chair, by written ballot. Any member may request a roll call vote on any vote before the Board of Trustees, and the Secretary or Assistant Secretary shall in this event record such vote as part of the minutes. A Trustee shall be deemed present at any meeting if connected through the use of an Authorized Telecommunications Device so that the Trustee and all other Trustees in attendance can speak to and hear each other. If a meeting is held solely through the use of an Authorized Telecommunications Device as permitted due to a proclamation issued by the Governor and allowable by law, then a quorum shall be a majority of the members of the Board of Trustees present through the use of the Authorized Telecommunications Device.

Section 4 For purposes of this Article VI, "Authorized Telecommunication Device" shall mean any telecommunications device which permits, at a minimum, audio communication between and among

individuals so that the Trustees present at a meeting of the Board of Trustees can speak to and hear each other.

Section 5 It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of members of the Board of Trustees. The request must be in writing, setting forth the reason for the special meeting and be signed by a majority of the members of the Board of Trustees. The Secretary shall notify all members of the Board of Trustees in writing not less than twenty-four hours in advance of such special meeting and the purposes for which it has been called. Action by the Board of Trustees shall be limited to those items set forth in the notice.

Section 6 All regular and special meetings at which Board action is taken shall be open to the general public, and public notice of such meetings shall be given as required by law. If any meeting is to be held solely through an Authorized Telecommunications Device, public participation shall be allowed through such Authorized Telecommunications Device, or through written comments either mailed to the College's physical address or submitted to a College email address designated for such purpose; and public notice of such meeting shall also include the technology to be used and the public participation information as described in this Section.

Section 7 Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of the Board of Trustees.

Section 8 Meeting notices to Trustees shall be in writing either through electronic mail, text message, fax transmission or regular mail through the US Postal service.

Article VII

Committees

Section 1 Standing Committees shall be created by the Board of Trustees from time to time as the Board of Trustees may so desire. The Chair may appoint special or ad-hoc committees for specific purposes.

Section 2 The Chair shall designate Trustees to the various committees. The Chair shall ask the Trustees annually for their preference as to committee assignments with the understanding that the Chair may not be able to accommodate all preferences.

Article VIII

Order of Business

Section 1 The suggested general order of business at regular meetings shall be as follows:

a. Call to Order	h. Committee Reports
b. Roll Call	i. Old Business
c. Introduction of Visitors	j. New Business
d. Public Comment-Agenda	k. Public Comment-Non-Agenda
e. Minutes of Previous Meeting	l. Announcements
f. Treasurer's Report	m. Adjournment
g. President's Report	

Section 2 Action on a matter by the Board of Trustees' may occur at any time during said meeting.

Article IX

Appointments

The Board of Trustees, by a majority vote, shall elect annually a solicitor, auditor, consultants, and other service personnel, as may be necessary in its judgment to carry forward the purposes of the College and the Board of Trustees. All such appointees shall serve at the will and pleasure of the Board of Trustees, unless a written contract approved by a majority vote of the members of the Board of Trustees specifies to the contrary.

Article X

Amendments

An Amendment to the Bylaws together with the name of the proponent shall be presented in writing at a regular or special meeting with action on the Amendment to be voted upon at the meeting next after the regular or special meeting at which the Amendment was presented. A proposed Amendment shall be adopted upon the affirmative vote of two-thirds of the members of the Board of Trustees present.

Agreement for Operating Lehigh Carbon Community College

THIS AGREEMENT, hereinafter referred to as the "Operating Agreement" made and entered into as of the first day of April 1967, by and between SCHOOL DISTRICT OF THE CITY OF ALLENTOWN, a school district of the second class; CATASAUQUA SCHOOL DISTRICT, EAST PENN SCHOOL DISTRICT, NORTHERN LEHIGH SCHOOL DISTRICT, NORTHWESTERN LEHIGH SCHOOL DISTRICT, PARKLAND SCHOOL DISTRICT, SALISBURY TOWNSHIP SCHOOL DISTRICT, SCHOOL DISTRICT OF SOUTHERN LEHIGH, WHITEHALL-COPLAY SCHOOL DISTRICT, LEHIGHTON AREA SCHOOL DISTRICT, PALMERTON AREA SCHOOL DISTRICT AND PANTHER VALLEY SCHOOL DISTRICT, school districts of the third class; the nine first-mentioned districts including their predecessor districts, being sometimes hereinafter referred to as the "Lehigh County Districts" which are located wholly within the County of Lehigh and State of Pennsylvania, except Catasauqua School District which includes the area in the Borough of North Catasauqua, and Northern Lehigh School District which includes the area in the Borough of Walnutport, the areas of both said boroughs being in the County of Northampton; and the three last mentioned districts being sometimes hereinafter referred to as the "Carbon County Districts" which are located wholly within the County of Carbon and State of Pennsylvania, except Panther Valley School District which includes the area in the Borough of Coaldale being in the County of Schuylkill Jim Thorpe School District which entered into sponsorship of the College as of January 1, 1992, and all of the aforementioned school districts being sometimes hereinafter referred to collectively as "Local Sponsor" and individually as "Member Districts," parties of the first part

-AND-

the BOARD OF TRUSTEES of Lehigh Carbon Community College hereinafter referred to as "Trustees."

WHEREAS, the Lehigh County Districts, pursuant to authority vested in them by the Community College Act of 1963, (1963, Aug. 24, P.L. 1132, as amended; 24 PS 5201, etc.), hereinafter referred to as the "Community College Act," submitted a plan to the State Board of Education for a proposed community college which plan, as subsequently amended, was duly approved by the State Board of Education on February 10, 1966; and

WHEREAS, on March 26, 1966, a board of twelve (12) trustees for the community college was duly elected by a vote of a majority of the members of each board of school directors of each of the Lehigh County Districts whereupon LEHIGH CARBON COMMUNITY COLLEGE, hereinafter referred to as the "College," became established, with said districts as the then local sponsor; and

WHEREAS, the boards of school directors of the Carbon County School Districts pursuant to authority vested in them by the Community College Act, presented petitions, accompanied by consents of the Lehigh County Districts, to the State Board of Education to participate in the College, which petitions were duly approved by State Board of Education on or about November 11, 1966, whereupon, the Carbon County Districts became Member Districts of the Local Sponsor; and

WHEREAS, the parties hereto have mutually agreed to provide for operating the College and sharing the operating and capital costs thereof in accordance with the terms hereof.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed by and between each of the parties hereto with each of the other parties hereto, each party intending to bind itself and its successors, as follows:

1. The business affairs of the College shall be conducted in accordance with (1) this Operating Agreement, (2) the laws of the Commonwealth of Pennsylvania including, but not limited to, the Community College Act, (3) applicable policies, standards, rules, and regulations formulated by the Council of Higher Education and adopted by the State Board of Education, and (4) such rules, regulations and procedures which hereafter and from time to time, shall be approved by two-thirds (2/3) of the Member Districts of the Local Sponsor.

2. The fiscal year of the College shall begin on the first day of July in each year.

3. The amount of the annual operating costs of the College to be appropriated and provided by the Local Sponsor, as approved in the Budget, shall be apportioned among the Members on the basis of the number of full-time equivalent students enrolled in the College and residing in the respective geographical areas of each of the Members.

4. The initial costs of establishing and operating the College prior to July 1, 1967, and all capital costs for the acquisition of real estate, the construction and erection of any building, the improvement, furnishing, and equipment thereof, including the rental charges thereof, if such costs are financed through a joint authority or otherwise, shall be apportioned among the Member Districts on the basis of market values of taxable and real property as certified by the State Tax Equalization Board as of the most recent date preceding the date when the obligation for such capital costs is incurred.

5. Each Member District shall pay to the treasurer of the College, on account of its annual share of the current operating costs and capital costs, a monthly amount based upon its estimated share of the costs and expenses which it is

obligated to pay under the Budget or otherwise. Such estimates, and the dates when payments on account thereof shall be made, shall be determined by the Board of Trustees.

6. A College contingency fund may be maintained at no more than five percent (5%) of the College operating budget. Any end-of-year fund balance which exceeds the maximum level of the contingency fund is to be carried over to the operating fund and/or capital fund for the following fiscal year.

7. All property, real and personal, acquired by the Board of Trustees shall be held for and on behalf of the Local Sponsor.

8. Capital costs for the acquisition of real estate, the construction of any building thereon, and the improvement, furnishing, and equipping thereof shall be financed in any legal manner determined by the Local Sponsor.

9. The Board of Trustees shall enroll and accommodate all students residing within the area of the Local Sponsor and who meet the standards of the Board of Trustees' policies of admission before enrolling students residing outside the area of the Local Sponsor.

10. For the purpose of helping to keep informed the Board of Trustees and the governing bodies of the Member Districts of the activities of the Board of Trustees, the College and all Member Districts with respect to the College, the Trustee selected by a Member District shall attend a meeting of the Member District held during each of the months of January, March or April, and September. A purpose for attending the March or April meeting would be to deal with the budget proposal. In addition, each month the President of the College shall provide to the Superintendents of the Member Districts monthly briefings.

11. After the effective date of this Operating Agreement no additional school district or municipality shall participate in the College or become a member of the Local Sponsor without the consent of the governing bodies of the majority of the then members of the Local Sponsor. Any school district or municipality upon becoming a member of the Local Sponsor shall execute one or more counterparts of this Operating Agreement (as the same may be amended) in the same manner as described in the paragraph immediately preceding.

12. This Operating Agreement shall continue in effect unless (1) the College is disestablished by the State Board of Education, or (2) members of the Local Sponsor having market values of taxable real property as certified by the State Tax Equalization Board as of the most recent date in excess of one-half ($\frac{1}{2}$) of the total of such market values of all then members of the Local Sponsor, by resolutions duly adopted by their respective governing bodies, prior to July 1 of any year, agree to terminate this Operating Agreement as of July 1 of the following year, with the approval of the State Board of Education.

13. After five (5) years from the effective date of the Operating Agreement any party now or hereafter a party hereto, with the approval of the State Board of Education, may withdraw as a member of the Local Sponsor and as a party hereto as of July 1 of any year provided at least one (1) year's written notice of such intention to withdraw shall be given to the secretary of the governing body of every other party then a party hereto of such intention to withdraw and provided, further, that any such withdrawing party shall not be relieved of its share of obligations which properly were incurred by it during the period it was a party and prior to its petition of withdrawal to the State Board of Education. Special terms with respect to any withdrawing party shall be binding on the withdrawing and on all of the then other parties hereto if approved by the withdrawing party and two-thirds ($\frac{2}{3}$) of the then remaining members of the Local Sponsor.

14. Subject to the laws of the Commonwealth of Pennsylvania and any required approval by the State Board of Education or any other agency or instrumentality of the Commonwealth this Operating Agreement may be amended from time to time by the affirmative vote of the Board of Trustees, two-thirds ($\frac{2}{3}$) of all school board members of all Member Districts and two-thirds ($\frac{2}{3}$) of the Member Districts which, at the time of such amendment, shall be parties hereto. The vote of the Board of Trustees and of a Member District shall be determined by a majority vote of all the members of its governing body.

Rules, Regulations and Procedures for Lehigh Carbon Community College

WHEREAS, Section 6(b) of the Community College Act of 1963 (1963, Aug. 24, P.L. 1132; 24 PS 5206(b)) provides that the BOARD OF TRUSTEES of a community college shall conduct the business affairs of the College "in accordance with rules, regulations and procedures approved by the local sponsor"; and

WHEREAS, Paragraph 1 of the AGREEMENT FOR OPERATING LEHIGH CARBON COMMUNITY COLLEGE dated April 1, 1967, between the school districts which are parties hereto and which therein and herein are referred to collectively as the "Local Sponsor," and the BOARD OF TRUSTEES OF LEHIGH CARBON COMMUNITY COLLEGE who therein and herein are referred to as the "Trustees," provides that "The business affairs of the College shall be conducted in accordance with . . . such rules, regulations, and procedures which hereafter and from time to time, shall be approved by two-thirds (2/3) of the Member Districts of the Local Sponsor."

NOW, THEREFORE, in order to establish effective relations among the said school districts and between the said school districts and the Trustees, and in order to promote the operation of the College, the said school districts, as the Local Sponsor, hereby adopt these rules, regulations, and procedures under which the BOARD OF TRUSTEES OF LEHIGH CARBON COMMUNITY COLLEGE shall conduct its affairs.

1. Definitions

1. When used herein, the following words and phrases shall have the meanings, respectively, ascribed to them:
 - (1) "College" shall mean LEHIGH CARBON COMMUNITY COLLEGE.
 - (2) "Local Sponsor" shall mean those school districts which collectively participate in the operation of the College.
 - (3) "Member District" shall mean a school district included in the Local Sponsor.
 - (4) "Authority" shall mean the LEHIGH COUNTY COMMUNITY COLLEGE AUTHORITY or its successor.
 - (5) "Trustees" shall mean the duly elected BOARD OF TRUSTEES of the College.

2. Local Sponsor

2.1 All fiscal authority concerning the College, including consideration and approval of the annual operating and capital budgets for the College and the expenditures of its funds shall be vested in the Local Sponsor.

2.2 A vote of two-thirds (2/3) of all Member Districts shall be required for approval of each of the following:

- (1) The operating budget
- (2) The capital budget
- (3) Entering into any agreement for the purchase, construction, improvement of any land, buildings, or equipment, or architectural services, the total cost of which is estimated to exceed \$60,000 and adjusted annually by five percent (5%)
- (4) All architect's plans for a proposed building or improvement

The budgets shall include as separate items any proposed purchase, construction, improvement, or lease of any land, buildings or equipment or architectural services, the total cost or rental of which is anticipated to be at least \$15,000 and adjusted annually by five percent (5%).

When the affirmative vote of a Member District is required, it shall be by the affirmative vote of a majority of all of its school directors. All such votes shall be duly recorded and shall show how each member of the Member District voted.

2.3 A vote of two-thirds (2/3) of all Member Districts and two-thirds (2/3) of all Member Directors shall be required for approval of each of the following:

- (1) Any amendment to the Agreement for Operating
- (2) Any amendment to these Rules, Regulations, and Procedures

2.4 Any action by the Local Sponsor, including approval of a budget of the College, in accordance herewith, shall be binding upon all Member Districts including a Member District which has not voted in favor thereof.

2.5 Each Member District shall extend such cooperation as shall be necessary to the carrying out of the Operating Agreement, these Rules, Regulations, and Procedures, and the approved budgets of the College, including the execution of any supplementary agreements, leases, assignments, or other documents which have been requested by lending institutions, investment brokers, or bond counsel, recommended by at least two-thirds (2/3) of the members of the Authority and approved by the Member District's solicitor.

2.6 Copies of all communications from a Member District to the Board of Trustees shall be sent to the secretaries of the Member Districts.

3. Board of Trustees – Election

3.1 To a maximum number of fifteen (15), each Member District shall select one person to serve as a Trustee from that Member District. Each Member District shall notify the Secretary of the Board of Trustees of such selection. After admission of an additional Member District, the additional Member District shall designate its Trustee to fill the next-to-occur vacancy of a Trustee at Large.

3.2 To the extent there are fewer than fifteen (15) Member Districts, additional Trustees designated as Trustees at Large shall be selected by the Local Sponsor collectively. To fill a vacancy, each Member District will be given the opportunity to submit the name of a Trustee at Large candidate to the Secretary of the Board of Trustees.

3.3 The Secretary of the Board of Trustees shall receive the names of candidates from Member Districts and prepare a ballot list of nominees of a number at least equal to the number of Trustee at Large vacancies to be filled. Such ballot shall be distributed to the Local Sponsor for action at a duly convened meeting. No name shall be placed in nomination unless consent of the nominee shall be first obtained.

3.4 After return to the Secretary of the Board of Trustees from the Local Sponsor, the ballots shall be tabulated by the Chair and Secretary of the Board of Trustees and the Executive Director of the Intermediate Unit. The person or persons receiving the highest number of votes by Member Districts for each vacancy shall be declared selected as Trustee at Large.

3.5 The Secretary of the Board of Trustees shall notify the Member Districts of any vacancy on the Board of Trustees within fifteen (15) days after the occurrence of such vacancy.

3.6 Each Trustee shall live within the jurisdictional bounds of the Local Sponsor.

3.7 Members of the Board of Trustees shall not miss three (3) consecutive monthly meetings, nor more than fifty (50) percent of the monthly meetings held during any fiscal year, and upon a member's failure to conform as above, the Community and Sponsor Relations Committee shall review the attendance record of that particular member, allowing the member an opportunity to provide an explanation or reason. If it is deemed necessary by the Chairman, the Committee can then present to the Board of Trustees a recommendation for action by the Board of Trustees, with the proviso that the Board of Trustees shall also allow the member an opportunity to provide the Board of Trustees with the explanation or reason. Any action of the Board of Trustees recommending that the member's appointment be vacated shall be referred to the Local Sponsor for action by the Local Sponsor in vacating the member's appointment. If an incumbent trustee shall seek reappointment to the Board of Trustees, the cumulative attendance record of the incumbent's previous term shall be forwarded to the Local Sponsor.

4. Board of Trustees – Communications

4.1 The Board of Trustees shall cause to be filed with the secretaries of the Member Districts, copies of (1) current charts of its administrative organization, (2) a statement of its philosophy outlining a continuing ten (10)-year development plan and all subsequent revisions thereto, (3) a description of its curriculum at least one month prior to the beginning of each new academic year, (4) plans for faculty compensation, (5) a long-range physical plant plan for the physical facilities necessary to support the program of the College and at least triennial revisions thereto, (6) construction plans and specifications for all physical facilities prior to awarding any contracts or recommending to the Authority the awarding of any contracts, (7) policies and procedures with respect to the entering into contracts for the purchase of services, (8) all other reports and documents which are or may be required by regulations of the State Board of Education to be filed with the Secretary of Education, (9) the College treasurer's annual account audited by a certified public accountant, and ten (10) minutes of all meetings of the Trustees.

4.2 The Board of Trustees shall employ a certified public accountant who shall, at least annually, audit the finances of the College including the accounts of its treasurer, its depository, and any fund belonging to or controlled by the Board of Trustees.

5. Board of Trustees – Budget

5.1. The Board of Trustees shall prepare an annual operating budget which shall include all anticipated operating costs and expenses for the next fiscal year and also a capital budget which shall include the costs of acquisition of real estate, construction and erection thereon of any buildings, the improvement, furnishing and equipment thereof, or the rental charges thereof, if such costs are to be financed by the Authority or otherwise.

5.2 The Board of Trustees shall submit the budgets to the Secretaries of the Member Districts prior to February 15 of each year.

5.3 The proposed budgets shall be accompanied by the amounts to be appropriated or provided by the Local Sponsor, and the share of such costs payable by each of the Member Districts in accordance with the Operating Agreement, the normal tuition (as defined by the Community College Act) to be charged, the amounts to be received from the Commonwealth, federal grants, if any, and other sources, and such other pertinent information and rationale which any Member District may require in order to make intelligent budget decisions.

5.4 Any proposal for a new capital project or facility or for the curtailing or elimination of any operation or facility of the College shall be presented by the Trustees to the Local Sponsor.

5.5 If any Member District rejects a budget, it shall immediately notify the Board of Trustees and the secretaries of the other Member Districts of such action and the reasons therefore.

5.6 If either the proposed operating budget or the proposed capital budget shall not be approved as required by these Rules, Regulations and Procedures after Member Districts have considered them, the proposed budget not receiving the required approval shall be deemed to have been rejected whereupon the Trustees, as soon as feasible thereafter, shall submit to the secretaries of the Member Districts a revised operating budget and/or capital budget, as the case may be, for resubmission to the Member Districts.

6. Board of Trustees – Contracts (Resolution 11.14 - 9/4/75)

6.1 No contract shall be entered into and no debt or obligation shall be incurred by the Board of Trustees unless such contract, debt or obligation shall be within the limits of an approved budget or shall have been specially duly approved by the Local Sponsor. Notwithstanding the foregoing, for special projects, on behalf of the College, the Board of Trustees shall have the privilege of entering into contracts, debts or obligations in excess of the limits of the approved budget provided the College shall receive nonbudgeted special project funds equivalent to the anticipated expenditures for the contract debts, or obligations and further provided said special projects shall not increase the obligation of the Local Sponsor under the approved budget.

6.2 The Board of Trustees shall comply with all requirements now or hereafter required by the State Board of Education with respect to construction contracts, bid bonds, and contracts for services and personal property.

6.3 No trustee or officer or employee of the College, either directly or indirectly, shall be a party to, or be in any manner interested in, any contract or agreement (other than an employee-College employment contract) with the College for any matter, cause or thing whatsoever, by reason whereof any liability or indebtedness shall be made in violation hereof the same shall be null and void and no action shall be maintained thereon against the College, the Local Sponsor, or any Member District thereof.

PERM32B-ff
December 1992

SECTION 2 – POLICY MANUAL

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-100 SECTION 2: POLICY MANUAL 1. Board of Trustees TITLE: Presentation to Board of Trustees ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Guidelines	Presentation to Board of Trustees A. Procedure for Presentation 1. Requests to make a presentation must be submitted in writing to the President of the College with a copy to the Secretary of the Trustees one (1) week prior to the scheduled Board meeting. 2. Such requests must include: a. A brief summary of the nature of the presentation b. A brief summary of the subject to be presented c. A statement outlining the proposed action if any requested of the Board of Trustees. 3. Requests for presentation must be approved by the President of the College if the individual and/or group making the presentation is/are employed by the College. 4. In the event the request for presentation is made by an individual or group other than the above mentioned, the request must be approved by the President of the College and the Chair or Secretary of the Trustees. 5. With regard to approval of a presentation, a. Presentation time is limited to five minutes b. Approval is conditioned upon the President's and Trustee's reservation of rights to limit or prohibit discussion of student information, personnel matters, litigation, real estate, contract negotiations, and/or information that could jeopardize the College's public safety or security. B. Notification of Presentation A copy of the approved request stating the subject, nature, and proposed action requested of the Board of Trustees will be sent to each member of the Board of Trustees prior to their regular monthly meeting.

SECTION 2: POLICY MANUAL
1. Board of Trustees

TITLE: Public Comment

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Guidelines

Public Comment

A. Procedures for Public Comment During Trustees' Public Meetings

1. Individuals wishing to address the Board of Trustees must sign in before the meeting, stating the purpose on the sign in sheet. The assistant Secretary shall provide the sign in sheet to the Chair.
2. Public comments related to specific agenda action items will be allowed near the beginning of the meeting prior to the Trustees taking any action.
3. Public comments not otherwise excluded herein on matters other than specific action items that fall within the purview of the Board of Trustees of Lehigh Carbon County Community College may be permitted at the end of the meeting after New Business. Subject matters among others that may not be brought before the board of public comment are as noted below:
 - a. Litigation or potential litigation
 - b. Personnel matters or Collective Bargaining
 - c. Real Estate matters
 - d. Contract issues (including vendor contracts)
 - e. Safety and Security
4. The Board reserves the right to limit or prohibit discussion of student information, personnel matters, litigation, contract negotiations, and/or information that could jeopardize the College's public safety or security.
5. Each individual's comments shall be limited to five minutes.
6. Cumulative Public comment time is limited to 30 minutes per meeting.



SECTION 2: POLICY MANUAL
1. Board of Trustees

TITLE: Standing Committees for Board of Trustees
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Standing Committees for Board of Trustees

The Board of Trustees has established three Standing Committees (permanent committees that meet regularly). The three standing committees are: Finance and Facilities, Joint Coordinating, and Personnel, Curriculum, and Government Relations. Each standing committee is presented with a charge by the Board and serves to review and present matters that come before the full Board for consideration.

Guidelines

Finance and Facilities

- Review and recommend the fiscal policies of the College
- Advise on financial and business affairs concerning the College
- Review and recommend for action the annual budget, and the establishment of student tuition and fees
- Review and recommend for action restricted fund-Student Government Association and restricted fund-Auxiliary projects
- Review and recommend selection of auditing firm
- Meeting with external auditors and reviewing audit reports
- Long-range fiscal planning
- Review and recommend for action bid awards
- Review grants/special projects
- Review cash flow statements and budget progress reports
- Review and recommend for action selection of insurance coverage
- Periodic review of job training report
- Review annual financial report of Foundation (part of the annual audit)
- Review emergency response guidelines, including maintenance, security and fire protection procedures
- Review requests and bids for maintenance equipment
- Review and recommend campus renovations and construction projects
- Review capital project guidelines
- Review and recommend naming of buildings (non-donor naming)
- Review and recommend proposals for land use
- Periodic inspection of buildings and grounds
- Receive and respond to reports from director of facilities management or assistant director of facilities operations
- Review rental rates for facilities
- Review and recommend building lease renewals
- Provide feedback to the administration as it pertains to the long-term vision of the College (serve as a sounding board for institutional initiatives)
- Periodically review the status of the College's strategic initiatives and planning process
- Review Vision, Mission and Value Statement of the college every three years
- Represent the Board of Trustees, where appropriate, on ad hoc college wide planning committees

Joint Coordinating

- Maintain liaison with Lehigh Career and Technical Institute, Carbon Career and Technical Institute, and Carbon Lehigh Intermediate Unit
- Review and recommend cooperative arrangements regarding use of

facilities and campus

Personnel, Curriculum, and Government Relations

- Review and recommend the operating policies of the College set forth in the Policies & Regulations Manual
- Review and recommend Board meeting schedule
- Advise on administrative and personnel affairs
- Administer the evaluation of the president
- Review salary adjustments
- Review and recommend college curriculum and instructional programs
- Monitor the academic program review process
- Recommend the selection of a solicitor and labor attorney
- Review presidential contract 2020
- Administer the board self-evaluation (even-numbered years)
- Promote community awareness of LCCC
- Maintain and improve lines of communication between the College, the sponsoring school districts and the communities we serve
- Maintain relationships with local legislators who represent LCCC concerning legislation pertaining to community colleges and relay any bills pending to Board for discussion and action
- Identify and promote appropriate legislative initiatives
- Report on the Pennsylvania Commission for Community Colleges and other business to LCCC Board
- Make recommendations to provide recognition of individuals or organizations pertaining to the following
 - Physical memorials and accepting donations in memoriam
 - Recognition of retiring trustees and staff
 - Buildings, rooms, other structural facility names
 - Letters of commendation/congratulations/condolence (by special direction of trustees)
 - Ceremonies and honorary awards and degrees
 - Recognition of significant contributions to the community and College
 - Emeriti status: Trustee, Faculty and Staff
 - Collegiate Award of Distinction
- Review trustee attendance of monthly Board meetings and Board Committee meetings to ensure conformance with attendance requirements for the Board of Trustees under the "Rules, Regulations and Procedures for Lehigh Carbon Community College," found in the Lehigh Carbon Community College Policies & Regulations Manual
- Provide feedback to the administration as it pertains to the long-term vision of the College (serve as a sounding board for institutional initiatives)
- Periodically review the status of the College's strategic initiatives and planning process
- Review Vision, Mission and Value Statement of the college every three years
- Represent the Board of Trustees, where appropriate, on ad hoc college wide planning committees



SECTION 2: POLICY MANUAL
1. Board of Trustees

TITLE: Conflict of Interest – Board of Trustees
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Members of the Board of Trustees of the College owe a legal and ethical duty to the College to make all decisions in good faith and in a manner they reasonably believe to be in the best interests of the College, free from any self-interest or conflicting interest. Therefore, the Board of Trustees hereby adopts the following "Conflict of Interest" policy to preclude any material conflict of interest or impropriety with respect to the duties and activities of such persons relating to the College.

Guidelines

Conflict of Interest – Board of Trustees

Members of the Board of Trustees of the College shall not use his or her position as a means for private benefit or inurement and shall avoid all conflicts of interest and the appearance of any conflict of interest. A conflict of interest or appearance of a conflict of interest occurs in any situation in which one is not able to remain impartial or maintain objectivity in choosing between the interests of the College and one's personal interests or the interests of affiliated parties or when it would appear to a reasonable observer that such a conflict exists. Therefore, the following prohibited activities shall constitute a conflict of interest or the appearance of a conflict of interest:

- (a) The making of any decision or recommendation, in the Board member's official capacity, concerning a matter which may result in any benefit or financial gain, either directly or indirectly to himself or herself or a member of his/her immediate family, which shall include a parent, spouse, child or sibling or a business with which he, she or a member of his or her immediate family is associated as a director, officer, owner, employee or has a financial interest. Full disclosure of the pertinent facts regarding the conflict or potential conflict of interest should be provided by the Board member to the Chair of the Board of Trustees as soon as the Board member becomes aware of the conflict or potential conflict.
- (b) Participation in the consideration, implementation, supervision, or administration of any contract, on behalf of the College and/or Board, with any vendor of goods or services with whom he or she or a member of his or her immediate family has an affiliation. A person shall be deemed to be affiliated with a vendor if: 1) the person serves as a member of a governing body of the vendor; 2) the person serves as an officer or employee of the vendor; 3) the person has a material economic relationship with such entity, including but not limited to holding an ownership interest in the same; or d) the person's parents, spouse, siblings, children, or member of the immediate household holds such a position or has such a relationship with the vendor. Where there is uncertainty by an employee whether or not an affiliation exists, the employee shall disclose the relevant facts to the Vice President for Finance and Administrative Services of the uncertainty of an affiliation with any existing or proposed vendor promptly when the employee becomes aware of an affiliation which has not been previously disclosed.
- (c) The solicitation or acceptance of gifts, tips, loans, political contributions, rewards, promises of future employment, or other special consideration of economic value from vendors or any entity or person over which the Board Member may have to take official action with respect to. All decisions regarding products and vendors shall be made on an objective basis and without favoritism. Acceptance of meals or other entertainment, if of reasonable value, and if for the purpose of meeting

to discuss business matters, is allowed. Acceptance of nominal gifts of advertising or promotional materials such as pens, pencils, notepads, key chains and calendars is allowed. The total cost of any of the above must be less than fifty (\$50) dollars. However, no meal, entertainment or gift, no matter how nominal its value, shall be accepted if its purpose is to influence or attempt to influence the decision of a Board member with regards to a specific matter that they have influence over. If anyone insists on giving a gift, it will be accepted and acknowledged as a gift to the College. This provision shall also apply to the Board Member's immediate family or business with which they are associated.

Procedure

If a matter arises with respect to a contract or transaction upon which action is to be taken or withheld by the Board of Trustees or a committee thereof in which a member of the Board, the College President, or a Vice President for the College has reason to believe that he or she may have a conflict of interest or the appearance of a conflict of interest, it shall be promptly disclosed to the Chair of the Board of Trustees. The individual having such conflict of interest shall further disclose any reason known to him or her why the proposed action may or may not be in the best interest of the College, except as such disclosure shall violate confidentiality agreements with his or her employer or other provision of law. Except for such disclosures, the Board member or College senior administrator shall not participate by vote or otherwise in any decision or consideration of the proposed action. The Board member's abstention and the reason for it shall be recorded in the Board minutes.

This policy supplements Section 6.3 of the Rules, Regulations and Procedures for Lehigh Carbon Community College, as well as the Pennsylvania Public Official and Employee Ethics Act (65 Pa.C.S. §1101-1113 and 65 P.S. §410) which applies to all matters involving conflicts of interest and ethics as they affect College employees, officials, board members, and others. The Act referred to here before shall control any issues of ambiguity between the Act and this policy. Board members will also be required to sign the "State Ethics Commission – Statement of Financial Interests" form annually.



SECTION 2: POLICY MANUAL
2. Employees

TITLE: Introduction

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Introduction

Purpose

To provide an introduction to the Policies & Regulations Manual, including its application to College collective bargaining agreements.

Guidelines

Nothing contained in the Policies & Regulations Manual shall be construed to restrict the powers of the College's Board of Trustees to amend, revise, or repeal any provision.

In the event of a conflict between the College's policies and any applicable collective bargaining agreement to which the College is a party, the applicable collective bargaining agreement shall prevail.

In the event that a College employee believes that any provision in the Policies & Regulations Manual is in conflict with a collective bargaining agreement to which the College is a party, the employee must promptly notify the Director of Human Resources in writing.

Nothing in the Policies & Regulations Manual is intended to nor create a contract with any college employee.

- d. Employing or assisting another in any other form of deceit in completing course requirements.

Additional regulations regarding student conduct and possible consequences for violations are contained in the "LCCC Student Code of Conduct."

Wherever used herein, Faculty shall mean and include full time, part time, adjuncts, substitute and occasional persons who provide instruction to students.

INSTRUCTOR Responsibilities

Every LCCC instructor shall:

1. Create and maintain an environment conducive to academic honesty.
2. Reference the "LCCC Academic Honesty Policy" (including locations where students can find the full policy) in every course syllabus.
3. Uphold the "LCCC Academic Honesty Policy" in their own work.
4. When possible, meet privately with the student suspected of violating the policy to discuss the concerns, charge, and possible consequences. Utilize evidence collected by Testing Center staff or technology tools when appropriate.
5. Upon deciding to submit a report, inform the appropriate supervisor about the issue, and follow the procedures as outlined under "Consequences."
6. Include a declaration in the format report as to whether the violation should result in a Formal Warning OR Actionable Event.

Offenses are reported electronically in the StART system, to the Office of the Dean of Student Development, Equity, and Inclusion, where a disciplinary record is created and retained. The faculty member will notify the student of the action being taken. The Associate Dean of Student Development will send official notification to the student.

Testing Center

Testing Center Staff:

1. Prepare all evidence of the individual's suspected academic dishonesty.
2. Report the individual's suspected misconduct to the appropriate instructor and testing center supervisor.
3. Complete and submit a StART Academic Dishonesty report as needed.

Consequences

If the instructor bringing the charge has declared the incident of academic dishonesty as an Actionable Event, consequences will depend on the charge of the violation and the academic honesty violation history of the student.

1. A formal written notice will be generated by the Associate Dean of Student Development, presented to the student and maintained in the student's disciplinary file. This reprimand may include one or more of the following consequences:
 - a. A written warning to the student generated by the instructor with requirements to retake the examination, redo the assignment, and/or complete extra work as specified.
 - b. A grade of "0" for the assignment or exam.
 - c. A final grade of "F" for the course.*

*A student may not withdraw from the course after such a report is made, during the appeal process, or if the judicial hearing panel determines that the "F" grade shall stand.

2. Additionally, the instructor may recommend, after conference with their supervisor, removal of the student from the student's academic program of study.

If the instructor bringing the charge has declared the incidence of academic dishonesty as requiring a Formal Warning but the student already has a Formal Warning of academic dishonesty on record, the incident is elevated to an Actionable Event and the consequences are the same as the category above.

If the instructor bringing the charge has declared the incident of academic dishonesty as requiring a Formal Warning and the student has no other Formal Warning of academic dishonesty on record the following process shall occur:

1. A written Formal Warning will be generated by the Associate Dean of Student Development (as reported by the instructor) and presented to the student indicating the student has violated the Academic Honesty Policy and that any future infraction may result in the consequences listed under the Actionable Event section of this document. The Formal Warning will be retained by the Office of the Dean of Student Development, Equity, and Inclusion so that future charges are recognized as a repeat offense.
2. A written warning may be generated by the instructor and presented to the student with requirements to retake the examination, redo the assignment or complete extra work as specified by the instructor.

Retention of Records

Record of a Formal Warning will remain in the student's disciplinary file until the student graduates or has not been a student at LCCC for at least three (3) years. Record of an Actionable Event will remain in the student's disciplinary file indefinitely.

Appeals

Appeals to charges of violation of academic honesty must be submitted in writing to the Associate Dean of Student Development within five (5) days of receipt of the charge. Appeals to the charge are referred to the Student Conduct Hearing Process. Please see "LCCC Code of Student Conduct" for more information on the conduct process.

Repeated Violation

In addition to the consequences set forth in this policy, if a student is found to have committed a second violation of academic honesty they may be subject to suspension from the College. The student will not be allowed to re-enroll without reinstatement approval from the Academic Record Review Committee. Information regarding the reinstatement application process can be obtained from the Associate Dean of Student Development.



SECTION 2: POLICY MANUAL
2. Employees

TITLE: Conflict of Interest – Employees
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED: November 1, 2018 (Resolution 54.13)
May 5, 2022 (Resolution 57.43)

Conflict of Interest – Employees

Purpose

The employees of the College owe a legal and ethical duty to the College to make all decisions in good faith and in a manner they reasonably believe to be in the best interests of the College, free from any self-interest or conflicting interest. Therefore, the Board of Trustees hereby adopts the following "Conflict of Interest" policy to preclude any material conflict of interest or impropriety with respect to the duties and activities of such persons relating to the College.

Guidelines

The employees of the College shall not use his or her position as a means for private benefit or inurement to himself, herself, or any member of his or her family and shall avoid all conflicts of interest and the appearance of any conflict of interest. A conflict of interest or appearance of a conflict of interest occurs in any situation in which one is not able to remain impartial or maintain objectivity in choosing between the interests of the College and one's personal interests or the interests of affiliated parties or when it would appear to a reasonable observer that such a conflict exists. Therefore, the following prohibited activities shall constitute a conflict of interest or the appearance of a conflict of interest:

- (a) The making of any decision or recommendation, or utilization of any College systems or assets in the employee's official capacity or on behalf of the College, or on behalf of any member of his or her family as defined below, concerning a matter which may result in any benefit or financial gain, either directly or indirectly to himself or herself or a member of his/her immediate family, which shall include a parent, spouse, child or sibling or a business with which he, she or a member of his or her immediate family is associated as a director, officer, owner, employee or has a financial interest. Full disclosure of the pertinent facts regarding the conflict or potential conflict of interest should be provided by the employee to his/her immediate supervisor as soon as the Board member or employee becomes aware of the conflict or potential conflict.
- (b) Participation in the consideration, implementation, supervision, or administration of any contract, on behalf of the College and/or in the employee's official capacity, with any vendor of goods or services with whom he or she or a member of his or her immediate family has an affiliation. A person shall be deemed to be affiliated with a vendor if:
 - 1) the person serves as a member of a governing body of the vendor;
 - 2) the person serves as an officer or employee of the vendor;
 - 3) the person has a material economic relationship with such entity, including but not limited to holding an ownership interest in the same; or
 - d) the person's parents, spouse, siblings, children, or member of the immediate household holds such a position or has such a relationship with the vendor. Where there is uncertainty by an employee whether or not an affiliation exists, the employee shall disclose the relevant facts to the Vice President for Finance and Administrative Services of the uncertainty of an affiliation with any existing or proposed vendor promptly when the employee becomes aware of an affiliation which has not been previously disclosed.
- (c) The solicitation or acceptance of gifts, tips, loans, political contributions, rewards, promises of future employment, or other special consideration of economic value from vendors or any entity or person over which the employee may have to take official action with respect to. All decisions regarding products and vendors shall be made on an objective basis and

without favoritism. Acceptance of nominal gifts of advertising or promotional materials such as pens, pencils, notepads, key chains and calendars is allowed. The total cost of any of the above must be less than fifty (\$50) dollars. However, no meal, entertainment or gift, no matter how nominal its value, shall be accepted if its purpose is to influence or attempt to influence the decision of an employee with regards to a specific matter that they have influence over. If anyone insists on giving a gift, it will be accepted and acknowledged as a gift to the College. This provision shall also apply to the employee's immediate family or business with which they are associated.

Procedure

If a matter arises with respect to a contract or transaction upon which action is to be taken or withheld by the Board of Trustees or a committee thereof in which a member of the Board, the College President, or a Vice President for the College has reason to believe that he or she may have a conflict of interest or the appearance of a conflict of interest, it shall be promptly disclosed to the Chair of the Board of Trustees. The individual having such conflict of interest shall further disclose any reason known to him or her why the proposed action may or may not be in the best interest of the College, except as such disclosure shall violate confidentiality agreements with his or her employer or other provision of law. Except for such disclosures, the Board member or College senior administrator shall not participate by vote or otherwise in any decision or consideration of the proposed action. The Board member's abstention and the reason for it shall be recorded in the Board minutes. College employees shall notify their immediate supervisor of any conflict of interest or appearance of conflict of interest that may arise under this Policy and comply with any directives given by their supervisor with respect to the same.

This policy supplements Section 6.3 of the Rules, Regulations and Procedures for Lehigh Carbon Community College, as well as the Pennsylvania Public Official and Employee Ethics Act (65 Pa.C.S. §1101-1113 and 65 P.S. §410) which applies to all matters involving conflicts of interest and ethics as they affect College employees, officials, board members, and others. The Act referred to here before shall control any issues of ambiguity between the Act and this policy. Board members will also be required to sign the "State Ethics Commission – Statement of Financial Interests" form annually.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-206 SECTION 2: POLICY MANUAL 2. Employees TITLE: Consulting/Outside Employment/Volunteerism ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose Guidelines	Consulting/Outside Employment/ Volunteerism by College Employee The College recognizes the right of all employees, as private citizens, to engage in outside activities of a remunerative nature. The College wishes to balance the employee's right to outside activities with the College's interest that such outside activities do not adversely affect the College. All employees who engage in any outside full-time employment, volunteerism or consulting for extra compensation must ensure that such employment does not adversely affect or interfere with the performance and obligations of his or her College duties and responsibilities. The Director of Human Resources must be notified by employee if he/she accepts full-time employment elsewhere.



SECTION 2: POLICY MANUAL
2. Employees

TITLE: Disability-Related Accommodations
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

The College works to ensure an employment environment that is free of discrimination against employees or potential employees with disabilities by providing reasonable accommodations in its hiring and employment procedures.

For purposes of this policy, a person has a disability if he or she has a physical or mental impairment which substantially limits one or more of his or her major life activities, has a record of such impairment or is regarded as having such an impairment.

Guidelines

In accordance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA), accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants and employees. It is the policy of the College to make a good faith effort to provide any "reasonable accommodation" necessary to ensure that an otherwise qualified individual may enjoy an equal employment opportunity. Examples of what constitutes a reasonable accommodation will be dependent upon the nature of employment position and essential functions of the same.

In order to determine whether a reasonable accommodation exists to ensure that an employee may perform his/her job-related responsibilities, the College may require that the employee and his/her treating health care providers submit medical information to the College for its consideration. The College will utilize such medical information to determine whether an accommodation exists to ensure that an employee may perform his/her job-related responsibilities and to determine whether such accommodation is reasonable. In some cases, the College will provide an accommodation on a trial/temporary basis, in order to evaluate whether such accommodation is reasonable.

The College views the process of determining if reasonable accommodations can be provided, what those accommodations are and whether the accommodations provided continue to be reasonable to be a collaborative process between the College and the employee or potential employee.

Requests for Reasonable Accommodation

An individual who needs or believes that they need a modified work environment or other accommodations as the result of a disability is encouraged to request a reasonable accommodation orally or in writing from his or her supervisor or from the Office of Human Resources. Employees seeking an accommodation must follow up an oral request by completing the Disability Accommodation Request Form and submitting it to the Office of Human Resources. Employees requesting a reasonable accommodation will be required to include medical verification for the need for the accommodation and may be required to sign an Authorization for Release of Medical Records to allow the College to communicate directly with the employee's health care providers regarding the request for accommodations and potential means to address the same. Employees will be notified in writing of the need for any

	additional information in considering a request for reasonable accommodations and will be notified in writing of what accommodations will be provided or if the request for accommodations is denied.



SECTION 2: POLICY MANUAL
2. Employees

TITLE: Employee Code of Conduct
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

All members of the College community are expected to treat colleagues and students with dignity and respect and to exercise care and good faith in the performance of job duties. All employees are expected to interact with each other and with students in a professional, respectful manner with the highest regard for each other's safety and well-being. Citizenship in the College community requires respect for the dignity and rights of each individual, respect for public and personal property, as well as personal and academic honesty.

Guidelines

The Rules described below outline what is expected of each College employee. Each College employee is responsible for familiarizing him/herself with the types of conduct which are unacceptable, as outlined below.

When violations of standards of conduct occur, the facts and circumstances of the case will be considered to determine the appropriate action. The purpose of corrective action is to modify unacceptable workplace behavior and improve work performance, in order to maintain a productive working environment that everyone can enjoy. Often, a progressive corrective action process is followed in an effort to improve performance. Corrective action may include referral to the College's Employee Assistance Program provider, as appropriate to the situation. In some cases, immediate termination of employment is warranted.

The College, in its sole discretion, makes disciplinary and discharge decisions in compliance with Pennsylvania and federal law.

Rules of Conduct

To ensure orderly operations and provide the best possible work environment, the College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

College employees shall demonstrate professional integrity, comply with all applicable laws, provide accurate and complete information, and avoid conflicts of interest.

The following are examples of infractions of rules of conduct that, when engaged in, shall constitute grounds for corrective action, up to and including immediate termination of employment:

- (a) Failure to observe department work hour schedules, starting times, quitting times, and/or rest and meal periods, including working unauthorized hours.
- (b) Failure to submit timesheets in a timely manner (falsifying timesheets may lead to immediate discharge).
- (c) Sleeping, non-work-related reading or computer use, or other abuse of time during assigned working hours.
- (d) Performing unauthorized, personal, and/or non-College related work during normal working hours; using College supplies or equipment for personal business; and/or using the College address for personal business.
- (e) Stealing or sabotage of equipment, tools, and/or other property belonging to any employee, student, or the College.

- (f) Dishonesty, including but not limited to any falsification or misrepresentation such as knowingly providing incomplete, misleading, or incorrect information in connection with the preparation of a College document, report, or record, falsification or misrepresentation in connection with an application for employment with the College, falsifying a timesheet, and/or knowingly enrolling an ineligible dependent for fringe benefits coverage.
- (g) Causing damage to, defacement, or destruction of building, equipment or other College property or the property of others.
- (h) Working under the influence of alcohol or illegal drugs.
- (i) Unauthorized possession, sale, or use of intoxicating beverages or drugs on College property, and/or reporting for work under the influence of intoxicating beverages or drugs, or other violations of the College's Policy on Alcohol and Drugs.
- (j) Boisterous or disruptive activity in the workplace.
- (k) Negligence or improper conduct leading to damage of College-owned property.
- (l) Insubordination or other disrespectful conduct, including refusal to perform work as required by a supervisor, and/or inappropriate conversations with, or actions toward, a supervisor.
- (m) Violation of safety or health rules.
- (n) Verbal or physical harassment or intimidation of a co-worker, student, supervisor, or other member of the College community, including violation of the College's Anti-Harassment Policy(ies).
- (o) Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace (Please refer to the College's Firearms, Weapons, and Explosive Policy).
- (p) Excessive absenteeism or any absence without notice.
- (q) Absence from the College without authorization or acceptable excuse.
- (r) Inappropriate use of telephones, mail system, information technology, or other employer-owned equipment or services.
- (s) Violation of personnel policies (see policy on Progressive Discipline)
- (t) Unsatisfactory performance or conduct.
- (u) The use of profane, abusive, vulgar, or threatening language or gestures toward an employee, student, supervisor, or other member of the College community.
- (v) Fighting, striking, coercing, interfering with, or threatening bodily injury to an employee, student, supervisor, or other member of the College community.
- (w) Illegal Gambling of, including but not limited to, bookmaking or numbers writing.
- (x) Unprofessional conduct, immoral or unethical conduct, and/or indecency.
- (y) Conviction for a felony or misdemeanor crime relevant to the employee's position at the College.
- (z) Any act which may endanger the safety of others; engaging in horseplay, carelessness, recklessness, or unsafe workplace behaviors.
- (aa) Willful, deliberate, or repeated violation of College safety rules.
- (bb) Leaving the work area during normal working hours without properly notifying one's immediate supervisor.
- (cc) Engaging in other employment during a period of sick leave, Family and Medical Leave, or other paid or unpaid leave without the prior approval of the College.
- (dd) Violation of the College's Conflict of Interest Policy or Romance Policy.
- (ee) Disclosure of confidential College information to unauthorized persons.
- (ff) Failure to provide accommodations as stated by Disability Support Services, as provided for in the College's Disability Support Services Policy.

- (gg) In addition, any other conduct, or unsatisfactory work performance, which is of a serious nature and which, in the sole opinion of the College, makes the employee unfit for further service and warrants discharge.

The following is a partial list of improper conduct which, when engaged in, will generally lead to a warning before more severe corrective action is taken. However, immediate discharge may result in some cases if, in the opinion of the College, it is warranted based on the employee's work record:

- (a) Unsatisfactory work performance.
- (b) Excessive tardiness, absenteeism, and/or inappropriate use of paid sick leave or other paid leave.
- (c) Failure to report to work upon expiration of vacation, holiday, or a leave of absence.
- (d) Intentionally interfering with any employee's performance of duties.
- (e) Posting, writing on, or defacing bulletin boards, walls, equipment or other material, or altering or removing notices.
- (f) Improper or unauthorized solicitation or distribution of information on College premises during working time.
- (g) Smoking in restricted areas and other violations of the College's Smoking Policy.
- (h) Creating or contributing to unsanitary or poor housekeeping conditions.
- (i) Reckless driving or parking improperly on College premises.
- (j) Working in an unsafe or careless manner and/or excessive work-related injuries.
- (k) Failure to report work-related injuries as required.
- (l) Any other conduct which, in the sole opinion of the College, violates a College policy, impacts one's ability to effectively perform his/her work, and/or violates the standards the College may reasonably expect from employees.

Above are many forms of behavior that are considered unacceptable in the workplace. The above list is not all inclusive.

Violations

Alleged violations of the Rules of Conduct involving employees other than the President should be reported in writing to Director of Human Resources. Alleged violations involving the President should be reported in writing to Chair of Board of Trustees.

Alleged violations of the standards will be investigated promptly and thoroughly. The investigation shall remain as confidential as practicable and those conducting the investigation shall respect the confidentiality of all persons involved.

No adverse action shall be taken or permitted against anyone for communicating substantiated concerns to the appropriate persons. Employees are encouraged to identify themselves; however, matters may be submitted anonymously.

The President shall provide information about incidents to the Chair of the Board of Trustees in confidence as they occur, but will not disclose the identity of the individuals involved.

**SECTION 2: POLICY MANUAL**
2. Employees**TITLE: Employment Termination****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:** February 4, 2021 (Resolution 56.27)**REVISED:** July 11, 2024 (Resolution 60.01)**Employment Termination****Purpose**

Termination of employment may occur for various reasons. The College wishes to outline the procedures and expectations of employees terminating employment with the College, regardless of the reason.

Guidelines**Resignation of Employment**

Employees are requested to give written notice of their intent to resign. Administrators should give two weeks' notice, Faculty should give two weeks' notice, Classified employees should give two weeks' notice, and all other employees should give two weeks' notice in advance of their final work day. Appropriate notice must be given upon resignation in order for unused vacation leave to be paid. The final pay for an administrative employee or faculty member, will be prorated based on the number of days worked on the respective report day calendars.

Layoff

If the College decides to reduce employment because of adverse economic or other conditions, layoffs and recall from layoffs will be conducted consistent with College requirements and collective bargaining agreements, and in accordance with applicable state and federal laws.

Retirement

Employees who are considering retirement are advised to contact the Human Resources Office at least three months in advance of the anticipated retirement date in order to ensure that benefits begin on the requested date.

Discharge by College

Employees at will may be terminated pursuant to College policy, federal, state, or local law, other applicable regulation or as determined by the College.

Procedure

After notice of resignation or termination is provided by the employee or the College, a meeting will be scheduled with the employee to discuss matters including employee benefits, conversion privileges, repayment of outstanding debts, and return of College-owned property. At this time, a formal exit interview may be conducted by the College or by an outside agency engaged for this purpose.

Employee Benefits

Any and all employee benefits that have accrued or vested on or before the date of termination will be paid on the next regular pay date following the date of termination. The date of termination is the employee's last day worked for the College. A maximum of up to twenty-one (21) accrued, unused vacation days may be paid to the employee upon termination of employment where the requirements set forth in Resignation of Employment above have been met. Health care benefits provided by the College will continue through the last day of the month in which the date of termination occurs. The employee will continue to be responsible for payment of any premium contributions, co-pays, and deductibles for the entire last month.

The employee will be notified in writing of any other employee benefits that may be continued at the option of the employee and of the terms, conditions, and limitations of such continuation of benefits, including healthcare.

Additional details concerning the retirement plans and/or options that are available may be obtained from the Human Resources.

Confidentiality of Information

Upon termination for any reason, employee will continue to be bound by the confidentiality of information obtained, utilized or available during employment and employee shall be responsible to continue to respect and protect that confidentiality after termination of employment.

**SECTION 2: POLICY MANUAL**
2. Employees**TITLE: Equal Employment Opportunity****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:****Equal Employment Opportunity****Purpose**

The College is committed to having an inclusive campus community where all members are treated with dignity and respect. As an Equal Opportunity Employer, the College does not discriminate in its hiring or employment practices on the basis of gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class.

Guidelines

The College's employment practices are in accordance with Title VII of the Civil Rights Act, The Age Discrimination in Employment Act, The Americans with Disability Act, The Equal Pay Act, Title II of the Genetic Information Nondiscrimination Act, or any other local, state, or federal law protecting individuals from employment discrimination.

Furthermore, the College does not discriminate on the basis of the protected class list above in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

It is the College's fundamental policy to provide equal opportunity in all areas of employment practice. This policy extends to recruitment and hiring, working conditions, pay and benefits, professional development opportunities, performance review, promotion, and all other terms and conditions of employment.

The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Inquiries about this policy and procedure may be made internally to the Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107.

The College expressly prohibits any form of workplace harassment based on gender, gender identity, sex, race, ethnicity, color, national origin, religion, age, disability, veteran's status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law. Improper interference with the ability of the College's employees to perform their job duties may result in discipline up to and including discharge.

SECTION 2: POLICY MANUAL
2. Employees

TITLE: Family and Medical Leave Act (FMLA)
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

The College is committed to ensuring that employees entitled to FMLA leave or seeking the same are provided with a fair process by which the same will be reviewed and provided. In addition, the College is committed to non-discrimination and non-retaliation for the seeking and use of FMLA leave.

Guidelines

Family and Medical Leave Act (FMLA)

The Federal Family Medical Leave Act ("FMLA") provides College employees with up to twelve (12) weeks of job protected family and medical leave with continued health insurance coverage for up to the twelve (12)-week period. Such leave will be unpaid unless the employee is eligible for paid leave under current College policy.

FMLA does not replace or add to any paid leave benefits that College employees now receive. To the extent that employees have available accrued leave, employees must use their College-paid leave based upon the type of Family and Medical leave being requested and such time shall run concurrent with FMLA leave.

Reasons for Leave

Family and medical leave is available to College employees for the following reasons:

- (a) The birth of a child, and in order to bond with or care for that child;
- (b) The placement of a child with the employee for adoption or foster care;
- (c) The employee is unable to perform their job due to pregnancy prenatal care or child birth
- (d) Care of a spouse, child or parent who has a "serious health condition", which means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.
- (e) The employee's own "serious health condition" which makes him or her unable to perform the functions of the job;
- (f) Qualified exigencies that are the result of a covered service member being called to duty in the Armed Forces. Eligible employees are entitled up to twelve (12) weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty, or has been notified of an impending call to active duty status in support of a contingency operation. Active duty or call to active-duty status refers to a member of the National Guard or Reserves. Qualifying exigency includes short notice deployment, military events and related activities, childcare, and school activities, financial and legal arrangements, counseling, rest and recuperation, post deployment activities and additional activities; or to care for a covered service member who is injured or becomes ill while on covered active duty. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service member. This military caregiver leave is available during "a single twelve (12)-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves who has a serious injury or illness incurred in the line of duty while on active duty.

Eligibility

To be eligible for the Family and Medical Leave benefit, an employee must have worked for at least twelve (12) months for the College and for a minimum of 1,250 hours during the twelve (12)-month period immediately preceding the start of the requested leave. With the exception of military leave, paid and unpaid leave will not count as hours worked for determining eligibility.

Leave Benefit

Eligible employees approved for FMLA may take up to twelve (12) weeks of Family and Medical leave.

FMLA will be measured forward from the date of the College employee's first FMLA usage.

Calculation of Leave

- Full-Time College Employees – twelve (12) weeks of FMLA equals sixty (60) workdays or 480 hours.
- Regular Part-Time Employees – twelve (12) weeks of FMLA equals thirty-six (36) workdays or 288 hours.

Intermittent Leave

Intermittent Family and Medical leave is defined as taking leave in separate blocks of time due to a single illness or injury. Under FMLA, leave related to a serious health condition of a child, spouse, parent or the employee can be taken intermittently or on a reduced work schedule when medically necessary and medical certification acceptable to the College is provided. The College reserves the right to temporarily transfer an employee taking intermittent leave or leave on a reduced work schedule for planned medical treatment to an equivalent alternative position that better accommodates such intermittent or reduced work schedule, unless the employee and the College agree to a specific schedule.

Applying for Leave

To apply for FMLA, email or send your request to the Assistant Director of Human Resources. You will then be given an FMLA Request Packet to complete. This packet contains the appropriate forms to be completed by the employee and/or physician. Employees should submit this request thirty (30) days prior to the start of leave, when the leave is foreseeable, or as soon as practicable, when it is not. Upon receipt of the FMLA Request Packet, the employee will be advised if the requested leave is approved or not in written or if additional information is needed to review the request.

Designation of Leave

The College requires certification for the serious health condition, serious injury, or illness of the covered Service Member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Health Condition, Serious Injury, or Illness of Covered Service Member.

With five business days after the employee has submitted the appropriate certification form, the Assistant Director of Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

If FMLA is approved, FMLA leave shall not exceed twelve (12) weeks (including the use of any paid or unpaid leave time which will be utilized) during a twelve (12) month period commencing with the date that corresponds to the beginning of the leave.

All insurance benefits shall continue in effect during the leave. Employees on such leave shall not earn sick leave, vacation time, nor shall they be eligible for holiday pay during the leave.

College employees may not work for another employer while on leave of absence.

Any employee entitled to FMLA leave may have the option to use up to ten (10) days of sick leave either concurrently with the twelve (12) weeks of guaranteed leave time within each year provided by the FMLA or at any other time during the year.

FMLA leave must be used concurrently with sick leave, personal choice days, vacation days, or any other leave time offered, paid or unpaid, after the optional use of the ten (10) days of sick leave.

Legal Notice

The College shall post appropriate notices approved by the U.S. Department of Labor advising employees of their rights under the FMLA.

All PHI collected by the College will be disclosed only to the following "valid recipients" or in the following situations: (1) to the plan participant; (2) if the plan participant is a minor, to the plan participant's parent or legal guardian; (3) to an insurance company, reinsurance company, a third-party administrator, or a business associate of the Plans; (4) to the plan participant's representative, agent, or any other person with a signed authorization from the plan participant; (5) in response to legal process; (6) to investigate possible insurance fraud; (7) to help settle a claim dispute for benefits under a medical benefit plan or insurance policy; or (8) to the Plan Sponsor, in accordance with the provisions of HIPAA.

Notice of Privacy Practices

It is the policy of the College to maintain and provide to all plan participants upon request a Notice of Privacy Practices that describes the Plans' required and permitted uses and disclosures of PHI, all individual rights with respect to PHI and any other required information.

Training

The Privacy Official or the Designee will train or oversee training for all current staff and new employees that will have contact with PHI on the requirements of this policy. The contents of the training sessions and the attendees will be documented by the Privacy Official or the Designee.

Data Safeguards

The College will maintain reasonable and appropriate administrative, technical, and physical safeguards to prevent intentional or unintentional use or disclosure of PHI and to limit its incidental use and disclosure pursuant to otherwise permitted or required use or disclosure. Such safeguards shall include internal protocols to destroy documents containing PHI before discarding, securing medical records with lock and key or pass code, and limiting access to keys or pass codes.

Complaints

The College will accept and respond to complaints relating to this policy, procedures, and compliance efforts relating to the privacy of PHI. All complaints will be filed with the Privacy Official or the Designee.

Record Keeping

The College will retain all documentation related to this policy for a minimum of six (6) years from the date the documentation was created or the date that it was last in effect, whichever is later.

Sanctions

The College, as Plan Sponsor, on behalf of the Plans, will appropriately discipline any staff member who fails to comply with this policy. All sanctions will be documented by the Privacy Official or the Designee.

Mitigation of Wrongful Disclosures

The Plans will attempt to mitigate any disclosures of PHI that are in violation of this policy by, for example, requesting return of any written PHI that was improperly disclosed or by admonishing the recipients of any wrongly-disclosed PHI of their obligation not to further disclose the PHI.

Refraining from Intimidation or Retaliatory Acts

It is the policy of the College to prohibit any intimidation, threats, coercion, discrimination or other retaliatory acts against any person for the exercise of his or her rights under this policy, for filing a complaint with the Department of Health and Human Services, or for assisting in an investigation of any act made unlawful by HIPAA.



SECTION 2: POLICY MANUAL
2. Employees

TITLE: Job Descriptions

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Job Descriptions

Purpose

The goal of the College is to attract, motivate, and retain talent with a fair and equitable compensation policy based on necessary knowledge, skills, and abilities. There is a written job description for each employee of the College. The purpose of job descriptions is to establish clear communication between the College and the employees to assure that they have the same perception of their duties, authorities, responsibilities, and measures of performance for a particular position. Job descriptions also provide the basis for performance evaluation and subsequent wage/salary review.

Guidelines

Each employee is responsible for carefully reviewing his or her specific job description, understanding what is required of the job, and agreeing to do the job as outlined. Further, all employees are responsible for reporting to their direct supervisors, in event that their job description does not match the functions that they actually perform on the job. Administrative job descriptions may need to be updated periodically. This update is done during the annual appraisal process or if an employee terminates from the College. A request for review of any job description may be made to the Director of Human Resources.

Job descriptions will indicate requirements that are necessary provisions of typical work assignments, including but not limited to physical requirements, such as ability to lift objects.



SECTION 2: POLICY MANUAL
2. Employees

TITLE: Nepotism
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Nepotism

Purpose

The College places substantial responsibility and authority for the effective management of the College with College employees.

Guidelines

No employee may be placed in a work-related position in which he/she reports directly or indirectly to another employee who is a relative, nor will any employee be allowed to have impact on the performance appraisal of another employee who is a relative or be in a work-related position that affects the terms and conditions of a relative's employment. Relatives are defined as spouse, parent, stepparent, child, stepchild, brother/sister, step-brother/step-sister, half-brother/half-sister, grandparent, grandchild, in-laws, aunt, uncle, niece, cousin, or legal guardian.

Any exception to this policy will require the written approval of the President.



SECTION 2: POLICY MANUAL
2. Employees

TITLE: No Expectation of Privacy
ADOPTED: July 6, 2017 (Resolution 53.01)
REVISED: October 5, 2017 (Resolution 53.09)

No Expectation of Privacy

Purpose

LCCC is committed to maintaining an efficient, orderly, and secure workplace, both on LCCC grounds and at school-sponsored events. To that end, LCCC administrators, security personnel, and other appropriate law enforcement authority are permitted to conduct searches of LCCC property and equipment, both on school grounds and at school-sponsored events, as well as of employees' personal effects contained on school grounds and at school-sponsored events, in accordance with this Policy.

Guidelines

Employees should have no expectation of privacy in the contents of or their use of any property owned and/or provided by LCCC, including, but not limited to, property provided on LCCC grounds or at school-sponsored events. Such property includes, but is not limited to, all storage facilities, offices, classrooms, workspaces, desks, file cabinets, lockers, voicemail, computers, email accounts, and internet servers. **LCCC reserves the right to access and/or inspect these areas and property at any time, for any reason, and without advance notice to the employee.**

Any personal property such as employees' personal luggage, handbag, briefcase, or technology device that is located on LCCC property or at an off-campus school-sponsored event may be accessed and/or inspected only where there is reasonable suspicion that the employees' personal property contains a dangerous item and/or presents a safety and/or security hazard. The scope of the search will be limited to only those areas that may contain the dangerous item or safety and/or security hazard. When reasonably possible, employees will be provided with advanced notice of the reason for the search and will be permitted to be present for the search.

To promote the safety of employees, students, third parties, and LCCC facilities/property, LCCC reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras, if utilized, may be positioned in any and all locations on LCCC's premises, excluding restrooms, showers, and dressing rooms. Thus, with the exception of the foregoing, employees should have no expectation of privacy in their activities at any location on LCCC's premises.

Procedures

Searches may be conducted, in accordance with this policy, by the employees' direct supervisors, security personnel, or another appropriate law enforcement authority.

SECTION 2: POLICY MANUAL
2. Employees

TITLE: Progressive Discipline
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Progressive Discipline

Purpose

The College adheres to a policy of progressive discipline. The purpose of this policy is to promote disciplinary action that is prompt, tailored to the misconduct committed and impartial. The objective of disciplinary action is to deter employee misconduct and to promote a safe and productive workplace for all.

Guidelines

Procedure

Before any type of disciplinary action is determined or implemented, the supervisor shall meet with the Director of Human Resources.

Types of Discipline

Disciplinary action taken may include one or more of the following:

- (a) Verbal warning
- (b) Note to file after the supervisor has advised the employee that he or she has engaged in misconduct
- (c) Written warning or written reprimand directing the employee to cease the misconduct or avoid committing the same or similar offense or violation at all times in the future
- (d) Suspension from work without pay
- (e) Termination of employment

Progressive discipline does not mean that disciplinary action will be administered in the order listed above in all circumstances. In each case, the following factors will be considered to determine the disciplinary action that is appropriate in the circumstances involved:

- (a) Whether the employee knew or should have known that the action or inaction he or she engaged in constituted misconduct because of a rule, directive, policy or law addressing the subject
- (b) Whether the employee's action or inaction was intentional
- (c) Whether harm or damage to persons or property resulted from the employee's action(s) or inaction(s) and the degree of such harm or damage
- (d) Whether the employee's history of employment included any prior instances involving the same or similar action(s) or inaction(s) for which the employee received a prior warning or other form of discipline
- (e) What type of disciplinary action will best serve the interests of the College in getting the work performed in a satisfactory manner or in deterring the undesired employee action (for example, excessive absenteeism is an offense that deprives the College of the work for which the employee was engaged. A suspension without pay is not well tailored to promoting the chronically absent employee's regular attendance at work, so a suspension without pay would ordinarily not be implemented prior to termination although a written warning ordinarily would be.
- (f) Whether the employee's own duties, responsibilities or work product or ability to perform such duties, responsibilities or work product were directly affected, compromised or undermined by the employee action or inaction that constituted the misconduct, offense or violation of a rule, directive, policy or law.
- (g) What, if any, mitigating or other circumstances are present that might affect the tailoring of the disciplinary action to the seriousness of the offense under the circumstances?

Some types of employee action(s) or inaction(s) may be serious enough when all of the circumstances are considered in light of the above listed factors to justify either a suspension without pay, or termination of employment for a single or first time offense, and in such cases, progressive discipline will not be applied. The Employee Code Conduct policy includes examples of such action(s) and inaction(s) that may result in immediate suspension or termination of employment for a single unrepeated offense.

Expungement

At the employee's written request to the Director of Human Resources, and at the discretion of the College, a disciplinary action that has been placed in the employee's personnel file may be expunged from the personnel file. Expungement will not be considered before two (2) years have elapsed from the date of the disciplinary action and the employee's service has been satisfactory in all other respects in those two years.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-226 SECTION 2: POLICY MANUAL 2. Employees TITLE: Romantic/Sexual Relationships ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose Guidelines	Romantic/Sexual Relationships The College is committed to fostering the development of learning and work environments characterized by professional, ethical behavior that is free of discriminatory behavior. Romantic and/or sexual relationships between faculty/staff members and students or supervisors and employees are discouraged. If such a relationship should develop, all individuals shall notify the appropriate Vice President, Dean, Associate Dean, or Director and the College may alter the schedule of the student, faculty/staff member, or the reporting structure of the subordinate or transfer or reassign one or both of the individuals. Failure to self-report such relationships as required by this policy can result in a disciplinary action against an employee. If the College determines that it is impractical to alter the schedule, transfer, or reassign individuals, appropriate action will be taken.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-228 SECTION 2: POLICY MANUAL 2. Employees TITLE: Teaching by Administrators ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: July 6, 2017 (Resolution 53.01)
Purpose Guidelines	Teaching by Administrators It shall be the policy of the College to encourage members of the administrative staff to keep in close contact with the classroom, the student, and the teaching faculty. Teaching assignments for administrators (limit of six credits per semester) are made by the dean(s). Assignments must be approved by the supervisor if courses are taught during the workday schedule. Compensation for teaching assignments will be paid only when the course taught is scheduled at a time other than the employee's normal working hours. Such compensation will be in accordance with the existing adjunct compensation schedule.

SECTION 2: POLICY MANUAL
2. Employees

TITLE: Travel
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Travel

Purpose

The College recognizes the need for its employees to travel for professional development, training purposes, and to conduct College business. This policy outlines acceptable expenses for which an employee may be reimbursed when traveling on College business.

Guidelines

The College shall reimburse employees for the actual and necessary travel expenses they incur in the course of performing services for the College.

The validity of payments for travel expenses for all employees shall be determined by VP for Finance and Administrative Services. The VP for Finance and Administrative Services shall develop administrative regulations for reimbursement of travel expenses.

Employees seeking travel reimbursement must complete Travel Request Form located in the Human Resources Office and submit the Form to their immediate supervisor. In all instances of travel expense reimbursement, full itemization of expenditures, with receipts attached, shall be required to be submitted with the Form. Instructions and details regarding travel reimbursements will be provided on the College intranet.

For official travel by other than automobile, the College may arrange the advance purchase of transportation tickets.

Travel expense reimbursement shall be reimbursed at the current IRS rate per mile.

Note: Employees who have been awarded funds from the Professional Development Committee must also follow that committee's policies and procedures.

1. **Estimate Costs Section of the Travel Request Form.** This section of the form must be filled in for all overnight trips. Registrations, hotels and airfare (economy or coach) are preferred to be prepaid through the Finance Office.
 - a. An employee may request a travel advance for meals or other incidental expenses. Seventy-five percent (75%) of estimated expenses for total meals and incidentals may be advanced. The maximum amount of one advance will be two hundred dollars (\$200). Travel advance checks are available for pick-up in the Finance Office no sooner than five (5) days before your trip.
 - b. College credit card holders will not be issued travel advances.
 - c. Travel expense vouchers, along with itemized receipts, are due within twenty (20) working days of employee's return. Itemized receipts must accompany reimbursement requests for all expenses. An employee who chooses to prepay costs on his/her personal credit card must submit itemized receipts with twenty (20) working days after the return of the trip.
2. **Hotel/Lodging.** Employees are responsible for making their hotel reservations and providing the Finance Office the total dollar amount due for the reservation. A check will be processed and ready for pick up by the employee in the Finance Office. If the employee chooses to prepay the hotel on his/her personal credit card, itemized receipts must be

submitted within twenty (20) working days after the return of the trip in order to be reimbursed by the College.

3. **Meals.** The College will be using the IRS per diem rates for limits on meals and incidental expenses. Charges in excess of these rates will not be reimbursed. Itemized receipts are required to document meal expenses. The IRS has assigned a higher per diem rate to some travel destinations and these are exceptions to the per diem cap. A list of these destinations can be obtained from <http://www.gsa.gov/portal/category/100000>. Please determine your destination's eligibility when estimating and requesting reimbursement for your trip expenses.

Meal allowances for a day trip are as follows:

- a. Breakfast is at your expense.
- b. Lunch is reimbursable.
- c. Dinner is reimbursable if the meeting/conference lasts past your normal scheduled business hours. If the meeting/conference is over before your normal scheduled business hours, dinner is not reimbursable.

Meal allowances for overnight travel are as follows:

- a. If an employee travels to a meeting/conference overnight, three (3) meals will be reimbursable. If a meal is included in the cost of the conference/meeting and the employee chooses to eat elsewhere, the meal is not reimbursable.

4. Alcoholic beverages are not reimbursable.
5. Incidental expenses. Indicate what incidental expenses will be incurred (receipts required for anything over five dollars [\$5]).

Flight arrangements will be made with the College's purchasing card. (See Purchasing and Contract Manager) These arrangements should be made at least six (6) weeks prior to departure date. Determine what dates you will be traveling along with specific times of departure and arrival. Research flights on the Internet to get an estimated cost of airfare. Individuals who make their own travel arrangements will be reimbursed by the College upon return from the trip. The employee should consider whether alternative travel plans can be made that would reduce the cost of airplane travel. For example, if a conference is scheduled to begin on Monday, traveling on a Saturday may be considerably less expensive than traveling on a Sunday, even with the additional night's stay in the hotel.

The College maintains arrangements for discounts for car rentals. See the Purchasing and Contract Manager for details.

- a. Employees are only authorized to use his/her automobile if they have a valid driver's license and current auto insurance. If not, the employee is not authorized to travel for the College.
- b. Personal Automobiles may be used if the travel is within a reasonable distance. Actual mileage traveled will be reimbursed at a rate established annually by the College. The reimbursement rate is based on the current rate established annually by the IRS.
- c. Parking/Tolls will be reimbursed (receipts required).
- d. Registration Fees – Attach completed registration form to the Travel Request Form. Indicate to whom the check should be made payable and to whom it should be sent.
- e. Miscellaneous – Employees are permitted to travel, at College expense, the day before the conference begins and the day after the conference ends. Costs incurred beyond that time frame will not be reimbursed unless there are savings to the College as specified in #6 section of this policy.
- f. When traveling from site to site, use the mileage from the site you work at to the site you are traveling to.

- g. When traveling from home to a site, use mileage that is the lesser.
All travel costs will be reimbursed once a month.

Note: Employees who have been awarded funds from the Professional Development Committee must also follow that committee's policies and procedures.



SECTION 2: POLICY MANUAL
2. Employees

TITLE: Tuition Waiver
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED: May 5, 2022 (Resolution 57.43)

Purpose

Guidelines

Tuition Waiver – Administrative, Faculty, Staff

Tuition waiver for full-time administrative, faculty, and staff, their spouse, legal dependent (as defined by the Internal Revenue Service) and individuals who are or who have previously been legal dependents (while the employee is employed by the College) for courses taken at the College will be provided in accordance with the following:

1. Administrative, faculty, and staff will be permitted to take no more than two (2) degree credit courses per semester, tuition free, subject to payment of all fees and other ordinary charges and subject to the College not incurring any per student charges from a third-party.
2. Spouses and legal dependents and individuals who are or who have previously been legal dependents (while the employee is employed by the College) will be permitted to take degree credit courses at the College on a full-time or part-time basis, tuition free, subject to payment of all fees and other ordinary charges and subject to the College not incurring any per student charges from a third-party.
3. Administrative, faculty, and staff will be permitted to take noncredit community services courses, tuition free, subject to payment of all fees and other ordinary charges on a space-available, sufficient-paid enrollment basis and subject to the College not incurring any per student charges from a third-party.
4. Spouses and legal dependents and individuals who are or who have previously been legal dependents (while the employee is employed by the College) will be permitted to take noncredit community services courses tuition free, subject to payment of all fees and other ordinary charges on a space-available, sufficient-paid enrollment basis and subject to the College not incurring any per student charges from a third-party.
5. If an employee, his/her spouse, or legal dependent and individuals who are or who have previously been legal dependents (while the employee is employed by the College) does not formally withdraw from the course according to the policies of the College, he/she shall forfeit future eligibility for said tuition waiver over the next one (1) semester or session. A second violation shall forfeit two (2) semesters or sessions of eligibility.
6. Retired full-time administrative, faculty, and staff and their spouses shall be permitted to take credit or noncredit community services courses, tuition free, subject to payment of all fees and other ordinary charges on a space-available, sufficient-paid enrollment basis and subject to the College not incurring any per student charges from a third-party.
7. Tuition waiver does not include fees of any kind or charges for textbooks.
8. College faculty and staff may apply for College and Foundation scholarships and may be eligible for Foundation scholarships covering fees and books. Eligibility for funding may be limited based upon financial need and the scholarship criteria and donor restrictions. If scholarship funding is limited to tuition and fees, the tuition waiver may restrict eligibility or reduce the amount of the scholarship funds. Employees will receive no preferential treatment in the awarding of a scholarship.

Tuition Waiver - Children of Deceased Employees

Dependent children of a deceased employee, who was a full-time administrative, faculty, and staff employee at the time of death, will be

permitted to take degree credit courses on a full-time or part-time basis, tuition free, subject to payment of all fees and other ordinary charges, and subject to the College not incurring any per student charges from a third-party, for the two (2)-year period immediately following completion of secondary school.

**SECTION 2: POLICY MANUAL**
2. Employees**TITLE: Use of Social Media****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:** April 3, 2025 (Resolution 60.32)**Use of Social Media****Purpose**

The College recognizes that the use of social media has become an important tool in the lives of employees, students, and the general population. The College also recognizes, however, that social media poses inherent risks and dangers. The College encourages employees to use social media responsibly.

Guidelines

Employees are expected to use good judgment if interacting with students or colleagues via social networking websites, and if posting information about the College or their employment on such sites or blogs.

Employees are reminded that due to the nature of technology, individuals do not have an expectation of privacy on social media sites.

Employees may not post any financial, confidential, sensitive, or proprietary information about the College or its students, prospective students, employees, alumni, donors, or Trustees, unless doing so is within the scope of his/her job duties and the appropriate supervisor has provided advance approval.

Employees are asked to refrain from posting derogatory, untrue, or inflammatory comments about students, prospective students, colleagues or former colleagues, alumni, donors, and Trustees.

While using social media, employees may not violate any other College policy, including but not limited to College policies regarding discrimination, harassment, and/or privacy.

Employees are required to comply with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99 ("FERPA") at all times, including but not limited to during his/her use of social media.

Employees shall not post messages *on behalf of the College* unless doing so is within the scope of their job duties and is authorized by the appropriate supervisor.

Employees are expected to refrain from personal use of social networking sites during their working hours.

The Administration may establish additional guidelines and expected standards of conduct. Such guidelines are to be reviewed in advance with the Executive Director of College Relations or designee.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-236 SECTION 2: POLICY MANUAL 2. Employees TITLE: Workplace Violence ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose Guidelines	Workplace Violence The College will not tolerate violence or any threat of violence in the workplace or in the course of doing business. Any employee subjected to a threat or act of violence, or who is witness to a threat or an act of violence from an applicant, employee, student, or any other person at work (or during the course of doing business), shall immediately contact their immediate supervisor, the Director of Human Resources, and/or Security. The College will not tolerate threatening, intimidating, or harassing behavior of any sort; possession or use of weapons; physical attacks; or the intentional destruction of another's personal property, including the Colleges'. (Please refer to the College's Firearms, Weapons and Explosive Policy.) Any employee who threatens or commits an act of violence, threatens use of a weapon, or otherwise engages in intimidating or harassing behavior both on and off duty is subject to discipline, up to and including termination. Nothing in this Workplace Violence policy shall be construed as limiting the right and responsibility of the College staff and other individuals to notify competent law enforcement agencies when such staff or individuals believe a violation of the law has taken place.

Employees and volunteers must notify the Director of Human Resources within 72 hours of an arrest or conviction under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act ("the Act"), whether occurring on or off College property. A conviction under the Act will result in appropriate action, which may include discipline up to and including termination.

Students

Violation of this policy by a student may result in appropriate action being taken by the College, which may include discipline up to and including dismissal from the College.

The College defines its relationship with students in this area as non-custodial and stresses that there is no "special relationship" created by their status as students as it pertains to the law.

Drug-Free Campus Brochure

A copy of the College's Drug-Free Campus Brochure, which is distributed annually to all College employees and students as required by the Drug-Free Workplace Act of 1968 and the Drug-Free School and Communities Act Amendments of 1989, can be found at www.lccc.edu under Campus Safety and is also available from the Security Office and Office of Human Resources.

SECTION 2: POLICY MANUAL

3. Facilities and Campus Grounds

TITLE: Service Animals

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: May 7, 2020 (Resolution 55.46)

Service Animals

Purpose

To establish guidelines for the use of service animals on College property or at College programs.

Guidelines

No personal pets/animals are permitted on College property or at College programs, except service animals, defined below. It is the policy of the College that service animals assisting individuals with disabilities are generally permitted in all facilities and programs, except as described below.

Definitions

Definitions

"Service animal" is defined by the Americans with Disabilities Act, as amended (ADA), as any guide dog, signal dog, or other dog and miniature horse trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to: guiding individuals with impaired vision; alerting individuals with impaired hearing to intruders or sounds; providing minimal protection or rescue work; pulling a wheelchair; or fetching dropped items. (28 Code of Federal Regulations [CFR] Part 36, Subpart A – General, 36.104 Definitions). The service animal should be individually trained to do the work or perform tasks for the benefit of an individual with a disability.

If they meet this definition, animals are considered service animals under the ADA, regardless of whether they have been licensed or certified by a state or local government.

General

Service animals accompanying individuals with disabilities, including visitors, staff/employees and students are welcome on College campus, except in situations determined to apply as stated in "Modification of Access" of Service Animal" below. Specific questions related to the use of service animals by visitors can be directed to the Office of Public Safety.

The College shall not require an owner or handler of a service animal dog to pay an extra charge for the animal to attend events for which a fee is charged.

In situations where it is not obvious that an animal is a service animal, staff may ask only two specific questions: (1) is the animal required because of a disability? and (2) what work or task has the animal been trained to perform? Staff is not allowed to request any documentation for the animal, require that the animal demonstrate its task, or even inquire about the nature of the person's disability.

Service animals must comply with all applicable Pennsylvania dog laws. Information related to licensing, ID tags, vaccinations, rabies, and other requirements under Pennsylvania Dog Law can be found at: http://www.animallaw.info/statutes/stuspa3ps459_502.htm. Additionally, service animal owners/handlers are responsible for knowing and complying with applicable local ordinances with respect to the service animal.

Under Control: The owner/handler of a service animal must be in full control of the animal at all times. **Leash:** The service animal must be under handler control at all times. The handler may use a leash, harness or tether, unless either the handler is unable because of the disability to use a harness, leash,

or other tether or the use of a leash, harness, or tether would interfere with the service animal's safe, effective performance of work or tasks.

Cleanup Rule: The owner/handler of a service animal must ensure cleaning up of any College property the animal might soil. The animal must be housebroken. The care and supervision of a service animal is solely the responsibility of owner/handler.

Service Animals in Training: Under Pennsylvania law, trainers of service animals are entitled to equal access and treatment in all public accommodations without discrimination.

If non-service animals are needed for class purposes, written permission must be granted by the dean with a copy of the request given to the Department of Human Resources.

Miniature Horse

Individuals with disabilities who are requesting to have a miniature horse serve as a service animal should forward such request to Director of Public Safety. In making a decision regarding such request, the Director of Public Safety shall consider the following four factors as a reasonable accommodation:

1. Whether the facility can accommodate miniature horse features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Modification of Access of Service Animal

A service animal may be removed or prohibited from a College facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior towards people may be excluded. If an animal is properly excluded, the individual with a disability will be given the opportunity to participate in the service, program, or activity without the service animal on the premises, with the provision of auxiliary aids or services, if necessary.

When there are questions concerning the modification of access of the service animal and/or fundamental alterations to the nature of a program or activity as a result of the service animal's presence, the following individuals should convene to determine a plan of action. Representatives should include Disability Support Services, service animal owner, impacted division/department, and Public Safety. Examples of access issues may include, but are not limited to: research labs, areas requiring protective clothing, food preparation areas, and animal research labs.

Questions related to the use of service animals on campus should be directed to the Director of Public Safety at 610-799-1169, the Learning Specialist for Accessibility and Special Programs office at 610-799-1579, or Director of Human Resources at 610-799-11079.

**SECTION 2: POLICY MANUAL****3. Facilities and Campus Grounds****TITLE: Smoking****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:****Smoking****Purpose**

The College is dedicated to providing a healthy, comfortable, and productive environment for all employees, students, and visitors. The purpose of a smoke-free campus is to limit exposure of the College community to the effects of second-hand smoke and to reduce the risk of fire in and around our buildings.

Guidelines

The College is a smoke-free and tobacco-free campus.

Smoking and/or the use of tobacco products is prohibited in all buildings and on all grounds of the College campus, including all College-owned and College-leased buildings and grounds and owned or leased vehicles. For purposes of this policy, tobacco products shall include lighted cigars, cigarettes, pipes, or any other form of smoking objects or devices, including electronic cigarettes or other forms of vaping and chewing tobacco.

The following fines will be imposed for violation of this policy:

- (a) First Offense: \$15
- (b) Second Offense: \$40
- (c) Third Offense: \$40
- (d) Fourth Offense: Individual is subject to disciplinary procedures as appropriate.

All smoking citations will be issued when violation of the policy is witnessed by a member of the College Security staff. The citation must be issued directly to the offender at the time of the offense.

Nonpayment of fine and excessive offenses will result in the following actions:

- (a) Employees - The name of any College employee cited for the individual's fourth offense will be forwarded to the Human Resources Office for inclusion of the offense in the employee's personal file and for disciplinary action as appropriate per the College's Policies & Regulations Manual.
- (b) Students - Breaches of this policy will be subject to the College's Policies & Regulations Manual and Student Handbook. Nonpayment of fine by any student or a student issued a citation for a fourth offense will be referred to the Dean of Student Support and Success for disciplinary action as appropriate per the College's Policies & Regulations Manual or Student Handbook and could include suspension of library privileges and/or a hold on student grades and registration.

Smoking Cessation Programs

The College, through the Office of Human Resources, identified smoking cessation programs for those eligible through our medical insurance carrier. Faculty and staff should, if they so desire, contact the Office of Human Resources to get all appropriate information entitled to them as part of their employee benefits.

**Policy No. 2-308**

SECTION 2: POLICY MANUAL

3. Facilities and Campus Grounds

**TITLE: Use of Facilities by Students, Employees, Sponsor
School Districts, and Third Parties**

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: May 7, 2020 (Resolution 55.46)

November 3, 2022 (Resolution 58.08)

April 3, 2025 (Resolution 60.32)

Use of Facilities by Students, Employees, Sponsor School Districts, and Third Parties

Purpose

The use of the facilities of the College by students, faculty, staff, sponsor school districts, and third parties is welcomed and encouraged. In order to provide for the maximum use of the facilities, the safety of participants, and the protection of the College facilities and equipment, certain procedures and regulations have been developed and are herein stated. Use of College facilities is based upon availability. College facilities will be made available to third parties, within the parameters of this policy, provided such use does not interfere with the educational, extracurricular, or other programs of the College.

Guidelines

General Rules/Regulations

The President or his/her designee will designate a person for each event who must be on duty at all times for all student, faculty, staff, sponsor school district and third-party events occurring outside normal operating hours while the College is not in session. This person shall also be responsible for opening the facility prior to its being used, shall maintain College regulations during the event, and shall close and secure the facility at the conclusion. Participants in the event are expected to comply with the instruction of such designated person in upholding regulations of the College.

A security officer must be on duty for any and all uses, pursuant to this policy. The costs for this service will be borne by the College, provided no admission fee is charged for the event and the event is held during normal operating hours. If an admission fee is charged or the event is not held during regular operating hours, then the costs shall be borne by the sponsors of the event. The costs for the security officer will be based on the fee schedule in Policy 3-214.

For student activities held in College facilities or other buildings or locations during normal school hours, a professional staff member shall be in attendance.

Requests to hold events in which an admission is charged are permitted if the event is sponsored by the College or its Foundation. Other requests for charging admission from groups such as a club, department, sponsor school district or third-party will be reviewed by Executive Team. The review will be based on objective, viewpoint neutral criteria that will be developed by the President/designee and provided, in writing, to any requestor.

No event privately sponsored by a College employee will be permitted on College facilities for which an admissions charge will be made.

All events are expected to be conducted in an orderly manner and are not to be of such a nature as to incite others to disorder.

The facilities shall not be used for a purpose that is unlawful.

Gambling, the use of alcoholic beverages without authorization, the illegal use of controlled substances, and the unauthorized possession or use of lethal weapons in the buildings or on the grounds are absolutely prohibited.

The College facilities are smoke-free and tobacco-free.

Signs advertising a particular event or activity that will be occurring on College facilities may be placed on appropriate College bulletin boards or display areas, provided approval has been granted in writing from the Director of Student Life. The Director of Student Life, when reviewing requests to post signs, will decide whether a sign may be posted, based on the following criteria:

1. No sign may be posted that contains lewd, vulgar, or obscene language or images.
2. No sign may be posted that has created a disruption or is likely to create a disruption to the educational program.
3. No sign may be posted that conveys support for tobacco, drugs, or alcohol.
4. All signs must explicitly state that the event is not sponsored by the College.
5. All signs must conform to reasonable time, place, and manner restrictions.

The College and persons using College facilities will not discriminate on the basis of race, color, sex, pregnancy, religion, ancestry, national origin, age (over 40 years old), disabilities, genetics, veteran status, or sexual orientation, or any other legally protected characteristic, in its educational programs, activities, admissions, or employment practices as required by applicable laws and regulations and use of College facilities. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and useable by persons with disabilities, contact the Office of Human Resources. Students may contact the Office of Disability Support Services.

In the event of inclement weather or other emergency conditions that requires the cancellation of a scheduled event, the College Event Planner will work with the party to reschedule the event at a later date.

For student events involving the sale of tickets or the exchange of money including the payment of royalty or other special fees or when a contract is to be entered into by the group or organization or the College, prior approval must be obtained from the Executive Director of Communications, Marketing, and Student Life. The event sponsor shall provide clear evidence that proper accounting procedures will be followed and that College regulations will be upheld by signing and following procedures as delineated on the appropriate Use of Facilities Request form.

For faculty and staff-sponsored events involving the sale of tickets or the exchange of money, including the payment of royalty or other special fees or when a contract is to be entered into by the group or organization which in any way obligates the group or the College, the event sponsor shall provide clear evidence that proper accounting procedures will be followed and that the appropriate College regulations will be upheld.

There may be a rental charge for the use of College facilities by students, faculty, staff, or sponsor school district or third parties for personal use.

The use of the College facilities by students, faculty, staff, sponsor school districts or third parties shall not be allowed to restrict or limit the normal instructional program carried on by the College. Further, the use of any

College equipment shall be subject to availability and events staff in the Office of Communications, Marketing, and Student Life.

Requests for rooms from external clients are available on the College's website. Internal requests are made through the myLCCC portal at: <https://25live.collegenet.com/pro/lccc#!/home/event/form>

Use of Facilities by Students, Employees, and Sponsor School Districts

Restricted Use.

During scheduled credit classes, the College restricts the use of classrooms or science and/or computer labs to: (1) the assigned instructor and (2) registered students. No other persons are permitted to be in attendance with the following exceptions: (1) guest lecturers; (2) the single-day visitor; i.e., high school student exploring College options, relative of a registered student who wishes to visit for a particular reason, etc. (who must be approved by the instructor); (3) individuals providing accommodations for students with disabilities; and (4) the instructor's supervisor who will be present from time to time to conduct evaluations.

Priority of Use.

Use of College's facilities shall be as follows:

First priority. College activities (in order from highest to lowest priority):

- (1) Instruction – credit
- (2) Instruction – non-credit

Second priority. College-sponsored events (in order from highest to lowest priority):

- (1) Student Groups, Alumni groups or persons
- (2) Groups from the College sponsor school districts

Third priority: Third parties

Priority use of the College's Banquet/Event hall facility shall be as follows:

- (1) College activities
- (2) Groups from the College sponsor school districts
- (3) Student Groups and Alumni Events
- (4) Groups from the community that the College serves
- (5) Third-party groups/individuals

When two (2) or more groups or persons in the same category make conflicting requests, the use will be granted on the basis of the forgoing priority statuses with the President determining who gets to use the facility in the event that each has the same priority.

The Special Events Office may reassign space already approved and assigned and try to arrange alternate facilities for the prior approved application.

LCCC Wellness Center

No one is permitted in the Wellness Center unless they have a valid LCCC ID. Anyone using the Wellness Center must show their LCCC ID and must complete a waiver form at Wellness Center desk prior to usage each academic year. You MUST bring your LCCC ID each time you want to use the Wellness Center. No one under the age of 18 will be permitted in unless they are registered in a current College approved program.

Separate locker rooms are available for students and staff. Daily use locks are available at the Wellness Center desk for you to secure your belongings while you are using the facility.

All College policies regarding appropriate conduct on college property applies to usage of the Wellness Center.

Any questions, comments or suggestions can be emailed to wellness@lccc.edu.

Use of Facilities by Third Parties

The College will provide for the use of College facilities by third parties when permission has been requested in writing and has been approved according to the following guidelines and viewpoint neutral criteria developed by the College President or designee.

No College facility shall be made available for use by a third-party if its use would interfere with use by the College or by a College-related event or if its purpose as an organization or for the use violates the College's nondiscrimination policy.

If an admission fee is to be charged by any applicant, the application shall so state, and the amount of any such fee shall be consistent with admissions fees currently approved for College-related student dramatic performances, concerts, films, debates, exhibitions, athletic events, contests, and the like. The imposition of higher fees may be permitted under special circumstances, as determined by the President (such as those involving the employment of paid performers, paid stagehands, or paid musicians).

Authorization to use College facilities shall not in any way imply approval or sanction by College of either the organization authorized to use College facilities or the activity to be conducted therein, and a statement to this effect shall be included in any advertising or promotional statements or literature concerning such use and activity. All advertising or promotional statements or literature should state that the event or activity is not College sponsored and not approved or sanctioned by the College with a copy provided to the College prior to release or distribution.

Use of College facilities by applicant will not be permitted for any partisan political meeting or function. Nothing in this policy should be construed to prohibit non-partisan political meetings.

Any use of College facilities shall be in an orderly manner and shall not disturb other persons using College facilities. The applicant shall be responsible for the conduct of persons attending such meetings and for the maintenance of College property in good condition. The College reserves at all times the right to reject any or all requests for such use of College facilities and to terminate such use at any time upon failure to comply fully with these Regulations.

The Vice President for Finance and Administrative Services shall establish and maintain a schedule of charges for the use of College facilities. Each year the fee schedule will be reviewed and established by President's Cabinet and submitted for review by the Board of Trustees, Finance and Facilities Committee.

The College President, or designee, shall develop procedures for granting permission to use College facilities and shall promulgate rules and regulations for such use.

The College President will from time to time designate committees or individuals to scrutinize applications submitted and to make appropriate recommendations.

Exceptions to this policy can be made only in writing by the College President.



SECTION 2: POLICY MANUAL
4. Finances

TITLE: Dual Signatures

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

The College works to ensure adequate internal controls over College resources. As part of such efforts, it implements this policy to require dual signatures for withdrawals of College funds in excess of a designated figure.

Guidelines

The Board of Trustees authorizes the President, with the approval of the Finance and Facilities Committee, to designate certain administrators (the list of which will be maintained in the Finance Office) with the authority to sign checks, drafts, or other withdrawals for all of the various College accounts in which all checks, drafts, or other withdrawals are in amounts of \$15,000 and greater. Such amounts shall require the signature of at least two authorized administrators (one of which may be electronic) and provide further that a report of all accounts and authorized signers be presented annually to the Board of Trustees Finance and Facilities Committee.



SECTION 2: POLICY MANUAL
4. Finances

TITLE: Investment of College Cash Flow Funds
ADOPTED: April 3, 2014 (Resolution 49.49)
REVISED: November 4, 2021 (Resolution 57.06)
REVISED: May 2, 2024 (Resolution 59.39)

Purpose

Investment of College Cash Flow Funds

It shall be the policy of the Board of Trustees to optimize its return through investment of cash flow balances in such a way as to minimize non-invested balances and to maximize return on investments without jeopardizing cash demands.

The primary objectives of investment activities, in priority order, shall be:

Legality - All investments shall be made in accordance with applicable laws codes and regulations of Pennsylvania in domestic investments only.

Safety - Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.

Liquidity - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A conservative fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.

Yield - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

Authority

All investments of the College's cash flow funds shall be made in accordance with this policy and a Board-approved annual investment program.

Definitions

Short-term - any period twelve (12) months or less.

Long-term - any period exceeding forty-eight (48) months' duration.

Mid-range - any period between short-term and long-term.

Credit-risk - the risk of loss of principal due to the failure of the security issue or backer of the issue.

Interest rate risk - the risk that the market value of securities will fall due to changes in general Interest rates.

Investment Officer - the College President, chief financial officer or other officer designated by the Board.

Investment program - the specifically enumerated and Board-approved investment strategy.

Board Approved Investments

The College will follow Section 1706 of the County Code 16P>S>1706 (c) of the Commonwealth of Pennsylvania for investment of College funds. As such, the College is authorized to invest its funds in the following:

- United States Treasury Bills.
- Short-term obligations of the United States government or its agencies and instrumentalities.
- Deposits in savings accounts, time deposits or share accounts of institutions having their principal place of business in the Commonwealth of Pennsylvania and insured by the Federal Deposit Insurance Corporation (FDIC) or other like insurance.
- Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States, the commonwealth of Pennsylvania or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.
- Shares of an investment company registered under the Investment Company Act of 1940, whose shares are registered under the Securities Act of 1933.
- Certificates of deposit purchased from institutions having their principal place of business in or outside the Commonwealth of Pennsylvania that are insured by the FDIC or other like insurance. For any amounts in excess of the insured maximum, such deposits shall be collateralized by a pledge or assignment of assets pursuant to Act No. 72 of the General Assembly. Certificates of deposit may not exceed 20% of a bank's total capital surplus or 20% of a savings and loan's or savings bank's assets net of its liabilities.
- Repurchase agreements that are fully collateralized by obligations of the United States of America.

Delegation of Responsibility

The Board shall delegate to the Investment Officer the responsibility to manage the College's investment program.

Annually, the investment program shall be prepared by the Investment Officer based upon the anticipated cash flow of all College funds, i.e. general, capital reserve, bond, etc., and presented to the Board for approval. The Investment Officer shall utilize competitive bid procedures to manage the portfolio.

The Investment Officer shall at least quarter annually report to the Board the following:

1. Amount of funds invested.
2. Types and amounts of each investment and the interest rate earned on each.
3. Names of the institutions where investments are placed.
4. Current market value of the funds invested.
5. Other information required by the Board.

Guidelines

Investments permitted by this policy must be collateralized in accordance with Act No. 72 of the General Assembly (72 P.S. Sec. 3836-1, et seq.). The Investment Officer shall obtain monthly letters from depository institutions that have College fund in excess of the FDIC limits.

All securities shall be purchased in the name of the College.

Disclosure

All College officers and employees involved in the College's Investment process shall disclose any personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions, and defer from participating in the process.

Audit	The Board directs that all investment records be subject to annual audit by the College's independent auditors. The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors. It shall be the responsibility of the investment officer, and the institutions where investments are placed to maintain necessary documents to permit independent audit of the College's investments.
Bond Proceeds	Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the Board. Investment transactions arising from bond proceeds shall be reported to the Board, in accordance with this policy.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-402 SECTION 2: POLICY MANUAL 4. Finances TITLE: Purchases for Special Occasions ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: November 1, 2018 (Resolution 54.13)
Purpose Guidelines Delegation of Responsibility	Purchases for Special Occasions The College works to ensure adequate internal controls over College resources. The College implements this policy to outline the requirements and procedure governing the College's disbursement for special occasions. The College will provide cake and coffee for special occasions. Contact the Office of Human Resources to request the items for the occasion. The College budget managers/staff are not permitted to spend any additional College funds for the event. Any additional items purchased for the occasion will be personal expenditures. For purposes of this policy, "special occasion" may include, but not be limited to: retirements and special awards. A supervisor shall make the request to the Office of Human Resources.



SECTION 2: POLICY MANUAL
4. Finances

TITLE: Purchasing Requirements for Purchasing Goods and Services

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: May 7, 2020 (Resolution 55.46)

Purchasing

Purchasing Requirements for Purchasing Goods and Services

Purpose

The goal of the Purchasing Department is to facilitate the acquisition of goods and services in order to meet the needs of the College and its sites and departments. Purchase orders are required before making purchases of goods and services. Purchase orders encumber funds against departmental budget lines which allows for more accurate and more current budget monitoring. Purchase orders also provide authorization to outside vendors to deliver the goods or services to the ordering department. Finally, use of the purchase orders provides the necessary accounting trail to more efficiently track orders through receipt of goods and services and payment of invoices.

Guidelines

The following directives are intended to serve as a guide for understanding the processes and parameters associated with purchasing necessary goods and services for the College. The Purchasing and Contract Manager in conjunction with the College Controller/Vice President for Finance and Administrative Services is responsible for ensuring compliance with the College procurement policy or other approved purchasing process.

Requisitions using the College's software application (Banner) are essential to purchase goods and services. The requisition starts the procurement process and must include appropriate, active budget codes with sufficient funds to cover the purchase and proper authorization. Upon approval by the Purchasing Department, a Purchase Order is generated and provides the authority for the department to place the order. Timely submission is essential to ensure timely acquisition and delivery.

Bidding and Quotations

College guidelines dictate that certain items or projects must be advertised for competitive bids. The guidelines for this process are as follows:

1. For the purpose of this section, "Items" shall be defined as an individual unit of goods and/or services, or a grouping together of units of goods and/or services combined together to form a complete unit of integral parts which are functionally compatible, normally purchased together, and used as together as a complete unit. The definition of "Items", shall not include individual units or component parts which comprise a functionally compatible unit as described above; the purchasing of such individual units or component parts in small groupings to avoid the requirements of this policy shall be discouraged and deemed contrary to the policy of the College.
2. Items with a cost exceeding \$5,000 but less than \$20,000 may only be purchased after soliciting quotations from at least two (2) different vendors. Quotations for such purchases may be received by telephone, Internet, or in writing. Quotations will be tabulated and recorded for permanent file in the Finance Department, indicating the Items quoted, the date, and the vendor quoting. The decision to accept a quote and award the contract shall be made by the VP for Finance and Administrative Services.
3. Purchases of Items costing over \$20,000 must be advertised for competitive bids in at least one (1) newspaper of general circulation serving the sponsors of the College, at least ten (10) days before the deadline for

vendors to submit their bids. The Finance Department handles the administration of all bid processes for the College. The entire process involves a minimum of two (2) months' time until an order may be placed.

4. Advertisement for competitive bids may be waived whenever the Chair of the Board of Trustees determines that an emergency exists.
5. The College shall have the right to reject any or all bids or quotations, or select a single item from any bid or quotation.
6. All bids as stated above shall be received by the Purchasing and Contract Manager in properly identified sealed envelopes. The bids shall be opened at a designated time and place in the presence of the Vice President for Finance and Administrative Services or his/her designee, who shall be responsible for properly recording and preparing a list of all bids received. The decision of acceptance of a bid and awarding of the contract shall be made by the Board of Trustees upon recommendation of the proper committee of the Board of Trustees.

Purchasing Items Excluded from Above Stated Requirements Are as Follows:

1. Professional Services – actuary, architects, appraisers, business consultants, business development managers, certified public accountant, construction managers, copy writers, legal, medical, engineering, or other professional services involving professional expert advice
2. Contracts with governments (federal, state, and local)
3. Contracts for Advertising and Media
4. Purchase of insurance and surety bonds
5. Services that require software or hardware licensing/maintenance agreements
6. Service contracts with a maximum length of one (1) year
7. Contracts for equipment parts
8. Utility services, electric, heating, telephone, water, and sewerage
9. Emergency maintenance and repairs
10. Supplies and materials which can only be furnished by one supplier such as purchase of patented and manufactured articles sold in a noncompetitive market
11. Purchase of books and digital materials for the library
12. Purchase of items through Pennsylvania Department of State piggyback purchasing program, the Lehigh Valley Association of Independent Colleges, the Lehigh County School Joint Purchasing Board, the Educational and Institutional Cooperative Purchasing, or any other purchasing consortiums in which the College associates
13. Vendors providing lower discounts than #12 purchasing consortiums
14. Enhancements or expansion of existing operation systems

Bidding and Award of Contracts: Construction and Planned Repairs

Subject to the Rules, Regulations, and Procedures for Lehigh Carbon Community College, the Board of Trustees may have any construction, reconstruction, repairs, or work of any nature performed by Lehigh Carbon Community College maintenance personnel or may have the work performed under contract in the following circumstances:

1. If a contract is estimated to exceed \$20,000, the College shall, with public notice, solicit competitive bids and shall award the contract to the lowest responsible bidder.
2. If a contract is estimated to exceed \$5,000 but less than \$20,000, the College shall solicit competitive bids from at least three (3) responsible bidders and shall award the contract to the lowest responsible bidder.
3. If a contract is estimated to cost less than \$5,000, the College may award the contract without soliciting competitive bids.
4. In an emergency in which any part of the College plant may become unusable, on the approval of the Department of Education, a contract may be awarded without soliciting quotes/bids.

5. All bids under public notice shall be received in sealed envelopes at a designated place and time and shall be opened publicly and the contract awarded thereon.
6. All bids under public notice shall be accompanied by a bond with corporate surety or certified check in such amount as the Board of Trustees shall determine, but not less than ten percent (10%) of the amount bid. In the event any bidder shall, upon award of the contract, fail to comply with the requirements as to a bond guaranteeing the performance of the contract, such bid bond or certified check shall be forfeited.
7. The bidder to whom the contract is awarded shall furnish bonds to guarantee the performance of the contract and payment for labor and materials. Bonds shall be in compliance with the Public Works Contractors' Bond Law of 1967 (8 PS § 191–202). Failure to furnish bonds shall void the previous award.
8. The bidder awarded the contract must agree to compliance with applicable statutes that may include but is not limited to Health Insurance Portability and Accountability Act (HIPAA) and Affirmative Action, FERPA, Section 504, Americans with Disabilities Act, Title IX, Title VII and any other federal, state or local anti-discrimination statutes.
9. All bids for construction, reconstruction, repair, demolition, and/or alteration where estimated cost of the total project is in excess of \$25,000, shall be required to provide a verification form (EVP) to the College acknowledging compliance with the Public Works Employment Verification Act signed into law on July 5, 2012. The verification form (EVP) is provided by the Secretary of General Services of the Commonwealth, acknowledging their responsibilities under and compliance with the Act.
10. The bidder/Contractor shall provide and maintain in full force and affect insurance coverage as evidenced by Insurance certificates, which shall be furnished to Lehigh Carbon Community College in advance of beginning the Services. Such insurance coverage shall be placed with or carried by insurance carrier or carriers with an A.M. Best Rating of "A" or better, and Lehigh Carbon Community College may elect to require certified copies of the policies in lieu of, or in addition to, certificates of insurance. (See "General Bidding Instructions" for minimum insurance directives).

Open Purchase Orders

Open purchase orders may be used in certain instances where a particular vendor is utilized on a regular basis throughout the year. Open purchase orders enable a department to make several transactions with a given vendor without the need to complete a requisition for each order. Capital items may not be ordered on an Open purchase order.

Capital

Individual items or a group of items that cost \$4,000 or more and have a useful life of more than one (1) year and capital improvement projects that total \$4,000 or more are subject to the capital guidelines. Budget managers and faculty coordinators do not have the discretion to order these items and may not requisition these items from operating budgets.

Related items are those items purchased with the intent of improving or adding to a common area being assembled into a common piece of equipment, or those needed to address a specific need. Examples of related items would include the following: Purchase of individual pieces of furniture for an office or a classroom.

A capital improvement project is defined by *Kohler's Dictionary for Accountants* as any expenditure intended to benefit future periods, in contrast to an operating expense, which benefits a current period. A capital improvement project must significantly increase the capacity, efficiency, lifespan, or economy of operation of an existing fixed asset.

In contrast, maintenance and repair projects are defined as expenses that keep current equipment or property in operable condition or any expense that restores an asset to its full productive capacity without significantly increasing the asset's

estimated service life or productive capacity. A maintenance and repair expense is not considered a capital purchase and not subject to capital guidelines. Maintenance and repair projects must be reviewed by the Finance Department, prior to the start of the project or the expending of any funds.

All lease and rental agreements need to be approved by the Vice President for Finance and Administrative Services.

Office Supplies

The College has an exclusive contract for the purchase of all office supplies. All office supplies should be ordered on this contract. A separate ordering system exists for these orders. Specific directions may be obtained by contacting the Purchasing and Contract Manager.

Bookstore Purchases

Bookstore items may be purchased by departments after completing a bookstore voucher and receiving the required approvals. Any technology equipment purchased requires the signature of the Chief Information Officer. Purchase of any gift cards in any denomination require a signature of the Vice President for Finance and Administration.

Procurement Cards

Account directors and faculty coordinators may request the use of a College procurement cards. These cards functions essentially the same as a normal Visa card. No requisitions need to be completed for transactions made with a College procurement card.

Reimbursement

Employees may be reimbursed for purchases made on their own. Small amounts are reimbursed through Petty Cash or an expense requisition form must be completed and a copy of the receipts must be sent to the Finance Department.

Request for Proposals

A request for proposal (RFP) outlines the required services sought and some general information about the manner in which the services are to be performed. The RFP process brings structure to the procurement decision and allows the risks and benefits to be identified clearly upfront. The added benefit of input from a broad spectrum of functional experts ensures that the solution chosen will suit the College's requirements. The Finance Department issues a RFP on behalf of the College along with the assistance of the department requesting the professional service. If the service is over \$20,000, Board of Trustees approval is necessary if it has not been previously approved by the annual budget adoption or items brought to the Board of Trustees during the course of the fiscal year.

Exceptions to the above statement: auditors, architects, attorney's, construction managers, engineers, financial services, and insurance brokers need Board of Trustee approval no matter the dollar amount.

Sale of Surplus Equipment

1. Equipment will be offered to the sponsoring school districts at a fair market value or free if items are of minimal value.
2. The College will periodically dispose of surplus equipment by auction, sealed bids, or by sale at fair market value. The sale will be to the highest bidder, but the College reserves the right to refuse any bid.
3. Such auction or sealed bid sales will be open to the entire College community and, if deemed advisable by the Vice President for Finance and Administrative Services or his/her designee, will also be made open to individuals, corporations, or groups outside of the College.

4. Items of nominal value left unsold after auction, sealed bid or on sale at fair market value will be sold for scrap or disposed of as trash at the discretion of the Vice President for Finance and Administrative Services.
5. All disposition of surplus property will be recorded.
6. Any monies received in such sales shall be placed in the capital budget of the current fiscal year.

Taxes

The College is considered an Instrumentality of the Commonwealth. Based upon this classification, the College is exempt from paying sales taxes in most instances. Accordingly, College employees should not pay sales taxes on any purchases made on behalf of the College.

Sales tax exemption forms may be obtained in the Finance Department.



SECTION 2: POLICY MANUAL
4. Finances

Policy No. 2-406

TITLE: Contractor Integrity
ADOPTED: July 6, 2017 (Resolution 53.01)
REVISED:

Contractor Integrity

Purpose

The College has entered into one or more Intergovernmental Agreements with the Commonwealth of Pennsylvania. The Commonwealth of Pennsylvania ("Commonwealth") requires that its contractors and subcontractors observe high standards of honesty and integrity, and conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process. The College, its employees, officials, and contractors shall adhere to the following Policy in connection with the performance of the Intergovernmental Agreement(s) with the Commonwealth.

Definitions

1. DEFINITIONS. For purposes of this Contractor Integrity Policy, the following terms shall have the meanings found in this Section:

- a. **"Affiliate"** means two or more entities where (a) a parent entity owns more than fifty percent of the voting stock of each of the entities; or (b) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.
- b. **"Consent"** means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of the Contract.
- c. **"Contract"** means the College's Intergovernmental Agreement(s) with the Commonwealth and any resulting subcontracts for implementation of the Services, as defined herein.
- d. **"Contractor"** means the College and any other individual or entity that enters into a subcontract with the College in connection with the Contract, as defined herein.
- e. **"Contractor Related Parties"** means any affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Contractor.
- f. **"Financial Interest"** means either:
 - (1) Ownership of more than a five percent interest in any business; or
 - (2) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.
- g. **"Gratuity"** means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor's Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b), shall apply.
- h. **"Non-bid Basis"** means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.

Guidelines

i. **"Services"** means the services provided and/or funded by the Contract.

2. Contractor shall maintain the highest standards of honesty and integrity during the performance of the Contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to the Contractor or that govern contracting or procurement with the Commonwealth.

3. Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of the Commonwealth's Contractor Integrity Provisions¹ as they relate to the Contractor's activity with the Commonwealth and Commonwealth employees, or the College, and which is made known to all Contractor employees. Contractor shall post this policy conspicuously and in easily-accessible and well-lighted places customarily frequented by employees and at or near where the Contract services are performed.

4. Contractor, and its affiliates, agents, employees and anyone in privity with Contractor shall not accept, agree to give, offer, confer, or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under the Contract, except as provided in the Contract.

5. Contractor, and its affiliates, agents, employees and anyone in privity with Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material under the Contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to the Contractor's financial interest prior to Commonwealth execution of the Contract. The Contractor shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than the Contractor's submission of the Contract signed by the Contractor.

Contractor certifies to the best of its knowledge and belief that within the last five (5) years the Contractor or Contractor Related Parties have not:

- a. been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
- b. been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
- c. had any business license or professional license suspended or revoked;
- d. had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
- e. been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

¹ Set forth in that January 14, 2015, Management Directive issued by the Governor's Office of the Commonwealth of Pennsylvania, Number 215.8, as amended

6. Each Contractor shall make the certification. If the Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commonwealth (and the College, if the Contractor is not the College) in writing if at any time during the term of the Contract it becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor must acknowledge that the Commonwealth (and the College, if the Contractor is not the College) may, in its sole discretion, terminate the Contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the Contract.

7. The Contractor shall comply with the requirements of the *Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.)* regardless of the method of award. If the Contract was awarded on a Non-bid Basis, the Contractor must also comply with the requirements of the *Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a)*.

8. When the Contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or its Contractor Integrity Policy has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, the Contractor shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing, as well as the College if the breaching Contractor is not the College.

9. The Contractor, by submission of its bid or proposal and/or execution of the Contract and by the submission of any bills, invoices or requests for payment pursuant to the Contract, certifies and represents that it has not violated the Commonwealth Contractor Integrity Provisions, and its Contractor Integrity Policy, in connection with the submission of the bid or proposal, during any Contract negotiations or during the term of the Contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth (and the College) in writing of any actions for occurrences that would result in a violation of the Contractor Integrity Provisions or its Policy. The Contractor agrees to reimburse the Commonwealth (and the College) for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

10. The Contractor shall cooperate with the Office of the State Inspector General (and the College) in its investigation of any alleged Commonwealth (or the College) agency or employee breach of ethical standards and any alleged Contractor non-compliance with the Commonwealth Contractor Integrity Provisions and this policy. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. The Contractor, upon the inquiry or request of an Inspector General (or the College), shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General (or the College) to the

Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern the Contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of the Contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third-party beneficiaries shall be created thereby.

11. For violation of any of the Commonwealth Contractor Integrity Provisions, or this policy, the Commonwealth (and the College) may terminate the Contract and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under the Contract, and debar and suspend Contractor from doing business with the Commonwealth (and the College). These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth (and the College) may have under law, statute, regulation, or otherwise.

12. Each subcontractor to the Contractor on the Contract shall adopt a policy implementing the Commonwealth Contractor Integrity Provisions and this policy prior to entering into the subcontract with the Contractor. Breach of such policy shall be grounds for termination of the subcontract.



SECTION 2: POLICY MANUAL
4. Finances

Policy No. 2-407

TITLE: LCCC Compliance with Continuing Disclosure Requirements of Securities and Exchange Commission

ADOPTED: July 6, 2016

REVISED and included in P&R Manual:
September 5, 2024 (Resolution 60.05)

Lehigh Carbon Community College

Compliance with Continuing Disclosure Requirements of Securities and Exchange Commission

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Section 1 - Background

These policies and procedures regarding compliance with continuing disclosure (the "Procedures") are being considered in order to ensure that the Lehigh Carbon Community College (the "Issuer") meets all of its obligations, on a timely basis, in its written undertakings entered into in connection with Securities and Exchange Commission Rule 15c2-12. Compliance with these Procedures is of the utmost importance to the Issuer in order to ensure that the Issuer continues to have access to the capital markets to fund necessary capital improvements and take advantage of any refinancing opportunities.

The Securities and Exchange Commission Rule 15c2-12 (the "Rule") was promulgated in 1995, and revised multiple times most recently in 2010. The Rule is intended to address the lack of timely and quality information that was available to investors in municipal bond offerings (such as offerings by the Issuer). Compliance with the Rule is critically important to ensuring the integrity of the municipal securities markets and the protection of investors in those markets. Failure to comply with the Rule could have the effect of denying the Issuer access to the capital markets and result in increased costs of borrowing.

The Rule generally requires that the Issuer enter into a written undertaking in connection with each offering of municipal securities in which the Issuer is deemed "an obligated person." Generally, the Issuer is considered an "obligated person" when it is responsible (either directly or through a guarantee) for the payment of debt service on a municipal bond offering.

In recent years, the Securities and Exchange Commission (the "SEC") has dedicated tremendous resources and efforts in increasing compliance with the Rule. The SEC has instituted enforcement proceedings against municipal issuers and issuer officials in instances where issuers have made misstatements regarding their history of compliance with their undertakings entered into in connection with the Rule. Misstatements made in public offering documents regarding compliance with these Procedures could be considered a violation of federal securities laws and could subject the Issuer and those responsible for such misstatements to enforcement proceedings. Therefore, compliance with these Procedures is of the utmost importance to the Issuer.

Section 2 - Responsibility for Maintaining Compliance

Section 2.01 – Designation of Compliance Officer

The Issuer's continuing disclosure compliance monitoring shall be led by the Vice President for Finance and Administrative Services or successor in title as it may change (the "Compliance Officer") and shall be conducted by the Compliance Officer's staff. The Compliance Officer shall delegate specific compliance tasks to specific Issuer employees as necessary. The Compliance Officer shall maintain a list of compliance tasks and the employees to whom the tasks are assigned. The employees shall be identified by position rather than by name in order to ensure continuity in the event of position changes and turnover. The Compliance Officer shall provide these responsible employees with sufficient training and background resources to perform their tasks.

Section 2.02 – Consultation with Professionals

In order to stay up to date with the most current information and developments, the Compliance Officer shall communicate with its various finance professionals and consultants (the "Professionals") about the latest developments in continuing disclosure. The types of Professionals include but are not limited to the Issuer's:

- 1) Financial Advisor
- 2) Bond Counsel
- 3) Solicitor

4) Auditor

The Issuer's Professionals are in no way obligated to fulfill, maintain, or ensure compliance with the Issuer's continuing disclosure obligations, but rather are available to provide necessary advice and assistance to help guide the Compliance Officer and the Issuer in fulfilling its continuing disclosure obligations.

Section 3 – Information Contained in Offering Documents

Section 3.01 - Review of Offering Documents

Whenever the Issuer undertakes the issuance of any Securities, a preliminary official statement and a final official statement (the "Offering Documents") are prepared. Each of the Offering Documents contains information relating to the Issuer's finances and operating data. The Compliance Officer, and their staff, and the Issuer's solicitor shall have the primary responsibility for reviewing each Offering Document and ensuring that all such information relating to the Issuer to the best of their respective knowledge is accurate and not misleading in any material respect or that such Offering Document does not omit any material fact necessary to make the information contained therein, in light of the circumstances under which it was provided, not misleading. The Issuer Solicitor's review however will not result in the Solicitor expressing an opinion as to the statistical and financial data or ongoing continuing disclosure representations of the Issuer contained in the Offering Documents.

Section 4 – Introduction to Continuing Disclosure

Section 4.01 – Dissemination Agent

The Issuer may, but is not required to, employ the services of a firm or firm(s) to serve as the Issuer's dissemination agent (the "Dissemination Agent") under the supervision of the Compliance Officer, in order to assist the Issuer in complying with its obligations under the Rule, by providing the following services:

- a) Identification of securities subject to secondary market disclosure.
- b) Notification of upcoming filing deadlines.
- c) Timely filing of required financial and operating data with EMMA.
- d) Timely filing of a notice, if applicable, of the failure to timely file with EMMA the required financial and operating data.
- e) Timely filing of any material event notices.

The duties and responsibilities of the Issuer and the Disseminations Agent will be specifically set forth in a written agreement between the Issuer and the Dissemination Agent. Any agreement shall also set forth the term of such services and shall provide for the resignation and removal of the Dissemination Agent.

Unless otherwise designated, the Issuer shall serve as its own dissemination agent and the Compliance Officer, shall be responsible for complying with Issuer's secondary market disclosures consistent with the Rule.

Section 4.02 – Overview of Information to be Filed

The Issuer shall maintain a list of information that is required to be filed on an annual basis in accordance with the Issuer's existing Continuing Disclosure Agreements ("CDAs") for any of the Issuer's existing publicly issued bonds or notes. This type of information is generally consistent with the requirements of the Rule, including, but not limited to:

- a) Annual financial statements for the most recently completed fiscal year, including when available, audited financial statements (see Section 5 for a more detailed discussion)
- b) Adopted budget for the current fiscal year (i.e. the year following the year of the annual financial information being provided) (see Section 6 for a more detailed discussion)
- c) Other information such as operation data typically contained in an Offering Document of the Issuer (see Section 7 for a more detailed discussion)
- d) Notice of any material events that have occurred (see Section 8 for a more detailed discussion)

Section 4.03 – Updates to Filing Requirements

The list of filing requirements of the Issuer’s existing CDAs shall be updated and maintained in a format generally described in Appendix A (the “Summary of Existing Continuing Disclosure Requirements”). The Compliance Officer shall update the Summary of Existing Continuing Disclosure Requirements at least annually, or within [30 days] upon any of the following events:

- a) Issuance of additional bonds which contains continuing disclosure requirements
- b) The maturity, retirement, refinancing, or defeasance of any debt which contains continuing disclosure requirements
- c) The beginning of a new fiscal year

By having the most up to date list of requirements for the Issuer’s CDAs, the Issuer will be aware of its filing obligations for that fiscal year.

Section 4.04 – Establishment of a Filing Deadline

At the end of each fiscal year, the Compliance Officer shall utilize the updated version of the Summary of Existing Continuing Disclosure Requirements to determine the earliest date in which its Continuing Disclosure Requirements are to be filed. The earliest date of all these requirements shall be referred to as the “Filing Deadline” for the most recently completed fiscal year and shall be established every time the Summary of Existing Continuing Disclosure Requirements is updated.

Section 5 – Filing of Annual Financial Statements

Section 5.01 – Requirements to File Annual Financial Statements

The Compliance Officer shall refer to an updated version of Summary of Existing Continuing Disclosure Requirements for the most recently completed fiscal year to ensure that a filing of Annual Financial Statements is required.

Section 5.02 – Filing of Audited Financial Statements

If determined by Section 5.01 that Annual Financial Statements are required for the most recently completed fiscal year, the Compliance Officer shall file the Issuer’s financial statements prepared in accordance with generally accepted accounting principles for local government units.

The Annual Financial Statements of the Issuer shall contain, if and when available, the Audited Financial Statements of the Issuer. If in the event Audited Financial Statements are not available by the Filing Deadline, the Compliance Officer shall file Interim Annual Financial Statements, as described further in Section 5.03.

Section 5.03 – Filing of Interim Annual Financial Statements

If the Issuer's Audited Financial Statements are not available by the Filing Deadline, the Issuer shall file the following information:

- a) Financial statements for the most recent year which may include any of the following:
 - 1) Unaudited financial statements
 - 2) Draft audited financial statements clearly marked as "Draft"
- b) A disclosure statement notifying investors about the status of the Audited Financial Statements that includes the following information:
 - 1) Notice that the Audited Financial Statements are not available
 - 2) An estimated timeline for when the Audited Financial Statements will be available
 - 3) A description of the interim financial statement that is being filed pursuant to section 5.03(a) above

The Compliance Officer may use the form of notice as described in Appendix B to help satisfy Section 5.03(b) described above.

The filing of this Interim Annual Financial Statements along with the Disclosure Notice shall occur on or before the Filing Deadline for the most recently completed fiscal year.

Section 5.04 – Communication with Auditor

If in the event the Audited Financial Statements are not available by the Filing Deadline, the Issuer shall communicate to its Auditor the need for the Audited Financial Statements in a timely manner in the future.

Section 6 – Filing of Annual Budget

Section 6.01 – Requirements to File Annual Budget

The Compliance Officer shall refer to an updated version of the Summary of Existing Continuing Disclosure Requirements for the most recently completed fiscal year to ensure that a filing of Annual Budget is required. The fiscal year of the Annual Budget shall typically be the fiscal year of the current year, meaning that it is the Annual Budget of the year following the fiscal year of the Annual Financial Statements described in Section 5.

Section 6.02 – Filing of Annual Budget

The Issuer shall file its Annual Budget by no later than the Filing Deadline. The Annual Budget may be presented in any of the following formats:

- a) The adopted budget as presented to the Board of Trustees in its final form
- b) Summary form highlighting total budgeted revenues, expenditures, beginning and ending fund balances as well as other important financial aspects of the College relevant to the budget for the upcoming fiscal year.
- c) As a Notice of Reference to Other Submitted Documents, as described in Section 6.03

Section 6.03 – Notice of References to Other Submitted Documents

If the Issuer has recently issued an Offering Document that contains a summary of the Annual Budget for the current fiscal year, the Issuer may utilize a Notice of Reference to Other Submitted Documents directing investors to this Offering Document. In accordance with Section 15c2-12(f)(9) of the Rule, this notice must contain the following:

- a) A description of the information being provided
- b) A description of submitted documents which are being referenced
- c) An active hyperlink that will direct to the actual filing of the information itself

The Compliance Officer may utilize Appendix D as a form to use for a Notice of Reference to Other Submitted Documents.

Section 7 – Filing of Operating Data

Section 7.01 – Requirements to File Operating Data

The Compliance Officer shall refer to an updated version of the Summary of Existing Continuing Disclosure Requirements for the most recently completed fiscal year to ensure that a filing of Operating Data is required.

Section 7.02 – Filing of Operating Data

If the filing of Operating Data is required by Section 7.01, the Compliance Officer shall file the type of Operating Data contained within the existing CDAs as summarized in the Summary of Existing Continuing Disclosure Requirements. This information may be presented in any of the following formats:

- a) As a separate distinct filing by itself containing the relevant information
- b) Inherently contained with any of the other filing requirements as described in Section 5 or 6
 - 1) For example, millage and tax rates are standard parts of the form PDE-2028 Final General Fund Budget. The Audited Financial Statements typically contain notes related to debt outstanding of the Issuer.
- c) As a Notice of Reference to Other Submitted Documents, as described in Section 7.03

If filing Operating Data separately as described in Section 7.02(a), the Compliance Officer may use the form of Operating Data Template as shown in Appendix C.

Section 7.03 – Notice of References to Other Submitted Documents

If the Issuer has recently issued an Offering Document that contains a summary of the Annual Budget for the current fiscal year, the Issuer may utilize a Notice of Reference to Other Submitted Documents directing investors to this Offering Document. In accordance with Section 15c2-12(f)(9) of the Rule, this notice must contain the following:

- a) A description of the information being provided
- b) A description of submitted documents which are being referenced
- c) An active hyperlink that will direct to the actual filing of the information itself

The Compliance Officer may utilize Appendix D as a form to use for a Notice of Reference to Other Submitted Documents if needed.

Section 8 – Notice of Material Events

Section 8.01 – Requirements to File Notices of Material Events

As required by the Rule, the Issuer is required to file notices of upon the occurrence of any material events (described in Section 8.02). The Compliance Officer shall consult with its Professionals to ensure that no changes or amendments to the Rule have occurred that would increase or decrease the amounts of material events described in Section 8.02.

Section 8.02 – List of Material Events

As of the date of adoption of these Procedures, the material events as described in the Rule are listed below:

- a) principal and interest payment delinquencies;
- b) non-payment related defaults, if material;
- c) unscheduled draws on debt service reserves reflecting financial difficulties;
- d) unscheduled draws on any credit enhancements reflecting financial difficulties;
- e) substitution of any credit or liquidity providers, or their failure to perform;
- f) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the Bonds;
- g) modifications to rights of holders of the Bonds, if material;
- h) bond calls, if material, and tender offers;
- i) defeasances; or events affecting the tax-exempt status of the Bonds;
- j) release, substitution or sale of property securing payment of the Bonds, if material;
- k) rating changes;
- l) bankruptcy, insolvency, receivership or similar event of the obligated person;
- m) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- n) appointment of a successor or additional trustee or the change of name of a trustee, if material.
- o) incurrence of a Financial Obligation of the Issuer, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Issuer, any of which affect security holders, if material

- p) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the Issuer, any of which reflect financial difficulties.

Section 8.03 – Timing of Notices to be Filed

In the occurrence of any material events described in Section 8.02, the Compliance Officer shall file a Notice of Material Events no later than ten (10) business days from the occurrence of the event, in accordance with the Rule.

Section 8.04 – Notices Regarding Rating Changes

Section 8.01 (k) refers to the Rule’s requirement of a material event notice regarding any rating changes. There has been much discussion regarding the meaning of rating changes and while no precise guidance is given by the Rule or MSRB, the term rating changes can include changes to the rating on the Issuer’s bonds as a result of any of the following actions:

- a) An upgrade, downgrade or withdrawal to the Issuer’s underlying credit rating by any of the major rating agencies
- b) An upgrade, downgrade or withdrawal to an enhanced credit rating of the Issuer’s bonds as a result of changes to any of the following:
 - i. Insured ratings due to the application of bond insurance by a bond insurer

In order to ensure that there have been no ratings changes associated with the Issuer’s bonds, the Compliance Officer shall engage in any of the following on a regular basis:

- a) Regular communication with each of the rating agencies regarding the status of the Issuer’s underlying and enhanced ratings on its bonds.
- b) Discussions with the Professionals regarding any developments with regard to continuing disclosure.
- c) Monitoring of news articles for any announcements regarding the credit rating of any of the Issuer’s bond insurers or credit enhancements associated with its bonds.
- d) Contact professional organizations such as the Government Finance Officers Association (“GFOA”) for any periodic updates regarding developments on third-party ratings of entities other than that of the Issuer.

In the event of a rating change, the Compliance Officer may use the form of Notice of Material Event for Rating Changes as shown in Appendix E.

Section 8.05 – Notices Regarding Bond Calls and Defeasances

In the event of a refunding, retirement, or defeasance of existing debt, it is customary that the paying agent for the bonds being refunded, retired or defeasanced shall post of a notice of redemption to bondholders on EMMA.

The Compliance Officer shall confirm with the paying agent that it has filed to EMMA a notice of redemption on EMMA that would satisfy the requirements of the Rule regarding Section 8.02(h) and/or 8.02(i).

Section 9 – Ensuring Compliance with Requirements

Section 9.01 – Designation of Responsibility

It shall be the responsibility of the Compliance Officer to ensure that the Issuer is in compliance with all of its continuing disclosure requirements.

Section 9.02 – Establishment of Compliance Report

On or before the Issuer's Filing Deadline, the Compliance Officer shall create a report (the "Compliance Report") that shall be disseminated to its Board of Trustees as well as its Professionals regarding its compliance with its Continuing Disclosure Requirements for the most recently completed fiscal year.

The contents of the Compliance Report shall include at least the following information:

- a) The most up to date version of the Summary of Existing Continuing Disclosure Requirements
- b) A completed Continuing Disclosure Filing Checklist, as described further in Section 10.02
- c) A statement confirming that no material events as described in Section 8.02 have occurred during the fiscal year or if they have occurred, confirmation that the necessary Notice of Material Events was filed to EMMA in a timely manner

If in the event that the Issuer is not in compliance with its Continuing Disclosure Requirements by the Filing Deadline, the Compliance Officer shall notify its Professionals as well as its Board of Trustees and take all necessary actions to immediately remedy any deficiency in its Continuing Disclosure Requirements and update its Professionals as well as its Board of Trustees with an updated Compliance Report once all deficiencies have been cured.

Section 9.03 – Failure to File Notices

If the Issuer fails to file any of the information in Section 5 (Annual Financial Statements), Section 6 (Annual Budget), or Section 7 (Operating Data) in a timely manner before the Filing Date, the Compliance Officer shall file a notice (the "Failure to File Notice") to investors notifying them of this failure. The Failure to File Notice shall contain the information that has not been filed by the Filing Date as well as an expected date by which the information is expected to be filed.

In the event of a failure to file information by the Filing Deadline, the Compliance Officer may use the Form of Failure to File Notice as shown in Appendix F.

Section 10 – Record Maintenance

Section 10.01 – Retention Time

It shall be the responsibility of the Compliance Officer to maintain adequate records of compliance with its Continuing Disclosure Requirements for a period of at least five (5) years following the filing of the information.

Section 10.02 – Information to be Retained

The Compliance Officer shall maintain records of filings of Continuing Disclosure Requirements that contains all of the following information:

- a) A title and description of the Continuing Disclosure Requirements for that fiscal year
- b) The date in which the information was filed
- c) The EMMA Submission ID of the information that was filed
- d) An active hyperlink to the information filing

- e) A printed or electronically stored copy of the email typically received from EMMA following the filing of information
- f) A printed or electronically stored copy of the Compliance Report described in Section 9.02

The Compliance Officer may use the Form of Continuing Disclosure Filing Checklist as shown in Appendix G to satisfy the requirements in Section 10.02(b) and Section 10.02(c).

Section 11 – Ongoing Training

Section 11.01 – Ongoing Training

The Compliance Officer and their staff shall make every effort to attend regular training sessions, on at least on an annual basis, regarding ongoing continuing disclosure compliance including from entities such as:

- a) MSRB or EMMA website
- b) Organizations such as PASBO or GFOA
- c) Local intermediate units or Associations of School Business Officials
- d) The Issuer’s Professionals

Section 12 – Duration of Policies and Procedures

Section 12.01 – Duration of Policies and Procedures

These policies and procedures shall be in place for as long as the Issuer has bonds outstanding that contain continuing disclosure requirements.

The Issuer does hereby execute and effectuate these policies and procedures relating to compliance with continuing disclosure requirements this ____ day of _____, 2024.

LEHIGH CARBON COMMUNITY COLLEGE

[Signature]

Name: _____

Title: President_____

Appendix A – Summary of Existing Continuing Disclosure Requirements

As of June 30, ____, the end of the most recent fiscal year

Bond Issue	Filing Deadline	Annual Financial Statements Required	Annual Budget Required	Operating Data Required	Type of Operating Data

Establishment of Filing Deadline

The shortest filing deadline above is _____ days, which shall be established as the Filing Deadline.

Appendix B – Form of Disclosure Notice for Interim Financial Statements
**LEHIGH CARBON COMMUNITY COLLEGE
NOTICE REGARDING STATUS OF AUDITED FINANCIAL STATEMENTS
FISCAL YEAR ENDING _____**

NOTICE IS HEREBY GIVEN that due to unforeseen circumstances, the audited financial statements (the “Audit”) of the Lehigh Carbon Community College (the “College”) for fiscal year ending June 30, _____ will not be available within _____ days of the end of the fiscal year.

The College has filed its _____ (the “Interim Filing”) for fiscal year ending June 30, _____ as an interim filing.

The College will file its Audit as soon as it is available, which it reasonably expects to be on or before _____.

Date: _____

Appendix C - Form of Operating Data Template

LEHIGH CARBON COMMUNITY COLLEGE OPERATING DATA FISCAL YEAR ENDING JUNE 30, _____

Student Fees and Charges

	<u>20XX</u>	<u>20XX</u>	<u>20XX</u>	<u>200XX</u>	<u>200XX</u>	<u>200XX</u>	<u>200XX</u>
Tuition (1)							
Tuition (2)							
Tuition (3)							
Technology Fee							
Capital Outlay Fee (2)							
Capital Outlay Fee (3)							
Activities Fee							

(1) For students from sponsoring School Districts

(2) For students from non-sponsoring School Districts

(3) For out-of-state and foreign students

Source: College Officials

Enrollment

Headcount	20XX	20XX	20XX	20XX	20XX	20XX	20XX
Credit							
Non-Credit							
Full-Time Equivalent (FTE)							
Credit Hours							
Credit Hours FTE (1)							
Continuing Ed. Hours (2)							
Continuing Ed FTE (3)							
Total FTE							

(1) Based on 24 credit hours =1 FTE

(2) Non credit hours equivalent

(3) Based on approximately 275-285 continuing education hours =1 FTE; continuing education programs have various hour requirements for completion (lecture, laboratory, etc.) so annualized FTE calculation differ based on programs offered in that year

Source: College Officials

Appendix D – Form of Notice of Reference to Other Submitted Documents**LEHIGH CARBON COMMUNITY COLLEGE
NOTICE OF REFERENCE TO OTHER SUBMITTED DOCUMENTS
FISCAL YEAR ENDING _____**

Certain annual financial information not included in the College's separate continuing disclosure filings can be found in previously submitted documents to the EMMA website.

A description of the reference document name, the date it was published to EMMA, and a link to the reference document can be found below.

Description of Information	Reference Document Name	Date Published to EMMA	Hyperlink

Date: _____

Appendix E – Form of Notice of Material Event for Rating Changes**LEHIGH CARBON COMMUNITY COLLEGE
NOTICE OF RATING CHANGE**

NOTICE IS HEREBY GIVEN that on _____ [Standard & Poor's Ratings Services] [Moody's Investors Service] changed the [underlying] [enhanced] rating of certain outstanding bond issues of the Lehigh Carbon Community College from "____" to "____".

For more information, please visit www.standardandpoors.com

For more information, please visit www.moodys.com

Date: _____

Appendix F – Form of Failure to File Notice**LEHIGH CARBON COMMUNITY COLLEGE
FAILURE TO FILE ANNUAL FINANCIAL INFORMATION
FISCAL YEAR ENDING _____**

NOTICE IS HEREBY GIVEN that Lehigh Carbon Community College (the “College”) failed to provide certain annual financial information in a timely manner for the fiscal year ending June 30, _____.

The annual financial information that was not filed in a timely manner includes:

[Audited financial statements]

[Interim financial statements]

[Annual budget]

[Operating data]

It is reasonably expected that the late annual financial information to be filed no later than

_____.

Date: _____

Appendix G - Form of Continuing Disclosure Filing Checklist

For fiscal year ending June 30, _____

Filing Type	Year of Data	Fiscal Year	Date Filed to EMMA	EMMA Submission ID	Comments
Audited financial statements	Most recent	6/30/20__			
Interim Annual Financial Statement (if applicable)	Most recent	6/30/20__			
Summary of the Budget	Current	6/30/20__			
Operating Data	Most recent	6/30/20__			

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-500 SECTION 2: POLICY MANUAL 5. Operations TITLE: Acceptable Use of Electronic Computing Resources ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose Guidelines	Acceptable Use of Electronic Computing Resources The College strives to maintain access for its faculty, staff, students, and administrators to local, national, and international sources of information and to provide an atmosphere that encourages sharing of knowledge, the creative process, and collaborative efforts. Users are entitled to use the College's computing resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the College, and other College-sanctioned activities. Use of the College's electronic resources for illegal, inappropriate, unacceptable, or unethical purposes is prohibited. Access to electronic information systems at the College is a privilege, not a right, and must be treated as such by all users of these systems. The College reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke access and/or administer appropriate disciplinary action. This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all of those resources, whether on campus or from remote locations. This policy is in effect any time College resources are accessed whether on College property, at College events, connected to the College's network, when using mobile computing equipment, telecommunication facilities in unprotected areas or environments, directly or indirectly through another ISP, and if relevant, when a user uses their own equipment. General All users must act responsibly and maintain the integrity of these resources. The College reserves the right to limit, restrict, or extend computing privileges and access to its resources. The College expects individuals to be careful, honest, responsible, and civil in the use of computers and networks. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements related to College information systems. Compliance with Applicable Laws, Rules, Policies, Contracts, and Licenses During use, all users of College computing resources must comply with all federal, state and other applicable laws; must comply with all applicable College rules and policies; and must comply with all applicable contracts and licenses. The College does not condone any infringement of copyright law or the illegal duplication of software. Obtaining Proper Authorization(s) for Use Users are solely responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Users shall use only those computing resources that are authorized for use and use them only in the manner and to the extent authorized. The ability to access computing resources does not, by itself, imply authorization to do so. To avoid unauthorized use, all users should "lock" their computer when leaving their desk.

Accounts and Passwords

Accounts and passwords are exclusive to individual users and may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.

Privacy

Users must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.

Prioritization of Computing Resources Uses

The College reserves the right to restrict or limit usage of lower priority systems and computer uses when network and computing requirements exceed available capacity.

Resources are Finite

Users must respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activities of other users. The College may, in its sole discretion, require users to limit or refrain from specific uses in accordance with this principle.

Use of College Computing Resources for Personal Gain

Users shall refrain from using College computing resources for personal commercial purposes or for personal financial or other gain. Incidental personal use of College computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other College responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

The College's Right to Limit Use

The College reserves the right to implement technologies to manage computing resources such as disk space, network bandwidth utilization, and print privileges as it sees fit to maintain a cost effective, supportable computing environment or if legally required to do so.

Enforcement

Users who violate this policy may be denied access to College computing resources and may be subject to other penalties and disciplinary action, both within and outside of the College. The College may refer suspected violations of applicable law to appropriate law enforcement agencies. If the alleged incident is determined to be of a criminal nature, local or state police will be contacted, regardless of whether the alleged perpetrator is an employee, student, or visitor. The College may temporarily suspend or block access to an account prior to the initiation or completion of such procedures when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of the College or other computing resources or to protect the College from liability or from a violation of law. The College will cooperate to the extent legally required with the internet service providers, local, state and federal officials in any investigation concerning or related to the misuse of the College's electronic resources.

Security

The College employs various measures to protect the security of its computing resources and of their users' accounts. The College has the right, but not the duty, to inspect, review, or retain all information created, sent, displayed, received, or stored on or over its electronic communication systems. Users should be aware, however, that the College does not guarantee such security and that all users are solely at their own risk when using the computer

resources. Therefore, users should engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. All users are required to safeguard user IDs and passwords assigned to them for various systems. Sharing of passwords is strictly prohibited.

Privacy

Users should be aware that their uses of College computing resources are not private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendering of service. The College retains the right to specifically monitor the activity and accounts of individual users of College computing resources, including individual login sessions and communications, without notice, when at least one of the following conditions has been met:

- (1) The user has voluntarily made them accessible to the public, as by posting to a web page
- (2) It reasonably appears necessary to do so to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability or an alleged violation of law
- (3) There is reasonable cause to believe that the user has violated, or is violating, this policy
- (4) An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns
- (5) It is otherwise required or permitted by law

The College, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results as the College solely deems appropriate.

Reporting Misuse

Any allegations of misuse of the College's electronic resources should be promptly reported to the Director of Human Resources. Allegations of misconduct will be adjudicated according to established procedures. Sanctions may include, but are not limited to, loss of email access, disciplinary action, termination of employment or other legal action according to applicable laws and contractual agreements.

Disclaimer

The College makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the College's communication systems will be error-free or without defect. The College does not warrant the effectiveness of Internet filtering. The College does not endorse the quality or accuracy of information available to users electronically. The College shall not be responsible for any damage users may suffer, including but not limited to information that may be lost, damaged, delayed, misdelivered or unavailable at any time. The College shall not be responsible for any financial obligations, charges, or fees resulting from individual access to the College's electronic communication systems. The College does not assume liability for direct and/or indirect damages arising from the use of its electronic communication systems. Users are solely responsible for the content they create and disseminate. The College is not responsible for any third-party claim, demand, or damages arising out of use of the College's electronic communication systems or services.

SECTION 2: POLICY MANUAL
5. Operations

TITLE: Children on Campus
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Children on Campus

Purpose

The College, including its off-site campuses, is a diverse environment of classrooms, offices, laboratories, recreation, and other common areas. Visitors to the College campus, including children, are welcome and encouraged. However, appropriate precautions and limitations on visitations are necessary to protect health and safety and to maintain productivity of employees and regulatory compliance.

Definitions

For purposes of this policy, children are defined as being fourteen (14) years of age or under; provided, however, that the term shall not apply to individuals enrolled at the College or participating in College-sponsored programs.

Guidelines

General

These general restrictions apply to all children on College property. Children are prohibited from laboratories and other areas where significant potential safety hazards and liabilities exist and where strict safety precautions are required including the following: storage rooms, scientific, technical and maintenance work spaces; fine and performing art work spaces or studios; areas that contain hazardous chemicals, machinery or equipment; commercial kitchens and other food preparation areas; fitness centers and certain athletic facilities such as training rooms, courts, fountains, playground areas, and playing fields.

Employee Guidelines

The following guidelines apply to bringing children to the workplace:

- (1) Children may be brought to work, only occasionally, in extraordinary circumstances or due to a family emergency
- (2) Children are not to be brought to work on a regular basis in lieu of childcare
- (3) Parent or Guardian must provide supervision at all times
- (4) Children should not be left unattended with other employees
- (5) Children should not interfere with workplace activities

Student Guidelines

The following guidelines apply to students bringing children to the College campus:

- (1) A child should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus
- (2) Line of sight supervision by the parent or guardian is required at all times
- (3) Children are not allowed in classrooms while classrooms are in session unless permission is granted by the faculty member. Should a child become disruptive, the student and child may be asked to leave.

Visitor Guidelines

The following guidelines apply to visitors bringing children to the College campus:

- (1) Line of sight supervision by the parent or guardian is required at all times or parent or guardian may be asked to leave
- (2) Parent or guardian must ensure that children are not disruptive
- (3) Parent or guardian must not leave children unattended while on the College campus, including athletic or other College events.



SECTION 2: POLICY MANUAL
5. Operations

TITLE: Discrimination Grievance Procedure
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED: July 5, 2018 (Resolution 54.03)

Purpose

The College does not discriminate on the basis of age, color, disability, gender, gender identity, genetic information, family or marital status, national or ethnic origin, race, religion, sex, sexual orientation, veteran status, or any other protected class in its programs, activities, employment practices, or complaints that may fall under Policy 2-610 of the manual.

The College does not tolerate discrimination on any of basis listed above. The College takes prompt and appropriate steps to correct discriminatory effects on the complainant and others, if appropriate. Individuals who experience discrimination may receive interim remedies, as appropriate.

The College takes seriously complaints of discrimination and will take prompt disciplinary action against individuals who engage in discrimination.

Guidelines

Grievance Procedure

Any student or employee who feels he/she has been unlawfully discriminated against shall file a grievance with the Director of Human Resources, in writing, either on a form provided by the Director for this purpose, or on any other form provided by the grievant himself, setting forth in specifics the nature of the alleged unlawful discrimination and providing the name or names of the party or parties involved, the date or dates of the incident or incidents, and any other information that the grievant feels would be in support of the alleged unlawful discrimination.

Where the alleged discrimination is sex discrimination as defined in Title IX, VAWA and the Campus SaVE Act, including discrimination based on sex, sexual harassment, dating violence, domestic violence, sexual assault, stalking and any of the aforementioned acts of discrimination or violence when committed against individuals because of their known or perceived national origin, ethnicity, gender identity, gender presentation, or sexual orientation, the Director of Human Resources shall immediately notify and forward the grievance document to the Title IX Coordinator. In such cases, the grievance procedures set forth in Policy 2-610 (Sexual Misconduct) shall apply in lieu of those set forth herein.

Where the student or employee is alleging acts of unlawful discrimination by the Director of Human Resources, the written grievance must be filed with VP for Finance and Administrative Services who shall fulfill the responsibilities assigned to the Director of Human Resources under this Policy.

The grievant must sign the grievance document.

It is preferred the complaint be in writing; however, if the grievant is physically unable to comply, then he/she can present the complaint orally to the Director of Human Resources, and it would then be the Director of Human Resources' obligation to put into writing to the best of the Director of Human Resources' ability, the complaint as outlined by the grievant with the grievant then having an opportunity to review the complaint and indicating on the document a mark of acknowledgement to be witnessed by a human resource assistant.

After receipt of the written grievance document, as detailed above, the Director of Human Resources shall investigate the charges alleged.

Within sixty (60) days from the date the complaint was received, the Director of Human Resources will prepare a written report, unless additional time is necessary to complete the investigation. The report will include findings with respect to whether discrimination occurred. If an investigation cannot be concluded within 60 days, the appropriate parties will be advised and a projected conclusion date will be announced. At the Director of Human Resources' own discretion, the Director of Human Resources may interview or do whatever is thought to be necessary to determine the facts related and relevant to the charges alleged. If deemed necessary, the Director of Human Resources may hold a meeting to review the charges and secure the responses, explanations, or answers, or appoint a special committee to do such, provided five (5) business days advanced notice of the meeting is given to the grievant and all parties cited in the complaint by the grievant. The grievant shall also have the right to specifically request that the Director of Human Resources appoint a committee and the grievant shall also have the right to challenge the appointment of a committee member if the grievant feels the appointment would constitute a conflict of interest. Also, the Director of Human Resources has discretion to appoint a committee, even where not specifically requested by the employee.

In addition to fact-finding, the Director of Human Resources shall also attempt to remedy or make recommendations to remedy any charges found to be valid. These recommendations will be reviewed by the Vice President for Finance and Administrative Services.

Within sixty (60) days after receipt of the complaint, the Director of Human Resources shall, in writing to the grievant, with copies to all parties cited, respond to the charge(s) as outlined by the grievant, by issuing one of the following findings: "founded", "unfounded", or "inconclusive". If the charge(s) are determined to be "founded", the Director of Human Resources shall make recommendations to remedy the issue(s) or indicate that the issue(s) have already been remedied. Respond to the charges as outlined by the grievant by either rejecting the charges of unlawful discrimination, by indicating recommendations for remedy, indicating that remedies have occurred if the charges are found to be valid, or by indicating, with explanation, that the charges could not be rejected or validated within the time and framework of this grievance procedure as outlined herein.

The purpose of the time limit set forth in this grievance procedure is to provide for a fast and expeditious resolution of a complaint alleging unlawful discrimination for the benefit of both the grievant and the party or parties cited. If, in the reasonable judgment of the Director of Human Resources, a grievance procedure cannot be concluded within 60 days, the appropriate parties will be advised and a projected conclusion day will be announced by the Director of Human Resources.

Appeal Procedure

If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the VP for Finance and Administrative Services within fifteen (15) days.

The VP for Finance and Administrative Services shall review the investigation and the investigative report and may also conduct a reasonable investigation.

The VP for Finance and Administrative Services shall prepare a written response to the appeal within fifteen (15) days. Where more than fifteen (15) is necessary, the VP for Finance and Administrative Services shall provide notice to the complainant of the need for additional time.

The VP for Finance and Administrative Services may confirm, reject or modify any finding or corrective action as part of the appeal procedure. The VP for Finance and Administrative Services shall provide written notice of the complaint, the complainant, the accused, and the Director of Human Resources.

The grievance procedure shall be in addition to any other rights that either the grievant or the party or parties cited may have under the law and is not deemed to be the exclusion of any other right or privilege.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-508 SECTION 2: POLICY MANUAL 5. Operations TITLE: Records Management ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: November 1, 2018 (Resolution 54.13) August 3, 2023 (Resolution 59.01)
Purpose Guidelines	Records Management The College recognizes that College records, including both paper and electronic, be retained only as long as determined necessary to meet legal, audit, College policy and management requirements. It is the intention of the College, through implementation of this policy, to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the College, comply with necessary legal records-related requirements, and reduce the cost of storage for unnecessary records inventory. It shall be the responsibility of the Chief Information Security Officer to ensure the College's compliance with the requirements of this policy. Litigation Hold When the College has been put on notice that a legal action is either pending or imminent or a government investigation will occur, destruction of records pertinent or in any way related to the subject of such litigation will be suspended immediately. All records that relate to pending litigation or regulatory proceedings, regardless form or the media on/in which they are stored, must be retained throughout the entirety of the pending litigation and/or proceeding. Any employee of the College who receives information regarding actual or possible legal action against the College, including incidents that are likely to lead to legal action, must immediately notify the Chief Information Security Officer or designee, who shall then promptly notify the College's legal counsel. Counsel will be responsible for evaluating the defenses available to the College, identifying the records (documents) that may be relevant to a legal action and responding to the suspension of the retention and destruction policies and schedule. Training Employees will be provided annually with a copy of the Records Retention Policy and guidelines and will receive training at least once per year on their application within the College. Litigation hold requirements will be a predominant topic in the training sessions. Interpretation The Chief Information Security Officer or designee will be responsible for interpreting any portions of this policy, the College's Records Management Plan, and/or the Records Retention Schedule as they may apply to specific situations. Where necessary, the Chief Information Security Officer shall recommend any potential revisions of this policy for the purposes of clarity. Exceptions Requests for exceptions from this Policy should be submitted to the Chief Information Security Officer or designee. Exceptions shall be granted on a case-

by-case basis to those requests that ensure compliance with the basic objectives of this policy.

Review

The Chief Information Security Officer or designee shall review annually the Records Management Policy and Records Retention Schedule and make necessary changes consistent with this policy and with current laws and regulations.

The Chief Information Security Officer or designee has an ongoing responsibility to make necessary changes to the Records Management Policy and Records Retention Schedule throughout the year.

The Chief Information Security Officer or designee is responsible for auditing the actual implementation of the Policy and Schedule.

The College may hire an outside party to conduct an audit on compliance with this Records Retention Policy and Schedule and prepare a written audit report.

Storage

Designating appropriate storage is an important consideration. Retained documents must not only be preserved, they must be reasonably accessible.

A storage system should permit the necessary records to be easily located, managed, searched, retrieved, and produced.

Storage is a critical consideration in responding to subpoenas, discovery requests, investigations, regulatory requests, educational and business needs. Accessibility can also facilitate the document destruction component of the records retention program.

Preservation is an important storage consideration. A proper environment conducive to maintaining the integrity of the records is critical. This includes, but is not limited to, secure software, electronic security protections, acid-free folders, climate control, anti-magnetic interference, and fire protection.

Off-site storage of vital records is permitted.

Security

Security of the records is critical for confidential records, particularly records pertaining to some transactions, financial and tax records, employee records such as personnel files, medical records, compensation records and insurance forms, student records, and government records designated as confidential and having restricted accessibility and protected privacy.

Anti-virus, anti-spyware, anti-spam, and other software should be maintained and updated regularly.

Disaster Recovery

The Document Retention Program seeks to identify and preserve documents for disaster recovery where the informational value to the College is great, and the consequence of loss is potentially so severe to the continuity of the College that special protection is warranted.

Records that qualify as disaster-recovery records are:

- (a) Legal, financial, tax and organizational status records.
- (b) Obligations to employees, vendors, and students.
- (c) Ownership of assets and inventory.
- (d) Intellectual property and achievements not recognized elsewhere; and information on critical decision-making.

Archival Records

Records that have value beyond their original purpose because they document significant business activities or services should be safeguarded as a permanent resource.

The following considerations should apply to the preservation of archival records:

- (a) An archival collection should be prepared that includes, among other things, the minute books, each annual auditor's report, each annual financial report, trademarks, copyrights, deeds, financial records, and photographs.
- (b) Special consideration should be made to evaluate whether in-College or outside protection is best.
- (c) Loaned or gifted archival materials to other sources should be maintained by the Chief Information Security Officer or designee.

Destruction

Proper disposal or destruction of paper and electronic records, as set forth in the College's Records Management Policy and Records Retention Schedule is required. Records must be destroyed by shredding, erasing, or otherwise modifying the information of the record to make the record unreadable, undecipherable, or non-reconstructable through generally available means.

Consequences for Violation

Violations of this policy by College employees may result in a variety of disciplinary actions, including but not limited to, warnings, loss of privileges, position reassignment, oral and written reprimands, suspensions (with or without pay), dismissals and/or legal proceedings.

Where necessary and/or applicable, violations of this policy may be reported to appropriate legal authorities, including local, state, or federal law enforcement. The College will cooperate to the extent legally required with authorities in such investigations.



SECTION 2: POLICY MANUAL
5. Operations

TITLE: Right-to-Know

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Right-to-Know

Purpose

The College recognizes it is a Commonwealth Agency as defined in Pennsylvania's Right to Know Law ("RTKL") providing for access to public information. This policy is adopted pursuant to 65 P.S. § 67.504. The College shall make the public records of the College available for public access, subject to certain exceptions as set forth in the RTKL.

Guidelines

Open Records Officer

The College shall designate an Open Records Officer, who shall be responsible to:

- (1) Develop and revise, as required from time to time, the forms used to request records as well as forms for response.
- (2) Receive all written requests for access to records submitted to the College.
- (3) Make a good faith effort to determine if the requested record exists, is a public record, and whether the College has possession, custody, or control of the record.
- (4) Review and respond to written requests consistent with the RTKL.
- (5) Direct records requests to appropriate staff of the College or to third parties, consistent with the RTKL.
- (6) Track the College's progress in responding to requests.
- (7) Issue interim and final responses to requests.
- (8) Maintain a log of all record requests and their disposition.
- (9) Review and study the RTKL, seek training as needed, and train College staff to perform assigned job functions relative to requests for access and response thereto.
- (10) In concert with the administration of the College, make recommendations to the Board of Trustees regarding a fee schedule and adopting standard forms.

Upon receiving a request for access to a record, the Open Records Officer shall:

- (1) Note the date of receipt on the written request.
- (2) Compute and note on the written request the day on which the five-business day period for response will expire.
- (3) Determine if additional time may and should be requested to respond as provided for under the Right-to-Know law and, if so, notify the requester of the same.
- (4) Calendar the day on which the five-business day period for response will expire.
- (5) Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.
- (6) If a written request is denied, track the request status until the time for appeal has expired, or until the conclusion of any appeal.

General

Requesters may access, inspect, and procure copies of the College's public records during the regular business hours of the administration offices by appointment through the Open Records Officer at the Main Campus – 4525 Education Park Drive, Schnecksville, PA 18078 (Telephone 610-799-1121). Business days exclude Saturday and Sunday and a weekday when the College is closed for business, including but not limited to holidays.

A requester's right of access does not include the right to remove a record from the control or supervision of the College, or access to a computer of the College or a College employee. The College will use its best reasonable efforts to accommodate requesters with special needs.

The College shall not limit the number of records requested. When responding to a request for records, the College is not required to create a record that does not exist, nor to compile, maintain, format, or organize a record in a manner which the College does not currently use.

The College shall deny a requester access to a record if the requester has made repeated requests for the same record and the repeated requests have placed an unreasonable burden on the College. Such denial shall not restrict the ability to request a different record.

Contact Information

The College shall post the name of the Open Records Officer on its website and at each campus, the Open Records officer's address (both for mail and electronically), the preferred College form for mailing a request, these Regulations and Policies as modified from time to time, and the contact information for the Pennsylvania Office of Open Records.

Requests

Requests for access to a public record shall be in writing, submitted on the College's form, and must be addressed to the Open Records Officer. If a requester chooses not to use the request form, the request must clearly indicate that it is seeking public records under the RTKL. Verbal or anonymous verbal or written requests will not be honored. Written requests may be submitted to the College in person, by mail, facsimile, or email as indicated on the College web site. Each request must include the following information:

- (1) Identification or description of the requested record, in sufficient detail, such that the record(s) may be identified with specificity
- (2) The medium in which the record is requested
- (3) The name and address of the individual to receive the response.

Failure to provide this information may result in a denial, deemed denial, or delay in response. The College shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law. However, the Requester may offer an explanation for the request; this may facilitate a more timely and specific response.

The College receives the request on the business day the Open Records Officer receives the request. Any request that is received by the College after the close of regular business hours shall be deemed to be received on the next business day. If the request is received by a College employee other than the Open Records Officer, the request will be forwarded to the Open Records officer as soon as practicable.

Fees

The Open Records Officer shall establish and keep current a list of reasonable fees which shall be no more than the fee structure established by the Pennsylvania Office of Open Records. The College shall maintain a list of applicable fees and disseminate the list to Requesters upon request. Prior to granting access, the College may require prepayment of estimated fees when the fees required to fulfill the requested are expected to exceed \$100.00. The College may waive duplication fees when the requester duplicates the record or the Open Records Officer deems it is in the public interest to do so. Such waiver of fees is solely at the discretion of the Open Records Officer, and waivers of fees shall be considered on a case-by-case basis. A waiver of fees in one instance shall not create a precedent, pattern, or practice for waiver of any other fees and does not create future entitlement to fee waivers for that or any other individual or entity.

Response to Request

The Open Records officer shall provide a response to a request for records within five business days. If an extension of time is required, the Open Records Officer will notify the requester in writing pursuant to 65 P.S. § 67.902. The College may ask a requester to agree to extend the response period beyond 30 days.

The College may grant a request, partially grant and partially deny a request, or deny a request. The final response of the College will be in writing. Should the College fail to issue a response within the applicable response period, the request is deemed denied.

When a request is granted, the College will either send the record, or provide information on how the requester may access the record, including electronic access or a location where the requester may inspect the records. If appropriate to the request, the response will include a statement that prepayment of fees is required in a specified amount if access will cost more than \$100.00, and the medium in which the records will be provided.

If the College has granted electronic access to records, the requester may, within thirty days following receipt of the College's response, submit a written request to have the record converted to paper. The College shall provide paper copies following payment of applicable fees. If a requester does not retrieve copies of requested records within sixty days following the College's response, the College shall dispose of the copies and retain any fees paid.

The College may deny or partially deny a request for records. The response will inform the requester of the reason for denial. Information shall be provided on the process to file an appeal of the denial.

(In the event of a conflict between this policy and the RTKL, the RTKL shall prevail.)



SECTION 2: POLICY MANUAL
5. Operations

TITLE: Whistleblower
ADOPTED: May 2, 2019 (Resolution 54.45)
REVISED:

Whistleblower

Purpose

All LCCC employees or students are encouraged to report any and all observations or evidence of waste or wrongdoing at LCCC. LCCC is committed to maintaining a non-retaliatory environment for employees or students who make good faith reports of waste or wrongdoing. To that end, LCCC has established a reporting procedure to promote good faith reporting, maintain an orderly and efficient investigation process, and prohibit retaliation against persons making good faith reports of waste or wrongdoing.

Definition

Good faith report is defined as a report of “waste” or “wrongdoing” that is made based on a reasonable belief that there is waste or wrongdoing as determined as part of the investigation. A report that is deemed baseless or made for personal gain or with malice will not be considered a “good faith report”.

Waste is defined as an action or a failure to act that results in substantial abuse, misuse or destruction of property, or loss of federal, state or local funding or resources.

Whistleblower is defined as an employee or student who observes or has evidence of waste or wrongdoing and makes a good faith report of the wrongdoing or waste.

Wrongdoing is defined as a non-technical or non-minimal violation of a federal or state law or regulation, local government ordinance or regulation, or code of conduct or ethics desired to protect the interest of the public or of LCCC.

Guidelines

Reporting Procedure

First Level: LCCC Director of Human Resources

Employees or students who reasonably believe that they observed or have evidence of waste or wrongdoing should promptly report their concern to the LCCC Director of Human Resources, unless they have reason to believe that the Director of Human Resources was involved in the waste or wrongdoing or do not feel comfortable reporting to the Director of Human Resources.

Second Level: LCCC Supervisor

If employees or students have a reason not to make their report to the Director of Human Resources or if the Director of Human Resources is not responsive to the report, they should direct their report to the employees direct supervisor or the student's dean, as applicable, unless they have reason to believe that their direct supervisor or dean is involved in the waste or wrongdoing or do not feel comfortable reporting to their direct supervisor or dean, as applicable. Under these circumstances or when the direct supervisor or dean is not responsive to the report, the employee or student should report to any supervisor or dean, as applicable, who they feel comfortable reporting to.

Third Level: LCCC President

In the event that the Whistleblower has a reason not to make their report to an LCCC supervisor or dean, or if they are not receiving a response to their report, they may report to LCCC's President.

Investigation

All reports will be promptly investigated by the College Administration. At the discretion of the Administration, the report may be investigated internally or by a third-party. Whistleblower is not responsible to do an investigation.

Whistleblower Protections

- **Confidentiality:** The identity of the whistleblower will not be disclosed without the whistleblower's consent, unless disclosure is unavoidable in the investigation of the alleged violation.
- **Anti-Retaliation:** LCCC will not terminate, threaten, or otherwise discriminate or retaliate against whistleblowers or employees who are requested to participate in an investigation, hearing, or another inquiry or court action based on a report made under this policy.
- **Retaliatory Harassment:** LCCC will not tolerate the harassment of whistleblowers or any participant in a report made under this policy by other students, employees, volunteers, or third persons.

Retaliation Reporting

Any whistleblowers who experience harassment, discrimination, or retaliation, as set forth under this policy, should immediately follow the reporting procedure set forth above.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-600 SECTION 2: POLICY MANUAL 6. Safety/Security TITLE: Clearances, Background Checks, and Mandated Child Abuse Reporting ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose Guidelines Definitions	Clearances, Background Checks, and Mandated Child Abuse Reporting The purpose of this policy is to promote the safety and security of children who participate in programs held on or off of College property. All College employees, interns, volunteers, and independent contractors must comply with this policy. This policy applies to all programs and activities involving Children, including College course offerings, programs operated by the College, non-College-sponsored programs using College facilities, and programs under the direction and authority of the College at locations off College property. Examples of programs governed by this policy include, but are not limited to, summer camps, specialty camps (e.g., academic camps), outreach activities, workshops, conferences, tutoring, educational programs, licensed child care facilities and programs, and affiliated entity activities. Affiliated Entity: An organization sanctioned or recognized by the College, including, but not limited to, foundations, alumni associations, and student associations. Child Abuse: The definition of this term shall be consistent with the current definition under the Pennsylvania Child Protective Services Law, 23 Pa. C.S. § 6301 et seq. ("CPL"), as amended. Child(ren): A person under 18 years of age. Children may be, but are not limited to, students enrolled at the College; students "dually enrolled" with the College and in elementary, middle, or high school; employees; or participants in Programs. College Facilities: Facilities owned by or under the control of the College. College-Sponsored Programs: Programs that are managed by College faculty, staff, or Affiliated Entities on behalf of the College. Direct Contact: Consistent with the CPL, the care, supervision, guidance, or control of Children or routine interaction with Children. "Direct volunteer contact" is defined as "the care, supervision, guidance or control of children and routine interaction with children." Mandated Reporter: Any individual over eighteen (18) years of age who is 1) A College employee, intern, Volunteer, or independent contractor; and/or 2) An employee, intern, or Volunteer of a Non-College-Sponsored Program. Non-College-Sponsored Program: Programs that are not managed by College faculty, staff, and affiliated entities on behalf of the College, but that use College Facilities.

Program: Programs or activities offered by the College, or by non-College groups using College Facilities where the parents or legal guardians are not directly responsible for the care, custody, or control of their child. This includes, but is not limited to, workshops, services, camps, conferences, campus visits, and similar activities. These do not include organized events where parents or legal guardians are directly responsible for Children.

Program Administrator: The person(s) who has primary and direct operational responsibility for managing a Program.

"Routine Interaction" is defined as "regular and repeated contact that is integral to a person's employment or volunteer responsibilities."

Volunteer: An individual who, through the course of his/her volunteer position in a Program, is responsible for the welfare of a Child or has direct contact with Children.

General

All programs subject to state licensure are required to comply with applicable laws and regulations. Program administrators should consult with the appropriate College vice president and the College's legal counsel, as necessary, regarding licensure questions

Children Participating in College Programs

The Director of Public Safety or designee shall be responsible for establishing administrative regulations that set forth the specific information that shall be required from each child's parent or legal guardian prior to participating in a program at the College. The parent or legal guardian of a Child must submit all necessary information to the applicable Program Administrator on the appropriate forms before the Child will be allowed to participate in a Program.

These forms may include, but are not limited to, a participation agreement, health form, emergency contact form, proof of medical insurance, photo and recording release, and participant code of conduct.

Program administrators are required to certify that they have received all of the required information from the parent or legal guardian of each participating child prior to being allowed to use or lease College Facilities for a program.

Employees

All employees of the College are subject to the background check and clearance requirements of the Pennsylvania School Code. At the cost of the employee.

Volunteers

Pursuant to the Child Protective Services Law (23 Pa. C.S.A. 6300, *et seq.*) all individuals serving on a volunteer basis who have "direct volunteer contact with children," as defined above, shall be required to comply with the all necessary legal requirements related to criminal and child abuse history clearances/certifications. The Director of Human Resources, Title IX/Equity Coordinator shall promulgate detailed administrative regulations to ensure legal compliance with regards to those volunteering and/or intending to volunteer at the College or with a College program.

CHILD ABUSE REPORTING REQUIREMENTS

Mandated Reporters

All College employees are mandated reporters of child abuse under the Child Protective Services law and are required to report suspected child abuse. The Director of Human Resources, Title IX/Equity Coordinator shall develop detailed administrative regulations setting forth the Pennsylvania mandated reporting requirements under the Child Protective Services Law.

Confidentiality

All reports of suspected Child Abuse shall remain confidential, and the release of data by the College that would identify the individual who made a report of suspected Child Abuse and/or who cooperated in a Child Abuse investigation is strictly prohibited unless required by law. Information regarding Child Abuse reporting may be shared with the Program Administrator and the College President, as permitted under this policy.

County Agency Child Abuse Investigation Involving College Employee/ Contractor

Upon notification by a state or county agency that a child abuse investigation involves suspected child abuse by a College employee or independent contractor, the Program Administrator shall immediately notify the College President and implement a plan of supervision or alternative arrangement for the individual under investigation. As required by law, such plan of supervision or alternative arrangement must be approved by the county agency and kept on file with the agency until the investigation is completed.

SECTION 2: POLICY MANUAL
6. Safety/Security

TITLE: Firearms, Weapons, and Explosives
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

The College is committed to maintaining a safe and secure environment to conduct educational activities for its students. This policy is intended to reduce the risk of injury or death associated with intentional or accidental use of weapons.

Definitions

Firearms, Weapons, and Explosives

Possession, to possess, or possess

Physical possession on the person or placing or keeping a weapon at any location on the College Premises, including an individual's living quarters or workplace, in any vehicle, or in an individual's container including but not limited to backpacks, briefcases, purses, wallets, bags, and/or luggage.

College Premises

Events, College-sponsored activities, on and off-campus College special events, all College-affiliated buildings, and all College owned properties. So as to safeguard the College community, this term shall be given the broadest possible interpretation.

Introduction or Introduce

Shall mean (1) to bring any weapon onto College premises or into any building under College control or to any event; or (2) to assist anyone in bringing any weapon onto College premises, into any building under College control, or to any event.

Firearm

Any device that discharges a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO₂. This includes, but is not limited to: guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.

Weapon

Any device that is designed to or traditionally used to inflict harm, including, but not limited to:

- (1) Any firearm, slingshot, axe, sword, switchblade, dagger, blackjack, metal knuckle, bow and arrow, cross bow, any archery equipment, hand grenade, billy club, nun-chuck, spiked glove(s), throwing star, any martial arts or security equipment of a dangerous nature, explosive, sandbag, fireworks, metal pipe or bar used or intended to be used as a club, razor or cutting instrument (the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise)
- (2) Any knife, excluding eating utensils
- (3) Any item which, in its intended use, is capable of inflicting serious bodily injury
- (4) Any object that could be reasonably construed as a weapon
- (5) Any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania

Explosives

Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated

Guidelines

gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

GENERAL

Except as set forth in this policy, all members of the College community, including faculty, staff, and students, as well as visitors to the College, are prohibited from possessing, using, or introducing firearms, explosives or weapons (hereafter collectively referred to as "weapons") on the College Premises without the explicit authorization of the College, whether or not a federal or state license to possess the same has been issued to the possessor.

Exceptions

The only exceptions to the above policy are as follows:

- (1) Public Safety Officers employed and authorized by the College to carry Tasers, pepper spray, expandable baton and/or handcuffs. Each Public Safety Officer shall be properly trained and legally certified to carry and utilize the aforementioned weapons and restraints; no Public Safety Officer shall carry and/or utilize the aforementioned weapons or restraints without proper training and certification;
- (2) Commissioned law enforcement officers, to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania and are in the official execution of their duties;
- (3) Persons in the military in performance of their official duties, to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania and are in the official execution of their duties;
- (4) Faculty or staff legally permitted to possess weapons in the Commonwealth of Pennsylvania may do so on College property only to the extent that such possession is necessary as part of an academic or research activity. Such use must have received prior written approval by the Director of Public Safety and Security Department; and/or
- (5) College sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, i.e. Act 235 certification, martial arts classes/clubs; fencing classes/clubs; theatrical events, etc. Such use must have received prior written approval by the Director of Public Safety and Security Department.

Violations

Anyone possessing, using, or introducing a weapon other than those permitted as set forth above will be asked to remove them the weapon(s) from the College campus or event immediately. Any student, faculty, or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty or staff. Additionally, possession of unlicensed firearms or weapons may lead to criminal prosecution by the appropriate jurisdiction.

Exceptions Requested

Exceptions to this policy may be requested in writing to the Director of Public Safety and Security Department. The Director will review the request with the Vice President for Finance and Administrative Services College General Counsel. Only under the most unusual circumstance would an exception be granted. Questions about this may also be directed to Director of Public Safety and Security Department.



SECTION 2: POLICY MANUAL
6. Safety/Security

TITLE: Gramm-Leach Bliley Act

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: February 7, 2019 (Resolution 54.25)

Purpose

Gramm-Leach Bliley Act

The Gramm-Leach Bliley Act (the "GLBA") together with the Federal Trade Commission "Safeguards Rule", mandates that a financial institution, such as a bank or investment company, take steps to safeguard the security, confidentiality, and integrity of customer information in its possession. The College is classified as a financial institution under GLBA, by virtue of processing or servicing student loans, or offering other financial products or services.

The College has established this comprehensive written Information Security Program ("Program") to ensure compliance with the GLBA and the Safeguards Rule. This Program is designed to ensure the security and confidentiality of customer information, protect against any reasonably foreseeable threats or hazards to the security or integrity of such information, and protect against unauthorized access to our use of such information.

The College complies with, and requires its employees and other agents to comply with, all applicable federal, state, and local laws and regulations, as well as College policies and procedures, that govern information security, confidentiality, and privacy.

"Customer Information" refers to any record containing nonpublic, personally identifiable financial information, whether in paper, electronic, or other form, that the College obtains from a student, a student's parent(s) or spouse, a College employee, alumnus, or any third-party, in the process of offering a financial product or service. The term also applies to such information provided to the College by another financial institution, or such information otherwise obtained by the College in connection with providing a financial product or service.

Examples of Customer Information include names, addresses, phone numbers, bank and credit card account numbers, income and credit histories and social security numbers.

Definitions

Program Coordinator

The GLBA mandates that the College appoint an Information Security Program Coordinator ("Coordinator"), to conduct a risk assessment of likely security and privacy risks, institute a training program for all employees who have access to covered data and information, oversee service providers and contracts, and evaluate and adjust the Program periodically. The Chief Information Security Office (CISO) is designated to serve as the Coordinator.

The Coordinator shall work with appropriate College personnel to identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of Customer Information; evaluate the effectiveness of the current safeguards for controlling these risks; design and implement additional required safeguards; and regularly monitor and test the controls, systems, and procedures of the Program.

Guidelines**Areas Identified**

The following College Offices and Departments have been identified as primary areas to be considered when assessing the risks to Customer Information:

- (1) Human Resources
- (2) Information Technologies
- (3) Business Continuity and Disaster Recovery
- (4) Mission Critical Systems and Data Hosted in the Cloud
- (5) Enrollment Services
- (6) Registration
- (7) Financial Aid
- (8) Finance
- (9) Public Safety

Risk Assessment and Safeguards

The Coordinator shall work with appropriate College personnel to identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of Customer Information. Each College Department head, or his/her designee, will conduct an annual data security review, with guidance from the Coordinator. Vice Presidents will be asked to identify any employees in their respective areas that work with Customer Information. In addition, the Offices and Departments listed above as "Areas Identified" shall conduct a quarterly review of procedures, incidents, and responses, and will publish all relevant materials except in those cases where publication may likely lead to breaches of security or privacy. Publication of these materials is for the purpose of educating the College community on network security and privacy issues. The College will assure that procedures and responses are appropriately reflective of those widely practiced at other similar institutions.

In order to protect the security and integrity of the College network and its data, the Coordinator will develop and maintain a registry of all computers attached to the College network. This registry will include, where relevant, IP address or subnet, MAC address, physical location, operating system, intended use (server, personal computer, lab machine, dorm machine, etc.), the person, persons, or department primarily responsible for the machine, and whether the machine has or has special access to any confidential data covered by relevant external laws or regulations and/or Customer Information.

The Coordinator bears primary responsibility for the identification of internal and external risk assessment, but all members of the College community are involved in risk assessment. The Coordinator will conduct regular risk assessments. At a minimum, such risk assessments shall include consideration of risks in each areas of College operations such as the following:

- (1) Employee training and management;
- (2) Information systems, including network and software design, as well as information processing, storage, transmission and disposal; and
- (3) Detecting, preventing and responding to attacks, intrusions, or other system failure.

The Coordinator, working in cooperation with appropriate personnel of the "Areas Identified", will develop and maintain a data handbook, listing those persons or offices responsible for each covered data field in software systems utilized to enforce the GLBA (financial, student administration, development, etc.). The Coordinator and appropriate personnel of the "Areas Identified" will take steps to adjust its information security program in response to any significant questionable activities.

The Coordinator will work with appropriate personnel of the "Areas Identified" to develop and maintain a registry of those members of the College community

who have access to Customer Information. The Coordinator, in cooperation with Human Resources and Business Office, will work to keep this registry rigorously up to date.

The Coordinator will work with the College's IT Department to maintain the physical security of all servers and terminals which contain or have access to Customer Information. The Coordinator will work with other areas of the College that may be impacted by GLBA to develop guidelines for physical security of any covered servers in locations outside the central server area. The Coordinator will conduct a survey of other physical security risks, including the storage of covered paper records in non-secure environments, and other procedures which may expose Customer Information.

Social security numbers are considered protected information under both the GLBA and the Family Educational Rights and Privacy Act (FERPA). By necessity, student social security numbers remain in the College student information system. The College will conduct an assessment to determine who has access to social security numbers, in what systems they are still used, and in what instances students are unnecessarily being asked to provide a social security number. This assessment will include an assessment of both the College and of any subcontractors retained by the College.

The Coordinator will develop a plan to ensure that all electronic Customer Information is encrypted in transit and that the central databases are strongly protected from security risks.

It is recommended that relevant offices of the College decide whether more extensive background or reference checks or other forms of confirmation are prudent in the hiring process for certain new employees, for example employees handling confidential financial information.

The Coordinator will develop written plans and procedures to detect any actual or attempted attacks on the College's systems and will develop incident response procedures for actual or attempted unauthorized access to Customer Information.

The Coordinator will periodically review the College's disaster recovery program and data-retention policies and present a report to the Vice Presidents.

Employee Training and Education

College will work in cooperation with the Office of Human Resources and the Office of Organizational Development to develop training and education programs for all employees who have authorized access to Customer Information. These employees typically fall into three categories: professionals in information technology who have general access to all College data; custodians of data as identified in the data handbook, and employees who use the data as part of their essential job duties.

Oversight of Service Providers and Contracts

The GLBA requires the College to take reasonable steps to select and retain service providers who maintain appropriate safeguards for Customer Information. The College's Business Office will develop and send form letters to all covered contractors requesting assurances of GLBA compliance. The College will also require service providers by contract to implement and maintain such safeguards.

Evaluation and Revision of the Program

The GLBA mandates that the Program be subject to periodic review and adjustment. The most frequent of these reviews will occur where constantly changing technology and constantly evolving risks indicate the wisdom of quarterly reviews. Processes in other relevant offices of the College such as

data access procedures and the training program should undergo regular review. The Program itself as well as the related data retention policy should be reevaluated annually in order to assure ongoing compliance with existing and future laws and regulations.



SECTION 2: POLICY MANUAL
6. Safety/Security

TITLE: Notification Under the Sex Offender Registration and Notification Act (SORNA)

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

Notification Under the Sex Offender Registration and Notification Act (SORNA)

The purpose of this policy is to ensure effective implementation of the College's legal requirements under the Sex Offender Registration and Notification Act. The implementation of this policy shall serve the purpose of protecting the College community, including minors, a purpose that is consistent with the purpose of the law. Nothing in this policy shall be construed to permit unlawful restriction of the rights of any individual nor shall it be construed to be or implemented in a manner that is punitive in nature.

Definitions

Sexually-Violent Predator

This term shall be defined as set forth in 42 Pa. C.S.A. §§ 9799.12. For the purposes of this policy, the term shall also include a "sexually-violent delinquent child," as defined in 42 Pa. C.S.A. §§ 9799.12.

Guidelines

General

The law requires that the Pennsylvania State Police notify the President of the College if the residence of a Sexually-Violent Predator or Sexually-Violent Delinquent Child is within 1,000 feet of the College campus. Upon receipt of such notification, the College shall disseminate the information provided about such individual to any and all individuals whose duties include supervision of or responsibility for students.

The Director of Public Safety or designee shall be responsible for compiling and annually updating a list of such individuals. The list shall include, but not be limited to, administrators, faculty members, aids, security officials, groundskeepers, and drivers.

The Director of Public Safety or designee shall, in the communication accompanying the dissemination of such information, include specific instructions regarding the individual's responsibilities, as set forth, below:

The individual may not publically post the information or otherwise generally disseminate it further, nor may he or she impose punitive or restrictive requirements on the Sexually-Violent Predator without first consulting the Director of Public Safety.

Where the Sexually-Violent Predator is not a student, the individual shall be required to immediately notify the VP for Finance and Administrative Services, or designee if the Director of Public Safety is not available, of the Sexually-Violent Predator's presence.

Where the Sexually-Violent Predator is a student, the individual shall be required to immediately notify the Dean of Student Support and Success, or designee if the Director of Public Safety is not available, if the student appears to be without legitimate purpose or is otherwise creating concern for the safety of the students.

Upon receipt of such notification, the Dean of Student Support and Success, or designee if the Director of Public Safety is not available, shall promptly notify the

local police if the Sexually-Violent Predator appears to be without a legitimate purpose or otherwise creates a concern for the safety of the students.

Where the Sexually-Violent Predator is a student or parent of a student, the Dean of Student Support and Success may, but is not required to, meet with such parent or student to explain the procedures set forth in this policy.

Where a Sexually-Violent Predator is or will be present on campus and/or at a College function, the Director of Public Safety should, wherever possible and to the extent practicable, establish protocols to ensure that the Sexually-Violent Predator is not alone with minors.

SECTION 2: POLICY MANUAL
6. Safety/Security

TITLE: Red Flag Identity Theft Prevention Program
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Red Flag Identity Theft Prevention Program

In accordance with the Red Flag Rules as issued under the Federal Trade Commission's Fair and Accurate Credit Transactions Act, the College establishes this Identity Theft Prevention Program (hereinafter referred to as the "Program"). The Red Flag Rules require institutions or "creditors" (businesses or organizations that regularly defer payment for goods or services) that hold "covered accounts" (consumer accounts for which a person makes repeat payments or other accounts that present a reasonably foreseeable risk of identity theft) to develop and implement an identity theft prevention program. The Policy is designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

1. Identify relevant Red Flags for covered accounts it offers or maintains and incorporate those red flags into the Program
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft
4. Ensure the Program is updated periodically to reflect changes in risks to students and to the safety and soundness of the creditor from identity theft

Definitions

Covered Account

An account that a creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions, or other account that presents a reasonably foreseeable risk of identity theft.

Creditor

A business or organization that regularly defers payment for goods or services, or provides goods or services and bills the customer later.

Identity Theft

Fraud committed or attempted using the identifying information of another person without authority.

Red Flag

A pattern, practice, or specific activity that indicates the possible existence of identity theft.

Covered Accounts

The College is considered a creditor pursuant to the Red Flag Rules by regularly maintaining or offering the three types of covered accounts as set forth below. One account is administered by the College and two accounts are administered by service providers.

The College's covered accounts include:

1. Student receivables accounts and credit balances consisting of financial aid including Federal Perkins, Federal William D. Ford Direct, and PLUS.
2. Service provider covered accounts include student loan billing, collection and repayment: (a) Student loan repayment services administered by University Accounting Services and Perkins Loan Program; and

(b) Collection services provided by contracted third-party commercial collection agencies.

Identification of Relevant Red Flags

The Program identifies the following Red Flags: (See Exhibit A below: Red Flag Indicators)

1. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services
2. The presentation of suspicious documents, such as items that appear to be altered or forged
3. The presentation of suspicious personal identifying information, such as a photograph or physical description on the identification that is not consistent with the appearance of the student presenting the identification
4. A request made from a non-College issued E-mail account
5. A request to mail something to an address not listed on file
6. The unusual use of, or other suspicious activity related to, a covered account
7. Notice from students, employees, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

The Program considers the following risk factors in identifying relevant Red Flags for covered accounts:

1. The types of covered accounts as noted above
2. The methods required to open covered accounts: (a) Acceptance to the College and enrollment in classes; (b) Acceptance of financial aid award; and (c) Completion of a Student Long-Term Loan Entrance Interview which requests the following personally-identifying information:
 - a. Social security number
 - b. Full name
 - c. Permanent address
 - d. Local address
 - e. Local phone
 - f. Date of birth
 - g. Driver license information
 - h. Cell phone
 - i. Personal E-mail
 - j. School E-mail
 - k. Next of kin information
 - l. Two personal references, including address, phone, E-mail and relationship to student
3. The methods required to access covered accounts: (a) In person requires picture identification; (b) Correspondence may only be mailed to an address on file in the College Directory; (c) Online account access to College covered accounts requires ID and password; (d) Refunds obtained by direct deposit are electronically sent via Automated Clearing House ("ACH") to a bank account designated by the student; and (e) E-mail requests for account information may be provided by providing required information.
4. The Program's previous experiences with identity theft.

The Program will continue to incorporate relevant Red Flags from sources such as:

1. Incidents of identity theft that the College has experienced
2. Methods of identity theft that the College has identified that reflect changes in identity theft risks
3. Applicable supervisory guidance.

Detection of Red Flags

The Program will detect Red Flags relevant to each type of covered account as follows:

A. Refund of student loan credit balance - As directed by federal regulation (U.S. Department of Education) and/or Departmental procedures, these balances are required to be refunded to the student. The refund can only be mailed to an address on file with the College, direct-deposited into the student's bank account, or picked up in person by showing a valid picture ID.

1. Potential Red Flags
 - a. Picture ID not appearing to be authentic or not matching the appearance of the student presenting it
 - b. Name of bank account owner not matching the student's name
 - c. Address change request
2. Addressing detection of Red Flags
 - a. Obtain identifying information about the student and verify the student's identity.
 - b. Maintain student records to include information used to verify the student's identity, including their name, address, and other identifying information
 - c. Verifying the validity of change of address requests
 - d. Verifying the validity of student bank accounts
 - e. Verifying the validity of a student's picture ID

B. Student loan information – the College has implemented specific procedures to protect confidential student information from being inappropriately released to third parties. A College employee with access to this information has received training and is responsible for understanding and complying with Department-specific procedures when responding to telephone calls.

1. Potential Red Flags
 - a. A caller who cannot provide all relevant information as set forth in Section 2(c) below
 - b. A caller who is abusive and attempts to get information through intimidation
 - c. A caller who tries to distract a College employee by being overly friendly or engaging the employee in unrelated "chit-chat" in an effort to change the employee's focus
 - d. Any caller who appears to be trying to get the employee to circumvent College policy through some tactic that is intended to persuade the employee
 - e. Address change request
 - f. Phone number change request
2. Addressing Detection of Red Flags
 - a. Maintain student records to include information used to verify legitimacy of the request, including the student's name, social security number, address, and other identifying information
 - b. Verify the validity of a change of address or phone number request
 - c. Every person who calls must verify the last four (4) digits of the student's social security number and name and two (2) of the three (3) following pieces of information:
 - i. Date of birth
 - ii. Address
 - iii. Phone number

Responses to Red Flag Detections

The Program shall provide for appropriate responses to detected Red Flags to prevent and mitigate identity theft. The response shall be commensurate with the degree of risk posed. If a Red Flag has been detected by College personnel, an appropriate response may be one of the following:

1. Determine no response is warranted under the particular circumstances
2. Monitor a covered account for evidence of identity theft
3. Deny access to the covered account until other information is available to eliminate the Red Flag
4. Contact a College Supervisor

5. Contact the student
6. The College Supervisor may facilitate inactivation of the student's on-line account
7. The College Supervisor may contact a College Controller
8. The College Supervisor may contact appropriate law enforcement
9. Reopen a covered account with a new account number
10. Change any passwords, security codes, or other security devices that permit access to a covered account
11. Not open a new covered account
12. Close an existing covered account

Oversight of Service Provider Arrangements

It is the responsibility of the College to ensure that the activities of all service providers and contractors are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. Currently, the College contracts with several third parties to service and collect covered accounts. The following guidelines shall apply to the aforementioned third-party-administered covered accounts:

1. A service provider or contractor that maintains its own Identity Theft Prevention Program, consistent with the guidance of the Red Flag Rules (16 C.F.R. Part 681), may be considered to be meeting these requirements.
2. Any specific requirements will be addressed in appropriate contract arrangements.
3. Contractors and service providers must notify the College of any security incidents experienced, even if such incidents may not have led to any actual compromise of College data.

Updating the Program

The Program shall be updated annually to reflect changes in risks to students and employees or to the safety and soundness of the College from identity theft based upon factors such as:

1. Experiences of the College with identity theft
2. Changes in methods of identity theft
3. Changes in methods to detect, prevent, and mitigate identity theft
4. Changes in the types of accounts that the College offers or maintains
5. Changes in the College's business arrangements including mergers, acquisitions, alliances, joint ventures, and service provider arrangements

Roles and Responsibilities

The Red Flag Program will be reviewed on an annual basis to ensure compliance with the Red Flag Rules. Documents will be created, revised, updated, expanded, or diminished as necessary.

The College Controller is responsible for:

1. Development, implementation, and continued administration of the Red Flag Program
2. Identifying new applications of the policy when systems and/or processes include applicable covered accounts
3. Approving all material changes to the Program as necessary to address changing risks of identity theft
4. Determining which steps of preventing and mitigation shall be taken in particular circumstances.

College staff will be responsible for development, implementation, and administration of the Program and shall report to the Controller on an annual basis regarding the College's compliance with the Program. The report shall address material matters related to the Program and evaluate issues such as:

1. Changes in methods of identity theft
2. Changes in methods to detect, prevent, and mitigate identity theft
3. Changes in the types of accounts that the College offers or maintains
4. Changes in service provider arrangements

5. Effectiveness of the Program
6. Significant incidents involving identity theft and management's response,
7. Compliance with changes in the law
8. Recommendation as to how to improve the Program

The Director of Student Accounts will be responsible for training College staff in the detection of Red Flags for each account type applicable to this policy, and the responsive steps to be taken when a Red Flag is detected.



SECTION 2: POLICY MANUAL
6. Safety/Security

TITLE: Exhibit A, Red Flag Indicators
ADOPTED: February 2, 2017 (Resolution 52.35)

Purpose

Exhibit A
Red Flag Indicators

Documents provided for identification that appear to have been altered or forged.

A. Suspicious Documents:

The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

Other information on the identification is not consistent with readily accessible information that is on file with the College, such as a signature card or a recent check.

An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

B. Suspicious:

Personal identifying information provided is inconsistent when compared against external information sources used by the College. For example:

1. The address does not match any address in the student record
2. The identification number does not exist or is assigned to another student
3. The Social Security number (SSN) has not been issued or is listed on the Social Security Administration's Death Master File
4. Personal identifying information provided by the student is not consistent with other personal identifying information provided by the student. For example, there is a lack of correlation between the SSN range and date of birth.

C. Personal Identifying Information:

Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the College. For example, the address on an application is the same as the address provided on a fraudulent application.

Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the College. For example:

1. The address on an application is fictitious, a mail drop, or a prison
2. The phone number is invalid or is associated with a pager or answering service.

The SSN or student identification number provided is the same as that submitted by other persons opening an account or other customers.

The address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other students opening accounts.

The student opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

Personal identifying information provided is not consistent with personal identifying information that is on file with the College.

When using security questions (mother's maiden name, pet's name, etc.), the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

D. Unusual or Suspicious Activity:

Shortly following the notice of a change of address for a covered account, the College receives a request for new, additional, or replacement goods or services, or for the addition of authorized users on the account.

A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example, the student fails to make the first payment or makes an initial payment but no subsequent payments.

A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

1. Nonpayment when there is no history of late or missed payments

Mail sent to the student is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the student's covered account.

The College is notified that the student is not receiving paper account statements.

The College is notified of unauthorized charges or transactions in connection with a customer's covered account.

The College receives notice from students, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the College.

The College is notified by a student, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-610 SECTION 2: POLICY MANUAL 6. Safety/Security TITLE: Sexual Misconduct ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: June 4, 2020 (Resolution 55.51) March 2, 2023 (Resolution 58.27) July 11, 2024 (Resolution 60.01)
Purpose Guidelines	Sexual Misconduct The College strives to eliminate sexual violence and harassment on campus, prevent its occurrence, and address its effects. This Policy describes how the College responds to sexual misconduct and how the College seeks to provide a prompt, fair and equitable response to complaints in accordance with Title IX. This policy is designed to ensure compliance with the provisions of Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. Sec. 1681, et. seq., which prohibits discrimination on the basis of sex in the course of any federally funded educational program or activity, the Violence Against Women Reauthorization Act of 2013 ("VAWA") and its attendant Campus SaVE Act provisions ("Campus SaVE"). Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against individuals for making or participating in complaints of sex discrimination. This policy provides information regarding the College's education, prevention, and response efforts related to sexual misconduct, including descriptions of prohibited conduct, options to report misconduct (including confidential options), the process for resolving complaints, possible remedies and sanctions, and on and off-campus resources. Additional information on the College's procedures for reporting and obtaining assistance in the event of sexual violence, stalking, domestic violence, or dating violence, can also be found on the Sexual Assault Procedures link on the College's Public Safety web page. PROHIBITED CONDUCT Pursuant to this policy, the College prohibits all forms of sexual misconduct, including but not limited to, discrimination on the basis of sex, unwanted sexual contact, sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, and stalking ("Prohibited Conduct"), whether directed to a member of the College community or someone outside the College community. Such conduct by a College student, employee, Trustee, or third-party (including visitors, guests, vendors, and contractors) is a violation of College policy. This Policy applies to students, employees, Trustees, and third parties, including but not limited to visitors, guests, vendors, and contractors, and it applies to conduct that occurs: 1. On campus or on property owned, controlled, used or managed by the College; 2. Off-campus in the context of College employment, education, programs or activities; and/or 3. Off-campus or online outside the context of a College program or activity but affects a substantial interest of the College. Jurisdictional assessments are made by the Title IX Coordinator and/or designee with other appropriate officials of the College and/or legal counsel.

Definitions

Consent

A person is incapable of giving consent if that person is under the age of 16 or age of consent as established by law, incapacitated due to the influence of drugs and/or alcohol, or mentally disabled. Additionally, consent may be withdrawn during the course of a sexual encounter, such that the encounter would thereafter constitute sexual misconduct, if continued.

Consent under Title IX is clear, knowing, voluntary, and expressed permission through verbal or overt physical actions prior to engaging in, and during, a sexual act. Other aspects of consent as defined by Title IX include: Consent for one sexual activity does not imply consent to other sexual activities;

- **Affirmative consent:** Did the person express overt actions or words indicating agreement for sexual acts?
- **Freely given consent:** Was the consent offered of the person's own free will, without being induced by fraud, coercion, violence, or threat of violence?
- **Capacity to consent:** Did the individual have the capacity, or legal ability, to consent?

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse but does not include acts covered under the definition of domestic violence.

Discrimination on the Basis of Sex

Illegal under both federal and state law and is strictly prohibited by the College. Discrimination based on sex, which includes gender, gender identity, gender expression, and sexual orientation or other protected class under local, state or federal law, can be manifested by unequal access to educational programs and activities on the basis of sex, unequal treatment on the basis of sex in the course of conducting those programs and activities, or the existence of a program or activity that has a disparate impact on participation, improperly based on the sex of the participants.

Domestic Violence

A felony or misdemeanor crime of violence committed by either a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of this jurisdiction receiving grant monies under VAWA, or by any other person against a youth victim or adult who is protected from that person's acts under the domestic or family violence laws of this jurisdiction.

Sexual Assault

A forcible or non-forcible sex offense under the Uniform Crime Reporting System of the FBI and/or as defined under any State law.

Sexual Harassment

A form of sex discrimination that is illegal under both federal and state law and is strictly prohibited by the College. Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

1. Submission to such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement or participation in College programs or activities, or is used

as a basis for employment or academic decisions affecting the individual; or

2. Rejection of such advances, requests or conduct affects a term or condition of an individual's employment or academic advancement or participation in College programs or activities, or is used as a basis for employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, education, or participation in College programs or activities, or of creating an intimidating and/or hostile, work or academic environment

Sexual Violence

A form of sex discrimination that is illegal under both federal and state law and is strictly prohibited by the College. Sexual violence is defined as physical sexual acts conducted either against a person's will or where a person is incapable of giving consent, including but not limited to: rape, sexual assault, sexual battery, sexual coercion, dating violence, domestic violence, stalking and sexual violence based on the intentional selection of a victim based on criteria related to the victim's national origin, ethnicity, gender identity, gender presentation, or sexual orientation.

Stalking

Entails engaging in a course of conduct or repeated acts directed at a specific person, which would cause a reasonable person to: fear for their safety or the safety of others; or to suffer substantial emotional distress. For the purposes of the definition of stalking, "course of conduct" is defined as two or more acts including but not limited to acts in which the stalker directly, indirectly, or through a third-party, by any action, device, method, or means, follows, observes, monitors, and/or surveils, the person or property of the victim. "Reasonable person" is defined as a reasonable person under similar circumstances to the victim. "Substantial emotional distress" means significant mental anguish or suffering that may, but does not necessarily, require medical or other professional treatment or counseling.

Reporting

Reporting

All complaints of sexual misconduct, including sexual harassment, discrimination on the basis of sex, sexual assault, sexual violence, domestic violence, dating violence, and stalking, shall be brought to the immediate attention of the Title IX Coordinator for the College. The Title IX Coordinator for the College is the Director of Human Resources who may be reached at 4525 Education Park Drive, Schnecksville, PA 18078. Room 106 in the Student Services Center. The Title IX Coordinator may be reached by telephone at 610-799-1107.

The College has established an online reporting system to receive complaints of sexual harassment and sexual violence. The online reporting system permits anonymous reports and is found at: <https://www.lccc.edu/about-lccc/safety-and-security/sexual-harassment-and-sexual-violence-anonymous-on>

Reports that are submitted through the online system shall be investigated through the process established in this policy.

In the event of an emergency, or an off-hours situation, reports shall be made to the Department of Public Safety by calling 610-799-1169. The Department of Public Safety must promptly report the incident to the Title IX Coordinator for further action pursuant to the terms of this policy.

The College has an affirmative duty pursuant to Title IX, VAWA, and the Campus SaVE Act to take immediate and appropriate action once it knows, or reasonably should have known, of any act of sexual misconduct in any of its educational programs and activities. The College will act on any complaint of sexual misconduct in order to resolve such complaints promptly and equitably.

Complainants who make good faith complaints are protected from retaliation pursuant to Title IX, VAWA and the Campus SaVE Act, this policy, the College's policy against Sexual Harassment, and the College's Whistleblower Policy. Any retaliation against an individual who made a complaint or retaliation against an individual for cooperating with an investigation of a complaint, is a violation of this policy.

The College strongly encourages witnesses and/or victims to report incidents that may violate this policy. Therefore, a witness or victim who reports an incident in good faith will not be sanctioned by the College for admitting in the report to a violation of the College's student conduct policy on the personal use of drugs or alcohol.

Trustee, Employee and Student Responsibilities

Each Trustee, employee and student of the College is responsible as follows:

1. For ensuring that they do not engage in conduct that violates this policy.
2. For immediately reporting possible violations of this policy to the immediate attention of the Title IX Coordinator or, in the event of an emergency or for a report made after regular business hours, the Director of Public Safety, who will in turn immediately notify the Title IX Coordinator.
3. For cooperating in the investigation of possible violations of this policy.

Designated Responsible Employees

Individuals further designated as "Responsible Employees" at the College are required, when first contacted by a complainant, to inform the complainant of the Responsible Employee's duty to report any complaint of sexual misconduct directly to the Title IX Coordinator; to inform the complainant of the options for filing complaints with the College, Law Enforcement, or both; and to assist the complainant in obtaining counseling and medical services where appropriate, particularly if the preservation of evidence could be a concern. Responsible Employees include the President, all Vice-Presidents, Deans/Associate Deans, Directors, Program Directors, Teaching/Service Faculty, Coaches, Coordinators, and Advisors, Student Club Advisors, in addition to any employee from Human Resources, Campus Safety, and Student Affairs.

A report to a Responsible Employee is a report to the College. It obligates the College to investigate the report and it obligates the College to take all appropriate steps to address the situation, prevent its recurrence, and remedy its effects.

Title IX Grievance Procedure

Upon receiving a complaint, depending on the attendant facts and circumstances, the Title IX Coordinator will immediately contact agencies and organizations to effect immediate relief, care, and support for the complainant and/or the victim in any given case including but not limited to:

1. The closest, competent health care facility
2. The Police Department and Campus Public Safety
3. The Dean of Student Development, Equity, and Inclusion or designee
4. The Employee Assistance Program (EAP)
5. Crime Victims Council of the Lehigh Valley; 801 Hamilton St., Ste. 300, Allentown, PA 18101 (610-437-6610)

Anyone who believes that they have encountered sexual misconduct, including sexual harassment, discrimination on the basis of sex, sexual assault, sexual, sexual violence, domestic violence, dating violence, or stalking as prohibited by this policy is advised to preserve all evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

The Title IX Coordinator will enable a prompt, fair, and impartial investigation into any allegation of sexual misconduct or retaliation, by trained investigators,

so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The College may not fail or refuse to investigate an anonymous report because it is anonymous.

The investigation will be completed within 15 work days of receipt of the complaint by a trained and designated investigator for the College, unless the timeframe must be extended for good cause by the Title IX Coordinator. The Title IX investigator will allow the parties to present witnesses and other evidence during the investigation. The investigation will continue whether or not the complaint is also being investigated by another agency or law enforcement unless the Title IX investigation would impede law enforcement's investigation. If the investigation is suspended during an investigation by law enforcement, the College will implement interim steps to protect the complainant and/or victim's safety.

As an immediate priority, care will be taken to ensure the safety and well-being of the complainant and/or victim, and to exercise all precautionary measures to prevent a repeat of the alleged incident of sexual misconduct. Accordingly, interim measures, including but not limited to temporary suspension, may be implemented pending a hearing on the matter.

The Title IX Coordinator will inform the complainant in a case of sexual violence, dating violence, domestic violence, sexual assault or stalking, of the right to file a criminal complaint. In all cases of allegations of sexual misconduct between parties who are members of the College community, a Title IX hearing will be conducted following the conclusion of any investigation into the matter. Pursuant to a Title IX hearing, both parties will have the right to review all evidence and investigative reports beforehand, to have advisors present, and to present their version of the facts and circumstances surrounding the alleged incident of sexual misconduct. Care will be taken to preserve the rights of complainants of sexual misconduct to privacy without sacrificing the rights of respondents to due process. The Title IX Coordinator will conduct a hearing based on the alleged incident(s) of sexual misconduct and a determination of culpability will rest on the evidence presented and reviewed, using a "preponderance of the evidence" (i.e., more likely than not) standard of proof. Upon completion of the investigation and Title IX hearing, any case of sex misconduct or retaliation will be referred to the appropriate administrative division's Vice-President for further prompt and equitable proceedings, commensurate with the recommendation and findings of the Title IX Coordinator.

The entire process, from complaint to recommendation for resolution, should be conducted in a prompt and equitable manner, and should be completed no later than 45 work days from receipt of a complaint. Extensions may be granted under extenuating circumstances, upon review by the Title IX Coordinator.

Upon completion of the investigation, and a Title IX hearing, the appropriate area Vice-President shall notify both complainant and respondent of the findings and recommendations of the Title IX Coordinator, shall accept or modify the recommendations as appropriate, and notify both complainant and respondent of the decision to accept or otherwise modify the recommendations of the Title IX Coordinator, simultaneously and in writing. The entire process, from complaint to notification of resolution by the appropriate Vice President, should not exceed 60 days, subject to the potential additional investigative time addressed above.

Disciplinary Action

In the event that the investigation reveals that sexual misconduct, including but not limited to, sexual harassment, discrimination on the basis of sex, sexual assault, sexual violence, domestic violence, dating violence, and stalking, retaliation or other inappropriate or unprofessional conduct (even if not unlawful) has occurred on campus, further action will be taken, including disciplinary action, such as but not limited to reprimand, change in work assignment, loss of

privileges, mandatory training or suspension, and/or immediate termination. If it is determined that inappropriate conduct has occurred on campus, the College will act promptly to prevent future occurrences of the offending conduct, and, where appropriate, the College will also impose disciplinary action, in accordance with the Code of Student Conduct.

Confidentiality

As it relates to all complaints, all actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion, and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved are to treat the situation with respect. To conduct a thorough investigation, the Investigator(s) may discuss the complaint with witnesses and those persons involved in, or affected by, the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions. For purposes of Clery Act reporting and recordkeeping, the complainant's personally identifying information will not be disclosed.

In the event that a member of the College community requests complete confidentiality and anonymity about witnessing or experiencing an act of sexual misconduct, including but not limited to, sexual harassment, discrimination on the basis of sex, sexual assault, sexual violence, domestic violence, dating violence, or stalking, the College will refer that individual to the Crime Victims Council of the Lehigh Valley; 801 Hamilton St., Ste. 300, Allentown, PA 18101 (610- 437-6610) or other licensed counseling professionals to whom the legal privilege of confidential communications attaches. The College has an ongoing relationship with victim services whereby a member of the College community may speak with victim services, or in the case of an employee, also with someone through the College's Employee Assistance Program.

While respecting the request for confidentiality and privacy on the part of the complainant, the Title IX Coordinator or the Responsible Employee to whom the inquiry is made, will also inform the individual of their options with respect to reporting the incident and/or lodging a police report, and as to the availability of professional counseling resources. As noted elsewhere, the Responsible Employee has the further duty of reporting the incident directly to the Title IX Officer or the Director of Public Safety, who in turn will immediately contact the Title IX Officer.

Along with the responsibilities of the Title IX Coordinator outlined above, the Title IX Coordinator will further inform the complainant who requests anonymity that, to the greatest extent possible, the request for confidentiality, particularly with regard to the identity of the complainant, will be honored. However, the Title IX Coordinator will also be clear that the College makes the ultimate determination as to what should be disclosed regarding the facts and circumstances of the case, in the best interests of the complainant's own future safety, as well as the safety of the College community as a whole.

Upon completion of the investigation, the individual(s) who made the complaint and the individual(s) against whom the complaint was made will be advised of the results of the investigation in writing and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation.

Appeal

Either party may file an appeal of any decision concerning the resolution of the Title IX investigation. An appeal must be made in writing to the office of the Title IX Coordinator within 15 work days of receipt of the notice of resolution of the matter. The written appeal must state, in detail, the reason(s) for the appeal and shall address one or more of the following:

1. If the appeal alleges that the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each factual

error and/or details of each relevant fact that was omitted from the investigation.

2. If the appeal alleges substantive procedural errors, the person appealing shall identify each instance of said substantive procedural error.
3. If the appeal alleges relevant or substantive issues or questions concerning interpretation of College policy, the person appealing shall state, in detail, the issues or questions supporting this allegation.
4. If the appeal alleges that new information or evidence exists, the appeal shall specify the reason why this information was not available or not provided to the Investigator during the course of the investigation, including the reason why the information could not have been provided on a timely basis.
5. If the appeal alleges either that action or inaction of the supervisor in response to the findings of the investigation will not prevent future violations of this policy, the person appealing will specify, in detail, the reason(s) and basis for this allegation.
6. No disciplinary or other action based upon the original complaint findings shall be taken against the alleged offender during the appeals process, although temporary, interim measures may remain in place. The appeal process will be conducted in an impartial manner by an impartial decision maker.

No Retaliation for Filing a Complaint of Sexual Harassment or Unlawful Discrimination

The College or an officer, employee, student, or agent of the College, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision described in this policy. Retaliation against any individual for making a complaint of sexual misconduct, including but not limited to, sexual harassment, discrimination on the basis of sex, sexual assault, sexual violence, domestic violence, dating violence, or stalking, or for assisting in the investigation of such a complaint is a violation of this policy and will not be tolerated. Any acts of retaliation will be subject to disciplinary action. For students, discipline may include a loss of privileges, suspension, expulsion, or other sanction(s) in accordance with the College's Student Code of Conduct. For employees, discipline may include reprimand, change in work assignment, loss of privileges, mandatory training or suspension, termination or other sanction(s) in accordance with the College's Policies & Regulations Manual.

False Accusations

Anyone who knowingly makes a false accusation of sexual misconduct or retaliation will be subject to appropriate sanctions which may include, but are not limited to, written warning, demotion, transfer, suspension, dismissal, expulsion, or termination.

College Investigators of Complaints of Sexual Misconduct

The following individuals are designated as those persons charged with coordinating the College's implementation of this policy, and investigating complaints of sexual misconduct or retaliation for the College:

1. Director of Public Safety
2. Dean of Student Development, Equity, and Inclusion or designee
3. Director of Human Resources

These Investigators may be contacted to initiate an investigation under the policy or to answer questions regarding this policy. The College also reserves the right to retain an outside investigator(s) to investigate complaints regarding violations of this policy.

Where a complainant or the respondent believes that the investigator has a substantial conflict of interest that might impair their ability to conduct a fair and impartial investigation of the allegations, details supporting the alleged conflict of interest must be submitted, in writing, to the VP for Finance and Administrative

Services, Finance Office, 610-799-1740 within five (5) work days of receiving notice of the identity of the investigator. A determination will be made about the existence of a conflict of interest and, if such a conflict is found to exist, an alternative investigator will be appointed as expeditiously as possible. In the event that a request is made and an alternate investigator must be appointed, any specific timeline provided for in the complaint procedure shall be suspended pending the determination and/or appointment.

Education and Training

The College is committed to ensuring both preventive and responsive training and relevant educational opportunities for all members of the campus community in the area of sexual misconduct. The College provides online training for all current and new employees in the areas of: Unlawful Harassment Prevention for Faculty, Staff, and Supervisors, Preventing Discrimination and Sexual Violence, Title IX, VAWA and Clery Act, Americans with Disabilities Act and ADA Amendments Act for Higher Education, FERPA, Diversity in Action, and Student Empower Plus for students. The College provides ongoing efforts to promote awareness and/or reduce sexual violence through various committees/student groups.

In the area of responsive education and training, the College is committed to ensuring that all College personnel designated as investigators, counselors, and adjudicators in the area of sexual misconduct will receive specialized and regular training, and will be cognizant of the special needs of complainants in the area of sexual misconduct, while also ensuring the rights of respondents.

The College has a dedicated webpage on its website to address concerns related to sexual misconduct and will contain relevant information regarding the College's policies, procedures, information updates and ongoing training opportunities for the campus community with respect to information on the various areas of sexual misconduct, opportunities for community assistance, and the resources available in the event of sexual misconduct.

Crime Victims Bill of Rights

Pennsylvania law enumerates specific rights that are afforded to victims of crimes. These rights are set forth in Section 11.201 of the Crime Victims Act. See 18 P.S. §11.201. These rights include the right to receive basic information concerning the services available for victims of crime; to be notified of certain significant actions and proceedings within the criminal and juvenile justice systems pertain to their case; to be accompanied at all criminal and all juvenile proceedings by a supportive person; and the right to comment at sentencing of a defendant.

State and Federal Agencies

In addition to the above, employees who believe that they may have been subjected to sexual harassment or unlawful discrimination may file a formal complaint with government agencies set forth below. Students may file a complaint with the U.S. Department of Education. Using the College's complaint process does not prohibit an employee and students from filing a complaint with these agencies.

United States Equal Employment Opportunity Commission ("EEOC")
801 Market Street, Suite 1300 Philadelphia, PA 19107-3127
800-669-4000

Pennsylvania Human Relations Commission ("PHRC")
Philadelphia Regional Office
110 North 8th Street, Suite 501 Philadelphia, PA 19107
215-560-2496; 215-560-3599 TTY users only

Office for Civil Rights
Philadelphia Office

U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541
Facsimile: 215-656-8605
Email: OCR.Philadelphia@ed.gov



SECTION 2: POLICY MANUAL
6. Safety/Security

TITLE: Unlawful Harassment
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED: June 4, 2020 (Resolution 55.51)

Purpose

Unlawful Harassment

The College is committed to having an inclusive campus community where all individuals are treated with dignity and respect. It is the policy of the College to maintain an environment free of harassment and free of discrimination against any person because of gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or membership in any other protected group based on federal, state, or local law. The College will act expeditiously to investigate alleged harassment and to remedy valid allegations.

The College affirms its commitment to ensuring fair and respectful learning and working conditions for its students and employees. Harassment is prohibited based on College policy and Title VII of the Civil Rights Act. Additionally, in accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its educational programs and activities.

This policy applies to all employees; volunteers, students, and Trustees of the College, as well as College visitors, contractors, contracted service providers, and vendors ("third parties"). It applies to conduct that occurs:

1. On campus or on property owned, controlled, used or managed by the College;
2. Off campus in the context of College employment, education, programs or activities; and/or
3. Off campus or online outside the context of a College program or activity but affects a substantial interest of the College.

Jurisdictional assessments are made by the Title IX Coordinator and/or designee with other appropriate officials of the College and/or legal counsel.

This policy is a companion to policy 2-610, Sexual Misconduct, which sets forth the College's policy on sexual misconduct, which includes but is not limited to discrimination on the basis of sex, sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, and stalking and mandatory reporting requirements. For resources and reporting information on sexual misconduct, including sexual harassment, please refer to policy 2-610.

Guidelines

Conduct Prohibited by this Policy ("Prohibited Conduct")

Harassment means behavior consisting of physical or verbal conduct that is sufficiently severe or pervasive such that it substantially interferes with an individual's employment, education or access to College programs, activities or opportunities and would detrimentally affect a reasonable person under the same circumstances. Harassment may include, but is not limited to, verbal or physical attacks, stalking, graphic or written statements, threats, or slurs. Whether the alleged conduct constitutes prohibited Harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs and the status of the individuals involved.

Harassment includes:

- Verbal Harassment — employing slurs, epithets, or insulting jokes which reference gender, sex, race, national/ethnic origin, color, religion, age, disability, or sexual orientation; other inappropriate or derogatory comments, questioning, or innuendos which reference a protected class; bullying; threats.
- Visual Harassment — displaying, posting, advertising, or distributing material that is offensive, indecent, or abusive which references gender, sex, race, national/ethnic origin, color, religion, age, disability, sexual orientation or any other protected class; making obscene gestures.
- Physical Harassment Including Sexual Violence — unwanted touching or other physical contact; abuse of personal property; sexual assault; domestic violence, dating violence or stalking; physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults; intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another person's body, or poking another person's body.

Retaliation — penalizing, threatening, or retaliating against an individual or group who makes a good - faith report of harassment, as defined by this policy, or who cooperates in the investigation of a claim or is allied to someone who does. As with all other forms of harassment under this policy, retaliation is strictly prohibited.

Examples of inappropriate and potentially harassing behaviors include:

- Posting or distributing explicit or discriminatory materials, including calendars, posters, or cartoons, that others would likely find offensive or do find offensive.
- Using or maintaining sexually explicit or offensive screen savers or other computer files.
- Displaying offensive objects.
- Telling "off color" jokes or joking about someone's age, gender or sexual orientation.
- Sending or forwarding derogatory email messages or attachments of a sexual nature.
- Repeatedly requesting dates/personal contact despite the other individual's lack of interest; continuing to "flirt" when such behavior is unwelcome.
- Requesting sexual favors.
- Intentionally pressing against another person or other inappropriate touching making derogatory remarks based on someone's gender /sex, race, national or ethnic origin, birthplace or ancestry, color, religion, age, disability, sexual orientation or perceived sexual orientation.
- Sending or forwarding derogatory email messages that reference gender/sex, race, national or ethnic origin, birthplace or ancestry, color, religion, age, disability, sexual orientation or perceived sexual orientation.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, innuendos, references to sexual activity, noises, remarks, signs, jokes or comments about a person's dress, body, sexuality, gender identity, or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- Pin-ups, calendars, objects, graffiti, or any sexual or discriminatory displays or publications anywhere in the College's workplace.

- Any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile, or abusive atmosphere.

Inappropriate comments posted about a colleague or student on a social networking site or blog may be considered a violation of this policy. All members of the College community are expected to use good judgment and to interact with each other in a professional manner when using social networking sites.

Prohibited Conduct does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission. Speech, or other expressions, occurring in an instructional or research context will not be considered to constitute harassment as prohibited by this policy, unless, in addition to satisfying the definition above, it is targeted at a specific person(s) and is either abusive, humiliating, or persists despite reasonable objections by the person(s) targeted by the speech.

Personal Relationships

In order to maintain a safe and respectful learning and working environment, employees and students are expected to interact with each other in a professional manner. Romantic or sexual relationships between College employees and students, as well as supervisors and those they supervise, may negatively affect learning, department performance, and morale; create conflicts of interest; and may lead to claims of sexual harassment or assault, abuse of power, or favoritism. Therefore, romantic or sexual relationships between College employees and students, and between supervisors and those employees they supervise, even when consensual, are discouraged.

Reporting Prohibited Conduct

In situations where personal safety is clearly not at risk, an employee or student who believes he/she has been subjected to Prohibited Conduct is encouraged to clearly communicate to the alleged offender that the behavior is unwelcome. If the individual does not feel comfortable doing so, the procedures described below are to be followed.

While the College strongly encourages the filing of a complaint of Prohibited Conduct as close in time as possible to when alleged conduct occurs, there is no time limitation on the filing of complaints. All complaints will be reviewed and addressed promptly and every effort will be made by the College to preserve the privacy of reports and complaints.

Incidents of Prohibited Conduct should be reported to the Title IX Coordinator. The College's Title IX Coordinator is the Director of Human Resources and the Title IX Coordinator may be reached at the following:

4525 Education Part Drive
Schnecksville, PA 18078
Student Services Center, Room 106
Telephone: 610-799-1107

For more information on how to report sexual misconduct, including sexual harassment and discrimination on the basis of sex, please see policy 2-610. All other forms of possible discrimination should be reported as provided below:

Employees

If an employee believes that he or she has been subject to Prohibited Conduct, he or she should report the incident to his or her own supervisor or manager, or to the human resource (HR) director. If the individual against whom a complaint was made is the employee's own supervisor or manager, then the employee should report the incident to the HR director. If the individual against whom a complaint was made is the HR director, then the employee should report to the

Director of Public Safety. If the individual against whom a complaint was made is the College president, then the employee should report to the President of the Board of Trustees. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

To initiate a formal investigation into an alleged violation of this policy, employees may be asked to provide a written statement about the alleged harassment. To ensure the prompt and thorough investigation of a harassment complaint, the employee should provide as much of the following information as is possible:

1. The name and position of the person or persons allegedly causing the harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. Any other information the employee believes to be relevant to the complaint.

Students

If a student believes that he or she has been subject to Prohibited Conduct, he or she should report the incident to the Dean of Student Support and Success or designee, the Director of Human Resources, Title IX/Equity Coordinator, or the Ombudsman. If the individual against whom a complaint was made is an employee, then the student should report the incident to Director of Human Resources, Title IX Coordinator. If the individual against whom a complaint was made is the College president, then the student should report to the Director of Human Resources, Title IX/Equity Coordinator who will inform the Chair of the Board of Trustees. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses. To initiate a formal investigation into an alleged violation of this policy, students may be asked to provide a written statement about the alleged misconduct. To ensure the prompt and thorough investigation of a complaint, the student should provide as much of the following information as is possible:

1. The name and position of the person or persons allegedly causing the harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. Any other information the student believes to be relevant to the harassment complaint.

Third Parties

If a third-party, including a College visitor, guest, vendor, or contractor, believes that he or she has been subject to conduct that violates of this policy, he or she should report the incident to the Director of Human Resources, Title IX/Equity Coordinator. If the individual against whom a complaint was made is the Director of Human Resources, Title IX Coordinator, then the third-party should report the incident to the VP for Finance and Administrative Services. If the individual against whom a complaint was made is the College president, then the third-party should report to the Director of Human Resources, Title IX Coordinator who will inform the Chair of the Board of Trustees. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

To initiate a formal investigation into an alleged violation of this policy, the third-party may be asked to provide a written statement about the alleged Prohibited Conduct. To ensure the prompt and thorough investigation of a complaint, the student should provide as much of the following information as is possible:

1. The name and position of the person or persons allegedly causing the harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.

3. Any other information the student believes to be relevant to the harassment complaint.

Responding to Allegations of Prohibited Conduct

Managers and Supervisors

Managers and supervisors must deal expeditiously and fairly with allegations of Prohibited Conduct within their departments whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment seriously no matter how minor the concern is perceived to be or who is involved.
- Ensure that harassment is immediately reported to HR so that a prompt investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate harassment or retaliation, including the failure to immediately report such misconduct to HR, are in violation of this policy and subject to discipline, up to and including termination.

Delegation of Responsibility

Human Resources

The Director of Human Resources is responsible for:

1. Ensuring that both the individual filing the complaint (hereafter referred to as the "complainant") and the accused individual (hereafter referred to as the "respondent") are aware of the seriousness of a sexual harassment complaint.
2. Explaining the College's sexual harassment policy and investigation procedures to the complainant and the respondent.
3. Exploring informal means of resolving sexual harassment complaints.
4. Notifying the police if criminal activities are alleged.
5. Arranging for an investigation of the alleged harassment and the preparation of a written report.
6. Submitting a written report summarizing the results of the investigation and making recommendations to designated company officials.
7. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

Discipline

Employees who violate this policy are subject to appropriate discipline, up to and including immediate termination. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties. Where the Administration reasonably believes that a student's physical, emotional, or psychological safety is at risk, an employee committing harassment will be immediately removed from the College facilities.

Confidentiality

To the extent possible, the complaint, including the specific incidents and the identity of the complainant will not be disclosed. In order to conduct an appropriate investigation, the identity of the complainant and some details of the complaint will need to be disclosed to the respondent and, where necessary, to witnesses. However, HR will take every measure possible to prevent the employee from being subject to retaliation in the workplace. Retaliation against an employee, either by co-workers or management, will not be tolerated.

Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of harassment under local, state or federal law.

State and Federal Agencies

The College encourages all individuals with a pertinent complaint to follow the process set forth in this policy. However, individuals may always choose to make a discrimination complaint directly with outside agencies, including, but not limited to, the following:

United States Equal Employment Opportunity Commission ("EEOC")
801 Market Street, Suite 1300
Philadelphia, PA 19107-3127
(800) 669-4000

Pennsylvania Human Relations Commission ("PHRC")
Philadelphia Regional Office
110 North 8th Street, Suite 501
Philadelphia, PA 19107
(215) 560-2496 (215)
560-3599 TTY users only

U.S. Department of Education
Office of Civil Rights

Office for Civil Rights
Philadelphia Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: (215) 656-8541
Facsimile: (215) 656-8605
Email: OCR.Philadelphia@ed.gov

Crime Victims Bill of Rights

Pennsylvania law enumerates specific rights that are afforded to victims of crimes. These rights are set forth in Section 11.201 of the Crime Victims Act. See 18 P.S. §11.201. These rights include the right to receive basic information concerning the services available for victims of crime; to be notified of certain significant actions and proceedings within the criminal and juvenile justice systems pertain to their case; to be accompanied at all criminal and all juvenile proceedings by a supportive person; and the right to comment at sentencing of a defendant.



SECTION 2: POLICY MANUAL
6. Safety/Security

TITLE: Video Surveillance

ADOPTED: May 3, 2018 (Resolution 53.44)

2-614

Video Surveillance

Purpose

The purpose of this policy is to outline guidelines for the authorized use of security cameras on LCCC's campuses to balance the safety and security of the LCCC community, while respecting and preserving individual privacy.

Definitions

Video Surveillance System

A video installation with the capacity to view or record College owned or controlled spaces, when used for the purposes set forth in this policy. The video surveillance system shall not be used to intercept or record sound.

Guidelines

General

Video surveillance systems shall be used in a professional, ethical and legal manner in accordance with this and other relevant College policies, as well as any federal and state laws, with due regard for reasonable expectations of individual privacy.

The Director of Public Safety shall oversee the College's operation of video surveillance systems to ensure compliance with this policy.

LCCC reserves the right to conduct video surveillance on any portion of its premises at any time. Video cameras shall not be positioned in areas where individuals have a legal right to expect privacy, including, but not limited to restrooms, showers, locker rooms, and/or non-public spaces dedicated to health and counselling services.

This policy is not intended to conflict with the use of video recording for purposes unrelated to campus security, including the use of student recording devices in the classroom (see Policy No. 4-127 and Policy No. 4-217), the use of personal web cameras connected to personal computers, or the use of video equipment for academic, media, or operational purposes.

Placement of Permanent Video Surveillance Systems

Locations for cameras shall be selected by the Director of Public Safety, in consultation with the appropriate Vice President. The Director of Public Safety shall maintain a listing of all camera locations.

Special Investigatory Video Surveillance Systems

In response to specific safety concerns, the Director of Public Safety, in consultation with the appropriate Vice President, may install cameras on a temporary basis or in the event of an emergency. Temporary installations shall be removed by the date specified by the Director of Public Safety.

Protection of Information and Disclosure

Recorded surveillance images obtained pursuant to this policy shall be stored in a secure location and configured to prevent their unauthorized access, modification, duplication, or destruction. Only authorized persons, as determined by either the Director of Public Safety or the appropriate Vice President, will be permitted to access cameras or recorded images governed by this policy.

Unauthorized tampering with or disabling of video surveillance systems and/or related equipment and/or images will subject (i) an employee to discipline, up

to and including termination, in accordance with College employment policies, (ii) a student or students to discipline in accordance with the Student policies and (iii) all others to prosecution under applicable laws.

Use and disclosure of video surveillance by the College shall at all times comply with federal and state laws and College policy covering matters such as wiretapping/electronic surveillance and the privacy and disclosure of student records, such as the Pennsylvania Wiretapping and Electronic Surveillance Control Act, Family Educational Rights and Privacy Act (FERPA), Policy No. 2-708 (Student Records), and Policy No. 3-236 (Technology – Institutional Data Security).

Monitoring of Cameras

Neither the installation of video surveillance cameras nor this policy constitutes an undertaking by the College to provide continuous live monitoring of all locations visible through such cameras. At the discretion of the College, cameras may be monitored in “real time” when safety or security concerns, event monitoring, ongoing investigations, alarms or other situations warrant such monitoring.

Public Awareness of Cameras

The public shall be made aware of the existence of cameras by signage at select locations on College campuses.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-700 SECTION 2: POLICY MANUAL 7. Students TITLE: Academic Honesty ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: November 5, 2020 (Resolution 56.12) November 3, 2022 (Resolution 58.08) November 2, 2023 (Resolution 59.07)
Purpose Guidelines	2-700 Academic Honesty Lehigh Carbon Community College expects all members of its academic community to maintain honest and ethical standards in all assigned academic work. Academic dishonesty diminishes the learning experience, as well as the integrity and reputation of the offender. Student Responsibilities Lehigh Carbon Community College expects that work submitted or otherwise presented by students will honestly represent their personal effort to meet the requirements of the course. Violations of academic honesty include but are not to be limited to the following: Violations Cheating on Examinations and Assignments - Purchasing, selling, stealing, or otherwise improperly obtaining examinations or assignments. - Using aids, materials, or resources not authorized by the instructor or accommodation when completing an examination or assignment. - Providing or receiving assistance not authorized by the instructor or accommodation when completing an examination or an assignment. - Copying another person's work or having another person complete coursework assignments without an authorized accommodation - Employing any other form of deceit in completing examinations and assignments. Plagiarism or Falsification of the Origin of Data - Failing to provide appropriate documentation for another person's original idea, words, opinion, theory, fact, statistic, graph or drawing, including oral, print, electronic, et cetera. - Failing to present quoted language properly, in quotation marks with documentation of source. - Copying part or all of an assignment, such as a research paper, lab report, or workbook from another person or resource, including print, electronic, et cetera and presenting it as one's own work. - Purchasing an assignment and submitting it as original work. - Listing sources that were never consulted. - Submitting previously submitted work without the approval of the instructor. Misconduct - Providing a false reason for failure to meet class requirements including absence from class, tardiness in completing assignments, et cetera. - Completing an exam intended for another student, or allowing another person to pose as the student who should be taking the exam. - Using electronic communications devices during class or when completing examinations or assignments without instructor authorization or authorized accommodation. - Employing or assisting another in any other form of deceit in completing course requirements.

Additional regulations regarding student conduct and possible consequences for violations are contained in the "LCCC Student Code of Conduct."

Wherever used herein, Faculty shall mean and include full time, part time, adjuncts, substitute and occasional persons who provide instruction to students.

INSTRUCTOR Responsibilities

Every LCCC instructor shall:

1. Create and maintain an environment conducive to academic honesty.
2. Reference the "LCCC Academic Honesty Policy" (including locations where students can find the full policy) in every course syllabus.
3. Uphold the "LCCC Academic Honesty Policy" in their own work.
4. When possible, meet privately with the student suspected of violating the policy to discuss the concerns, charge, and possible consequences. Utilize evidence collected by Testing Center staff or technology tools when appropriate.
5. Upon deciding to submit a report, inform the appropriate supervisor about the issue, and follow the procedures as outlined under "Consequences."
6. Include a declaration in the formal report as to whether the violation should result in a Formal Warning OR Actionable Event.

Offenses are reported electronically in the StART system, to the Office of the Dean of Student Development, Equity, and Inclusion, where a disciplinary record is created and retained. The faculty member will notify the student of the action being taken. The Associate Dean of Student Development will send official notification to the student.

Testing Center

Testing Center Staff:

1. Prepare all evidence of the individual's suspected academic dishonesty.
2. Report the individual's suspected misconduct to the appropriate instructor and testing center supervisor.
3. Complete and submit a StART Academic Dishonesty report as needed.

Consequences

If the instructor bringing the charge has declared the incident of academic dishonesty as an Actionable Event, consequences will depend on the charge of the violation and the academic honesty violation history of the student.

1. A formal written notice will be generated by the Associate Dean of Student Development, presented to the student and maintained in the student's disciplinary file. This reprimand may include one or more of the following consequences:
 - a. A written warning to the student generated by the instructor with requirements to retake the examination, redo the assignment, and/or complete extra work as specified.
 - b. A grade of "0" for the assignment or exam.
 - c. A final grade of "F" for the course. *

*A student may not withdraw from the course after such a report is made, during the appeal process, or if the judicial hearing panel determines that the "F" grade shall stand.

2. Additionally, the instructor may recommend, after conference with their supervisor, removal of the student from the student's academic program of study.

If the instructor bringing the charge has declared the incidence of academic dishonesty as requiring a Formal Warning but the student already has a Formal Warning of academic dishonesty on record, the incident is elevated to an Actionable Event and the consequences are the same as the category above.

If the instructor bringing the charge has declared the incident of academic dishonesty as requiring a Formal Warning and the student has no other Formal Warning of academic dishonesty on record the following process shall occur:

1. A written Formal Warning will be generated by the Associate Dean of Student Development (as reported by the instructor) and presented to the student indicating the student has violated the Academic Honesty Policy and that any future infraction may result in the consequences listed under the Actionable Event section of this document. The Formal Warning will be retained by the Office of the Dean of Student Development, Equity, and Inclusion so that future charges are recognized as a repeat offense.
2. A written warning may be generated by the instructor and presented to the student with requirements to retake the examination, redo the assignment or complete extra work as specified by the instructor.

Retention of Records

Record of a Formal Warning will remain in the student's disciplinary file until the student graduates or has not been a student at LCCC for at least three (3) years. Record of an Actionable Event will remain in the student's disciplinary file indefinitely.

Appeals

Appeals to charges of violation of academic honesty must be submitted in writing to the Associate Dean of Student Development within five (5) days of receipt of the charge. Appeals to the charge are referred to the Student Conduct Hearing Process. Please see "LCCC Code of Student Conduct" for more information on the conduct process.

Repeated Violation

In addition to the consequences set forth in this policy, if a student is found to have committed a second violation of academic honesty they may be subject to suspension from the College. The student will not be allowed to re-enroll without reinstatement approval from the Academic Record Review Committee. Information regarding the reinstatement application process can be obtained from the Associate Dean of Student Development.

**SECTION 2: POLICY MANUAL**
7. Students**TITLE: Disability Support Services****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:** November 2, 2023 (Resolution 59.07)**Disability Support Services****Purpose**

Lehigh Carbon Community College (hereinafter referred to as "LCCC") is obligated to provide equal educational opportunities to qualified students with disabilities so that they can participate in LCCC's programs, services, and/or activities.

Guidelines**Instructors' Responsibilities**

- (1) Classroom instructors must maintain an open line of communication. Classroom instructors must refer students to the Office of Disability Support Services ("DSS") if the student has disclosed a disability. DSS will review the documentation to determine eligibility for accommodations.
- (2) If accommodations are provided, a DSS Learning Specialist will issue an Accommodations Memo to the eligible student. The student will share the Accommodations Memo with the instructor as instructed by their DSS Learning Specialist. If an instructor requires clarification, the classroom instructor and/or student should reach out to DSS and the DSS Learning Specialist will provide clarification and support.
- (3) Classroom instructors must provide the accommodations as stated by DSS. If there are any questions as to the implementation of accommodations, the classroom instructor must contact DSS.
- (4) Classroom instructors must maintain academic integrity of the course curriculum for all students.
- (5) Classroom instructors must maintain confidentiality of the disability. DSS will only share that the student has a documented disability.

Student Responsibilities

While disclosing a disability is always voluntary, a student must disclose their disability and complete the DSS registration process in order to receive accommodations.

1. The DSS registration process requires appropriate documentation. This can be emailed, faxed, mailed, or delivered to SH 150.
2. The student must meet with the DSS Learning Specialist to discuss the accommodations necessary for the specific class.
3. Students are responsible for scheduling the intake appointments with DSS and must communicate with their DSS learning specialist for Accommodation Memo renewals each semester. Some students will need different accommodations for different types of classes.
4. If students claim they are not being given their accommodations, they must notify their DSS Learning Specialist immediately.

Accommodation Appeal Process for Students

This appeal process shall apply to situations where a student has actively participated in the accommodation process and the request has been denied. An accommodation will not be considered if it fundamentally alters the nature of a service or program. LCCC encourages students to have open discussions with the DSS Learning Specialist to help ensure success. Additional support is available at cost in the SEED and SEED Achieve programs.

Students who disagree with DSS recommended accommodations must first discuss concerns with the Learning Specialist who provided the Accommodations Memo. Students should also bring any concerns with instructors or staff to their assigned DSS Learning Specialist. Students may request accommodation revisions during the semester in this manner.

If the concern is not resolved, students should appeal within two (2) weeks of receiving the accommodations. This should be done in writing and include the accommodation, initial reason for denial, and reason why it should be approved. This will be reviewed by the Associate Dean for Student Learning and Organizational Development within five (5) working days and the student will receive a response in writing.

If still unresolved, the decision may be appealed to an ad-hoc committee that may be comprised of the Dean of Student Support and Success, DSS service faculty and any applicable instructor or staff. The student will need to provide permission for any private documentation to be reviewed within the committee. A decision will be provided in writing within fourteen (14) working days and is the final decision.

Please see the College website for the most updated policies and procedures at: <https://www.lccc.edu/current-students/college-policies/student-policies-procedures>.

If the student believes they have experienced discrimination, a complaint should be filed with the Compliance Officer in the Department of Human Resources within ten (10) days after the ad-hoc committee's decision. Complaints can also be registered with the Ombudsman by calling 610-295-5168 Monday through Friday from 8:30 a.m. to 5 p.m. Discrimination complaints will follow the campus policy in the LCCC Policy and Regulations Manual – Policy 2-504-Discrimination Grievance Procedure.

**SECTION 2: POLICY MANUAL**
7. Students**TITLE: Athletics-Recreation, Fitness & Wellbeing****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:** April 3, 2025 (Resolution 60.32)**Purpose****Guidelines****2-704 Athletics - Recreation, Fitness & Wellbeing****Goals and Mission**

The mission of athletics at LCCC is to provide programs that contribute in an effective and meaningful manner to the educational mission of the college and the recreation, fitness and wellbeing of students. The athletic programs offered enhance the total educational experience of the students, promote the matriculation and retention of students, promote the reputation of LCCC and cultivate pride, spirit, loyalty and support of the students and the community at large. The Department of Athletics is committed to assisting students in personal academic and athletic development.

The specific goals of the Athletic Program include:

1. To enhance institutional recruitment efforts and support retention. A sufficient number of students will be recruited to fill all athletic programs offered by the college.
2. To maintain well-rounded, balanced programs and activities for all students.
3. To maintain programs that enhance and develop values of leadership, self-discipline, team work, and fair play among students.

The Athletic Program is funded by the LCCC Student Government Association (SGA).

**SECTION 2: POLICY MANUAL**
7. Students**TITLE: Protection of Pregnant, Nursing, and Parenting Students****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:****Purpose**

2-706

Protection of Pregnant, Nursing, and Parenting Students

The College supports pregnant and parenting students so that they may stay in school to complete their education and thereby build better lives for themselves and their children. Complying fully with *Title IX of the Education Amendments of 1972*, the College is committed to full participation of students who are pregnant (or have been pregnant), nursing and parenting, in any part of an educational program, including specific classes as well as extracurricular programs and activities.

Guidelines

In response to notification of need, the College may implement special instructional programs or classes for pregnant students. Participation is completely voluntary on the part of the student and any programs and classes offered will be comparable to those offered to other students with regard to the range of academic, extracurricular and enrichment opportunities.

The College considers pregnant students in the same way as a similarly situated student. Thus, the same services provided to students who have temporary medical conditions are also provided for pregnant students. When necessary, the College may make adjustments to the regular programs that are reasonable and responsive to the student's temporary pregnancy status. A student who is pregnant or has recently given birth will be required to submit medical certification for College participation only if such certification is also required for all other students with physical or emotional conditions that require the attention of a physician.

The College will excuse a student's absences because of pregnancy or childbirth for as long as the student's medical provider deems the absences medically necessary. When a student returns to College she will return to the same academic and extracurricular status prior to the medical leave. The College may offer the student alternatives for making up missed work and the student should be allowed to choose from those alternatives.

Students who would like to request academic accommodations due to pregnancy can contact the Dean of Student Support and Success.

(As relative, also refer to Incomplete Grade Policy, Policy for Withdrawal for Medical/Mental Health Reasons, and Withdrawal Policy for Students Receiving Financial Aid.)

To file a complaint regarding the implementation of this policy, contact the Director of Human Resources and Title IX/Equity Coordinator at 610-799-1107 or the Dean of Student Support and Success at 610-799-1895.

SECTION 2: POLICY MANUAL
7. Students

TITLE: Responding to the Death of a Student
ADOPTED: May 6, 2021 (Resolution 56.44)
REVISED:

Purpose

2-707

Responding to the Death of a Student

The death of a student can be emotionally difficult and stressful for students, faculty and staff. Recognizing the shock and sadness that the student's family and friends will experience, this protocol is designed to ensure a professional, sensitive, and appropriate response by the College.

In the event of the death of a currently enrolled student, the proper notification channels must be followed in order to respect the decedent's next of kin and to ensure that all of the appropriate campus individuals have been contacted. This procedure describes those notification channels, and specific staff to be notified.

This policy sets forth guidelines to support communications and notifications in the event of a student death. Those responsible for implementing this Policy should be guided by the essential communication needs required in these situations, as well as by empathy, sensitivity, and support for the bereaved and the need to preserve important evidence in some instances.

Guidelines

Notification Process

Notices of a student's death may come in the form of a phone call, email, copy of an obituary, or via letter and should be directed centrally to the Dean of Student Support & Success.

Upon receipt of said notification, the Dean of Student Support & Success will research the student's current standing with the college and notify via email the appropriate college officials. An email, providing this policy as instructions for how to "process" the death will be sent to a variety of campus officials. Campus officials to be formally notified are to include:

- President
- Vice President for Academic Services and Student Development
- Director of Facilities Management and Public Safety
- Executive Director of College Relations/Public Information Officer
- Director of Counseling and Community Standards
- Director of Student Accounts
- Bookstore Director (if outstanding debt exists to the Bookstore)
- Executive Director of Financial Aid
- Associate Dean of Student Success
- Director of Athletics (if deceased is a student-athlete)
- Dean of Online Learning, Organizational Development, Computer Science and Technology (Library) (if outstanding debt exist to the Library)
- Associate Dean of Student Learning and Organizational Development (if student had accommodations, worked closely with staff)
- Dean for the student's area of study
- Vice President for Enrollment Management
- Vice President for Finance and Administrative Services

It is the responsibility of the Dean of Student Support and Success to convene any needed meetings and to confirm that each above named individual completed the steps necessary to process the student's death. The Dean of

Student Support and Success is also the primary liaison between the College and the student's family.

Critical Incident Team

As per the nature of the presenting circumstances, members of the Critical Incident Team as determined by the Dean of Student Support and Success, will meet to discuss and identify any additional actions needed. Additional individuals related to the specific circumstances, may also be asked to attend.

This group's responsibilities will include but will not be limited to the following:

1. Convene, at the direction of the President or designee (Dean of Student Support and Success), upon receiving news of a student death; and
2. Provide assistance, upon request and at the direction of the President or designee (Dean of Student Support and Success), in making communications to relevant members of the College community or otherwise providing support in the event of a student death.

Family Communication

- a. The Dean of Student Support and Success shall be the Primary Contact with the deceased student's family.
- b. The Primary Contact will serve as the single point of contact for family members who wish to speak with faculty, staff, or students concerning the death of their student.
- c. The Primary Contact may utilize the Critical Incident Team or other relevant members of the College community.

Campus Community Notification

- a. College Relations, in consultation with the Dean of Student Support and Success, will determine as soon as practical what notifications can be made to the campus community, including current instructors and classmates of the deceased, and how those notifications will be communicated.

Release of Information

Per the Family Educational Rights and Privacy Act (FERPA) regulations: Under common law regarding privacy rights, the privacy interests of an individual expire with that individual's death. Accordingly, the disposition of records held by an institution and pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy. Because FERPA would no longer apply, the institution may exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or other third parties. Questions on the release of information for deceased students should be directed to the Registrar, at 610 799-1172.

Notification in the Student Information System

When the Dean of Student Support and Success has confirmed the death of the student with appropriate documentation (obituary, certificate of death), an annotation is made in SPAIDEN which then updates SPAPERS in the student information system, which reads at the top of every Banner student form as: DECEASED.

The Dean of Student Support and Success will confirm with the Registrar that this indicator has been placed in SPAPERS by the Registrar, or their designee. The indicator is placed to prevent student registration from continuing for the deceased student and to prevent the student from receiving further mailings. Once the indicator has been put into place, mailings from the college should discontinue.

Record Maintenance

A file is maintained in the office of the Registrar, documenting how the student's individual situation was processed for each individual student. Documentation of the proof of student death is scanned to the Banner student record.

Financial Aid

For financial aid purposes, if the student is currently enrolled, they need to be withdrawn from their classes. The Federal Student Aid Handbook advises that the school must maintain the documentation it received that the student has died and determine an appropriate withdrawal date. The withdrawal date can be no later than the date of the student's death. The handbook also states that if the student or student's parent has borrowed Direct loans, the school should contact the student's estate and inform it of the actions it can take to have the student's loan debt cancelled.

When a student is deceased, the Financial Aid Office (Executive Director of Financial Aid) must be notified as they must perform a Return of Aid calculation (assuming the student is currently enrolled and receiving financial aid) to determine how much aid the student earned for the semester and the appropriate amount that needs to be returned. This could open up a balance due on the student's account.

Regarding Student Accounts and Balance

If the deceased student has a balance with the College, the balance will be waived. If the deceased student has balance that's been sent to collections, the collection agency will be notified by Student Accounts to close the account.

External Communications and Media

- a. All external media requests for information should be directed to College Relations and shared with the Dean of Student Support and Success. College Relations will be responsible for collecting and disseminating information about a student death from the external media.
- b. Responses to requests for such information by the external media or others will indicate that the College will cooperate fully with the agencies and officials charged with investigating and determining the cause and circumstances of the death.
- c. The College President, in consultation with College Relations and the College Attorney as appropriate, will be responsible for communications with the Board of Trustees, and other constituents of the College.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 2-708 SECTION 2: POLICY MANUAL 7. Students TITLE: Student Records ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: September 7, 2017 (Resolution 53.07) February 3, 2022 (Resolution 57.19) February 2, 2023 (Resolution 58.21) April 3, 2025 (Resolution 60.32)
Purpose Guidelines Definitions	2-708 Student Records The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records. The College is committed to maintaining the privacy of student education records in compliance with FERPA. All employees of the College (administrative, faculty, staff and student workers) are required to abide by the policies governing review and release of personally identifiable information ("PII"), as defined by FERPA, from student education records. FERPA mandates that information contained in a student's education record must be kept confidential and outlines the procedures for review, release and access of such information. Student records are available to School Officials as defined below employees who have a legitimate educational interest in the receipt of the information. Directory Information. The College has established the following as Directory Information: (1) Student's name. (2) Degrees and awards received. (3) Expected date of completion of degree requirements and graduation. (4) Dates of attendance. (5) Participation in officially recognized activities. (6) Major field of study. (7) Degree sought or completed. (8) Full- or part-time enrollment status. School Official. A "school official," for the limited purposes of this policy, includes a person employed by the College in an administrative, supervisory, faculty, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. Release of student educational records. The Executive Director of Registration and Student Records is the only person who can release directory information. Directory Information may be released by the College without prior notification of or permission by the student unless students request that Directory Information concerning them not be released by submitting a completed "Authorization to Withhold Directory Information" according to the procedures published on the College website. The Form should be completed annually, and will remain in effect each year until the student notifies the Registration/Student Records Office in writing of their wish to release Directory Information. If the student submits the Authorization to Withhold Directory Information, a "confidential flag" denoting such a request will appear

on the student record, noting the specific information to which the opt-out pertains. No Directory Information with such flag may be released by any College employee except as pursuant to the student's express written consent or as otherwise permitted or required by law. The College does not sell student information or otherwise make directory information available for the College's own commercial gain.

A student's PII may be disclosed to a school official with a legitimate educational interest in the information unless otherwise permitted or required by law.

In addition, FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- (1) To other school officials, including teachers, within the College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- (2) To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- (3) To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- (4) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- (5) To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- (6) To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- (7) To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- (8) To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- (9) To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- (10) Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- (11) To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- (12) To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against the student. (§ 99.31(a)(14))
- (13) To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))

Examples of inappropriate use of student records are:

- (1) Accessing or reviewing a student's record by a College employee without a legitimate educational interest.
- (2) The release of personally identifiable student information (non-directory) by a College employee to another student, College organization, or person who does not have a legitimate educational interest in such information or to parents or legal guardians who do not have evidence that they declare the student as a dependent on their most recent Federal Income Tax form based on the Internal Revenue Code of 1954, Section 152.
- (3) Inadvertent disclosure of student records by College employees by leaving reports or computer screens containing confidential student information in view of others who are not College officials with a legitimate educational interest in the data.
- (4) The use of student information by a College employee for personal purpose.
- (5) Discussing the personally identifiable information contained in the student record with individuals who are not College officials with a legitimate educational interest in the information.

Under no circumstances should an employee provide personally identifiable information about students to any other students, to other employees, or to any person who has not been authorized to receive such information by virtue of their position or through specific authorization of their departmental supervisor. Although directory information may be released without prior consent, all requests for directory information coming from students or from anyone off campus should be referred to the Executive Director of Registration and Student Records.

Right of Access and Review of Records.

Students have the right to inspect and review their educational records, except as otherwise prohibited by law. This right may be exercised by submitting a written request to the custodian of the specific records to which access is desired. Each custodian is responsible for requiring proper identification of the student making the request about their records. In the event that the individual from whom the student is seeking the records is not, in fact, the custodian of such records, such individual shall advise the student of the correct official to whom the records request should be addressed. If unknown, the student should be directed to the Executive Director of Registration and Student Records. Custodians shall provide access to such records within twenty (20) work days of such request. General requests to review and inspect all College records related to a student shall be made directly to the Executive Director of Registration and Student Records. The Executive Director of Registration and Student Records shall then have up to forty-five (45) work days to make the records available.

Right to Challenge Content of Records.

A student may challenge the accuracy of the student's educational records maintained by the College on the grounds that the records are inaccurate, misleading or otherwise violate the student's rights of privacy. Students who wish to exercise these rights should file a written request with the custodian of the records in question. Appeals regarding their decisions should be made to the Dean of Academic Support and Student Success. All decisions made by the Dean of Academic Support and Student Success on appeal are final. Students who challenge a particular record have a right to attach a written statement to such record, pursuant to the law, where the College does not grant a student's request for modification/destruction of a particular record. Such written statement shall be attached to the challenged record and maintained as an attachment as long as the originally-challenged record is maintained. Any disclosure of such record must also include a disclosure of the attached statement.

FERPA Violations.

Students are encouraged to report any violations this policy and/or their rights under FERPA and seek redress from College officials responsible for the area in which the violation occurred. In addition, complaints regarding violations of rights accorded students by Section 438 of the Privacy Rights of Parents and Students Act or the regulations, may be submitted to the Federal Family Policy and Compliance Office. Such allegations must be submitted in writing.

In the event that a violation occurs:

1. The FERPA officer on campus, Executive Director of Registration and Student Records (or Associate Director in absence of the Executive Director) will investigate the violation. The following individuals will be contacted immediately:
 - President
 - Chief Information Officer
 - Vice President of Academic Services and Student Development
 - Vice President of Enrollment Management & Sites
 - Executive Director of Human Resources

The appropriate offices will be contacted to assist with mitigating the violation.
2. The FERPA officer will notify the affected student(s) or individuals and document the disclosure in the students' academic record explaining:
 - The extent of the breach and which records were affected (ID#, SSN, grades, etc.)
 - What actions have been (or need to be) taken to secure their information
 - What steps the student may take to file a complaint
3. Establish a plan of corrective action to make every attempt to avoid a similar breach in the future. Correction actions might include some or all of the following:
 - College email reminder of campus policies on privacy as well as FERPA regulations to parties involved in the breach
 - College email of best-practices to parties involved in the breach
 - Instruct the parties involved in the breach to retake the institutional FERPA training required of all employees.
 - Instruct department(s)/office(s)/parties to attend a meeting with the institutional FERPA compliance Office (or agent) to discuss
 - Review of all internal office/department processes and practices to assure privacy compliance.
4. The FERPA officer will complete a brief violation report and include:
 - What protected information was released and which students?
 - When did it happen?
 - Where did it happen?
 - Who released it? Who had access to it?
 - Which parties have been notified? (Attach copies of those communications.)

- What corrective action is being done to prevent this in the future?
The violation report will be kept on file in the Office of Registration and Student Records.

Employee Guidelines.

All faculty/instructional employees are also required to be familiar with the College's procedural handout titled "FERPA Basics for Faculty/Instructional Staff."

This policy is in addition to the requirements of the College Policy regarding Records Management.



SECTION 2: POLICY MANUAL

7. Students

TITLE: Students with Temporary Impairments

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: February 7, 2019 (Resolution 54.25)

Purpose

2-710 Student with Temporary Impairments

Temporary Impairments

A student may face a situation such as an accident, illness, surgery, or condition related to pregnancy/parenting where the circumstance may cause a temporary impairment that interferes with the student's ability to participate in the academic environment. A temporary impairment not a disability for purposes of Americans with Disabilities Amendments Act of 2008 ("ADA Amendments Act"). As defined by the ADA Amendments Act a "disability" with respect to an individual is (1) a physical or mental impairment that substantially limits one or more major life activity; (2) a record of such an impairment; or (3) being regarded as having such an impairment. See 42 USCA §12102. A temporary impairment is an impairment that is transitory and minor with an actual or expected duration of no more than six (6) months. Temporary impairments include, but are not limited to, broken limbs, burns, post-surgery recovery, conditions related to pregnancy*, and other similar medical conditions that temporarily impair or influence a student's ability to fully participate in academic activities.

Guidelines

Types of Assistance

The College may provide some assistance to students with temporary limitations based on need and available resources. The type of assistance is determined on a case-by-case basis and is based on documentation of the student's temporary limitation and what is necessary and reasonable. The College does not provide personal assistance such as transportation, personal/medical care, or the transport of books or other personal items.

Requesting Assistance

To receive consideration, the student must complete and submit the "Request for Assistance Due to Temporary Impairment." Documentation from the student's treatment provider, describing the temporary limitation, must also be submitted with the request. Submit all documents to the Education Support Center, (ESC) located in Science Hall, SH 150 or email them directly to the Director of Learning Support educationalsupportservices@lccc.edu.

Students are strongly encouraged to submit requests as soon as possible, so that assistance can be provided promptly within the semester. All requests will be handled in a timely manner. For more information, call 610-799-1156.

*Through the Policy for the Protection of Pregnant, Nursing and Parenting Students, LCCC complies fully with *Title IX of the Education Amendments of 1972* and is committed to full participation of students who are pregnant (or have been pregnant), nursing and parenting, in any part of an educational program, including specific classes as well as extracurricular programs and activities. Please see the complete Policy for the Protection of Pregnant, Nursing, and Parenting Students for more information or contact the Educational Support Center at 610-799-1156. You may also email the Director of Learning Support, educationalsupportservices@lccc.edu with questions.

Students may apply to withdraw from courses for medical or mental health reasons. The complete Withdrawal for Medical/Mental Health Reasons policy is [online](#) on the college website, the college portal (under key student documents), or can be obtained from the Office of Student Support & Success at supportandsuccess@lccc.edu.

SECTION 3 – ADMINISTRATIVE REGULATIONS

 SECTION 3: ADMINISTRATIVE REGULATIONS 1. Administrative Personnel TITLE: Administrative Performance Appraisal ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: November 7, 2019 (Resolution 55.11)	Policy No. 3-100						
Purpose Guidelines	3-100 Administrative Performance Appraisal Administrative staff appraisals should be the result of a yearlong assessment which begins May 1 through April 30 with the identification and discussion of goals, job responsibilities, and competencies in collaboration with the employee. The following is the time frame used for the annual administrative performance appraisals: <table border="0" style="width: 100%;"> <tbody> <tr> <td style="vertical-align: top; width: 20%;">October</td> <td>Mid-Year Review form distributed to supervisor to complete with employee during an employee/supervisor meeting. Completed mid-year review forwarded to Office of Human Resources mid-November.</td> </tr> <tr> <td style="vertical-align: top;">March</td> <td>Annual administrative appraisals and self-appraisal forms sent to supervisors. Supervisor distributes self-appraisal to employee to complete. Employee returns a copy of the self-appraisal to the supervisor prior to the appraisal meeting.</td> </tr> <tr> <td style="vertical-align: top;">April</td> <td>Supervisor schedules a meeting to review self-appraisal and appraisal with employee. Appraisal completed and job description revisions made if needed. Employee appraisal and job description revisions returned to Human Resources by April 30.</td> </tr> </tbody> </table> An employee receiving a 1.75 or below in the overall appraisal must have a Performance Improvement Plan (PIP) accompanying the completed appraisal in April. An employee receiving a 1.75 or below in the overall evaluation is subject to not receiving an annual salary increase. It is the supervisor's responsibility to keep the employee advised of his/her progress and performance. If at any time an employee feels uncertain as to how he/she is doing or does not agree with the completed appraisal, the employee should not hesitate to contact his/her supervisor or the Director of Human Resources. Performance Improvement Plans may be implemented at any time other than during the time of the appraisal. Supervisor must contact Director of Human Resources to discuss timeline/criteria for PIP.	October	Mid-Year Review form distributed to supervisor to complete with employee during an employee/supervisor meeting. Completed mid-year review forwarded to Office of Human Resources mid-November.	March	Annual administrative appraisals and self-appraisal forms sent to supervisors. Supervisor distributes self-appraisal to employee to complete. Employee returns a copy of the self-appraisal to the supervisor prior to the appraisal meeting.	April	Supervisor schedules a meeting to review self-appraisal and appraisal with employee. Appraisal completed and job description revisions made if needed. Employee appraisal and job description revisions returned to Human Resources by April 30.
October	Mid-Year Review form distributed to supervisor to complete with employee during an employee/supervisor meeting. Completed mid-year review forwarded to Office of Human Resources mid-November.						
March	Annual administrative appraisals and self-appraisal forms sent to supervisors. Supervisor distributes self-appraisal to employee to complete. Employee returns a copy of the self-appraisal to the supervisor prior to the appraisal meeting.						
April	Supervisor schedules a meeting to review self-appraisal and appraisal with employee. Appraisal completed and job description revisions made if needed. Employee appraisal and job description revisions returned to Human Resources by April 30.						

**SECTION 3: ADMINISTRATIVE REGULATIONS****1. Administrative Personnel****TITLE: Appointment****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:** July 11, 2024 (Resolution 60.01)

Purpose Guidelines	3-102 Appointment 1. Full-time administrative personnel appointments are at-will. The President, whose contract length and its renewal are at the pleasure of the Board of Trustees, is an exception. 2. A faculty member covered by the LCCCFA Collective Bargaining Agreement (CBA) who has completed three (3) successful years or its equivalent as a full-time faculty member at the College who then accepts an administrative staff position may request to return to full-time teaching. This is addressed in the Faculty CBA, Article XXIII, C. Except for the President, the College agrees to employ Administrative Personnel and agrees to pay Administrative Personnel an annual salary, including lump sum payment, if applicable, in equal installments on a biweekly basis. The annual salary for an administrator will be prorated accordingly to the administrator's start date, based on the Administrative Report Day schedule. The College's obligation to pay Administrative Personnel continues only so long as Administrative Personnel remains employed by the College, as provided in the "at-will employment" provision below. Administrative Personnel agree to perform their duties and any other duties which may from time to time be assigned to the Administrator by the College in keeping with the general policies of the College and the Policies & Regulations Manual adopted by the Board of Trustees of the College. At-Will Employment The College may, terminate Administrative Personnel employment at any time, effective immediately. Employment with the College is "at will" and will last so long as both the Administrator and the College choose to continue the relationship without limitation to either party. The Administrator relationship with the College is voluntary on the part of both the College and the Administrator, and either party may terminate that relationship with or without notice or cause. While the College asks for reasonable notice, the Administrator may terminate the relationship at any time and for any reason, and the College retains the same right. Vice President may hold continuous appointment status subject to approval by the Board of Trustees. No Reasonable Expectation of Privacy All storage facilities, offices and workspaces, including desks, classrooms, and lockers, located in or on a College Facility are the property of the College and the College reserves the right to have access to these areas and to such property at any time, without advance notice to Administrator. Therefore, Administrator should not expect that such property will be treated as private and personal to the Administrator. Likewise, electronic mail and voice mail are also College property and are to be used only for business purposes. Internet accounts are also to be used only for College business. The College reserves the right to inspect, monitor, and have access to College computers, electronic mail, voice mail messages and Internet communications. Further, the College reserves the right to utilize video surveillance when and where it chooses.

SECTION 3: ADMINISTRATIVE REGULATIONS
1. Administrative Personnel

TITLE: Education Assistance Program
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED: November 1, 2018 (Resolution 54.13)

Purpose

Guidelines

3-106

Education Assistance Program

1. The purpose of this Education Assistance Program is to provide financial assistance to full-time administrative staff who want to take additional academic work (including professional certifications) which, in the opinion of the President, will enhance the employee's service to the College.
2. The Administrative Education Assistance Program Application must be submitted for approval by the supervisor and appropriate Vice President prior to the start of the course(s) or certification(s).
3. Such assistance shall be in the form of a conditional reimbursement, granted upon submission of evidence of the successful completion of each course from an accredited institution. Where a grade is assigned to the course by the institution, a grade of B or better is required for eligibility for conditional reimbursement. The conditional reimbursement shall be forgiven at the rate of one-half (1/2) the amount of the loan for each fiscal year the employee remains in the College's full-time employ. Such forgiveness shall begin with the fiscal year in which the course or certification was completed. Grade(s) must be submitted in the year the course(s) or certification(s) is completed. If certification is completed and no grade is provided, a copy of earned certification shall be provided to the Office of Human Resources.
4. Continued full-time employment at the College is required in order to have the full amount of the conditional reimbursement forgiven. If the employee's employment is terminated for any reason other than retrenchment, any outstanding unforgiven balance of the conditional reimbursement will become due and payable immediately from the employee's last scheduled paycheck.
5. Doctorate candidates working on dissertation who register for dissertation will receive financial assistance in the form of a loan, granted upon submission of the evidence of successful registration and shall be forgiven at the rate of one-half (1/2) the amount of the loan for each fiscal year the employee remains in the College's full-time employ.
6. The College will reimburse sixty percent (60%) of the tuition for each course or certification completed. Course(s) or certification(s) must be submitted for reimbursement in the fiscal year completed.
7. Grant employees will be eligible for reimbursement if funds are covered in the grant. Employee covered by grant shall have their percentage of allowable tuition forgiveness reduced by the percentage of their salary funded by grant and/or operating budget.
8. In the event the reimbursement amount exceeds the IRS maximum for an Educational Assistance exclusion, the excess amount is taxable.
9. In the event the reimbursement amount exceeds the IRS maximum for an Educational Assistance exclusion, the excess may qualify as a working condition benefit under IRC 132 (d) if the course is job related and maintains or improves job skills.



SECTION 3: ADMINISTRATIVE REGULATIONS
1. Administrative Personnel

TITLE: Employee Assistance Program
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

The College recognizes the need to provide personal counseling programs to College full-time employees, at no cost to the employee, which addresses their needs in resolving issues that could affect their health, safety, and/or work performance. The College recognizes that a wide range of issues not directly associated with one's job function can have a negative impact on an employee's job performance. The College also recognizes that most issues can be successfully resolved, provided they are identified in the early stages and referral is made to an appropriate caregiver. In most cases, employees can overcome such personal issues independently and the effect on job performance is negligible. However, in some cases, assistance for an employee can serve either as motivation or guidance by which such issues can be resolved so the employee's job performance will remain satisfactory.

Guidelines

The College will provide an Employee Assistance Program ("EAP") for all full-time employees. Employees that are not full-time are not eligible to participate in the College-sponsored EAP.

College full-time employees and their families are eligible to participate in the College sponsored EAP. The EAP is maintained by Preferred EAP as an offsite service to ensure confidentiality.

Voluntary Referrals

The types of issues that can be addressed by the EAP include, but are not limited to:

- (1) Family issues
- (2) Work issues
- (3) Verbal conflicts
- (4) Legal issues
- (5) Emotional difficulties
- (6) Financial concerns
- (7) Alcohol and other drug abuse

Employee participation in the EAP may be required upon the recommendation of Director of Human Resources as a result of documented observed inappropriate behavior, attendance, or other work performance issues.

If an employee recognizes that an issue exists, the employee may develop and implement his/her own remediation plan after consulting with Director of Human Resources. If progress is not demonstrated within a reasonable amount of time, the employee must accept the required referral.

In a required referral, it is the responsibility of the employee to contact an EAP counselor for an initial appointment. Failure to schedule and keep a required appointment may result in disciplinary action.

All recommendations of the counselors shall be followed and a failure to follow a recommendation may, at the discretion of the College, result in disciplinary action. Employees may seek a second opinion on the recommendations, at the employee's expense.

Confidentiality will be maintained but communication with the supervisor/administrator will occur in most cases of Director of Human Resources referral. Communication should include the following:

- (1) Referring Director of Human Resources to counselor: (a) Name of employee; (b) Nature of problem; (c) Reason for referral; and (d) Goals/Objective of supervisor/administrator.
- (2) Counselor to referring Director of Human Resources (a) Whether contact was made; (b) Kept appointment; (c) Whether recommendations have been followed; and (d) Update on progress.

Counselor may request any copies of written warning.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 3-110 SECTION 3: ADMINISTRATIVE REGULATIONS 1. Administrative Personnel TITLE: Insurance Benefits ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: July 11, 2024 (Resolution 60.01)
Purpose Guidelines	3-110 Insurance Benefits The College shall provide the following insurance benefits to full-time administrative staff. Health Insurance Medical benefit, prescription drug, and dental benefit plans covering the administrative staff employee, spouse, and dependents will be provided as defined by the plan based on the appropriate co-pay. The annual employee co-pay is based on ten percent (10%) of the College annual premium rate. Required paperwork from employee: copy of marriage certificate/license for spouse; birth certificate for dependent children. If an employee elects to waive the college medical plan, the college agrees to pay the employee \$2,500 annually to be equally distributed pro rata throughout the fiscal year payroll cycle. Life and Accidental Death and Dismemberment A term life and A.D. & D. insurance policy equal to two (2) times (within \$1,000) the employee's annual salary will be provided. Long-Term Disability Insurance 1. Upon completion of one (1) full calendar year (twelve [12] months) of employment by the College, full-time administrative staff shall be provided with long-term disability insurance program providing total monthly disability income benefits equal to sixty percent (60%) of the covered monthly salary. Such income benefit is limited to \$5,000 per month, except for the President. 2. Such insurance shall also provide a retirement contribution benefit. Such contribution shall not exceed ten percent (10%) of the covered monthly salary at the time of disability. 3. The monthly disability income and the contribution for annuity contracts shall commence following a period of three (3) consecutive months of total disability and continue during such disability until the employee reaches the age according to the schedule in the College long-term disability policy booklet. 4. The full premium cost of the long-term disability insurance plan will be paid for by the College.



SECTION 3: ADMINISTRATIVE REGULATIONS
1. Administrative Personnel

TITLE: Leave of Absence with Pay

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: July 6, 2017 (Resolution 53.01)
 July 5, 2018 (Resolution 54.03)
 November 3, 2022 (Resolution 58.08)
 January 4, 2024 (Resolution 59.13)

Purpose

3-112 Leave of Absence with Pay
 College policy regarding leave of absence with pay for College employees shall ensure that eligible employees receive paid leave in accordance with law, individual contract, collective bargaining agreement, or Board resolution.

All accrued time (vacation, sick, and personal choice) must be exhausted before taking leave without pay.

Guidelines

Bereavement Leave
 Full-time administrative staff shall be granted a paid leave of absence in the event of a death in the family as outlined below:

(5) calendar days	(3) calendar days	(1) calendar day
parent	grandparent	aunt
spouse	grandchild	uncle
child	mother-in-law	niece
brother	father-in-law	nephew
sister	sister-in-law	cousin
	brother-in-law	
	daughter-in-law	
	son-in-law	

Five (5) calendar days shall be granted to employees in case of a near relative who resided in the same household at the time of death, or for any person with whom the employee has made his/her home at the time of death.

Employees will be allowed up to one (1) day leave to attend the funeral of any other relative not otherwise set forth above.

Leave time is counted based on consecutive calendar days. Bereavement leave will begin on the first report day (excludes Sunday) as per the administrative calendar, following the death in the family, but may begin the day of the death in the family if the employee so requests. The last day of the bereavement leave may be saved to be used for the day of the funeral, when the funeral does not occur within the allowable time.

The employee shall return to work on the next regularly scheduled report day following the expiration of the above leave.

Unused bereavement leave shall not accumulate from year to year.

Exceptions to the leave policy may be approved in writing by the President.

Holidays

Regular full-time administrative staff shall be granted time off with pay for the following holidays:

Day before New Year's	Friday after Thanksgiving
New Year's Day	Day before Christmas
Good Friday	Christmas Day

Memorial Day
Independence Day
Labor Day
Thanksgiving Day

Day after Christmas
Second Day after Christmas
Third Day after Christmas

Jury/Court Leave

Upon proof of necessity of jury duty and/or court appearance, pursuant to subpoena or other order of the court, full-time administrative staff shall be granted a leave of absence. The College shall have the right to request appropriate authorities to relieve such employee of jury duty or court appearance in any manner permitted by law. This article shall not apply to any situation where the administrative staff is a party to the court action.

Military Reserve Duty

Full-time administrative staff, required to report for the usual two (2)-week military reserve duty, shall be granted a leave of absence to cover this period of duty. While on such leave, the employee shall receive from the College, pay equivalent to the difference between military pay and his/her normal salary for the same period of time (where military pay is less). Vacation time may be used for military reserve duty.

Personal Choice Days

Regular full-time administrative staff employed on July 1 of the current fiscal year shall be granted three (3) personal choice days for personal reasons such as business obligations, religious observances, travel, or other personal matters. The unit of composition for personal choice days shall not be less than one-quarter (1/4) day increments.

Personal Choice and Paid Time Off Days (PTO)

Part-time administrative staff employed on July 1 of the current fiscal year shall be granted two (2) personal choice days for personal reasons as stated above. In addition to personal days, part-time administrative staff will be granted the following PTO days:

- Four (4) additional PTO days will be given on July 1 after working one (1) full year.
- Five (5) additional PTO days will be given on July 1 after working three (3) full years.

Personal choice and PTO pay, per day, shall be paid per the hours worked per day on the Employees regular workweek schedule on file with the office of Human Resources. Personal choice and PTO pay per day shall not exceed eight (8) hours per day.

Scheduling of all PTO time by employee is subject to the approval of the immediate supervisor.

Unused personal choice and PTO days shall not accumulate from year to year. PTO hours are anticipated to be used for holidays.

Sabbatical Leave

The College may grant one (1) sabbatical leave per fiscal year to a full-time administrator for study, formal education, research, writing, or other professional value to the administrator as related to an administrative position at the College. The objective of sabbatical leave is to improve the quality of the administrator's service to the College.

An administrator shall become eligible for sabbatical leave upon completion of six (6) years of full-time employment at the College. Upon receipt of such leave, the administrator shall not be eligible for another sabbatical leave until he/she has completed another six (6) years of full-time employment after returning from sabbatical.

The sabbatical leave may be granted for a period of six (6) months at full contractual salary and benefits or one (1) fiscal year at one-half ($\frac{1}{2}$) salary and full benefits.

Applications for sabbatical leave are to be made in writing by January 1 of the preceding fiscal year in which the sabbatical is to be taken and include in specific detail for consideration by the Board of Trustees the projected program of professional development relating to an administrative position at the College.

A committee consisting of an equal number of administrators appointed by the President of the College and Board of Trustees appointed by the Chair of the Board of Trustees shall be formed to evaluate all applications for sabbatical leave, and make a recommendation to the Board concerning the granting of a sabbatical leave for action by the Board of Trustees at its March meeting. The decision of the Board of Trustees shall be final.

As a condition of granting the sabbatical, the College shall require the execution of an agreement to secure the repayment of salary plus cost of benefits received while on sabbatical leave in the event of the failure of the administrator to return from sabbatical and complete two (2) years of full-time service with the College.

Administrative staff may not work for pay for another employer while on sabbatical leave.

Sick Leave

Excluding approved medical leaves, regular attendance is a basic requirement and the College cannot maintain efficiency and productivity without consistent attendance from employees.

The College reserves the right to direct employees to provide a certification from their healthcare provider after three (3) consecutive work days of sick leave.

Full-time administrative staff shall earn sick leave at the rate of one (1) day per calendar month of service with the College. Such leave may accumulate up to a maximum of two hundred and thirty (230) days. The unit of composition for sick leave shall not be less than one-quarter ($\frac{1}{4}$) day. Charges against earned sick leave shall be made only when such absence occurs on a scheduled report day. Sick leave credits shall not be earned for periods of leave of absence without pay, or while on family medical leave. The College requires licensed physician documentation after five (5) days of absence or the employee cannot return to work. If an employee knows that he/she will be out on sick leave for longer than five (5) days, employee must notify the Office of Human Resources to implement FMLA paperwork.

Administrative staff shall be eligible for sick leave under the following circumstances:

- (1) For personal sickness or injury.
- (2) For family emergency. Family emergency shall be construed as providing care for a member of the immediate family when no other arrangements are possible, not to exceed five (5) days per incident or ten (10) days per year. For purposes of this provision, immediate family shall include spouse, parent, child or person residing in the same household.

In cases of chronic/excessive absenteeism, the College reserves the right to take the appropriate action to address the problem, including but not limited to, discipline, discharge, and/or requirement of submission of documentation from a physician's note depending on the circumstance.

The Director of Human Resources and the supervisor will consider the total number of absences and their frequency, and what impact the absenteeism has on the College to determine if this constitutes chronic/excessive absenteeism.

Sick Leave – Advanced

Full-time administrative staff who have not accumulated the necessary sick leave credit may, at the sole discretion of the President, be granted a maximum of thirty (30) days advanced sick leave which shall be deducted from future accumulations of sick leave. Granting of such leave by the President will require a statement from a licensed physician giving the President reasonable assurance that the employee will be able to return to full-time service with the College at the expiration of the advanced sick leave.

Sick Leave – Half Pay

When a full-time administrative staff has applied for Long-Term Disability, and after all accrued (sick, vacation, personal choice) leave credits have been used, the President may, at his/her sole discretion, grant sick leave at half ($\frac{1}{2}$) pay for a period not to exceed the number of days necessary to complete the waiting period for the employee to become eligible for benefits under the College's Group Long-Term Disability Insurance Program. However, in the event that an employee is not a participant in the above-mentioned insurance program, such leave shall not exceed three (3) months. If full-time administrative staff employee is deemed ineligible for Long-Term Disability, sick leave at half pay shall end at time of notification from Long-Term Disability Insurance carrier.

Sick Leave – Return to Duty

Administrative staff returning from sick leave of five (5) days or longer will be required to present a statement to the Office of Human Resources from a licensed physician attesting to his/her ability to perform all of his/her normal work load and may be required to have a physical examination by a College-appointed physician.

Vacation Leave

Full-time administrative staff shall earn twenty-one (21) working days' vacation for each year of full-time service with the College.

Vacation time shall not be earned for any month in which the employee does not work for more than 10 report days.

Vacation leave for full-time administrative staff shall accumulate at the rate of one and three-fourth ($1\frac{3}{4}$) days per calendar month of full-time service with the College. The unit of composition for vacation leave shall not be less than one-quarter ($\frac{1}{4}$) day increments.

Vacation leave earned through June 30 of any fiscal year must be used prior to June 30 of the following fiscal year. It shall not accumulate from year to year.

Employees must obtain written supervisor approval using the Full-Time Staff Leave Report form to take vacation leave.

SECTION 3: ADMINISTRATIVE REGULATIONS
1. Administrative Personnel

TITLE: Leaves of Absence Without Pay
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

3-114

Leaves of Absence Without Pay

The College recognizes that in certain situations an employee may request extended leave for personal reasons, and the College could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

College policy regarding leave of absence without pay for College employees shall ensure that eligible employees receive unpaid leave in accordance with law, individual contract, collective bargaining agreement, or Board resolution.

All accrued time (vacation, sick, and personnel choice) must be exhausted before taking leave without pay.

Guidelines

Family-Care Leave

Upon completion of one (1) year of service, a family-care leave of absence without pay will be granted by the President to any full-time administrative staff who becomes the parent of a newly born child or a legally adopted child, up to the age of six (6) years. Such leave shall not exceed twelve (12) calendar months (including of any paid or unpaid leave time which may be utilized). The employee's position shall be held open during the period of the leave. Up to forty (40) sick days may be used if sick days have been accrued. Request for such leave must include the specific period of the leave. However, the period of the leave may be reduced by giving the College twenty (20) calendar days prior written notice.

Family-Care Leave – Twelve (12) Weeks or Less

All insurance benefits shall continue in effect during the leave. This includes life insurance and long-term disability insurance. Administrative staff on such leave shall not earn sick leave or vacation time, nor shall they be eligible for holiday pay during the leave.

Family-Care Leave – Greater Than Twelve (12) Weeks

Administrative staff on such leave shall be permitted to continue his/her health insurance benefits at no cost to the College if permitted by the insurance carrier. Continuation of such insurance benefits shall also be subject to any limitations imposed by the insurance carrier. Payment to the College for the purchase of said health insurance benefits shall be made monthly with the first payment due the College on the effective date of the leave. Administrative staff on such leave shall not earn vacation time, sick leave, or be eligible for holiday pay during the leave.

Administrative staff may not work for another employer while on leave of absence.

Medical Disability Leave

Upon completion of one (1) year of service, medical disability leave of absence without pay will be granted by the President to full-time administrative staff who become medically disabled and request such leave. Such leave shall not exceed four (4) calendar months (includes twelve (12) weeks of FMLA and College-approved four (4) weeks) including the use of any paid leave time which will be utilized concurrently with FMLA during a twelve (12) month period commencing

with the date that corresponds to the beginning of the leave. The employee's position shall be held open until his/her return.

During the first four (4) months of such leave, the College shall continue to provide all insurance benefits to the employee. The employee will be responsible for paying the bi-weekly medical copayment to the College.

Request for a leave of absence shall be made to the Office of Human Resources and a copy shall go to the immediate supervisor.

At the end of the fourth month of the leave and the employee is deemed ineligible for Long-Term Disability, and cannot return back to work, the administrative staff's position shall not be held open.

Military Leave

Administrative staff required to render ordered military service other than military reserve duty shall be granted a leave of absence without pay. The time allowed for such leave shall be in accordance with prescribed State and Federal regulations covering ordered military service. No benefits will be provided while on such leave.



Lehigh Carbon
COMMUNITY COLLEGE

Policy No. 3-116

SECTION 3: ADMINISTRATIVE REGULATIONS
1. Administrative Personnel

TITLE: Medical Examination

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

3-116

Medical Examination

The College shall contribute up to the employee office visit copay toward the cost of an annual physical examination for any full-time employee in accordance with the following schedule:

- Under age 40 - every three (3) years
- Age 40-50 - every two (2) years
- Over 50 - every year

The College may require a medical examination of any employee at any time.



SECTION 3: ADMINISTRATIVE REGULATIONS
1. Administrative Personnel

TITLE: Retirement Benefit Plan

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose Guidelines	3-118 Retirement Benefit Plan The College offers a retirement benefit plan to employees. Effective August 20, 1998, each newly hired employee shall be required to contribute three percent (3%) of gross wages. The College contribution rate to TIAA shall be nine (9%) of gross wages except as set forth below: 1st 12 months of employment – 3% of gross wages 2nd 12 months of employment – 6% of gross wages To determine if other PA state retirement plans may qualify, contact the Office of Human Resources.



SECTION 3: ADMINISTRATIVE REGULATIONS
1. Administrative Personnel

TITLE: Salary Ranges

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: November 3, 2022 (Resolution 58.08)

Purpose

3-120

Salary Ranges

The College strives to establish equitable wage rates so that each employee is paid according to the working conditions, the responsibilities, and the requirements of the job. Salary rates are competitive and are established using the College and University Professional Association Survey as a guideline. Adjustments to the salary ranges are made as part of the maintenance and review process conducted by the Office of Human Resources and recommended by the President's Executive Team and approved by the Board of Trustees.

Salary Adjustments

Salary Adjustments may be granted for the following reasons for a fiscal year in addition to the annual base salary increase.

1. Completion of degree
2. Significant increase to area of responsibility that results in a revised job description (increase amount not to exceed 5% of base salary).

However, if responsibilities are reduced within a two-year period after increase, salary may be reduced by the amount of the initial increase. Supervisors considering position review (salary adjustment and/or title change) for a direct report must first discuss with their supervisor/VP.

A summary of the changes that reflect the significant increase of duties and responsibilities and/or title change must be submitted to the Office of Human Resources by March 1 for consideration for the following fiscal year.



SECTION 3: ADMINISTRATIVE REGULATIONS
1. Administrative Personnel

TITLE: Special-Term/Grant Administrative Personnel

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

Administrative staff are special term if their position is not funded by the operating budget or if hired for a specific period of time not to exceed one year.

Special-term grant employees are covered by employment benefits and practices only if monies are provided by the grant. Vacation leave earned through a grant year must be used prior to the end of the grant. Vacation days may not be carried over into the next grant year.

Guidelines

Those benefits and practices that are excluded are noted below:

- 1) Moving expenses
- 2) Short term leave
- 3) Medical Examination
- 4) Sabbatical leave
- 5) Sick Leave – Advanced
- 6) Sick Leave – Half Pay
- 7) Education Assistance Program
- 8) Medical Disability Leave
- 9) Workers’ – Related Disability Leave

The College hires special-term administrative staff under an employment at-will agreement, in which either the College or administrative staff may terminate the relationship with or without prior notice. The Vice Presidents shall be responsible for the appointment of special-term administrative staff in accordance with the College’s hiring guidelines.

1. Actual salary or hourly rate will be determined by an evaluation of the position, number of hours worked, local job market value, and limits of the funding source.
2. Nothing contained herein shall be construed to prohibit the College from decreasing the number of hours or period of time or terminating any special-term administrative staff for cause or without cause and paying for only those hours or days worked an appropriate prorata portion of the contractual salary based upon the days worked.
3. Any fringe benefits provided to special-term/grant administrative staff shall be funded by the same source as that which funded the position. They shall be determined on a case-by-case basis but in no case be less than those benefits mandated by law and no more than those provided to full-time administrative staff.
4. Eligible special-term/grant administrative staff must use their vacation days in the fiscal year they are earned.



Lehigh Carbon
COMMUNITY COLLEGE

Policy No. 3-124

SECTION 3: ADMINISTRATIVE REGULATIONS
1. Administrative Personnel

TITLE: Tax Benefit Plan

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

3-124

Tax Benefit Plan

Section 105 and 125 Tax Benefit Plans are provided to allow the administrative staff to pay for certain benefits and expenses on a pre-tax basis.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 3-126 SECTION 3: ADMINISTRATIVE REGULATIONS 1. Administrative Personnel TITLE: Vision Care ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: May 7, 2020 (Resolution 55.46)
Purpose	3-126 Vision Care The College will pay toward the cost of an eye examination or the purchase of corrective lenses the amount up to a maximum of \$500 per family (employee/spouse, and eligible dependents) every two (2) fiscal years. Vision receipts submitted for reimbursements must be dated within the benefit period (i.e. July 1, 2020 – June 30, 2022).



SECTION 3: ADMINISTRATIVE REGULATIONS

1. Administrative Personnel

REVISED:

Workers' compensation insurance will be provided for administrative staff. An injury incurred at work in the course of employment of duty must be reported by the employee and/or supervisor within twenty-four (24) hours to the Office of Human Resources.

Notice to Employees in Case of Work-Related Injuries:

- 3-20



SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Alcohol

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

Guidelines

3-200

Alcohol

Philosophy

The goal of Lehigh Carbon Community College is to create an environment in which both the responsible use and non-use of alcoholic beverages is respected and in which the line existing between responsible drinking and abuse is clearly recognized. Individuals who choose to consume alcoholic beverages should do so responsibly. The College seeks to foster a healthy environment for all members of the community. Pennsylvania law provides that it is unlawful for anyone under the age of twenty-one (21) to possess, consume, purchase, attempt to purchase, or transport alcoholic beverages. State law also provides that it is unlawful to furnish alcoholic beverages to anyone under the age of twenty-one (21). The responsible use of alcohol at any College building or on the grounds of any College location by those of legal age is a social privilege which, if abused, may be revoked by the College.

To permit the service and use of alcoholic beverages under limited circumstances at any Lehigh Carbon Community College building or on the grounds of any College location, within the context of the College philosophy on alcohol.

Scope

1. Alcoholic beverages are not permitted at any College building or on the grounds of any College location, except during such times as approval to serve alcoholic beverages is granted by the College President or designee.
2. Those seeking approval from the College President or designee, whose decision shall be final, must provide a statement outlining all details of the event and how they will abide by this alcohol policy.
3. All Commonwealth of Pennsylvania laws and regulations governing the serving of alcohol must be observed.
4. Lehigh Carbon Community College does not and will not condone under any circumstances, the sale of or payment for any alcoholic beverages at any College building or on the grounds of any College location.
5. Lehigh Carbon Community College does not and will not condone under any circumstances, the use of alcoholic beverages by anyone under the age of twenty-one (21) years old or visibly intoxicated or permitting alcoholic beverages to be served by anyone to anyone under the age of twenty-one (21) years old or visibly intoxicated.
6. Lehigh Carbon Community College only permits alcoholic beverages to be served for on-site use at any College building or on the grounds of any College location under the terms and conditions for which approval was granted.
7. Those given account for and permission to serve alcoholic beverages pursuant to this policy shall take the appropriate measures to secure all alcohol before, during, and after the approved event.
8. Consumption of alcoholic beverages shall only be incidental to any event held at any College building or on the grounds of any College location and non-alcoholic beverages must be available at any event where alcohol has been approved to be served.
9. The College President, or designee, reserves the right to revoke the approval granted to serve alcohol at any College building or on the

	grounds of any College location, at any time before or during the approved event.



SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Campus and College Site Timely Warning Notice and Emergency Notification

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: November 7, 2019 (Resolution 55.11)

February 4, 2021 (Resolution 56.27)

March 2, 2023 (Resolution 58.27)

Purpose

3-202 Campus and College Site Timely Warning Notice and Emergency Notification

To establish the parameters for compliance with the "*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998*" (commonly referred to as the "Clery Act") at all college locations.

Definitions

I. BACKGROUND

The "*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998*," commonly referred to as the "Clery Act," requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses, sites and areas within the same reasonably contiguous geographic area of college campuses and sites, and to provide other safety and crime information to members of the campus community.

II. DEFINITIONS

A. Campus Security Authority (CSA)

Individuals at the college who, because of their function for the college, have an obligation under the Clery Act to notify the college of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are required by federal law to "report" crime when it has been observed by or reported to them by another individual. These individuals typically fall under one of the following categories:

1. A member of a campus police/security department.
2. Individuals having responsibility for campus security in some capacity, but are not members of a campus police/security department (e.g., an individual who is responsible for monitoring the entrance to college property).
3. People or offices that are not members of a campus police/security department, but where policy directs individuals to report criminal offenses to them or their office.
4. Officials having significant responsibility for student and campus activities, including but not limited to, student housing, student conduct, and campus judicial proceedings.

CSAs include (but are not limited to):

1. Police and Security personnel
2. Dean of Student Development, Equity and Inclusion
3. Associate Dean of Student Development
4. An administrator of students
5. Athletic Directors
6. Athletic Coaches
7. Faculty advisors to student organizations
8. Title IX Coordinators

B. Clery Act Crimes ("Clery Crimes")

Crimes required by the Clery Act to be reported annually to the college community, including: criminal homicide (murder and negligent/non-negligent manslaughter), sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft and arson.

C. Emergency Notification

An announcement to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or in the vicinity of a college site. An emergency response expands upon the definition of "timely warning" (see below), as it includes both Clery Act crimes and other types of emergencies. The Emergency Action Plan outlines procedures to take in a multitude of common emergent situations and is updated on a regular basis throughout the year.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on one of LCCC's sites or in the vicinity of a college site the Critical Incident Communication Team will notify the college community. College Relations will utilize emergency alert notification, which includes texts, phone and email messages, etc. to students and employees. Activation of LCCC mass notification system can also be used for a variety of alerts, including shelter in place of alerts. Fire alarms will be used for evacuation purpose for fire events.

Continuation of an assessment will proceed as the events unfold. This may necessitate additional notification of the campus community.

Confirmation will be made by Public Safety officers, local police, or fire department, local, county, state, or federal emergency management departments.

An "immediate" threat as used here encompasses an imminent or impending threat, such as an active shooter, a violent intruder, as well as a natural disaster.

Some other examples of significant emergencies or dangerous situations, may include, but are not limited to be:

- Outbreak of any pandemic such as meningitis, norovirus, or other serious illness
- Approaching tornado, hurricane, or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion

D. Professional Counselors

Individuals whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of their license or certification. Professional Counselors, when acting within the scope of the official responsibilities are not Campus Security Authorities.

E. Timely Warning

An announcement made to alert the college community about Clery Crimes and other serious incidents in the event that a reported crime may pose a serious or continuing threat to the campus and surrounding community.

Guidelines

F. Director of Public Safety

Works collaboratively with various offices at the college to develop, implement and oversee programs that ensure the college's overall compliance with the Clery Act and associated regulations at all college locations.

G. Campus and College Site

Campus means the main campus in Schnecksville and College Site means the main campus and all locations where the college provides services.

III. POLICY

In accordance with the requirements the Clery Act, the college shall:

1. Via issuance of timely warnings, alert the college community of Clery Crimes that pose a serious or continuing threat to the campus and surrounding community. Timely warnings will be disseminated throughout the community as soon as pertinent information is available and will provide information that will allow the community to take precautions to protect themselves and prevent similar crimes from occurring.
2. Via issuance of emergency notifications, alert and inform the college community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus."
3. Maintain a daily crime log of all crimes reported. This log will be available for public inspection, upon request.
4. Compile and disclose statistics of reports on the types of Clery Crimes reported for the college or in the vicinity of a college site.
5. Collect reports of Clery Crimes made to Department of Public Safety, local law enforcement, college officials, and other associated with the college who have significant responsibility for student and campus activities.
6. Create and publish an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as college policies and procedures addressing campus security and safety.
7. Annually disclose/provide access to the college community and the public, the Annual Security Report, which provides:
 - a. Crime data (by type)
 - b. Security policies and procedures in place to protect the community
 - c. Information on the handling of threats, emergencies and dangerous situations.
8. Identify CSAs on a regular, ongoing basis, and notify these individuals of their obligations under the Clery Act to report any and all Clery Crimes that they witness, or are reported to them.
9. Work with the college Department of Public Safety and other appropriate departments to create, establish and conduct programs at all college campus locations to educate the campus and surrounding community about the Clery Act and Clery Act obligations, and to promote general awareness of all crime and safety-related issues at all college locations.

For further information on the Clery Act, visit the College Public Safety website.

Questions may be directed to the Director of Public Safety, at 610-799-1658.

IV. RESPONSIBILITIES**All College Faculty, Staff, and Students on College Facilities or Property**

1. Promptly report any activity that is perceived as criminal, potentially dangerous, or suspicious to a Campus Security Authority (CSA).
2. In accordance with making good faith reports, no person making a report "in good faith" will be retaliated against, and all reports will be taken seriously. This includes suspected wrongful conduct, and to protect such individuals from retaliation for making such reports to the college or an appropriate authority, participating in any investigation, hearing, or inquiry by the college or an appropriate authority or participating in a court proceeding relating to an allegation of suspected wrongful conduct at the college.

A. All College Visitors on College Facilities or Property

Promptly report any activity that is perceived as criminal, potentially dangerous, or suspicious to a Campus Security Authority (CSA).

B. Director of Public Safety

1. Compile and disclose statistics of reports on the types of Clery Crimes reported for the college's campuses, the immediately adjacent public areas and public areas running through the campuses, remote classroom facilities and non-campus facilities.
2. Issue "timely warnings" alerts to the college community and surrounding community about Clery Crimes in coordination with College Relations.
3. Issue "emergency notifications" to the college community and surrounding community when deemed necessary and appropriate in coordination with College Relations.
4. Collect reports of Clery Crimes made to Public Safety, local law enforcement, college officials, and other associated with the college who have significant responsibility for student and campus activities.
5. Create and publish an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as college policies and procedures addressing campus security and safety.
6. Annually disclose/report, to the college community and the public:
 - a. Crime data (by type)
 - b. Security policies and procedures in place to protect the community
 - c. Information on the handling of threats, emergencies, and dangerous situations
7. Provide regular, mandatory training for all CSAs.
8. Work with college departments to establish Clery Act-related educational programs and promotion of safety awareness programs.

C. College Department of Public Safety

1. Issue "timely warnings" alerts to the college community and surrounding community about Clery Crimes.
2. Issue "emergency notifications" to the college community and surrounding community when deemed necessary and appropriate.
3. Maintain a daily crime log of all crimes reported.
4. Compile and provide to the college Director of Public Safety, statistics of reports on the types of Clery Crimes reported for the college or in the vicinity of a college site's Collect and provide to the Director Public Safety, reports of Clery Crimes at that location.
5. Work with the Director of Public Safety to establish Clery Act-related educational programs and promotion of safety awareness programs.

D. Campus Security Authorities (CSAs)

1. Hear/receive information of alleged crimes that are reported to them in good faith by others, or report alleged crimes that they may personally witness. Under the Clery Act, a crime is "reported" when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third-party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the college.
2. Record information about crimes reported to them. To record information about a crime reported, the Campus Security Authority must complete a *Public Safety Incident Report Form*.
3. Submit, either electronically or print/mail, all completed *Public Safety Incident Report Forms* to the Department of Public Safety.
4. Identify where someone can report a concern to:
 - a. **LCCC Schnecksville**
4525 Education Drive, Schnecksville, PA 18078
 - i. LCCC Department of Public Safety and Security – 610-799-1169, 610-799-1911
 - ii. In person at the Department of Public Safety and Security: Student Services Center, Room SSC 1
 - iii. Pennsylvania State Police – Troop M, 2930 Airport Road, Bethlehem, PA 18017 – 610-861-2026
 - b. **LCCC Allentown**
718 Hamilton Street, Allentown, PA 18101
 - i. CSA: Site Supervisor – 610-799-1948
 - ii. LCCC Department of Public Safety and Security – 610-799-1264
 - iii. In person at the Department of Public Safety and Security, first floor lobby.
 - iv. City of Allentown Police Department: 544 N. Sixth Street, Allentown, PA 18102 – 610-437-7751
 - c. **LCCC Tamaqua**
234 High Street, Tamaqua, PA 18252
 - i. CSA: Director of Site Educational Services 610-379-8417
 - ii. LCCC Department of Public Safety and Security – 484-225-1261
 - iii. Tamaqua Borough Police Department: 320 E. Broad Street, Tamaqua, PA 18252 – 570-668-5000
 - d. **LCCC Airport**
600 Hayden Circle, Hangar 7, Allentown, PA 18109
 - i. CSA: Chief Instructor – 619-264-7089
 - ii. Pennsylvania State Police – Troop M, 2930 Airport Road, Bethlehem, PA 18017 – 610-861-2026.

E. Office of Student Development, Equity and Inclusion

1. Work with students to promote adherence to the Student Code of Conduct in minimizing behavior that is inconsistent with the essential values of the college community.
2. Promptly report any Clery Act-related crimes to the college Department of Public Safety at your campus location. If you are unsure whether or not the incident meets the criteria, it is still recommended that you contact the college's department of Public Safety at your campus location.
3. Annually, provide all conduct referral data to the college Director of Public Safety for inclusion in the Annual Security Report.

EXEMPTIONS

The following individuals, when acting within the scope of the official responsibilities are not Campus Security Authorities, and as such, are exempt from the mandates of this policy:

1. Professional Counselors
2. Persons uncertified, but acting under the supervision of an exempt counselor



SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Capital Projects – Budgets and Reporting Guidelines
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

3-204 Capital Projects – Budgets and Reporting Guidelines

A "Capital Project" is any expenditure meeting the accounting requirement of a depreciable asset with a total capital cost in excess of twenty thousand dollars (\$20,000). Types of capital projects will include new construction, building renovations, facility acquisition, land acquisition, landscape improvement projects, and the purchase of capital equipment. The source of funding for a capital project must be authorized within the Capital Budget.

Guidelines

The original budget for the capital project will be developed based on cost quotes, architectural and/or engineering estimates, or costs established with a construction management firm or independent consultant. The budget will identify the following categories where applicable: construction costs for all contractors, equipment, technology, furniture and fixtures, landscaping and land improvements, professional fees, project management fees, consulting and contract services, municipal and state review fees, permit and inspection fees, and other costs associated directly with the capital project. The budget will include a contingency fee of up to ten percent (10%) of the total project cost or higher if recommended by the project engineer, architect, or contracted project manager. The sources of the project funding – federal or state government, sponsor school districts, college, grant or gift – will be identified within the budget.

The initial budget for each capital project will be reviewed by the President's Cabinet for recommendation to the Finance and Facilities Committee of the College's Board of Trustees. The Finance and Facilities Committee will review the overall project budget and, if applicable, make a recommendation to the Finance and Facilities Committee to authorize the capital project in the Capital Budget or designate all or a portion of the project funds from the unallocated Capital Funds. The Finance and Facilities Committee will review capital projects for the purchase of capital equipment not funded as a component of a capital project for a new facility or renovation and, where applicable, make a recommendation to the Board of Trustees for approval.

Once the final budget has been appropriately reviewed, change orders or additional items not identified in the original budget which will exceed twenty thousand dollars (\$20,000) or ten percent (10%) of the applicable budget line item, whichever is less, will be presented to the Finance and Facilities Committee for review. These change orders may be presented at a regularly scheduled meeting or by e-mail. Change orders for lesser amounts will be reviewed by the President upon recommendation from the Vice President of Finance and Administrative Services and reported to the Finance and Facilities Committee at the next regularly scheduled meeting.

A change order is a process whereby changes in the scope of work agreed to by the College, contractor and architect are implemented. A change order is work that is added to or deleted from the original scope of work of a contract, which alters the original contract amount or completion date.

Emergency change orders in excess of twenty thousand dollars (\$20,000) or ten percent (10%) of the applicable budget line item, whichever is less, that could result in an unreasonable delay in the progress of the capital project or which require prompt attention due to unforeseen circumstances can be authorized by

the President upon recommendation from the Vice President of Finance and Administrative Services and after consultation with the Chair of the Finance and Facilities Committee and the Chair of the Board of Trustees.

Any recommendation for increasing the cost of the original budget must be accompanied with identification of the source of additional funds required. If the projected total cost of a capital project exceeds the total of the funds designated by the Board of Trustees by resolution or the adopted Capital Budget, the excess must be reviewed by the Finance and Facilities Committee and, if applicable, be authorized by the Board of Trustees.



SECTION 3: ADMINISTRATIVE REGULATIONS

2. Collegewide Regulations

TITLE: College Closing

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: May 2, 2019 (Resolution 54.45)
February 6, 2020 (Resolution 55.26)

College Closing

Purpose

I. Weather Related

The Vice President for Academic Services and Student Development (or designee), in consultation with the Director of Facilities Management (or designee), is responsible for deciding when to close the College due to inclement weather.

LCCC makes every effort to send the notification by 5:30 a.m. or as soon as possible, depending on the timing of the weather circumstances. If conditions worsen during the day, the College may need to have an early closing. The decision to close the College will be made by 2 p.m.

A. How Are the Staff and Students Notified

Staff and students are strongly encouraged to sign-up for the Omnilert Notification System available through the College portal. Signing up for Omnilert is easy, free, and available to all students and staff. If a decision is made to close the College or for early dismissal, the Omnilert system is used to notify subscribers through a direct call, a text message, and/or email notice.

Information regarding a College closing or early dismissal will also be posted on the College's website homepage and social media outlets including Facebook and Twitter. The College also posts information through the news media at WFMZ Channel 69 and WNEP Channel 16 and their affiliate stations.

B. Clarification of Messages

1. Classes that are scheduled to start before the opening time will be canceled. Those scheduled to start after the announced opening will be held as normal. For ex: If the College is on a two-hour delay, we are scheduled to open at 10 a.m., classes that normally start at 8 a.m., 9 a.m., or 9:30 a.m. are canceled, regardless of how long those classes last. In this case, the next class period at 11:10, would go on as normal.
2. Canceling day classes means canceling classes from 6:30 a.m. until 5 p.m. and day staff should not report for work.
3. Canceling evening classes means canceling classes from 5 p.m. to closing and evening staff should not report for work.
4. Part-time classified personnel who normally work late afternoon/evening hours should check with their supervisors before reporting to work should day classes have been cancelled. They should not report for work if evening classes have been cancelled. If the weather is questionable and they have heard no radio announcements, they should always check with their supervisor before starting out to report to work.
5. If there is a special need for any staff to report for work, even though classes are not meeting, they will be contacted by their supervisor by telephone.

6. All operations and maintenance and security personnel are expected to report for work as scheduled during College closing.

Note: Vacation, personal, or sick time will not be reinstated in the event of a cancellation or delay.

II. Non-Weather Related

The Critical Incident Communication Team will decide on all other College closings. These may include an array of incidents that impact the safe operation of the College campus or College sites. The time of College closing will depend on the time and type of the incident.

A. How Staff and Students are notified

Staff and students are strongly encouraged to sign-up for the Omnilert Notification System available through the College portal. Signing up for Omnilert is easy, free, and available to all students and staff. If a decision is made to close the College or for early dismissal, Omnilert system is used to notify subscribers through a direct call, a text message, and/or email notice.

Information regarding a College closing or early dismissal will also be posted on the College's website homepage and the College's social media outlets including Facebook and Twitter. The College also posts information through the news media at WFMZ Channel 69 and WNEP Channel 16 and their affiliate stations.



Lehigh Carbon
COMMUNITY COLLEGE

Policy No. 3-208

SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Copying Software

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

3-208

Copying Software

Copying of software is restricted to archival purposes. Only use of properly licensed software is acceptable for installation and use.

**SECTION 3: ADMINISTRATIVE REGULATIONS**
2. Collegewide Regulations**TITLE: Designated Public Forum****ADOPTED:** July 5, 2018 (Resolution 54.03)**REVISED:** August 1, 2019 (Resolution 55.07)**REVISED:** September 5, 2024 (Resolution 60.05)

Purpose Guidelines	3-209 Designated Public Forum As an institution of higher education, Lehigh Carbon Community College (the "College") fully supports the free exchange of ideas. To meet its educational mission, the College will provide a designated public forum for the exercise of free speech at sites owned by the College with an area conducive for such exercise. Nothing in this policy is intended to limit the rights of student or faculty speakers. While students and faculty are welcome to make use of the designated public forum area, students and faculty may have additional rights to access the College for expressive purposes, as provided under College Policy and the law. The College identifies the following areas as designated public forums: at the Main Campus, the Gazebo adjacent to the Community Services Center; at the Morgan Center, the exterior paved area at the lower level of the Scheller Center, SHINE Office and at the Donley Center, Activity area of the basement. As and when practical, campus maps will reflect the designated public forum. The President, or President's designee appointed for this purpose, shall have the authority to change, either permanently or temporarily, the identity of the designated forum to another area to address concerns for the health, safety, and welfare of the College community. To make use of the designated public forum space, in advance, speakers must contact the College Relations office to complete the application process. All applicants must contact the College Relations office at least three (3) business days (Monday through Friday) prior to the date that the applicant would like to use the designated public forum. The College Relations office shall review the application and respond in a timely manner. If the space is already reserved for the date and time requested or otherwise unavailable, the Relations office shall inform the applicant of the same and offer the applicant the next available date and time for use of the space. In deciding whether to grant or deny the request, the Relations office may not consider the viewpoint of the speaker or the content of the speech. When finished, all speakers and their associates, if any, must pick up any handouts or items that the speaker brought to the public forum space as well as any trash or refuse that accumulates in the public forum area during the speakers use. In addition, the College does not allow any activity in the designated public forum that disrupts the College's ability to fulfill its educational mission, related services, and business operations. Examples include, but are not limited to, excessive noise, impeding traffic or pedestrians, conduct that may damage College property, or illegal conduct.



SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Dissemination of Data
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose Guidelines	3-210 Dissemination of Data College data will be obtained/and or reviewed from the offices listed below prior to external release. (Information not included in the fact book) 1. Campus Crime Report Statistics Department of Public Safety 2. Employee Information Human Resource Office 3. Financial Institution Information Finance Office 4. Individual Student Records (data protected by FERPA, state and federal regulations) a. Registration/Student Records 5. Student Financial Aid Information (data protected by FERPA, state and federal regulations) a. Financial Aid Office 6. Summary Enrollment Data Institutional Research Office.



SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

**TITLE: Electronic and Information Technology (EIT) and
Multimedia Accessibility**

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: February 4, 2021 (Resolution 56.27)

Purpose

Guidelines

Definitions

3-212

**Electronic and Information Technology (EIT)
and Multimedia Accessibility**

I. Introduction

Lehigh Carbon Community College is committed to providing an equal educational opportunity and full participation for qualified individuals with disabilities. Consistent with the Rehabilitation Act of 1973, as amended and as applicable, and the Americans with Disabilities Act of 1990 (ADA), as amended, the College insures that no "qualified individual with a disability" will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination on the basis of disability under any program or activity offered by the College.

II. Standards

The College requires that electronic and information technology (EIT) and multimedia resources be designed, authored, purchased, developed, managed, procured, and implemented in a way that is accessible to all members of the College community (including those with disabilities) as required by law.

The College electronic accessibility standards reflect the principles the "World Wide Web Consortium's Web Content Accessibility Guidelines" (WCAG) 2.0, Level AA. The College's standards are specifically incorporated into this policy and may be found at the following link: <https://www.w3.org/TR/WCAG20/>.

III. Definitions

1. Content. Any digital material that may be distributed electronically. This includes but is not limited to HTML web pages; documents such as Microsoft Word, Excel or Adobe PDF; audio and video; and instructional material in any format.
2. Electronic and Information Technology (EIT) Resource. Any resource delivered electronically to any audiences, (internal or external to The College), such as prospective students, visitors, public officials, other College personnel, and the general public.
3. Legacy EIT. Resources published four years or longer are considered legacy resources. Each College department, program, or unit must establish priorities and timetables for updating legacy content.
4. Archived Content. EIT Resource created before the effective date of this policy that is kept solely for informational or statutory purposes.
5. Redesigned Content. EIT Resource that has its visual design and/or Content materially changed after the effective date of this policy.
6. Public-facing Content. EIT Resource that is available to those outside the College community, including prospective students, visitors, public officials, and the general public.
7. Multimedia. The integration of multiple forms of media to present text, graphics, audio, video, animations, and interactive features through the use of electronic devices. All video content that is created or utilized must follow the college's Guidelines for Video Accessibility.
8. Physical Interfaces to Technology. Hardware and equipment that includes, but is not limited to, telecommunications products (such as

telephones), information kiosks, electronic copy kiosks, Automated Teller Machines (ATMs) and transaction machines, electronic book reading systems, classroom technology and multimedia, personal response systems ("clickers"), and office equipment such as classroom podiums, copiers and fax machines.

I. Responsible Parties

- President
- Vice Presidents
- Deans, Associate Deans, Directors, Assistant Directors, and Division Coordinators
- All instructional staff
- Any individual associated with the College who uses internet, web, instructional technology and media resources to provide services, instruction, or information.
- Any agent of the College that produces or procures EIT resources for use by the College community.

II. Applicability/Policy Scope

Electronic and information technology and multimedia resources shall be designed, authored, used, purchased, developed, managed, procured, or otherwise implemented by Responsible Parties for compliance with this policy.

III. Policy Requirements

The College is committed to ensuring that Content is accessible to qualified individuals with disabilities, in accordance with the standards incorporated in this policy, regardless of distribution method if the Content is or includes one or more of the following:

- Public-facing Content
- Broadly distributed within the College
- Academic or course material
- Internal and external program and policy announcements
- Notices of benefits, program eligibility, and employment opportunities and decisions
- Forms, applications, questionnaires, and surveys
- Emergency notifications
- Educational and training materials
- Physical interfaces to technology

IV. Employee Training

The college will provide the appropriate accessibility training to foster understanding of this policy. Each division or department will identify one to two people to be a point of contact for questions related to accessibility.

V. Effective Date

From the policy implementation date, the College shall use all reasonable best efforts to ensure that all new and redesigned Content adheres to the standards set forth in this policy.

VI. Resources/Subject Matter Expertise/Contact

The central point of contact for questions regarding this policy or the referenced standards can be made to the Director of Human Resources/ Title IX/Equity Coordinator at 610-799-1107.

SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Facilities - General

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: May 4, 2023 (Resolution 58.44)

REVISED: September 5, 2024 (Resolution 60.05)
April 3, 2025 (Resolution 60.32)

Purpose

Guidelines

3-214

Facilities - General

General

- A. The VP for Finance and Administrative Services shall be responsible to see to the proper maintenance and use of the physical facilities of the College. The entire College staff shall share responsibility for implementation of and assurance of adherence to the regulations, and actual control of facilities. The use of the term "facilities" of these Policies and Regulations shall include all locations owned, rented, or leased for use by the College.
- B. This section contains policies, procedures, regulations, and general guidance all of which are intended to minimize or eliminate conflicts in the use of facilities, provide for greater satisfaction in their use, provide for the safety of the user, and provide for protection of College property.
- C. Priority of Use
 1. Use of College's facilities shall be as follows:
 - a. College activities
 - (1) Instruction - credit
 - (2) Instruction - non-credit
 - (3) College-sponsored events
 - (a) Student Groups, Alumni groups or persons
 - b. Groups from the College sponsor school districts
 - c. Others from the community that the College serves
 2. Use of the College's Banquet/Event hall facility shall be as follows:
 - a. College activities
 - b. Groups from the College sponsor school districts
 - c. Student Groups and Alumni Events
 - d. Groups from the community that the College serves
 - e. Groups/Individuals from the community at large
 3. When two (2) or more groups or person in the same category make conflicting requests, the use will be granted on the basis of the program involved.
- D. Each year the fee schedule will be reviewed and established by the President's Cabinet and submitted for review by the Finance and Facilities Committee.

Facilities Reservation Schedule of Costs

Reservation fee is based on up to four (4) hours of usage unless otherwise noted.

Facility	
Alumni Center 105A-B	\$200
Alumni Center 107-108	\$200
ARC 103-111	\$200
Cafeteria	\$300
Classroom	\$100
Computer or other specialized labs	\$200
Conference Room	\$150
Outside Facilities	\$150
SH 143-144	\$200
Student Union	\$300
CSC 201A-201B	\$200
CSC 207A-207B	\$200
CSC 203	\$300
CSC 205	\$300
CSC 201A-207B & 203-205 & Lobby	\$1,000 (\$1,500 full day)
Dance/Exercise Studio	\$40 per hour/\$400 full day
Small Gymnasium	\$75 per hour/\$500 full day
Large Gymnasium	\$125 per hour/\$800 full day
Baseball/Softball Field	\$75/Practice/\$100 game, \$500 full day

Fees quoted above include standard set-up charges. Any additional charges will be identified prior to the completion of the facility reservation agreement.

All groups are responsible for paying all special service charges as may be required. These costs may include any or all of the following:

Audio visual technical support	\$30 per hour
Additional Custodial and Maintenance	\$30 per hour
Additional Security	\$40 per hour
Gym Attendant	\$20 per hour

Charges will be levied for special arrangements and for lost or damaged College property.

The costs will be calculated based on projected expenses incurred outside the regularly scheduled operating hours of the College.

Support for AV is generally available weekdays from 7:30 a.m. to 5 p.m. For contracted special events, meetings, or conferences requiring AV assistance after 5 p.m. or outside the College's normal operating hours, the contracted party will be required to schedule with an outside vendor to provide AV consulting services. A listing of approved AV vendors can be obtained through the College Relations Office.

Governmental groups and official organizations related to one of our sponsoring school districts are exempt from cost reimbursement except for special service charges that may apply. In addition to the groups specifically mentioned, the President's Cabinet may make an exception and waive reimbursement when the waiver of such costs is in the best interest of the College.

SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Fire Safety Plan

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

Guidelines

3-216

Fire Safety Plan

I. Policy

To protect against loss of life, injury and to minimize the potential loss to our facilities, fire safety is to be given a primary importance in every aspect of planning and performing all of Lehigh Carbon Community College activities. A fire plan shall be established and well implemented for each campus. This will include the use of fire extinguishers.

II. Purpose

This policy provides guidelines and instructions by outlining procedures to ensure the safety of students, staff, faculty, and visitors in Lehigh Carbon Community College facilities.

III. Scope

Lehigh Carbon Community College main campus and sites are covered in this plan.

IV. Intent

Recognizing the importance of fire safety, Emergency Management Procedures has incorporated a fire plan. All facilities will have a process to report fires or emergencies. Evacuation routes and exits will be clearly marked. These evacuation routes and exits will be posted at the exit of each room to ensure the direction of travel for occupants. Supervisory personnel will ensure everyone has left the building. Assistance will be provided to those in need: injured, sick, or disabled. Gathering locations outside will also be identified. Regular fire drills will be conducted and designed in part to test the participants' knowledge of proper procedures to follow in the event of a fire. Additionally, these fire drills will provide a means to identify and evaluate knowledge and performance of participants. This will create an opportunity for documentation and solutions for improvement.

V. Fire Response

A. Reporting fires and other emergencies

1. Dial 911 (All Dispatch Centers in respective jurisdictions)
2. Dial x1911 (Main and Donley only)
3. Pull manual fire alarm located at exit or along exit routes
 - a. Notification of fire department is made by central monitoring station
4. Overhead announcement to evacuate the building

B. Evacuation Operation

1. All occupants must leave the building upon fire alarm activation.
2. Each facility must have posted evacuation routes and/or safe havens.
3. Assist anyone who may need assistance out of the building.
4. Do not use elevators.
5. If unable to leave-go to area of rescue.
6. Close open doors and windows.
7. Take personal items along when leaving. Use R.A.C.E. for fire response:
 - a. Rescue – Life Safety evacuation
 - b. Alert – Pull Station activation and call 911
 - c. Confine – Close open doors and windows

- d. Extinguish – If knowledgeable and able use fire extinguisher
 - i. Incipient fires only
 - ii. Must use correct extinguisher
- C. Extinguishing Operations
 - 1. Fire Extinguishers should only be used by trained personnel.
 - 2. Fire Extinguishers should only be used on small or incipient fires.
 - 3. The appropriate fire extinguisher is available to extinguish the fire.
 - 4. Is the air safe to breathe – toxic, hot, or extremely smoky air is present.
 - 5. There is a safe evacuation path behind you as you tend the fire.
 - 6. Practice P.A.S.S.
 - a. P – Pull the safety pin
 - b. A – Aim at the base of the fire
 - c. S – Squeeze levers
 - d. S – Sweeping motion of hose back and forth
- D. Accounting for Everyone
 - 1. Designate a primary gathering location.
 - 2. Designate a secondary gathering location.
 - 3. Designated employees should sweep the building to ensure everyone has left.
 - 4. Conduct a head count or roll call at the assembly point.
- E. Additional Responsibilities
 - 1. Do not re-enter the building to retrieve items or for any reason
 - 2. Do not block roadways or entrances to building
 - 3. When fire personnel arrive, they will take charge of the fire scene
- F. Drills
 - 1. Fire Drills will be conducted by the Department of Public Safety.
 - 2. Fire Drill forms will be utilized to document each drill and to note evacuation times and other issues.
 - 3. Evacuation during drills should be under three (3) minutes.
- G. Interim Life Safety
 - 1. Preparation – Construction Area Assessment
 - 2. Will any egress pathways or exits be altered or obstructed?
 - 3. Will access to emergency services be restricted or rerouted, or will access for emergency responders be impaired or restricted?
 - 4. Will any fire detection or alarm systems be impaired?
 - 5. Will any part of the fire suppression or sprinkler system be impaired?
 - 6. Will any smoke/fire walls, doors, or assemblies be compromised?
 - 7. Will the fire safety of personnel in adjacent areas be affected?
 - 8. Will it be necessary to install temporary construction partitions?
 - 9. Will the project result in the accumulation of debris and/or materials and increase the combustible load in the work area?
 - 10. Will the project activity include significant ignition sources? (ex: cutting, welding, soldering, or other activities utilizing an open flame).
 - 11. Will the project activity present any other safety-related hazards?
- H. Monitoring Checklist
 - 1. Monitor to ensure exits are free and unobstructed. Also, make sure the construction area exits are inspected daily and the contractor maintains an egress log.
 - 2. Monitor to ensure access to emergency services and that entrance and exit discharges are unobstructed. Encourage your contractors to avoid propping or wedging open doors;
 - 3. Monitor your exterior access and make sure that you have clear access for police, fire, and other emergency responders.
 - 4. Monitor the fire alarm system and ensure it is in working order. Where deficiencies are noted, ensure a fire watch is provided. Make available additional fire extinguishers and ensure personnel are trained in the healthcare policy for fire extinguisher use. If

temporary construction partitions have been installed, ensure they are maintained to resist the passage of smoke and dust.

5. Monitor the smoking policy and ensure personnel working in your facility comply with the requirements to smoke and use tobacco products in designated areas that have been set up on the exterior of the building.
 6. Monitor housekeeping conditions and ensure construction debris is removed promptly. Ensure equipment, tools, and materials are stored inside the construction zone and not in the hallway or in public areas.
 7. Review all temporary exit signs and project signs and ensure signs are maintained in a good condition.
 8. Monitor evacuation routes, access control, and require emergency information to be updated as conditions change.
 9. Monitor hot work operations and ensure the facility hot work procedure is implemented. Require contractors to train fire watch personnel.
- I. Any time frame exceeding 24 hours that a fire system is impaired or out of service, the local fire department needs to be notified.
1. When the fire system is operational, the fire department will be notified.

SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Gateway Sign
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Guidelines

3-218

Gateway Sign

I. Policy

Messages displayed on the Gateway sign shall be of an appropriate nature to promote Lehigh Carbon Community College and its affiliated programs and activities.

II. Overview

The purpose of this policy is to address questions regarding the usage of the electronic Gateway sign at the Route 309 entrance to Lehigh Carbon Community College in Schnecksville, PA, including questions about the content to be used on the sign, technical specifications, and the management of the Gateway sign. The creation of content for digital displays requires consideration of technical, legal, and aesthetic factors. The technical considerations relate to the system's capabilities and limitations. Legal considerations relate to compliance with appropriate copyright laws. Aesthetic considerations relate to making any digital slides and digital videos visually interesting and effective. Aspect ratios for displaying, graphic readability, balance, color, software compatibility, graphics, backgrounds, etc. will also be evaluated, when applicable.

III. Management of Gateway Sign

1. The management of content for the LCCC Gateway sign will be the responsibility of the College Relations office – specifically, under direction of the Executive Director of College Relations (EDCR).
2. The Department of Facilities will provide technical and budget support for physical sign maintenance.
3. The Department of Information Technology will provide the technical and budget support for sign management as it relates to software and electronic maintenance.

IV. Messaging Guidelines

1. Submission of materials or information shall be concise due to limited space availability.
2. Materials or information submitted may be edited as deemed necessary, and, therefore, submission of material or information is deemed consent by the submitting party to College Relations to do the editing.
3. College Relations reserves the right to address concerns or make suggestions related to the Gateway sign content in an effort to reinforce the educational mission of the College and in alignment with overall college branding.
4. Approval for sign content resides with the EDCR. In the event of a disagreement on content, the EDCR's supervisor can be consulted.
5. Gateway sign can include both local content for events on main campus as well as college-wide content for other LCCC sites.
6. Non-LCCC related content is prohibited.
7. Proposed sign content must be submitted electronically to collegerelations@lccc.edu a minimum of five business days prior to the first requested date for the sign content to appear. Submitting

organizations are responsible for accuracy and timely submission of materials.

V. Copyright and Trademark Guidelines

No copyrighted or trademarked content will be posted on digital signage unless the College has written permission from the copyright or trademark holder to use the content. Only content the College owns, clip art from Microsoft, or royalty-free content can be used with digital signage. If there is any doubt about copyright or trademark compliance, proposed content providers will be asked to provide documentation.

VI. Information Security

The software and hardware for posting messages on the Gateway sign resides in the office of the EDCR and as such, access to the software is protected by the LCCC computer network password of the EDCR. The user must have the EDCR network password, access to the EDCR office and also access to the computer in EDCR's office to load authorized messages. Virtual Private Network (VPN) access is provided by the LCCC Department of Information Technology to the EDCR to ensure access 24/7/365 from any place that has Internet access.

VII. Emergency Messaging

The Gateway sign can be used to convey critical information in the event of a campus or community emergency. College Relations works with the Office of Public Safety in matters related to the Critical Incident Communications plan.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 3-220 SECTION 3: ADMINISTRATIVE REGULATIONS 2. Collegewide Regulations TITLE: Hazardous Materials ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose Delegation of Responsibility	3-220 Hazardous Materials The Hazardous Material Coordinator assures that departmental and general College record keeping, reporting and proper disposing of hazardous materials is maintained in accordance with governmental regulations. The Assistant Director of Facilities Operations is the College Hazardous Material Coordinator.

2. Director of Human Resources requests authorization to post/advertise from President.
 3. Position is posted internally and may be advertised.
- II. Forming the Search Committee:
1. The Chairperson of the search committee shall be appointed by the President.
 2. Director of Human Resources with the President establishes a search committee including:
 - Trustees, (2), appointed by the Chair of the Board of Trustees
 - Faculty, (3), recommended by the Academic Council
 - Administrators, (3), and Classified staff, (1) recommended by the Director of Human Resources
 - The administrator currently holding the position may serve on the committee as ex-officio nonvoting member
 3. All search committee members are required to go through interview training provided by the Office of Human Resources.
- III. Search Committee Interviewing Steps:
1. Applicants are screened based on qualifications and job profile by Director of Human Resources, search committee chair, and the President.
 2. President discusses expectations of a successful candidate for the position with the search committee and distributes those criteria in writing. The Director of Human Resources will review the Interviewing Guidelines with committee.
 3. Applicants meeting required qualifications are screened by the search committee. Search committee prescreens resumes, acknowledges on form that selected candidates for skype, telephone, or on-campus interviews meet the required qualifications of the job description. Chair signs off on the form and returns to human resources. Any exceptions to required qualifications must be approved by the President.
 4. Candidates may be screened by telephone, Skype, or other current technology.
 5. President meets with search committee to discuss results of interviews and discuss candidates for in-person interviews.
 6. Candidates chosen for in-person interview will be requested to submit a paragraph on how they will further contribute to the mission and vision of the College.
 7. In-person interviews conducted by the search committee. A minimum of three candidates must be interviewed. All internal candidates meeting required qualifications will receive an interview. Campus presentation and group meetings may be part of the in-person interview.
 8. Search committee makes recommendations in ranked order to President. Search committee members must be present for all interviews to vote on the candidates.
 9. Search committee will forward at least two candidates to fill the position. No recommendation is also a possibility.
 10. Final candidate(s) meet with Trustees.
 11. President meets with Trustees to review recommendations and determine final candidate.
 12. Search committee shall be informed of final decision by Director of Human Resources.
 13. Personnel, Curriculum and Government Relations Committee reviews and recommends candidate to Board of Trustees via resolution.
 14. Board of Trustees approves resolution for appointment.

Administrative Positions – Excluding VP

- I. Review and Posting of Job Description:
1. Director of Human Resources works with hiring supervisor to review job description.

2. Job description with the required qualifications clearly detailed and reflect the position requirements is sent to Executive Team and President for approval.
 3. Once approved by Executive Team, Director of Human Resources requests authorization to post/advertise from Vice President and President.
 4. Position is posted internally and may be advertised.
 5. Applicants are screened based on required qualifications by Director of Human Resources and hiring supervisor.
- II. Forming the Search Committee:
1. Search committee is required for Executive Director, Associate Dean, Dean, and optional for those positions other than Executive Director, Associate Dean, Dean.
 2. Search committee membership must be approved by the Vice President or President.
 3. Search committee members are required to go through interview training provided by the Office of Human Resources.
 4. For Executive Director, Associate Dean, Dean level: Director of Human Resources with hiring supervisor establishes a search committee and will include the following:
 - Chairperson
 - One committee member from within the hiring department
 - Vice President from outside the department
 5. If there is no search committee, supervisor must conduct interviews with Director of Human Resources or another employee(s) approved by the supervisor's Vice President.
- III. Search Committee/Supervisor Interviewing Steps:
1. Hiring supervisor discusses expectations of a successful candidate for the position with the search committee and distributes those criteria in writing. The Director of Human Resources will review the Interviewing Guidelines with committee.
 - Human Resources provides prescreened resumes to search committee and search committee provides confirmation of resumes.
 - Search committee acknowledges on form that selected candidates for skype, telephone, or on-campus interviews meet the required qualifications. Chair/supervisor signs off on the form and returns to human resources.
 2. Hiring supervisor or search committee may telephone, skype, or use other current technology to screen candidates. For Executive Director, Associate Dean, Dean positions, the hiring supervisor may meet with search committee to discuss results of the interviews and discuss candidates for in-person interviews. All internal candidates meeting required qualifications will receive an interview.
 3. In-person interviews will be conducted. A minimum of three candidates must be interviewed.
 4. Candidates will be requested to submit a paragraph on how they will further contribute to the mission and vision of the College.
 5. Recommendations are made in ranked order to hiring supervisor. Search committee members must be present for all interviews to vote on the candidates. There must be at least two recommendations. No recommendation is also a possibility.
 6. Hiring supervisor and Vice President interview candidates prior to recommending candidate to President. Interviews may be conducted for part-time positions.
 7. Vice President will discuss with President the recommended candidate prior to appointment and interviews may be conducted with the President. Executive Director, Associate Dean, Dean level candidates will meet with the President.
 8. Chair of search committee shall be informed of Vice President's recommendation that are being forwarded to the President.

9. Search committee shall be informed of final decision by Director of Human Resources.

Faculty

- I. Review and Posting of Job Description:
 1. Director of Human Resources works with hiring supervisor to review job description.
 2. Job description with the required qualifications clearly detailed and reflect the position requirements is sent to Executive Team and President for approval.
 3. Once approved by Executive Team, Director of Human Resources requests authorization to post/advertise from Vice President and President.
 4. Position is posted internally and may be advertised.
 5. Applicants are screened based on required qualifications by Director of Human Resources, hiring supervisor (who is the Search Committee Chair), and one representative faculty member from the relevant discipline.
- II. Forming the Search Committee:
 1. Search Committee is formed.
 2. Search committee membership must be approved by the Vice President or President.
 3. Search committee members are required to go through interview training provided by the Office of Human Resources.
 4. For full-time Faculty:
Director of Human Resources with hiring supervisor establishes a search committee and will include the following:
 - Chairperson – the Hiring Supervisor
 - Faculty member(s) from within the division (Part time may be asked to serve if appropriate and willing)
 - Faculty member(s) from outside the division
- III. Search Committee Interviewing Steps:
 1. Hiring supervisor discusses expectations of a successful candidate for the position with the search committee and distributes those criteria in writing. The Director of Human Resources will review the Interviewing Guidelines with committee.
 - Human Resources provides prescreened resumes to search committee and search committee provides confirmation of resumes.
 - Search committee acknowledges on form that selected candidates for skype, telephone, or on-campus interviews meet the required qualifications. Chair/supervisor signs off on the form and returns to human resources.
 2. Search committee may telephone, skype, or use other current technology to screen candidates. All internal candidates meeting required qualifications will receive a preliminary interview. Teaching faculty candidates will have a teaching component of the interview process and meet with the coordinator.
 3. In-person interviews will be conducted. A minimum of three candidates must be interviewed. Any internal candidate who is not selected for an in-person interview will be notified.
 4. Candidates will be requested to submit a paragraph on how they will further contribute to the mission and vision of the College.
 5. Recommendations are made in ranked order to the Vice President. Search committee members must be present, in person or electronically, for all interviews to vote on the candidates. No recommendation is a possibility.
 6. Vice President interviews candidates prior to recommending candidate to President. If no candidates are recommended by the committee, then

no candidate should be recommended by the Vice President to the President.

7. Vice President will discuss with President the recommended candidate prior to appointment and interviews may be conducted with the President.
8. Other than for extenuating circumstances the top candidate recommended by the Search Committee shall be forwarded by the Vice President to the President. Search Committee informed of selected candidate by the VP with rationale.
9. Search committee shall be informed of final decision by Director of Human Resources.

Educational Support Professional

I. Review and Posting of Job Description:

1. Director of Human Resources works with hiring supervisor to review job description.
2. Job description with the required qualifications clearly detailed and reflect the position requirements is sent to Executive Team and President for approval.
3. Once approved by Executive Team, Director of Human Resources requests authorization to post/advertise from Vice President and President.
4. Position is posted internally and may be advertised.
5. Applicants are screened based on required qualifications by Director of Human Resources and hiring supervisor.

II. Forming the Search Committee:

1. Search committee is optional for those positions other than Executive Director, Associate Dean, Dean.
2. Hiring supervisor decides if a search committee will be formed.
3. Search committee must be approved by the Vice President or President.
4. Search committee members are required to go through interview training provided by the Office of Human Resources.
5. If there is no search committee, supervisor must conduct interviews with Director of Human Resources or another employee(s) approved by the supervisor's Vice President.

III. Search Committee/Supervisor Interviewing Steps

1. Hiring supervisor discusses expectations of a successful candidate for the position with the search committee (if search committee is formed) and distributes those criteria in writing. The Director of Human Resources will review the Interviewing Guidelines with committee.
 - Supervisor or search committee acknowledges on form that selected candidates for skype, telephone, or on-campus interviews meet the required qualifications.
 - Supervisor or chair of search committee signs off on form and returns to human resources.
2. Hiring supervisor or search committee may telephone, skype, or use other current technology to screen candidates. All internal candidates meeting required qualifications will receive an interview.
3. In person interviews will be conducted. A minimum of three candidates must be interviewed.
4. Candidates will be requested to submit a paragraph on how they will further contribute to the mission and vision of the College.
5. Recommendations are made in ranked order to hiring supervisor. Search committee members must be present for all interviews to vote on the candidates. There must be at least two recommendations. No recommendation is also a possibility.
6. Hiring supervisor and Vice President interview candidates prior to recommending candidate to President. Interviews may be conducted for part-time positions.

	7. Vice President will discuss with President the recommended candidate prior to appointment and interviews may be conducted with the President. 8. If a search committee is formed, chair of search committee shall be informed of Vice President's recommendation and reasons that are being forwarded to the President. 9. If a search committee is formed, search committee shall be informed of final decision by Director of Human Resources.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 3-224 SECTION 3: ADMINISTRATIVE REGULATIONS 2. Collegewide Regulations TITLE: Ombudsman - MyLink ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose	Ombudsman – MyLink MyLink is an employee communication site that acts as an advocate for employees who want to communicate concerns within the College. The intent is to resolve problems in a non-threatening, unofficial environment, and to answer questions regarding policies and procedures. Individuals discuss problems with MyLink representatives in confidence. Contact information is provided in the Human Resources section on the College Intranet.

SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Parking Fines

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: July 7, 2022 (Resolution 58.03)

Parking Fines

Purpose

Guidelines

A. Fines

1. All offenses will have a fine of \$15, except handicap parking violations.
2. Handicap parking violations:
 - a. First Offense - \$50
 - b. Second Offense - \$100
 - c. Third Offense - \$200

B. Parking Identification for Vehicles

1. A hang tag for the rearview mirror is required for all employee vehicles parked on College property and a sticker for all student vehicles. Employees of the College will be issued one hang tag at the time of their hire. A second additional hang tag may be purchased for five dollars (\$5) from Public Safety if desired.
2. Employees hosting a visitor for an extended period of time should contact the Office of Public Safety for temporary parking permits.

C. Enforcement

The following will be enforced:

1. Handicap parking
2. Safety/fire zones
3. Loading zones/docks
4. Lawns, sidewalks, roadways
5. Reserved spaces for Public Safety, President, VP/Board of Trustees

The following will be enforced with one written warning per vehicle followed by a fine:

1. Reserved parking spaces determined by the College
2. Reserved Food Service spaces
3. Reserved Bookstore manager space
4. Employee reserved parking lots until 5 p.m.
5. Vehicles not displaying the College parking sticker and/or hang tag except visitor lots

D. Warnings

1. Warnings will be issued when a parking infraction is found by a Public Safety Officer, except for those instances outlined above.
2. Individual vehicles will be allowed one (1) warning per calendar year. In the case where repeat parking infraction(s) is found, a fine will be issued to that vehicle.
3. Each calendar year, the process for the issuance of a single warning followed by fines for repeat offenses will start over.

E. Payment

1. Payment is to be made at the Business Office within five (5) business days.
2. Tickets can be appealed through the Appeal Committee established by the Environmental Health and Safety Committee. The appeals process can be obtained by contacting the Office of Public Safety.

	3. If the Appeals Committee does not receive written notification of an appeal within five (5) business days, the vehicle registration will be traced, the violation will be increased by \$10 if not paid or appealed.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 3-228 SECTION 3: ADMINISTRATIVE REGULATIONS 2. Collegewide Regulations TITLE: Reference Requests ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Guidelines	Reference Requests All personnel reference requests are to be forwarded to the Human Resources Office. The following information will be released: employee name, position held, salary, and dates of employment.



SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Standards of Conduct and Integrity
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Lehigh Carbon Community College is committed to achieving and maintaining the highest ethical standards for all conduct relating to the affairs of the College. The mutual respect and confidence gained from adherence to high ethical standards encourage a positive and productive work environment and ensure public confidence in College activities. The College is also committed to its reputation as an academic institution that serves its constituents through educational programs that are of high quality.

Guidelines

As employees of a public institution, College employees shall:

- Demonstrate professional integrity
- Comply with all applicable laws
- Provide accurate and complete information
- Avoid conflicts of interest

Following the standards will help provide such an atmosphere that all employees and students are treated fairly, honestly, and equitably.

Alleged violations of the standards involving employees other than the President should be reported in writing to the President of the College. Alleged violations involving the President should be reported in writing to the Chair of the Board of Trustees.

Alleged violations of the standards will be investigated promptly and thoroughly. The investigation shall remain as confidential as practicable and those conducting the investigation shall respect the confidentiality of all persons involved.

Delegation of Responsibility

No adverse action shall be taken or permitted against anyone for communicating substantiated concerns to the appropriate persons. Employees are encouraged to identify themselves; however, matters may be submitted anonymously.

The President shall provide a confidential report that outlines incidents but does not disclose identity to the Chair of the Board of Trustees on a quarterly basis, the disposition of which will depend on the circumstances delineated in the report.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 3-232 SECTION 3: ADMINISTRATIVE REGULATIONS 2. Collegewide Regulations TITLE: Technology Guidelines ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose Guidelines	Technology Guidelines The College strives to maintain access for its faculty, staff, students, and administers to local, national, and international sources of information and to provide an atmosphere that encourages sharing of knowledge, the creative process, and collaborative efforts. Users are entitled to use the College's computing resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with LCCC, and other College-sanctioned activities. Access to electronic information systems at the College is a privilege, not a right, and must be treated as such by all users of these systems. All users must act responsibly and maintain the integrity of these resources. The College reserves the rights to limit, restrict, or extend computing privileges and access to its resources. The College expects individuals to be careful, honest, responsible, and civil in the use of computers and networks. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements related to College information systems.

SECTION 3: ADMINISTRATIVE REGULATIONS**2. Collegewide Regulations****TITLE: Artificial Intelligence (AI) Guidelines****ADOPTED:** April 3, 2025 (Resolution 60.32)**Artificial Intelligence (AI) Guidelines****Purpose****A) Introduction**

The board's purpose of implementing a policy on Artificial Intelligence (AI) is to ensure the ethical and responsible use of AI technologies to enhance teaching, learning, and administrative processes while safeguarding student privacy and data security. By establishing clear guidelines and procedures, this policy aims to promote transparency and accountability, while fostering a safe learning and working environment.

The college supports responsible experimentation with Generative AI tools, but there are important considerations to keep in mind when using these tools, including information security and data privacy, compliance, copyright, and academic integrity.

B) Definitions

Artificial intelligence (AI) refers to computer systems and algorithms that mimic human cognitive functions, such as learning, reasoning, problem-solving, and decision-making. AI encompasses a broad spectrum of techniques and methodologies, including machine learning, natural language processing, computer vision, and robotics, aimed at creating intelligent systems capable of performing tasks autonomously or with minimal human intervention.

Generative AI is a type of artificial intelligence that can learn from and mimic large amounts of data to create content such as text, images, music, videos, code, and more, based on inputs or prompts.

C) Delegation of Responsibility

The Chief Information Security Officer (CISO) shall develop procedures to implement this policy, and may delegate to a designee(s) the right to enforce this policy. Policy and procedures will be guided by the NIST AI Risk Management Framework (AI RMF). The CISO shall establish a process by which faculty and staff can request the approval of new AI resources. The vetting process shall include a review of the tool's privacy policy, data handling practices, and compliance with FERPA. The CISO or designee shall maintain a list of all such approved resources.

D) Precautions

AI has potential applications across a wide range of industries, including art, writing, and software development. However, there are also concerns about the potential misuse of these tools and any data shared with the services. When you provide information to these tools, such as queries, student essays, grant proposals, source code, or datasets, it is conceivably the same as posting the information on a public website.

LCCC encourages its community to experiment with using these generative AI services, as long as no proprietary or confidential college data, as defined in Policy 3-236, is submitted to them without approval. Even if you use generative AI tools for activities that do not share personal or institutional data, you should still check the tool's output for accuracy. Since these tools have been known to

Guidelines

produce inaccurate content (sometimes called "hallucinations"), verify any factual information generated by an AI tool, and make sure to reference the tool as you would any other source.

To date, no generative AI tools have been approved for data beyond Public classification. Prior to the sharing of any institutional data, these services will need to go through review to ensure the necessary contracts and safeguards are in place to protect the data submitted and to ensure the algorithms in use are ethical, transparent, and beneficial to the LCCC community.

E) Processing Activities

Use of AI in support of College activities is divided into the following four categories: (1) Prohibited, (2) High-Risk, (3) Medium Risk, and (4) Low Risk usage activities.

- 1) Prohibited Processing Activities. Users must not engage in the following activities with Generative AI:
 - a) No Non-Publicly Available Personal Data. Users must not enter non-publicly available Personal Data into Generative AI (e.g., Social Security numbers, medical records, financial information, and driver's license numbers).
 - b) No Student Information other than "Directory Information" Users must not enter student information other than Directory Information as defined in Student Records Policy No. 2-708 into Generative AI.
 - c) No Confidential Information. Users must not enter college confidential information into Generative AI. This includes items such as meeting notes, proprietary information, financial records or analysis, images, audio, video, and nonpublic data and information.
 - d) Human Resources. Users must not enter the following HR information into Generative AI: hiring (including job posting), promotion, discipline, or termination of employees.
 - e) Legal and Compliance. Users must not draft legal documents (including contracts), compliance reports, or other legal or regulatory activities with potential legal implications.
- 2) High Risk Processing Activities. Users must (1) receive written approval in advance by the CISO for the use of Generative AI for any of these activities and (2) have human intervention, review and/or approval before being used or relied upon:
 - a) Public Documents. Preparation of publicly-facing college statements, press releases, advertisements, promotions, or similar written material.
 - b) Decision Making. Generating insights or recommendations that directly influence crucial decisions, such as strategic planning, financial investment, or operational changes.
 - c) Student Inquiries. Automatically generating responses to student inquiries, prompts or complaints.
 - d) Predictive Modeling. Predicting or anticipating future events, trends, or behaviors based on data analysis.
 - e) Product Development. Creating, enhancing, or diversifying products or services by generating concepts, designs, and/or solutions.
- 3) Medium Risk Processing Activities. Prior to using Generative AI for any use not covered in Sections 1) and 2) above, Users must analyze and document the following factors and determine that such use outweighs the risk of harm to the College based on these factors below.
 - a) Data Privacy and Security. The use of Generative AI must comply with all privacy, cybersecurity, education laws such as the Family Educational Rights and Privacy Act (FERPA), and institutional policies for technology, acceptable use, and data security.
 - b) Bias and Discrimination. The use of Generative AI must not result in bias and/or discrimination against any student, employee, and/or other individual.
 - c) Plagiarism. The use of Generative AI must not result in plagiarism.

- d) Copyright Infringement. The use of Generative AI must not result in copyright infringement.
- e) Misinformation. Since Generative AI can produce inaccurate or misleading information, the use of Generative AI must not result in the College producing a public document that contains incorrect, inaccurate, or misleading information.
- f) Confidentiality. Since, search queries entered into Generative AI are capable of being reverse engineered, the use of Generative AI must not result in the College breaching a duty of confidentiality.
- 4) Low Risk Processing Activities. The following activities are low risk activities for which no review or approval is required:
 - a) The use of Generative AI for personal use that does not involve any of the activities or risks described in Sections 1) to 3) above.
 - b) Personal Use is considered a Low Risk Processing Activity for the College. This risk analysis does not take into account any possible risks to the individual using Generative AI for personal purposes. Activities and the types of inputs for Personal Use are subject to an individual's own discretion and assumption of risk.
 - c) The use of Generative AI for instructional and/or other academic purposes that does not involve any of the activities or risks described in Sections 1) to 3) above and does not violate existing College policies on confidentiality, data protection, academic integrity or any other policy.

F) Academic Honesty

LCCC recognizes the capacity of AI to assist in many student assignments. In doing so, AI has the potential to upend traditional academic honesty and plagiarism standards.

It is the responsibility of all faculty to provide students with notice of whether AI use is permitted on a particular assignment or project. Faculty should use the following scale¹ for guidance:

0	No AI Use	The assignment is completed independently without the assistance of AI	No disclosure required.
1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required
2	AI-Assisted Editing	AI is used to edit or refine student work, but not to generate content.	Student must disclose how AI was used.
3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.	Student must disclose how AI was used.
4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content.	Student must disclose how AI was used.

At the discretion of the faculty member, any student who violates these standards is subject to discipline in accordance with the Academic Honesty policy 2-700.

G) Grading and Reviewing Student Work

¹ Adapted from the North Carolina Department of Public Instruction "[Guidance on the use of artificial intelligence in schools](#)" and its work adapting the work of Dr. Leon Furze, Dr. Mike Perkins, Dr. Jasper Roe PHEA, and Dr. Jason Mcvaugh.

Approved AI websites and applications may be used to assist with the grading and review of student work, but final decisions on assignment grades shall be determined by human faculty and not solely by AI technology. Faculty shall ensure that personally identifiable student information is kept secure and not shared with AI tools when using such grading technology.

H) Independent Validation

Generative AI can produce an output that is inaccurate, incorrect, misleading, or violates copyright or other legal requirements. All work products created using Generative AI must be independently validated for accuracy and legality consistent with the guidelines in this Policy and applicable law.

I) FERPA Compliance

All faculty, administrators, and staff are required to adhere strictly to the regulations outlined in the Family Educational Rights and Privacy Act (FERPA) when utilizing any AI resources.

The college prohibits the use of the personally identifiable information of students while using AI websites, tools, or applications that have not been pre-approved by the CISO or the designee.

J) Acceptable Use

All students and employees shall comply with this policy and the college's Policy on the Acceptable Use of Electronic Computing Resources when using AI tools on college technology or network. Violations of the AI Guidelines or the Acceptable Use of Electronic Computing Resources Policy may result in disciplinary action against the student or employee.

Student use of AI tools while using college technology or engaged in college activities is also governed by the LCCC Code of Student Conduct and Academic Honesty policies.

SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Technology – Banner System Users Security
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED: May 7, 2020 (Resolution 55.46)

Technology – Banner System Users Security

Purpose

A. Purpose

All employees of Lehigh Carbon Community College (administrative, academic, staff, and student workers) are required to abide by the policies governing review and release of personally identifiable information from student education records. The Family Educational Rights and Privacy Act (FERPA) mandates that information contained in a student's education must be kept confidential and outlines the procedures for review, release, and access of such information. Reference to FERPA in this policy is a summary interpretation and not to supersede the Act or the Regulations, but shall be treated as a guideline only. See Title 34, Part 99 Family Education Rights and Privacy.

Guidelines

B. Policy

Access to the Banner System (Banner) will be granted to those school officials who have been determined to have a legitimate educational interest in the data by the Banner Data Owners. Employees must receive training on the Banner forms they will be using prior to gaining access.

Access to specific student data will be granted by approval of the director of the functional area, which oversees the student data being requested. Individuals who have been granted access to any part of Banner must understand and accept the responsibility that goes with working with confidential student records. The following rules apply to all College employees with Banner access:

1. Individual and department passwords are to be kept confidential and should not be shared.
2. Staff must follow all policy and procedures when creating new person records in Banner to ensure no duplicate records are created.

Definition: A duplicate record within the Banner system is referred to as a "duplicate PIDM" – the duplication of the same record in Banner tables. The PIDM (Person Identification Master) is the internally assigned system number that connects all the data that is associated with a Banner ID Number. Duplicate PIDMs can occur for many reasons including:

- Failure to perform a complete search
- Error keying in data in Banner Admin pages
- Error keying in data over the web (Banner Self-Service), etc.

All LCCC Business Units that create records in Banner must ensure that all new Banner users within their unit receive training on Banner navigation, querying, and searching within Banner. This training shall demonstrate effective search techniques to minimize duplicate person creation and inadequate editing of data. To prevent duplicate records/inadequate editing of data, users should conduct a complete ID and name search to make sure that person or organization is not already in the Banner database.

3. When authority to access additional screens or systems is needed, employees should make a request to the Banner data owner and secure approval from the director of the functional area. It is the responsibility

of each department/employee to keep their password confidential and to change passwords whenever they feel someone else may have obtained access to it.

FERPA and its implementing regulations, in part, states that officials of the College with a legitimate educational interest in the information may be given access to student education records when determined to be limited to job related, legitimate, educational interests. The information contained in a student's education record may not be released to a third-party without the written consent of the student. At its discretion subject to the student's objection the College may provide directory information without the consent of the student. Directory Information includes name and address; major field of study; enrollment status; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; and full- or part-time enrollment status. Directory information does not include social security number or student ID number that would otherwise be used to gain access to the student's records.

An "Authorization to Withhold Directory Information" form can be completed in the Registration/Student Records Office before the last day of the full term of the refund period for the semester. The form will remain in effect until the student notifies the Registration/Student Records Office in writing of their wish to release directory information.

Examples of inappropriate use of student records are:

- Accessing or reviewing a student's record without a legitimate educational interest.
- Releasing personally identifiable student information (non-directory) to another student, College organization, or person who does not have a legitimate educational interest, or to parents or legal guardians who do not have evidence that they declare the student as a dependent on their most recent Federal Income Tax form based on the Internal Revenue Code of 1954, Section 152.
- Leaving reports or computer screens containing confidential student information in view of others who are not school officials with a legitimate educational interest in the data.
- Using the student information for personal purposes.
- Giving your password to another individual.
- Discussing the personally identifiable information contained in the student record with individuals who are not school officials with a legitimate educational interest in the information.

Under no circumstances should anyone give personally identifiable information about students to any other students, to other employees, or to any person who has not been authorized to receive such information by their position or by their departmental supervisor. Although directory information may be released without prior consent, all requests for directory information coming from students or from anyone off campus should be referred to the Director of Records and Registration.

Students may request that Directory Information concerning them not be released. If that occurs, a "confidential flag" denoting such a request will appear on the student record. No information with such flag may be released without the student's express written consent.

All faculty/instructional staff are also required to be familiar with the College's procedural handout titled "FERPA Basics for Faculty/ Instructional Staff."

C. Confidential Information

With the exception of the Directory Information not flagged by a student, all student records are considered confidential and are open only to College personnel who need the information to carry out their official responsibilities (assigned duties and functions). Although College personnel with legitimate educational purposes are authorized access to this information, they are not permitted to release personally identifiable information or flagged Directory Information to persons outside the College unless authorized in writing by the student, commanded by a judicial order or lawfully issued subpoena, or by the exceptions listed below under Supplemental Exceptions. Only the official or designated person responsible for the records has the authority to release them.

D. Rights of Access and Review of Records

Students have the right to inspect and review their educational records except as excluded below. The right may be exercised by submitting a written request to the custodian of the records to which access is desired. Each custodian is responsible for requiring proper identification of the student making the request about his/her records.

E. Limitation on Access

The College is not required to make available the following records:

1. Confidential letters and statements of recommendations that were placed in the student's education records prior to January 1, 1975.
2. Financial records of the parents or legal guardians of the students or any information contained therein.
3. Confidential letters or statements of recommendations for admission, employment, or honors are not open to student access if the student has waived in writing his/her right to access.
4. Law enforcement unit records created by the College's law enforcement unit and maintained solely for law enforcement purposes.
5. Records which are in the sole possession of the maker thereof to be used only as a memory aid and which are not accessible or revealed to any other person except a substitute for the maker (an individual who performs on a temporary basis the duties of the individual who made the record).

F. Supplementary Exceptions

There are several instances where FERPA authorizes limited disclosure of personally identifiable information contained in the student's education records without consent. One such exception is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency or service providers such as the National Student Clearing House); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The College may disclose personally identifiable information from the student's education records without consent in certain circumstances under FERPA including the following:

1. To comply with a court order or lawfully issued subpoena.
2. In a health or safety emergency to appropriate parties including a student's parents.
3. Upon written request to officials of another school in which a student seeks or intends to enroll.

4. In connection with a student's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To certain officials of the U.S. Department of Education, the Controller General, to state and local educational authorities, in connection with certain state or federally supported programs.
6. To accrediting organizations to carry out their functions.
7. To organizations conducting studies for or on behalf of the College.
8. The results of the College's disciplinary proceeding against the alleged perpetrator of a crime of violence may be released to the alleged victim of that crime with respect to that alleged crime.

G. Right to Challenge Content of Records

A student may challenge the accuracy of the student's educational records maintained by the College on grounds that the records are inaccurate, misleading, or otherwise violate the student's rights of privacy. Students who wish to exercise these rights should file a written request with the custodian of the records in question. Appeals regarding their decisions should be made to the Dean of Student Support and Success.

H. Complaint Procedures

Students are encouraged to report any violations and seek redress from College officials responsible for the area in which the violation occurred. In addition, complaints regarding violations of rights accorded students by Section 438 of the Privacy Rights of Parents and Students Act or the regulations, may be submitted to the department of Health, Education and Welfare. Such allegations must be submitted in writing.



SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Technology – Cyber Security - Incident Response
ADOPTED: July 5, 2018 (Resolution 54.03)
REVISED: February 4, 2021 (Resolution 56.27)

Purpose

It is the policy of the Lehigh Carbon Community College (“College”) to handle “information security incidents” so as to minimize their impact on the confidentiality, integrity, and availability of the College’s systems, applications, and data. An effective approach to managing such incidents also limits the negative consequences to both the College and individuals, and improves the College’s ability to promptly restore operations affected by such incidents.

It is especially important that serious information security incidents that may result in disruptions to important business processes are promptly communicated to the appropriate College officials so that they are involved early in decision-making and communications. In addition, compliance with various federal and state regulations requires expeditious reporting of certain types of incidents.

While information security incidents are not always preventable, appropriate procedures for incident detection, reporting and handling, combined with education and awareness of the College community, can minimize their frequency, severity, and potentially negative individual, operational, legal, reputational, and financial consequences.

Goals

The goals of establishing a successful incident management capability include:

1. Mitigating the impact of Information Technology (IT) security incidents.
2. Identifying the sources and underlying causes of IT security incidents and unauthorized disclosures to aid in reducing their future likelihood of occurrence.
3. Protecting, preserving, and making usable all information regarding the incident or disclosure as necessary for forensic analysis and notification.
4. Ensuring that all parties are aware of their responsibilities regarding IT system security incident handling, including requirements provided under the Pennsylvania Breach of Personal Information Notification Act.
5. Protecting the reputation of the College.

Definitions

1. An information security incident is a suspected, attempted, successful, or imminent threat of unauthorized access, use, disclosure, breach, modification, or destruction of information; interference with IT operations; or significant violation of responsible use policy.

Examples of information security incidents include but are not necessarily limited to:

- a. Computer system intrusion.
- b. Unauthorized or inappropriate disclosure of sensitive institutional data.
- c. Suspected or actual breaches, compromises, or other unauthorized access to College systems, data, applications, or accounts.
- d. Unauthorized changes to computers or software.
- e. Loss or theft of computer equipment or other data storage devices and media (e.g., laptop, USB drive, personally owned device used

for College work) used to store private or potentially sensitive information.

- f. Denial of service attack or an attack that prevents or impairs the authorized use of networks, systems, or applications.
- g. Interference with the intended use or inappropriate or improper usage of information technology resources.

While the above definition includes numerous types of incidents, the requirement for central security incident reporting, regardless of malicious or accidental origin, is limited to serious incidents as defined below.

Occurrences such as incidental access by employees or other trusted persons where no harm is likely to result will usually not be considered information security incidents.

2. Any serious incident is an incident that poses a threat or may pose a threat to College resources, stakeholders, and/or services. An incident is designated as serious if it meets one or more of the following criteria:
 - a. Involves potential, accidental, or other unauthorized access or disclosure of sensitive institutional information (as defined below).
 - b. Involves legal issues including criminal activity, or may result in litigation or regulatory investigation.
 - c. May cause severe disruption to mission critical services.
 - d. Incident includes active threats.
 - e. Incident is widespread.
 - f. Incident is likely to be of public interest.
 - g. Incident is likely to cause reputational harm to the College.
3. Sensitive institutional information is defined as information whose unauthorized disclosure may have serious adverse effect on the College's reputation, resources, services, or individuals. Information protected under federal or state regulations or due to proprietary, ethical, or privacy considerations will typically be classified as sensitive. Sensitive information includes personally identifiable information such as protected health information (PHI), Federal Education Right to Privacy Act (FERPA) protected information, "personal information" as defined under the Breach of Personal Information Notification Act (PI), Social Security numbers, credit card numbers, and any other information designated as sensitive by the College.

Scope

This policy is platform and technology neutral, and applies to the entire College, including the Schnecksville Campus, Center City Allentown Campus, Allentown airport facility, Tamaqua, and any and all other College facilities.

Specifically, the scope of this policy includes and encompasses:

- Faculty, staff, and students;
- Third-party vendors, who collect, process, share or maintain College institutional data, whether managed or hosted internally or externally;
- Personally owned devices of members of the College community that access or maintain sensitive institutional data.

Guidelines

1. All users of College IT resources must immediately report all information security incidents to:
 - a. The College Information Security Officer (ISO) at helpme@lccc.edu
 - b. The employees' direct supervisor
 - c. Director of Human Resources
2. Any information security incident of College information must be reported.

3. It is expected that incident reporting, from identification to reporting, will occur as soon as possible and no later than within 24 hours.
4. Some information security incidents may also be criminal in nature (e.g., threats to personal safety or physical property) and should immediately be reported to the College Office of Public Safety and Security concurrent with the incident notification described within this policy.
5. To avoid inadvertent violations of state or federal law, individuals and departments may not release information, electronic devices, or electronic media to any outside entity before making the notifications required by this policy, except where necessary to comply with a court order or a directive of law enforcement.
6. Privacy and Confidentiality of Sensitive Information:
 - a. Information related to campus security information security incidents is classified as sensitive under LCCC's Policies & Regulations Manual, Policy 3-236, Technology – Institutional Data Security.
 - b. When College staff report, track, and respond to information security incidents, they must protect and keep confidential any sensitive information.
 - c. Incident data retained for investigation will exclude any sensitive information that is not required for incident response, analysis, or by law, regulation, or College policy.

Roles and Responsibilities

- A. The College Chief Information Officer acts as a resource for interpretation and implementation of this policy, as well as for coordinating serious information security incident communications. The College Chief Information Officer, in carrying out his/her duties, may consult with the College Information Security Officer (ISO). The Office of the College Human Resources will be provided with and retain relevant records and evidence pertaining to all serious incidents for a period of three years after the occurrence of the event. For incidents involving unauthorized disclosure of PHI, PI, or FERPA records will be retained for six years. The Chief Information Officer and Director of Human Resources will, in addition, oversee the completion of all legally necessary reporting and notification obligations.
- B. College Information Technology department will oversee, coordinate, and guide the incident management process to promote a consistent, efficient, and effective response, including compliance with applicable breach notification laws and regulations.
- C. All IT staff serve as the information security provider for Information and Technology Services and all College campus locations.
- D. The ISO shall
 1. Convene, when appropriate, a multi-department Computer Security Incident Response Team (CSIRT) including to be comprised of human resources, supervisor, and the vice president in charge of the area.
 2. Collaborate and coordinate with other College offices including applicable compliance and communication offices.
 3. Take appropriate steps to preserve forensic evidence.
 4. Lessons learned meetings should be conducted for all serious information security incidents to review the effectiveness of the incident handling process, prevent recurrence of similar incidents, and identify potential improvements to existing security controls and practices.

5. Conduct ongoing information security incident reporting education and awareness for the College community.
- E. Users of College Information Technology Resources: All faculty, staff, and workforce members must report serious information security incidents to the ISO and the College IT Service Desk within 24 hours of becoming aware of the incident.
1. All incidents must be reported to the ISO and CIO at (helpme@lccc.edu)
 2. If an incident involves a potential crime it must be reported to the College Department of Public Safety immediately via email.
 3. If an incident involves payment card information (PCI), the College merchant must report the incident to the Chief Financial Officer immediately via email.
- F. The College FERPA Officer, Director of Registration and Student Records, will inform ISO of serious incidents reported to them.
- G. Third-party Vendors and Contractors: The College has an ownership, stewardship or custodial interest in all College data, parties that are contractually bound to limit the access, use, or disclosure of College information assets. These third-party vendors or entities shall report potential or actual incidents to the College per the terms of their contract and/or the College's data protection addendum.

Violations and Sanctions

Violations of this policy may result in disciplinary action up to and including suspension or revocation of computer accounts and access to networks, non-reappointment, discharge, dismissal, and/or legal action per LCCC's Policies & Regulations Manual.

In addition to College disciplinary actions, individuals may be personally subject to criminal or civil prosecution and sanctions if they engage in unlawful behavior related to applicable federal and state laws.



SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Technology – Institutional Data Security
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED: May 2, 2019 (Resolution 54.45)

Purpose

Technology – Institutional Data Security

A. Introduction

The purpose of this document is to define the Lehigh Carbon Community College's Information Data Security Policy. Data is considered a primary asset and as such must be protected in a manner commensurate to its value. Data security is necessary in today's environment because data processing represents a concentration of valuable assets in the form of information, equipment, and personnel. Dependence on information systems creates a unique vulnerability for our organization. The College adopted the following Information Security Policy ("Policy") as a measure to protect the confidentiality, integrity and availability of Institutional Data as well as any Information Systems that store, process or transmit Institutional Data.

Security and privacy must focus on controlling unauthorized access to data. Security compromises or privacy violations could jeopardize the ability to provide service, violate business contracts, student privacy, or reduce credibility and reputation with students, community and partners. This policy therefore discusses:

1. Data content
2. Data classification
3. Data ownership
4. Data security

Guidelines

The main objective of this policy is to ensure that data is protected in all of its forms, on all media, during all phases of its life cycle, including but not limited to unauthorized or inappropriate access, generation, use, modification, disclosure, or destruction. This policy applies to all of the College's employee, financial, student or otherwise confidential data that exist, in any of the processing environments. The processing environment is considered to be, collectively, all applications, systems, networks and data storage (electronic or otherwise) owned, managed or operated or operated or managed by the College's agents.

This policy defines the College's overall security and risk control objectives. The premise for the Policy can be stated as:

"Other than data defined as public, which is accessible to all identified and authenticated users, all data and processing resources are only accessible on a need to know basis to specifically identified, authenticated, and authorized persons or entities."

This embodies the principle of least privilege. This document forms part of the conditions of employment for all employees (including student employees), a part of the contractual agreement for vendors, suppliers, and third-party processors or agents, hereafter referred to as vendors.

B. Breach of Policy and Enforcement

A breach of this policy could have severe consequences to the College, and its ability to provide services, or maintain the integrity, confidentiality, or availability of services.

Misuse resulting in a breach of any part of this policy may result in disciplinary action at the discretion of the College's Administration. Severe, deliberate, or repeated breaches of the Policy may be considered grounds for instant dismissal; or in the case of a College vendor, termination of their contracted services with recovery of costs by the College. All College employees and vendors are bound by these Policies and are responsible for their strict enforcement.

C. Scope of the Policy

This policy applies to all College and student data that exist in any College processing environment, on any media during any part of its life cycle ("Institutional Data"). The following entities or users who have access to Institutional Data are covered by this policy:

1. Full or part-time employees of the College
2. College vendors or processors
3. Other persons, entities, or organizations

D. Data Life Cycle

The security of data can be understood through the use of a data life cycle. The typical life cycle of data is: generation, use, storage and disposal. The following sections provide guidance as to the application of this policy through the different life cycle phases of data. Users of data are personally responsible for complying with this policy. All users will be held accountable for the accuracy, integrity, and confidentiality of the information to which they have access. Data must only be used in a manner consistent with this policy.

E. Data Usage

All users that access College or student data must do so only in conformance to this policy. Uniquely identified, authenticated and authorized users only may access data. Each user must ensure that College data under their direction or control are properly labeled and safeguarded according to their sensitivity, proprietary nature, and criticality. Access control mechanisms must also be utilized to ensure that only authorized users can access data to which they have been granted explicit access rights.

F. Data Transmission

All users that access College or student data to enable its transmission must do so only in conformance to this policy. Where necessary, data transmitted must be secured via cryptographic mechanisms. This may include the use of confidentiality and/or integrity mechanisms. No proprietary or confidential data may be transmitted electronically; including via e-mail, without the approval of the College's Chief Information Officer.

G. Data Storage

All users that are responsible for the secure storage of College or student data must do so only in conformance to this policy. Where necessary, data stored must be secured via cryptographic mechanisms. This may include the use of confidentiality and/or integrity mechanisms. Access control mechanisms must also be utilized to ensure that only authorized users can access data to which they have been granted explicit access rights. No proprietary or confidential data may be stored in the user's local media (computer hard drives, CD, DVD, etc.) without prior approval of both the data owner and the Chief Information Officer. Proprietary or confidential data in printed format must be safeguarded and stored in premises or a secured location (i.e. Bank Vault) contracted by the College. At any given time, the data may not be stored in any format in any personal device or any other location not specifically approved by both the data owner and the Chief Information Officer.

H. Data Disposal

Access control mechanisms must also be utilized to ensure that only authorized users can access data to which they have been granted explicit access rights

during the disposal process. The College shall develop and implement procedures to ensure the proper disposal of various types of data. These procedures shall be made available to all users with access to data that requires special disposal techniques.

I. Data Security Policy Statement

1. **Goals.** This policy has been written with the following goals in mind:
 - a. To educate College users and vendors about their obligation for protection of all data.
 - b. To ensure the security, integrity, and availability of all College and student data.
 - c. To establish the College baseline data security stance and classification schema.
2. **Processing environment.** The College processing environment that this policy applies to is comprised of:

Applications. Application software is system or network-level routines and programs designed by (and for) system users and students. It supports specific business-oriented processes, jobs, or functions. It can be general in nature or specifically tailored to a single or limited number of functions.

Systems. A system is an assembly of computer hardware (e.g., sub-networks, application servers, file servers, workstations, data, etc.) and application software configured for the purpose of processing, handling, storing, transmitting, and receiving data that is used in a production or support environment to sustain specific applications and business organizations in their performance of tasks and business processes.

Networks. A network is defined as two or more systems connected by a communication medium. It includes all elements (e.g., routers, switches, bridges, hubs, servers, firewalls, controllers, and other devices) that are used to transport information between systems.

3. **Data Security Responsibilities.** The College, through its Chief Information Officer, is responsible for:
 - a. Defining the security requirements, controls, and mechanisms applicable to all data.
 - b. Defining the methods and guidelines used to identify and classify all data.
 - c. Defining the procedures for identifying data owners for all data.
 - d. Defining the labeling requirements for all data.
 - e. Defining all other data security usage, processing, transmission, storage, and disposal processes and procedures.
 - f. Defining the procedures necessary to ensure compliance to this policy by all College users and vendors.
 - g. Facilitating the evaluation of new regulatory, legal, and also best practice requirements as they are mandated or become recognized in industry.
4. **Management Responsibilities.** The College shall use its best efforts to ensure that faculty/staff, vendors, students and others comply with this policy.
5. **Other Responsibilities.** Other organizations affiliated with the College shall have responsibilities to comply with this policy, such as:
 - a. All College agents, vendors, content providers, and third-party providers that process College or student data shall have a documented security policy that clearly identifies the data and other resources and the controls that are being imposed upon them.

- b. All College agents, vendors, content providers, and third-party providers that access the College processing environment and its data or provide content to it shall have a security policy that complies with and does not contradict the College Policy.
 - c. All agents, vendors, content providers, and third-party providers must agree not to bypass any of the College's security requirements.
6. **Policy Review.** It is the responsibility of the College through the Chief Information Officer to facilitate the review of this policy on a regular basis. Because of the dynamic nature of the Internet, this policy should be reviewed at least annually. The President's Cabinet and College Solicitor should, at a minimum, be included in the annual review of this policy.
7. **Data Classification.** Data classification is necessary to enable the allocation of resources to the protection of data assets, as well as determining the potential loss or damage from the corruption, loss or disclosure of data. To ensure the security and integrity of all data the default data classification for any data asset is either Confidential Student Data or Proprietary College Data. The College, through its Chief Information Officer, is responsible for evaluating the data classification schema and reconciling it with new data types as they enter usage. All data found in the processing environment must fall into one of the following categories:

Public college data. Public College data is defined as data that any entity either internal or external to the College can access. The disclosure, use or destruction of public College data will have limited or no adverse effects on the College nor carry any significant liability.

Proprietary College Data. Proprietary College data is any information that derives its economic value from not being publicly disclosed. It includes information that the College is under legal or contractual obligation to protect. The value of proprietary College information to the College would be destroyed or diminished if such information were disclosed to others. Most College sensitive information should fall into this category. Proprietary College information may be copied and distributed within the College only to authorized users. Proprietary College information disclosed to authorized external users must be done so under a non-disclosure agreement.

Confidential College Data. Confidential College data is information that is not to be publicly disclosed, regardless of its economic value. The disclosure, use, or destruction of confidential College data can have adverse effects on the College and possibly carry significant civil, fiscal, or criminal liability. This designation is used much less frequently. It is used for highly sensitive information whose access is restricted to selected, authorized employees. The recipients of confidential information have an obligation not to reveal the contents to another individual unless that person has a valid need to know for the information. College confidential information must not be copied without authorization from the identified owner.

Confidential Student Data. Confidential student data is defined as data that only authorized internal College entities or specific authorized external entities can access. The disclosure, use, or destruction of confidential student data can have adverse effects on the College and student relations and possibly carry significant liability for the College. Confidential student data is entrusted to and may transit or is stored by the College (and others) over which they have custodial responsibility

but do not have ownership. (Examples of Confidential student data including student bank or credit card information, or other data considered private.)

Public Student Data. Public student data is defined as data that any entity either internal or external to the College can access. The disclosure, use, or destruction of public student data will have limited or no adverse effects on the College or the student, and carry no significant liability. Public student data is entrusted to, and may transit or be stored by the College (and others) over which they have custodial responsibility but do not have ownership.

8. **Data Ownership.** In order to classify data, it is necessary that an owner be identified for all data. The owner of data is responsible for classifying their data according to the classification schema noted in this policy. If an owner cannot be determined for College data, the College, through its Chief Information Officer, must act as its custodian. The default classification for all data not classified by its owner must be either confidential student data or proprietary College data. The College, through its Chief Information Officer, is responsible for developing, implementing, and maintaining procedures for identifying all data and associated owners.
9. **Non-disclosure Agreements.** On occasion, data may need to be released to entities outside of the College. When a legitimate business reason exists for releasing sensitive information, a written and signed Non-Disclosure Agreement (NDA), requiring the data recipient's agreement to maintain that data in confidence and restrict its use and dissemination, must be obtained before disclosing the data.
10. **Email Use for Conducting College Business.** All business of the College conducted by email, must use a College provided lccc.edu domain email account.



SECTION 3: ADMINISTRATIVE REGULATIONS

2. Collegewide Regulations

TITLE: Technology –Plan for Combating Unauthorized Distribution of Copyrighted Materials: Compliance with Higher Education Opportunity Act (HEOA) Provisions

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Technology – Plan for Combating Unauthorized Distribution of Copyrighted Materials

Compliance with Higher Education Opportunity Act (HEOA) Provisions

Purpose

A. Introduction

The Higher Education Opportunity Act (HEOA) was signed into law on August 14, 2008, and final regulations were issued on October 29, 2009.

Enforcement of the HEOA provisions formally began July 1, 2010, and all colleges and universities are required to make a "good faith effort" to comply.

Several sections of the HEOA address unauthorized file-sharing through campus computing resources. All U.S. colleges and universities must perform the following tasks:

1. Annually disclose to students information describing copyright law and campus policies related to violating copyright law.
2. Write and implement a plan to "effectively combat the unauthorized distribution of copyrighted materials" by users of its computing resources. The plan must include "the use of one or more technology-based deterrents," and this plan must be "periodically reviewed."
3. "Offer alternatives to illegal downloading". Linking to existing lists maintained by relevant organizations and appropriate representative groups is acceptable.

This is the College's "good faith effort" to comply with HEOA.

Guidelines

B. Effectively Combating Copyright Infringement

- 1. Informing the community.** The College believes that education is one of the most powerful ways to combat copyright infringement.

Each semester, the College informs students about the laws, policies, and procedures relevant to copyright and infringement of it. This is accomplished through at least one e-mail per semester and an announcement in My.LCCC.edu, the college's portal. Both notices point students to this page and the following resources:

- a. **"Technology Policy on Responsible Use of College Computing Resources"**

Amended during the Fall 2010 semester, this policy applies to all users of the College's computing resources and highlights the seriousness of unauthorized sharing of copyrighted materials through online services and applications, including Peer-to-peer (P2P) networks and client applications. It also identifies how the College responds to violations of the policy. The College will provide a paper copy of this policy on request.

- b. "The Rights, Freedoms and Responsibilities of Students"

This document articulates the code of student conduct, identifies copyright infringement as a violation of that code, and establishes

the College's conduct administration procedures. The College will provide a paper copy of this document on request.

c. EDUCAUSE's "Legal Sources of Online Content"

URL: <http://www.educause.edu/legalcontent>

This page includes a well-maintained collection of legal alternatives to illegal downloading and file-sharing.

2. **Technology deterrents.** The College reserves the right to implement technologies to manage computing resources such as disk space, network bandwidth utilization, and print privileges as it sees fit to maintain a cost effective, supportable computing environment or if legally required to do so.

C. Periodic Review of the Plan

The plan and associated materials are reviewed, evaluated, and revised each year, as appropriate.

Assessment criteria are process-based: we assess the plan and materials through comparison to other colleges' plans and through comparison to "best practices" and guidelines suggested by copyright holders.

SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Technology – Remote Access
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Technology – Remote Access

Purpose

A. Purpose

The purpose of this policy is to define standards for connecting to College's network from any host. These standards are designed to minimize the potential exposure to the College from damages which may result from unauthorized use of College resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical College internal systems, etc.

Guidelines

B. Scope

This policy applies to all College employees, contractors, vendors, and agents with a College-owned or personally-owned computer or workstation used to connect to the College network. This policy applies to remote access connections used to do work on behalf of the College including reading or sending email and viewing intranet web resources.

Remote access implementations that are covered by this policy include, but are not limited VPN, SSL VPN, SSH, and Terminal Services, etc.

C. Policy

1. General

- a. It is the responsibility of College employees, contractors, vendors, and agents with remote access privileges to the College's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the College.
- b. General access to the Internet for recreational use by immediate household members through the College Network on personal computers is not permitted. The College employee is responsible to ensure that the family member does not violate any College policies, does not perform illegal activities, and does not use the access for outside business interests. The College employee bears responsibility for the consequences should the access be misused.
- c. Please review the following policies in this section of the Policies & Regulations Manual for details of protecting information when accessing the corporate network via remote access methods, and acceptable use of the College's network:
 - 1) Technology –Virtual Private Network (VPN) Policy
 - 2) Technology – Responsibilities Use of College Computing Resources

2. Requirements

- a. Secure remote access must be strictly controlled. Control will be enforced via Active Directory authentication
- b. At no time should any College employee provide their login or email password to anyone, not even family members.
- c. College employees and contractors with remote access privileges must ensure that their College-owned or personal computer or workstation, which is remotely connected to College's network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.

- d. College employees and contractors with remote access privileges to College's corporate network must not use non-College email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to conduct College business, thereby ensuring that official business is never confused with personal business.
- e. All hosts that are connected to College internal networks via remote access technologies must use the most up-to-date anti-virus software.
- f. Personal equipment that is used to connect to the College's networks must meet the requirements of College-owned equipment for remote access.

D. Support

Support for remote access problems should follow the Information Technology Support process by opening a ticket with the Help Desk.

E. After Hours Support

Support after hours and weekends are only supported for business critical situations approved by Chief Information Officer and corresponding Vice President of the requestor.

F. Enforcement

If the alleged offender is an employee of the College, Human Resources will address the situation per the administrative process delineated in the *Policies & Regulations Manual*.



SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Technology – Text Messaging
ADOPTED: November 2, 2023 (Resolution 59.07)
REVISED:

Technology – Text Messaging

Purpose

The College utilizes a number of methods to share information with the community, including the myLCCC Portal, external website, emails, and printed materials. Text messaging is intended to supplement the College's communications strategy, and this policy is provided to ensure compliance with applicable statutory regulations, including the Telephone Consumer Protection Act and rulings from the Federal Trade Commission (FTC).

Guidelines

Text messages when utilized by the College must relate to personnel and student health and safety, and student success, recruitment or enrollment initiatives. This policy applies to individual or mass/systematic texting to prospective and currently enrolled students along with currently employed administrators, faculty and staff.

Text messaging can be used by authorized college officials to relay information that is time sensitive and necessary for student success and safety about cancellations, closures, admissions and academic requirements or deadlines, registration information, financial aid, student support services, and other similar matters.

The College will maintain separate text messaging systems, one to communicate exclusively during emergency situations and the other for non-emergency situations.

Authorized College officials and authorized Members of the College departments with access to send messages are responsible to ensure compliance with the following:

1. The College reserves the right to utilize contact information that has been provided by students and personnel to opt-in to the system used for transmitting emergency notifications.
2. Authorized text messaging persons must abide by all other policies regarding content, as well as the following:
 - a. Content is accurate
 - b. Wording is appropriate
 - c. Information within the message is directly related to the personnel and student and/or their studies
 - d. Clearly state the action that the recipient needs to take or how the information impacts the recipient and who to contact for additional information
 - e. Keep messaging to a minimum so that a recipient should continue to regard the text messages as important information
 - f. Messages are sent as timely as reasonably possible
3. Text messaging should not be used as the sole means of communicating a non-emergency message or announcement. The text message should be supplemented by some other means of reasonable communication, such as an email or paper notice.
4. Text messaging must NOT be used for the following:
 - a. Communicating personal or confidential information
 - b. Sending general information to large populations (e.g., "Fall classes start Monday!")
 - c. Personal matters (e.g., items for sale, farewell messages)

	d. Appeals on behalf of individuals or groups of students (e.g., to attend social, cultural or sporting events, unless the student opted-in for text messages regarding these topics) e. Sending any messages containing date of birth, social security numbers, passwords, credit card numbers, any FERPA-protected data and any other personally identifiable information. These are strictly prohibited. 5. Since a text may not identify the sender (other than by cell number) all messages should be tagged with the appropriate identifier so recipients can immediately recognize who it's from. For example, if an authorized official is sending an initial text message, open with, "Hi Becky, it's Chris Smith from Admissions." 6. All mass text messages must be approved by College Relations prior to being sent. 7. All enrolled students are automatically opted in to receive College text messages. If a student has not enrolled in classes for one year, they will be removed from receiving text communications until the student reapplies to the college and enrolls in courses.

SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Technology – Virtual Private Network
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Guidelines

Technology – Virtual Private Network

A. Purpose

The purpose of this policy is to provide guidelines for Client-based Virtual Private Network (VPN) or SSL VPN connections to the College network.

B. Scope

This policy applies to all College employees, contractors, consultants, temporaries, and other workers, including all personnel affiliated with third parties utilizing VPNs to access the College network. This policy applies to all implementations of VPN.

C. Policy

Approved College employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of VPNs, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.

Additionally,

1. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to College internal networks.
2. VPN use is to be controlled using Active Directory credentials for remote access and a onetime pre shared key for point to point VPN connections.
3. When actively connected to the corporate network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
4. All computers connected to College internal networks via VPN or any other technology must use the most up-to-date anti-virus software and operating system patch levels.
5. Users of computers that are not College-owned equipment must configure the equipment to comply with College's VPN policies.
6. By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of College's network, and as such are subject to the same rules and regulations that apply to College-owned equipment.

D. Access

Any employee, who wishes to gain access to VPN services, must send written request to their direct supervisor stating their business case for the requested access. Approval must be determined by the employee's Vice President and the Chief Information Officer.

E. Enforcement

If the alleged offender is an employee of the College, Human Resources will address the situation per the administrative process delineated in the current *Policies & Regulations Manual*.



Policy No. 3-244

SECTION 3: ADMINISTRATIVE REGULATIONS
2. Collegewide Regulations

TITLE: Windows and Office Doors

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Windows and Office Doors

Purpose

For safety and security purposes, all office doors, interior, and exterior windows must be kept clear, fully accessible, and free of any covering unless installed and approved by the College. Public Safety and Facilities Maintenance Staff will periodically check all office doors, interior, and exterior windows and remove any coverings.

Delegation of Responsibility

Any repeated violations of this policy will be reported to the Human Resources Office.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 3-300 SECTION 3: ADMINISTRATIVE REGULATIONS 3. Education Support Professionals TITLE: Composition ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose	Composition The Education Support Professionals shall be composed of all clerical/special skills and Operations and Maintenance personnel included in the bargaining unit as defined by the Collective Bargaining Agreement, security personnel, nonexempt grant personnel, and secretaries.



SECTION 3: ADMINISTRATIVE REGULATIONS
3. Education Support Professionals

TITLE: Compensation for Educational Support Staff Orientation and Staff Development

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

Compensation for Educational Support Staff Orientation and Staff Development

The College endorses staff development and annually budgets money to pay for programs each year. In addition, a mandatory new employee orientation is provided for all new full-time and part-time Education Support Professionals. Tuition waiver is also available to all Education Support Professionals as per our Education Support Professionals Collective Bargaining Agreement.

To encourage the staff to take advantage of the various programs, it is the policy of the College that Education Support Professionals should not suffer a loss of income in order to attend programs. In some cases the education support professionals will be paid for attending orientation and development sessions. A person is not paid for time spent taking courses using tuition waiver; however, supervisors may, at their own discretion, allow a temporary alteration of a work schedule to accommodate the person wishing to take a course using tuition waiver.

The following is the College's policy for payment of time to attend development sessions other than tuition waiver courses:

Full-time Education Support Professionals

1. **Mandatory sessions.** Time spent in mandatory sessions, such as New Employee Orientation, will be entered on the time sheet, and the person will be paid his/her regular hourly rate for attending. These hours are instead of the regularly scheduled working hours.
2. **Non-mandatory Sessions.**
 - a. If staffing needs are such that a supervisor can allow time to attend a development session, the time spent in development will be entered on the time sheet and paid at the person's regular rate. However, the time spent in a development session and/or work in any given day cannot exceed that of a regular day's work, seven (7) or eight (8) hours.
 - b. If staffing needs are such that a supervisor cannot allow any loss of time from the job but could accommodate a work schedule change in order to attend, the person may alter his/her normal work hours to accommodate the session. In this case the time worked would be paid but the time spent in the development session would not be paid.

Part-time Education Support Professionals

1. **Mandatory sessions.** Time spent in mandatory sessions, such as New Employee Orientation, will be entered on the time sheet, and the person will be paid his/her regular hourly rate for attending. Depending upon staffing needs, these hours may or may not be instead of the regularly scheduled working hours.
2. **Non-mandatory session.** Part-time education support professionals will not be paid for time spent in non-mandatory development sessions. However, they are encouraged to take the opportunity of the free sessions and supervisors are encouraged to accommodate schedule changes, if needed, to allow the person to attend without loss of pay.

	a. If the staff development session is scheduled at a time other than a person's regular work hours, the person may attend the session but will not be paid. Since the person would be working their regular schedule, for which they would be paid, no prior approval from the supervisor would be necessary. b. Using staffing needs as a criteria, the supervisor may allow a part-time person to alter a normal work schedule if the staff development session is at the same time he/she would normally work. This would allow the person to attend without loss of pay.



Lehigh Carbon
COMMUNITY COLLEGE

Policy No. 3-304

SECTION 3: ADMINISTRATIVE REGULATIONS
3. Education Support Professionals

TITLE: Medical Examination

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

Medical Examination

The College shall contribute up to the employee office visit copay toward the cost of an annual physical examination for any full-time employee in accordance with the following schedule:

Under age 40	- every three (3) years
Age 40-50	- every two (2) years
Over 50	- every year

The College may require a medical examination of any employee at any time.



Policy No. 3-306

SECTION 3: ADMINISTRATIVE REGULATIONS
3. Education Support Professionals

TITLE: Tuition Waiver – Children of Deceased Employees
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Tuition Waiver – Children of Deceased Employees

Dependent children of a deceased employee, who was a full-time employee at the time of death, will be permitted to take degree credit courses on a full-time or part-time basis, tuition free, subject to payment of all fees and other ordinary charges, and subject to the College not incurring any per student charges from a third-party, for the two (2)-year period immediately following completion of secondary school.



Policy No. 3-400

SECTION 3: ADMINISTRATIVE REGULATIONS

4. Employees - General

TITLE: Direct Deposit Payroll and Employee Expense Reimbursement

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

Guidelines

**Direct Deposit Payroll and
Employee Expense Reimbursement**

The College requires direct electronic deposit of payroll checks and expense checks. Payroll deposits the net pay into the designated checking, savings, or money market account.

A statement of earnings and deductions is available on BannerWeb. Contact the Finance Office for questions regarding direct deposit.

SECTION 3: ADMINISTRATIVE REGULATIONS
4. Employees - General

TITLE: Electronic Devices

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Electronic Devices

Purpose

The purpose of this policy is to provide guidelines regarding cell phones and other electronic devices (hereafter, "Electronic Devices") utilized by LCCC employees in a business capacity and/or during business hours. This document applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for reading of and responding to email.

Guidelines

I. LCCC-Issued Electronic Devices

- A. LCCC will incur the cost of an Electronic Device and monthly data and voice plan for certain employees designated as authorized users by both the Vice-President of the employee's employment area and the LCCC President. The Electronic Device is provided at no cost to the employee. The calling plan selected by LCCC will be based upon user requirements and the availability of group plans. Any authorized user may upgrade their Electronic Device or plan but shall be responsible for the cost of the upgraded Electronic Device and plan.
- B. Employees to whom an Electronic Device has been provided are responsible for the security and maintenance of the Electronic Device and must promptly report any damage, theft, or vandalism to the Vice-President of the employee's employment area. LCCC may be responsible for the replacement of a stolen or damaged LCCC-supplied Electronic Device, excluding theft or damage resulting from employee negligence. Costs resulting from employee negligence shall be charged to the employee. The Vice-President of the employee's employment area shall determine, in his/her sole discretion, whether such theft or damage resulted from employee negligence.
- C. All LCCC-provided Electronic Devices that have the capability of receiving and/or sending LCCC-related emails are required to have a password. All Electronic Devices and data plans are provided for LCCC-related purposes and may be removed at any time without notice to the employee, including all data on the Electronic Device.
- D. Electronic Device privileges are provided to authorized users to aid in the academic and administrative operation of the College. As such, the use of the service is restricted to members of the College community for communication which directly aids in academic or administrative duties. Under no circumstances should the Electronic Device be used as a replacement for a personal Electronic Device or a residential landline telephone.

II. Use of Personal Electronic Devices

The use of personal Electronic Devices during business hours is strongly discouraged. Such Electronic Device must be on silent or vibration mode during office hours. With the exception of authorized employees required to be available by telephone, Electronic Devices must be turned off during any LCCC-related meeting.

III. Use of Electronic Devices While Driving

Safety is LCCC's number one priority.

- A. Employees using a hand-held Electronic Device for LCCC business must adhere to all federal, state, and local rules and regulations regarding the use of such devices while driving.
- B. LCCC does not require the use of an Electronic Device while driving.
- C. If an employee is in a jurisdiction which prohibits the use of Electronic Devices while driving, regardless of whether the use is through a hands-free device, then the employee is prohibited from using the Electronic Device for LCCC business purposes while driving.
- D. Employees are prohibited from using hand-held Electronic Devices for LCCC business purposes while driving. Should an employee need to make a business call, read or respond to a text, read or respond to an e-mail or review their calendar, etc. while driving, he or she should locate a lawfully designated area to park and make the call, read or respond to a text, read or respond to an e-mail, or review their calendar, etc. or use a hands-free device, provided that he or she is driving in a jurisdiction which permits the use of hands-free devices. If a hands-free device is so used, the employee must:
 - 1. Use the voice-activated or "speed dial" feature;
 - 2. Keep the call short; and
 - 3. Keep eyes and attention on the road and both hands free to operate the vehicle.

Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

- E. Employees who are charged with traffic violations or sued resulting from the illegal or negligent use of their hand-held Electronic Device will be personally responsible for all damages, fines, and penalties that result from such actions.



SECTION 3: ADMINISTRATIVE REGULATIONS
4. Employees – General

TITLE: Moving Expense Guidelines

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Moving Expense Guidelines

Purpose

Moving expense reimbursement is available for full-time faculty and administrative staff. A faculty or administrative staff member who receives moving expense reimbursement shall agree to continue employment with the College for a period of no less than two (2) years. If the employee leaves employment with the College before the end of the second year, the employee will reimburse the College in the amount received for the moving expenses. If the College terminates employment before the end of the second year, the employee will not be required to reimburse the College for moving expenses previously received.

Guidelines

Moving expenses must be incurred within one (1) year of the employee's first day of employment. Expense reimbursements requests must be submitted within sixty (60) days of the date the expense was incurred.

Only directly related moving expenses (i.e., moving company charges, van rental, gas, packing charges, etc.) will be reimbursed, up to the following maximum amounts, upon production of receipts.

Distance will be measured directly from location to location, not driving mileage.

Direct distance and maximum reimbursement:

<150 miles	—	\$0 reimbursement
150 - 500 miles	—	\$1,000 reimbursement
501 - 1,000 miles	—	\$1,500 reimbursement
1,001 - 2,000 miles	—	\$2,000 reimbursement
>2,000 miles	—	\$2,500 reimbursement



SECTION 3: ADMINISTRATIVE REGULATIONS
4. Employees – General

TITLE: Payroll Guidelines

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Payroll Guidelines

Purpose

Employees who report their hours on BannerWeb are required to have their hours entered and submitted for their supervisor's approval by Monday, 9:00 a.m. of the week of payroll. (See Payroll Calendar for specific dates). Employees, who do not submit their hours by 9:00 a.m. Monday, will not be paid until the following payroll.

Guidelines

Supervisors have until noon to approve their employees' time on the web. Supervisors who will not be on campus or have access to a computer to approve their employees' web time, need to set up a proxy. This is done on the same screens in Banner that the supervisors use to approve employee time. For supervisors who do not approve their employees' time, the Payroll department will go to their immediate supervisor for approval.

Payrolls that are affected because of holidays will be addressed as needed. Emails to the entire College will be sent with deadlines for that specific payroll.

Contracts, Change Forms, and any other miscellaneous items to be processed must be submitted by the end of business on the Monday preceding a payroll week.

Direct deposit stubs are available via BannerWeb.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 3-500 SECTION 3: ADMINISTRATIVE REGULATIONS 5. Faculty Personnel TITLE: Composition ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose	Composition The faculty shall be composed of those professional personnel included in the Collective Bargaining Unit as defined in the Collective Bargaining Agreement and those not part of the Collective Bargaining Unit who teach on an adjunct basis.



SECTION 3: ADMINISTRATIVE REGULATIONS
5. Faculty Personnel

TITLE: Employment Practices
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Employment Practices

General Procedures

The responsibility for coordinating the allocation of positions, recruitment, assessment of initial salary, and developing final recommendations for employment of all full-time and part-time faculty is delegated by the President to the Administrative Staff.

Selection

See Hiring for an Established Position in Administrative Regulations. All part-time faculty shall be appointed by the appropriate Vice President, Dean, or Associate Academic Dean.

Responsibility

All faculty shall be directly responsible to the appropriate Vice President, Dean, Associate Academic Dean, or Director to whom they are assigned, and their duties shall be as follows under the Job Descriptions that are housed in the Office of Human Resources.



Lehigh Carbon
COMMUNITY COLLEGE

Policy No. 3-504

SECTION 3: ADMINISTRATIVE REGULATIONS
5. Faculty Personnel

TITLE: Medical Examination

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

Medical Examination

The College shall contribute up to the employee office visit copay toward the cost of an annual physical examination for any full-time employee in accordance with the following schedule:

Under age 40	- every three (3) years
Age 40-50	- every two (2) years
Over 50	- every year

The College may require a medical examination of any employee at any time.

SECTION 3: ADMINISTRATIVE REGULATIONS
5. Faculty Personnel

TITLE: Rank and Salary Determination for New Hires
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED: August 6, 2020 (Resolution 56.06)

Purpose

Rank and Salary Determination for New Hires

Academic Preparation

Each applicant's academic qualifications will be evaluated relative to the position for which he/she is being considered. Unusual experience, achievement, or recognition in the field of specialization may be substituted for formal academic preparation.

Academic Qualifications

The following criteria shall be used to determine faculty rank at initial appointment.

<u>Rank</u>	<u>Academic Preparation</u>	<u>Required Years of Equated Experience</u>
Assistant Professor	Doctorate	0
	Master's +45	1
	Master's +30	2
	Master's +	3
	Master's	4

Assistant Professor - Any new hire who has an earned doctorate will be hired at the Assistant Professor rank. Exceptions where faculty may be hired at a rank above Assistant Professor rank must be approved by the VP of Academic Services and Student Development and President in consultation with the Director of Human Resources.

All those not meeting the academic preparation and/or equated experience listed under assistant professor shall be hired at the rank of instructor and salary determined by the Required Years of Equated Experience for Rank and Salary.

Equated Experience for Rank and Salary

Each applicant's professional experience will be evaluated relative to the position for which he/she is being considered.

Equated experience shall be determined in the following manner:

1. One (1) year credit for each full-time year of prior collegiate-level teaching/service
2. From one-half ($\frac{1}{2}$) to one (1) year credit for each full-time year of noncollegiate-level teaching/service
3. From one-half ($\frac{1}{2}$) to one (1) year credit for each full-time year of related industrial/business teaching/service
4. A maximum of two (2) years credit for prior teaching/service experience as a graduate assistant or intern in a service related area.
5. Adjunct experience will be based on the number of credits of instruction. Fifteen credits will be equated to $\frac{1}{2}$ year of teaching experience.
6. A maximum of one (1) year credit for any related experience that does not fit any of the other predetermined criteria. Search committee should indicate the relevant experience on the recommendation form.



Policy No. 3-508

SECTION 3: ADMINISTRATIVE REGULATIONS
5. Faculty Personnel

TITLE: Tuition Waiver – Children of Deceased Employees

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

Tuition Waiver – Children of Deceased Employees

Dependent children of a deceased employee, who was a full-time employee at the time of death, will be permitted to take degree credit courses on a full-time or part-time basis, tuition free, subject to payment of all fees and other ordinary charges, and subject to the College not incurring any per student charges from a third-party, for the two (2)-year period immediately following completion of secondary school.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 3-600 SECTION 3: ADMINISTRATIVE REGULATIONS 6. Organization and Function TITLE: Committees and Councils ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: July 6, 2017 (Resolution 53.01) July 5, 2018 (Resolution 54.03) November 1, 2018 (Resolution 54.13) August 1, 2019 (Resolution 55.07) August 3, 2023 (Resolution 59.01)
Purpose Guidelines	Committees and Councils The President or designee shall establish committees to facilitate the participation of administrators, staff, and students in the educational decision-making process. The categories of committees include: 1. <i>Policy Development and Review Committees</i> – Make recommendations to enhance policies and procedures. Typically standing committees. 2. <i>Contractual Committees</i> – Operate under guidelines set forth by the faculty association's collective bargaining agreement. 3. <i>Strategic Committees</i> – Established to achieve the goals of the strategic plan and reviewed annually. 4. <i>Program Advisory Committees</i> – Provide input to the College regarding specified academic programs. Each committee will fall under the purview of a Vice President. The President and President's Cabinet will review the overall Committee's structure annually. Committee Composition, Chair(s) and Attendance Each category of committees will have different membership compositions. Modifications to committee composition may occur based on contract terms or as approved by the Vice President. 1. With the exception of the Institutional Review Board, Tuition Appeals, Emeritus, and Art Review Board, which are administratively appointed, <i>Policy Development and Review Committees</i> typically include representation from faculty, administrators, staff, and students and elect their chair(s). The Associate Dean of Curriculum and Assessment will serve as co-chair of the Assessment Council and Curriculum Committee. Administrative. Administrative representative(s) shall be appointed annually by the Vice President. Classified Staff. Representatives shall be appointed annually in consultation with the Educational Support Professional Association. Faculty. Faculty representatives shall be appointed to provide broad representation. Student. Student representative(s) shall be appointed annually by the Student Government Association. Part-time and adjunct faculty are invited to indicate their interest in serving on a Policy Development and Review Committee or on Academic Council to their respective Director, Associate Dean, or Dean. Those selected to serve as the Part-time/Adjunct faculty representative will be a full voting member. Divisions and departments may recommend committee members at their last meeting in spring, and forward to the appropriate Vice President their suggested representatives by the end of the spring semester.

Policy Development and Review Committees vote on recommendations and may have limited decision-making authority.

2. The members, chairs, and voting procedures for the Contractual Committees of Faculty Evaluation, Promotion, and Sabbatical Committees are governed by contract.
3. Members and chairs of Strategic Committees are appointed by the appropriate Vice President and chair(s) are appointed. Strategic Committees do not have voting privileges and their role is to make recommendations to the executive team.
4. Members and chairs of Program Advisory Committees are appointed by the College President based on recommendations made by the appropriate Dean and program coordinator. Members should include a variety of community representatives, program coordinators and/or faculty, College administrators, and current and/or former students. While Program Advisory Committees may vote on programmatic recommendations, they act solely in an advisory capacity and the College reserves the right to make the final decision.

All committees are encouraged to stagger membership so that committee membership continuity is maintained over time.

Regular attendance is required for all committee members, and members should indicate to chair/secretary when not attending so that quorum and transaction of business will not be adversely affected.

Unless otherwise determined by the procedures of the committees, all meetings are open to the general college community. The degree of participation will be determined by each committee.

Note: In the event of insufficient representation on any committee, excluding Faculty Promotion, Evaluation, and Sabbatical Committees, which are defined by the CBA, the Vice President may appoint others interested in serving on the committee(s).

Chair(s) Responsibilities

Chairs are responsible for the following: preparing written agendas; action items; conducting meetings; and submitting a final summary to the appropriate vice president. Chairs should strive to submit minutes to the Office of the appropriate vice president within one (1) week of the meeting for posting to the internet, thereby allowing the entire College community to participate in campus decision-making. With the exception of Academic Council, the Policy and Development and Review Standing Committees will be co-chaired by one faculty member and one administrative staff member to be determined at the first meeting of the academic year. Other committees may be chaired or co-chaired differently. One of the two co-chairs should have served on that committee in the previous year. Only one co-chair may change in an academic year. Chairs may be replaced by the vice president should the need arise.

Voting Procedures

Each committee member serving on committees with voting privileges shall have a single vote. It must be made clear which division (or group of divisions) each faculty member represents with their vote. Additional faculty attendees from the same division may not vote.

Normal practice dictates that members must be present to vote. Exceptions are as follows:

1. An absentee committee member may send a substitute to the committee meeting. All substitutes, and who they represent, must be recognized at the beginning of the meeting.
2. An absentee committee member may send a written or email proxy vote to one of the committee chairs at least 24 hours prior to the committee

meeting. It is the responsibility of the absentee member to make sure that their proxy vote has been received. If the vote takes place as scheduled, all proxy votes must be announced and counted at the committee meeting. If the vote is postponed, the proxy vote becomes invalid.

3. An absentee committee member may make arrangements to attend the meeting from an alternate location either by speaker phone or computerized video-conferencing (e.g., SKYPE or similar means). The absentee member is responsible for making the technological arrangements and notifying the co-chairs at least 24 hours in advance.

Committees defined by contractual language may define voting procedures differently.

Year End Summary

Each committee shall prepare an annual summary of its goals and any other significant committee action taken during the past year. This written report shall be submitted by the committee chair(s) by May 15 of each year to the appropriate vice president. The vice president will then forward the summary to the college president for final review. The summaries then go to the President's Cabinet and Academic Council for review each June.

The following format has been established:

- A title page including submission date, signature of the committee co-chairs and space for the Vice President and President's signatures.
- A listing of the committee Membership and Composition.
- Statement of the committee's charge.
- A brief narrative of departments and qualitative assessment for the overall effectiveness of the committee in meeting mission, goals and charge objectives.
- A report on the goals. Analysis of available data gathered and trends identified. Identify strengths and areas for improvement aligned with the strategic plan.

LCCC Committees and Councils

Policy Development and Review Committees

Academic Services and Student Development

- Academic Standards (Standing)
 - Academic Calendar
- Assessment Council (Standing)
- Curriculum (Standing)
- Emeritus
- Institutional Review Board

Enrollment Management

- Tuition Appeals

Finance and Administrative Services

- Environmental Health and Safety (Standing)
- Art Review Board

Contractual Committees

Academic Services and Student Development

- Administrative Sabbatical
- Summarized by Faculty Association, no minutes taken:
- Faculty Evaluation
 - Faculty Promotion
 - Faculty Sabbatical

Strategic Committees

Academic Services and Student Development

- Honors Council
- Leadership Team

Enrollment Management

- Enrollment Retention Management Action Team (ERSMT)
 - Innovative Teaching Practices
 - First Year Experience
- Data Governance

Finance and Administrative Services

- Critical Incident Team
- Spirit
- Sustainability

Policy Development and Review Committees

Academic Standards

Reviews and makes recommendations about matters related to academic standards including: criteria for admission to College programs; transfer credit; academic honesty; awarding of academic honors, academic standing and progress; graduation requirements; and academic reinstatement. The committee also maintains one (1) sub-committee. The Academic Calendar Sub-committee meets as needed to develop and recommend the annual academic calendar.

Art Review Board

Receives and reviews requests from anyone wishing to display or present art at the College.

Assessment Council

Leads the College in developing means to assess institutional effectiveness for all College programs, departments, and activities. Leads the College in developing means to create feedback loop with the assessment information to improve services, instruction, teaching and learning. Defines, reviews, and revises the Collegewide Student Learning Competencies. Leads the College in identifying and documenting in which courses the Collegewide Student Learning Competencies and the various Program Objectives are addressed. Leads College in developing objective measures of student achievement of Collegewide Student Learning Competencies, Program Objectives, and Course Objectives. Reviews and makes recommendations regarding the overall assessment with regard to the College as a whole (e.g., Middle States).

Curriculum

Recommends new policies or courses of action necessary for curriculum consideration and furthers the educational policies and appropriateness of the programs of the College by: reviewing new programs, curricula, and courses; reviewing substantive changes to existing programs, curricula, and courses; acting as a clearinghouse for information regarding non-substantive changes which were approved by the appropriate Academic Dean.

Emeritus

This committee recommends for emeritus designation select individuals whose service, performance, and relationships were determined to be exceptional prior to their retirement.

Environmental Health and Safety

Reviews and recommends procedures pertaining to campus safety. Committee ensures that the College is in compliance with PA State Safety Certification.

Institutional Review Board

Receives and reviews research requests from anyone wishing to conduct research at the College or research that includes College employees and students.

Contractual Committees**Administrative Sabbatical**

Reviews all applications for sabbatical and recommends whether or not an administrative staff member shall receive a sabbatical.

Faculty Evaluation (defined by CBA)

Develop or modify and approve each of the various evaluation tools to be used in the evaluation of all faculty members. Assist administrative units in developing specialized evaluation tools to be used in cases where the existing available tools are deemed to be inappropriate by the committee for certain groups of faculty members. Specialized standards relating to a specific position shall be developed and implemented at time of hire (e.g., certification).

The committee is also responsible to choose the faculty who receive excellence awards. The awards are the George W. Elison Faculty Service Award, the Faculty Excellence Award, and the Adjunct/Part-time Faculty of the Year Award.

Faculty Promotion (defined by CBA)

Reviews all applications for promotion and recommends whether or not a faculty member shall be promoted.

Faculty Sabbatical (defined by CBA)

Reviews all applications for sabbatical and recommends whether or not a faculty member shall receive a sabbatical leave.

Strategic Committees**Data Governance**

Oversees the strategies, objectives and policies intended to ensure the quality of critical data and helps build a strong infrastructure for data collection, development and reporting.

Diversity, Equity, and Inclusion

Fosters variety and inclusion across the institution to both the student and employee populations. The Diversity Committee has a SafeZone subcommittee which provides training (and certification), support, assistance, and advocacy regarding LGBTQ+ topics.

Critical Incident Team

Reviews, recommends, and maintains College disaster, safety, and emergency preparedness procedures, training and policies.

Enrollment Retention Success Management Team (ERSMT)

Implements the strategies and objectives set forth in the Enrollment Management plan and ensures processes and technologies are utilized to provide a seamless process for student enrollment. Discusses strategies to attract, enroll and increase the success of LCCC students. Deals with faculty engagement, early alert, and completion initiatives. The First Year Experience is a subcommittee which sees to successfully coordinated implementation of the various components of the freshman success program. Innovative Teaching Practices is a subcommittee to share new research and experiences on teaching and learning practices to create a culture that recognizes commitment to constant improvement in teaching.

Honors Council

Reviews and develops programming for honors students.

Spirit

Convenes to plan and promote college activities, parties, and social gatherings for College employees.

Sustainability

Explores ideas to promote environmental and fiscal stewardship.

Program Advisory Committees

Advisory committees are established with College and community representation to provide input to the College. Advisory Committees vary widely by discipline. A handbook giving guidelines is available in the Vice President for Academic Services and Student Development's office. Generally, the group meets at least once a year, and the agenda and minutes are sent to the office of the Vice President for Academic Services and Student Development.

Aviation Science
 Business/Accounting/Hospitality
 Chemical Technology
 Communications and Media
 Computer Game and Simulation Development
 Computer Information Systems
 Construction Technology
 Criminal Justice/Computer Forensics/Public Administration
 Electronics Technology
 Health Information Technology
 Human Services
 Heating, Air Conditioning, and Refrigeration Technology
 Kitchen and Bath Design
 Mechanical Technology
 Medical Assistant
 Nursing (ADN/PN)
 Paralegal Studies
 Teacher Education
 Veterinary Technician



SECTION 3: ADMINISTRATIVE REGULATIONS
6. Organization and Function

TITLE: College Organization

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: November 3, 2022 (Resolution 58.08)

Purpose

College Organization

The President shall organize the College to assure the coordination and supervision of instructional programs and other activities.

Realignment/restructure/title changes of departments or staff may occur as directed by the President. Adjustments may be given per Policy 3-120 Salary Adjustments. Staff changes in this process are not new hires. See policy 3-222 Hiring for an Established Position.



SECTION 3: ADMINISTRATIVE REGULATIONS
6. Organization and Function

TITLE: Leadership of College

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: May 7, 2020 (Resolution 55.46)
November 4, 2021 (Resolution 57.06)
August 3, 2023 (Resolution 59.01)

Leadership of College

Purpose

President's Cabinet

Composition

President
Vice Presidents
Deans
Faculty Representatives
Educational Support Professionals Representative

Guidelines

Functions

The President's Cabinet considers and makes recommendations on matters of operations, budgeting, planning, policy, and programmatic priorities of the College and advises the president on important and urgent matters. The President's Cabinet facilitates communication throughout the College.

Leadership Team

Composition

Deans
Associate Deans
Directors
Faculty Representatives
Leadership Fellows

There is a Core Team, a Resource Team, and additional staff as determined by the Strategic Goals.

Functions

The Leadership Team's primary focus is the College's *Many Voices, One Vision: Strategic Plan* which is a rolling plan. The Leadership Team identifies key priorities and incorporates the tactical plan to reach these goals and are informed by the Academic Plan, Enrollment Management Plan, Facility Master Plan and the Information Technology Plan. The Strategic Plan is revisited and updated annually with progress on goals.

Delegation of Responsibility

Academic Council

Composition:

Two to three Teaching Faculty members from each of the five schools
Three Service Faculty members
One PT Faculty member
One Adjunct Faculty member
One Faculty member who is coordinator
One Faculty member from the Evaluation Committee
One Faculty member from the Professional Development Committee
Chair of Academic Standards Committee
President of the Faculty Association

Vice President for Academic Services and Student Development
Faculty liaisons from the Leadership Team and the President's Cabinet

The chair of the Academic Council is a faculty member chosen from the representatives of the Council by majority vote. Vote on the Council chair takes place annually. The faculty selects its members.

Functions

Academic Council continually considers the current state and future trajectory of academics and student development at LCCC. It is responsible for the Academic Plan. It gathers supplemental input from other groups within the College and, when needed, works with the President's Cabinet to implement academic services and student development proposals.

**SECTION 3: ADMINISTRATIVE REGULATIONS**
6. Organization and Function**TITLE: Organization and Functions****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:** December 7, 2017 (Resolution 53.16)**Organizations and Functions****Purpose**

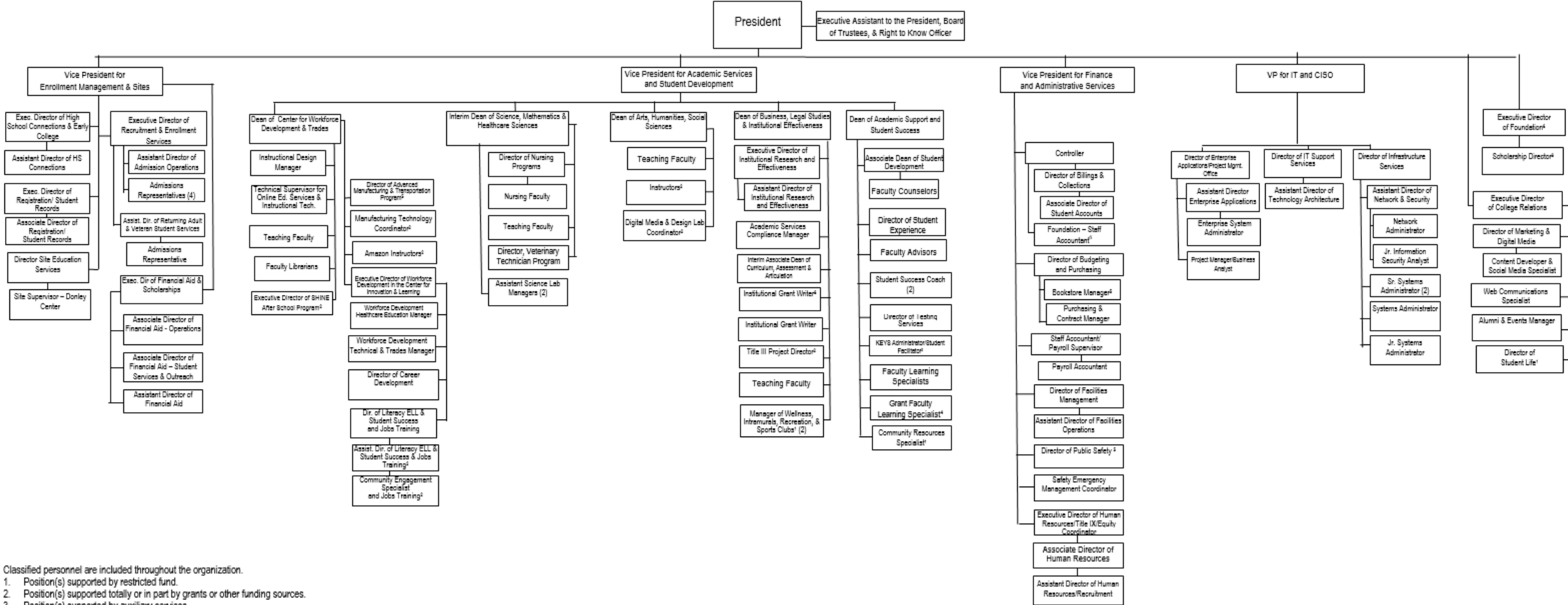
The Lehigh Carbon Community College was formed by the citizens of Lehigh County and a portion of Carbon County to serve the special needs of the sponsoring communities. From the beginning, a comprehensive College was planned and the organizational plan was approved by the Board of Trustees for the operation of Lehigh Carbon Community College. The College President, as the chief executive and administrative officer, shall be designated as the Chief Executive Officer of the College, who shall be the Chief Executive and Administrative Officer, is responsible and accountable to the Board of Trustees. The President shall have a staff to assist in the operation and administration of the College. Provision is also made for various College committees to assist the President by making recommendations for policy changes within the institution. The President may assign his/her duties to a Vice President with written notification by the President to the Director of Human Resources with a copy to the Chair of the Board of Trustees in conjunction with a leave of absence for personal or medical reasons.

Guidelines**Organization and Function Charts**

The general organization and responsibilities are delineated on the Administrative Organizational Chart. The establishment of new positions shall be recommended by the President and approved by the Board of Trustees. Current job descriptions shall be maintained by the College in the Office of Human Resources.

The Board of Trustees approves, affirms, and authorizes past and future action by the College President or designee to recognize and designate any organization or group to operate and be recognized as an authorized organization of the College acting under the auspices of the College and to revoke recognition and designation of any authorized organization of the College.

Lehigh Carbon Community College Administrative Organizational Chart



Classified personnel are included throughout the organization.

1. Position(s) supported by restricted fund.
2. Position(s) supported totally or in part by grants or other funding sources.
3. Position(s) supported by auxiliary services.
4. Faculty positions supported by grants.
5. Contracted employee.
6. Funded by College Foundation

Revised: November 6, 2025, Resolution 61.07

SECTION 4 – ACADEMIC REGULATIONS

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 4-100 SECTION 4: ACADEMIC REGULATIONS 1. Faculty TITLE: Adjunct Faculty ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: July 6, 2017 (Resolution 53.01) November 1, 2018 (Resolution 54.13)
Purpose Evaluation of Adjunct Teaching Faculty	Adjunct Faculty Adjunct Faculty qualified in accordance with the faculty academic qualifications shall be paid in accordance with wage schedules established by the Office of Human Resources and approved by the President. Adjunct Faculty are expected to be present for all class meetings. In the event that an Adjunct Faculty must cancel a class session, he or she must contact Academic Services and the school dean as soon as possible. No class may be canceled, rescheduled or have its meeting place altered without providing advance notice to Academic Services and the school dean. Adjunct Faculty may miss three classroom hours without incurring a deduction in pay. Any subsequent absences will result in a deduction in pay. Adjunct Faculty and their school dean will determine how missed class hours will be made-up. Evaluation of Adjunct Faculty consists of assessment in general classroom performance, including preparation and presentation of material, course content, including relevance and appropriateness, and student evaluation of the Adjunct Faculty's effectiveness. In addition to student evaluations, Adjunct Faculty shall be evaluated in the year of hire and every other year thereafter.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 4-101 SECTION 4: ACADEMIC REGULATIONS 1. Faculty TITLE: Academic Debt Relief ADOPTED: February 7, 2019 (Resolution 54.25) REVISED: July 11, 2024 (Resolution 60.01)
Purpose Process Criteria	Academic Debt Relief To improve accessibility to education for all students, Lehigh Carbon Community College (LCCC) created the 'Academic Debt Relief' program policy that enables students with outstanding balances due from prior semesters to enroll in future semesters with the outstanding debt forgiven if conditions are met. After review, approval, and successful completion of the semester(s), the student's prior semester's debt will be removed and the debt will be considered satisfied in full. How to Apply: 1. Student must complete and submit the Tuition Appeal Form to the Business Office with the "Debt Relief" checkbox marked. 2. The Tuition Appeal Committee meets bi-weekly to review submitted applications. 3. Student(s) are notified via email of any next steps. 4. Students are required to complete an Academic Debt Relief Success Plan as outlined in Procedures below. Upon plan completion, an Advisor will assist students with course selection and registration. 5. After successful completion of conditions (as listed below), the College will mark satisfied the students' outstanding debt. Conditions and Requirements: • This is a one-time debt relief initiative – students cannot reapply. • Students must enroll in a minimum of two courses (6 credits) and successfully complete the courses in the semester they return with a semester GPA of 2.0 or higher. • Students must have a completed FAFSA on file to ensure they are aware of and accessing available grant funds. Students will not be required to accept student loan funds but will have the option to do so to assist with paying their tuition. • Payment in full, payment plan or authorized financial aid must be in place prior to the start of the current terms' payment due date to ensure the student has the means to pay for the current semester attending. • Upon completion of these requirements, the College will forgive the remaining debt owed to the College by the student. PROCEDURES: Application process and steps: 1. The Tuition Appeal Committee meets bi-weekly to review submitted applications. 2. Students are notified via email of the next steps. a. The Business Office adds code(s) in Banner and sends an email to approved students outlining their next steps. Advising and the Coordinator of Coaching Commons are copied in the email. b. An ARGOS report is created to include the following information: student name, L#, status of Academic Success Plan, registration status and end-of-term GPA.

	3. Students are required to work with a success coach and complete an Academic Debt Relief Success Plan. a. Success coaches will guide students through the success plan and refer students to appropriate college resources (tutoring, disability support, advising, etc.). b. Students must meet with their success coach a minimum of three times in the semester. c. Upon completion, the Dean of Academic Support & Success informs the Business Office that will apply the Debt Relief (DR) hold. d. Once the DR hold is placed, an Advisor will assist students with course selection and registration (minimum of 6 credits or 2 courses). 4. After successful completion of coursework conditions and requirements, the College will mark satisfied the students' outstanding debt. a. The Business Office ends the DR hold. 5. If the student does not successfully complete coursework and does not meet the conditions and requirements of the Academic Debt Relief policy, the Business Office will remove the hold and collection efforts will resume. This is a one-time debt relief initiative – students cannot reapply.



SECTION 4: ACADEMIC REGULATIONS

1. Faculty

TITLE: Academic Program Accreditation Self-Study Procedures

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Academic Program Accreditation Self-Study Procedures

Purpose

Establish the process for academic program self-study submissions.

Guidelines

Prior to the self-study being mailed to the accrediting agency, the following internal steps must be completed. The internal process and time line will be established and coordinated by the Associate Dean of Professional Accreditation and Curriculum. The Associate Dean will distribute the established time line to all parties involved in the self-study.

1. The draft document produced by the appropriate coordinator and faculty (Director where appropriate) will be reviewed by the Associate Dean of Planning and Assessment with a focus on assessment.
2. The draft document will be reviewed by the Associate Dean of Institutional Research with a focus on data presentation and interpretation.
3. The draft document will be reviewed by the appropriate Associate Dean for Academic Services and Dean for Academic Services.
4. Based on input from the Associate Deans and Dean, a final document will be produced by the coordinator and faculty (Director where appropriate).
5. After a final review by the Dean and Vice President for Academic Services and Student Development and necessary edits are made, the document is ready for mailing to the accrediting agency.

SECTION 4: ACADEMIC REGULATIONS

1. Faculty

TITLE: Academic Program Audit

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: May 5, 2022 (Resolution 57.43)

Academic Program Audit

Purpose

Establish guidelines for the 5 Year Academic Program Audit process.

Guidelines

Introduction

A five (5) year academic program audit is a periodic systematic review of selected elements of credit programs, academic departments, or academic division to determine the educational soundness, academic quality, and relevance of the courses and programs being offered. An academic program audit is a proactive process which allows the faculty to identify areas of strength and areas for improvement in the program, resources, and curriculum. An academic program audit allows for the comparison of course and program objectives with outcomes and to make timely, planned intervention(s) to address the meeting of college wide learning competencies. Program audits are completed with the intention to improve the educational offerings to our students and the community.

Although academic program audits are done on a five (5) year cycle, the collection, analysis, and use of the data should be an ongoing process. The process should be in accordance with academic standards and acts to assure and enhance the quality of teaching and support for student learning, institutional strategic planning and institutional assessment planning.

Responsibilities

Vice President for Academic Services and Student Development

- Oversight of the academic program audit process
- Once academic program audit is completed, schedules meeting with the full-time faculty and/or staff to discuss the document
- Presents recommendations to the Personnel, Curriculum, and Government Relations Committee of the Board of Trustees

Director of Curriculum, Assessment, and Articulation

- Handles the overall coordination of the academic program audit process from scheduling to initial submission review
- Serves as liaison to program audit committee and is available for consultation and to offer assistance with the process
- Submits completed academic program audits for accuracy and completeness
- Forwards completed academic program audits to Vice President for Academic Services and Student Development

Faculty Coordinators/Divisions

- Program audits are prepared by teams of faculty and staff from the programs or divisions to be reviewed
- Program audits require the involvement/participation of faculty and staff from other outside disciplines and/or other divisions of the college
- No academic program audit is prepared without interdisciplinary review improving the quality of student learning must, therefore, be the responsibility of the faculty acting collectively rather than individually

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 4-106 SECTION 4: ACADEMIC REGULATIONS 1. Faculty TITLE: Academic Program Audit Schedule ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: December 7, 2017 (Resolution 53.16) July 5, 2018 (Resolution 54.03) May 5, 2022 (Resolution 57.43)
Purpose Guidelines	Academic Program Audit Schedule Pursuant to Pennsylvania Code, Title 22, section 31.51, academic program audit and section 35.21, curricula, each academic program, academic department, or academic division are audited at least every five (5) years. In compliance with this code, academic programs, academic departments, or academic division are audited at least every five (5) years. The Vice President for Academic Services and Student Development approves the schedule for academic program audits. Five (5) Year Academic Audit Procedure • The Vice President for Academic Services and Student Development approves the upcoming schedule for academic program audit. • The Director of Curriculum, Assessment, and Articulation notifies the coordinator of the program or division scheduled to be audited and provides audit instructions and template. • Program audit team members are identified and invited by the appropriate Dean or division coordinator to participate in the Academic Audit process by October. • An audit team can be comprised of Division members, non-Division members and/or other Faculty/College staff that have involvement with the program such as Librarians, Career Services, or Educational Support Staff. • The program audit team meets regularly for planning, data gathering and document preparation. The program audit team will provide regular updates to the appropriate Dean, who will remain available to provide resources or answer questions as needed. • All data and documentation is to be maintained and stored in an electronic format. • Data and documentation that is collected as evidence for a program audit is forwarded to LCCC Word Processing for presentation by March. • Once the program audit document is in its completed hard copy format, the title page is to be signed by all members of the program audit team, approved and signed by the appropriate Dean, prior to submission to Director of Curriculum, Assessment, and Articulation. • The completed program audit report is submitted to the Director of Curriculum, Assessment, and Articulation by April. • Word Processing will collaborate with LCCC Duplicating to produce <u>four hard copy</u> paper bound editions of the Academic Audit. ➢ one copy for the Vice President for Academic Services and Student Development (original signatures); ➢ one copy for the audit team lead; ➢ one copy for the appropriate Dean; ➢ one copy for the Director of Curriculum, Assessment, and Articulation.

- An electronic version of the finalized document will be stored/ archived in the Academic 5 Year Program Audit Folder on the network drive under a sub-folder of the particular academic year.
- The Director of Curriculum, Assessment, and Articulation submits the final program audit document to the Vice President for Academic Services and Student Development and the appropriate Dean by April.
- The Vice President for Academic Services and Student Development, appropriate Dean and Director of Curriculum, Assessment, and Articulation will schedule a meeting during the second week of May with the program audit teams to review the report, ask questions on, but not limited to, marketability, sustainability, resources, etc., results, and recommendations.
- The Vice President for Academic Services and Student Development presents the audit recommendations to the President's Cabinet for review and comment and then on to the Personnel and Curriculum Committee of the Board of Trustees.

Five (5) Year Academic Audit Contents

An academic program audit is comprised of the following sections. These sections contain program and/or course information/data and a discussion of the data. Please follow this order when developing your audit document.

Title Page

- The title page includes the signatures of all members of the program review team and space for the Vice President for Academic Services and Student Development.

Table of Contents

Executive Summary (250-word limit)

- This summary highlights the major features of the report, including results and recommendations.

Relevant History (250-word limit)

- Developments/changes since the last academic program audit.

Mission and Goals (250-word limit)

- Program/Course objectives and outcomes consistent with the mission and goals of the college.

Planning and Resource Allocation

- Budget for three fiscal years (last year, current year, and next year).
- Plans which effect budget requests for the next academic year.
- Data/rationale for changes in resource allocation over these years.
- Strategic Initiative Allocations, Innovative Project Grants, grants or scholarship applied for/received.

Institutional Resources

- Classrooms, laboratories, storage areas, equipment and technology; include location, accessibility and capacity.
- Integration of available resources/adequate resources to meet the curriculum.
- Evidence of use of library resources and technology in programs and courses.

Full-time Faculty

- Full-time faculty resumes.
- Professional development activities of full-time faculty that contribute to appropriate programs mission and objectives.

- Maintain currency in their disciplines and the activities that results in the continuing growth of the faculty.

Curriculum

- Description of programs and course offerings.
- Program(s) course sequence.
- Pre-requisites/co-requisites able to be met.
- Program admission requirements and course requirements.
- Accuracy of materials (brochures, web pages, catalog, program handbooks) providing information about the programs and courses.
- Current Official Master Course Outlines to include dates of review and/or revision.
- Evidence of efforts made to assure scheduling of all courses offered to meet needs of the students.
- Articulation agreements and /or data related to transfer of program(s).
- Dual Enrollment participation and/or data related to DE programming.

Community Involvement

- Current advisory committee members - names and mail/email addresses.
- Pattern of meetings and attendance of advisory committee.
- Evidence of advisory committee input.
- Activities of student clubs for the past and current academic year.
- Service learning projects/civic engagement covering audit timeframe.
- Identify community partnerships.

Admissions/Graduation

- Recruitment initiatives for three years (last year, current and next year).
- Enrollment data for the past five years.
- Retention data for the past five years.
- Evidence of use of available educational support services.
- Graduation data for the past five years.

General Education Effectiveness/Competencies

- Rationale for general education courses chosen to support the program(s).
- What competencies reside within the General Education Courses?
- How are the competencies articulated as an assessable learning outcome?
- Which Gen Ed requirements (if any) are intended to develop this competency?
- Are all majors expected to develop this competency? How?
- What other requirements (if any) are intended to develop this competency?
- How is this competency now being assessed within the Gen Ed Core? Within your program? How are they measured and reported?
- How well are students coming into the discipline or concurrently enrolled in the discipline specific courses performing?
- How does the discipline know?

Educational Effectiveness

- Qualitative assessment data for the overall effectiveness of the program in meeting mission goals and objectives.
- Qualitative assessment data from current and former students which assesses effectiveness of courses and programs in meeting student learning objectives.
- Qualitative assessment data from employers assessing graduate performance.
- Evidence of measures taken to improve effectiveness based upon data from current and former students and employers.

Integrity (Accreditation/Certification schedule, reporting process, results)

- Certification or licensure results for the last three years, with comparative state or national data, as available.
- Accreditation/certification/licensure agencies associated with the program(s) or division.
- Date and results of last report and/or visit, including program status.
- Reporting mechanism (frequency of reports, general contents of reports, frequency of site visits).

Results and Recommendations (250-word limit)

- Analysis of data gathered: what trends are identified?
- Identify strengths and areas for improvement drawn from the data analysis.
- Recommendations prioritized with a timeline for achievement and identify alignment with strategic planning, assessment planning and budget allocation.

Statistical Program Audit Data

Data about program enrollment numbers are available through the Planning, Assessment, and Institutional Research Office ('IR'). This data is available in the Spring semester of academic year in which the audit is being conducted, usually late January and/or early February. A standard report is generated by Institutional Research and is available on the LCCC intranet which will include the following data: Program Enrollment and Graduates; Fall to Spring Retention; Fall to Fall Retention. Any additional data that a program would request needs to be discussed specifically with the Associate Dean of IR, and it is recommended that the discussion occur prior to the end of the Fall semester of the academic year in which the audit is being conducted.

Program Audit Information

It is important to understand that the Pennsylvania Department of Education drives our program audit system. For our programs that are accredited, efforts have been made to schedule the program audits for the same time the accreditation self-studies are occurring provided it is within at least a five-year window since the last program audit.

In the instance when there is an overlap between Academic Program Audits and Self Studies, the program is authorized and allowed to use information / data, written content, amendments, and other documentation from its self-study in tandem with, in addition to or in place of equivalent sections of the program audit contents.

For Program Audit Sections where there is no equivalency from the Self-Study; the program audit team will be required to develop and create the appropriate response.

Five (5) Year Academic Audit Schedule

***NOTE: The completed program audit is to be submitted to the Director of Curriculum, Assessment, and Articulation by end of the academic year.

Program(s)**Group 1****Aviation**

Aviation Science A.A.S.; Professional Pilot A.A.S. and related course(s).
[Program Codes: AVS; AVP]

Health Information Technology

Health Information Technology A.A.S. Related course(s).
[Program Code: HIT]

Mathematics

Mathematics A.S. and related course(s).

[Program Code: MATS]

Nursing

Nursing A.A.S.; Practical Nursing Certificate, Health Science A.S., Related Health course(s).

[Program Codes: ADN; NURC; HSCS]

Group 2**Criminal Justice**

Criminal Justice A.A./A.A.S.; Public Administration A.A.S.; Corrections Cert., Law Enforcement Cert. Course(s) related to criminal justice, public administration, and law.

[Program Codes: CJAA; CJA; LPO; CRRC; LAWC]

English and Reading

No Program/Degree. English and related Literature courses; RSS-related course(s).

[NO Program Codes]

Liberal Arts

Liberal Arts A.A.; General Studies A.A. and related course(s).

[Program Codes: LIBA; GSAA]

Medical Assistant

Medical Assistant Certificate and related course(s).

[Program Code: MEDC]

World Languages

No Program/Degree. Course(s) related to American Sign Language; ESL; Spanish; French; German; Chinese; and Arabic.

[NO Program Codes]

Technology

Construction Tech A.A.S./Cert.; Construction Mgmt. A.A.S.; Draft/Design A.A.S., HVAC A.A.S./Cert., Electronics Cert., Electrical Engineering Tech, Electrical Tech A.A.S./Cert., Industrial Automation A.A.S./Cert., Mechanical Engineering Tech. A.S., Kitchen and Bath Design A.A.S.; Mechanical Tech, Nanofabrication Tech, Tool and Die Machinist Cert. Related course(s) to Construction, Technology and Engineering.

[Program Codes: METS; COM; COT; DRF; EET; ELT; ELE; HAC; INR; KBD; MEC; MET; NMT; CONC; ELTC; ELEC; HACC; INRC; TOLC]

Human Services and Social Work A.A.

Human Services AAS and related course(s).

[Program Code: HUS, SOWA]

Group 3**Education**

Education A.A.; Special Education A.A.; Early Childhood Education A.A.S.; Early Childhood/Early Intervention A.A.S./Cert.; Paraprofessional/Special Education A.A.S.; Infant-Toddler CDA Prep Diploma and Early Childhood Diploma programs. Course(s) related to Education.

[Program codes: EDUA, EDSA, ECE, ECI, PAR, ECIC, ECDD, ECED, ECID, ECTD]

Veterinary Technician

Veterinary Technician A.A.S.

[Program Code: VET]

Group 4**Media and the Arts**

Fine Arts/Studio Arts A.A.; Graphic Design A.A.; TV/Film A.A.; Music/Sound Production A.A.; Computer Game and Simulation Development-Digital Arts

A.A.S.; Communication A.A.; Computer-Generated Animation and Digital Arts A.A.S. Related course(s) to Art, Communication and Music.

[Program Codes: CMMA; CGSA; CGP; CGA; FSDA; ARTA; GRDA; DAPA; DVPA, VSM]

Computer Science

Computer Forensics and Security A.S.; Computer Information Systems A.S.; Computer Science A.S.; Computer Specialist A.A.S.; Applied Technical Studies A.A.S.; Computer Game and Simulation Development Programming A.S.; Computer Information Systems/Computer Science/Networking, and related Computer and Networking Course(s).

[Program Codes: CFSS; CSIS; CISS; ATS; CST; CSP; CSW; CGSA, CGPS]

Sciences

Environmental Science A.S.; Physics A.S.; Chemistry A.S.; Biology A.S.; Engineering A.S.; Chemical Technology A.A.S.; Related Astronomy, Horticulture, Biology, Chemistry, Physics, Environmental and Health Course(s).

[Program Codes: BIOS; CHMS; EGRS; ENV5; PHYS; CHT]

Group 5

Business

Accounting A.A.S./Cert.; Administrative Assistant Cert.; Business Administration A.A.; Business Management A.A.S./Cert.; Exercise Science A.S.; Sport Management A.S.; Human Resources Management A.A.S./Cert.; Medical Billing Specialist Cert.; Entrepreneurship and Small Business Diploma; course(s) related to Interdisciplinary Studies, Real Estate, Physical Education and Health; Culinary Certificate and A.A.S.

[Program Codes: BUAA; EXSS; SPMS; ACC; BMG; HRE; ACCC; ADMC; BMGC; MBSC, ENBD, CULC, CUL]

Paralegal Studies

Paralegal Studies A.A.S.; Paralegal Studies Certificate. Related course(s) to Para-legalism and Law.

[Program Codes: PLG; PLGC]

Physical Therapy Assistant

Physical Therapist Assistant A.A.S. Related course(s).

[Program Code: PTA]

Social Sciences

Psychology A.S.; course(s) related to History, Ethics, Philosophy, Geography, Psychology, Sociology, Religion, Political Science.

[Program Codes: PSYS]

SECTION 4: ACADEMIC REGULATIONS

1. Faculty

TITLE: Academic Program Enrollment Review

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Academic Program Enrollment Review

Introduction

At LCCC there are eleven A.A. degree programs and eleven A.S. degree programs intended to transfer to four-year colleges and universities. There are forty-eight A.A.S. programs, nineteen certificate programs, and nine specialized credit degree programs intended to either prepare students for future employment or further train students for their current employment. In addition, many of these programs overlap with courses designed for students across program types. For example, students working on an A.A.S. degree in Business Management will take many of the same courses as students working on an A.A. degree in Business Administration. Given the wide array of programs and the intersections between programs, it is important to systematically consider whether programs continue to meet student needs and workplace demands.

Purpose

The purpose of the Program Enrollment Review (PER) is to examine programs in terms of enrollment trends, retention trends, accreditation standards, equipment needs, facility needs and cost effectiveness. Possible outcomes of PERs include:

1. Modifying programs to improve enrollment and/or retention.
2. Modifying programs to improve cost effectiveness.
3. Discontinuing programs.

Guidelines

Program Enrollment Review Triggers

The following may trigger an annual program review:

1. Any program with a full time equivalent (FTE) enrollment of less than eighteen (18) at the start of the fall semester will be considered for review.
2. Any program with declining student enrollment over three (3) years as measured by FTE.
3. Any program with declining student persistence over three (3) years (defined as persistence from fall to spring).
4. Follow up reviews identified through the Academic Audit process.
5. Follow up reviews identified in a previous Program Enrollment Review.
6. Projected need for significant facility or equipment investment.

Program Review Timeline

April

Institutional Research Department will prepare a preliminary list of programs that meet one or more retention or enrollment triggers.

Vice President for Academic Services and Student Development or designee reviews list of programs and determines programs to undergo review, adding any programs that are triggered as a follow up to previous Program Enrollment Review or Academic Audit, or due to projected need for facilities or equipment.

Coordinators and faculty members of the programs are notified.

September

Review teams are established for each program review.

Review team final report due **October 15.**

	November Review team report analyzed by Vice President for Academic Services and Student Development or designee. Recommendations submitted by Vice President for Academic Services and Student Development to the President and presented to the President's Cabinet at the first meeting in November. President's Cabinet determines one of the following actions on program: further study; detailed actions with monitoring; termination. Personnel and Curriculum Committee of the Trustees notified of program discontinuance and, where applicable, faculty termination. December Faculty Association and non-probationary faculty affected by decisions are notified in accordance with the LCCC FA Collective Bargaining Agreement. February Probationary faculty who will be affected by decisions are notified.

SECTION 4: ACADEMIC REGULATIONS
1. Faculty

TITLE: Academic Program Enrollment Review Guidelines
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Review Process

The **purpose** of the Program Enrollment Review (PER) is to examine programs in terms of enrollment trends, retention trends, accreditation standards, equipment needs, facility needs, and cost effectiveness. Possible outcomes of PERs include:

1. Modifying programs to improve enrollment and/or retention
2. Modifying programs to improve cost effectiveness
3. Discontinuing programs

Program reviews should be kept simple and straightforward. They should address the PER triggers and strategic plans for the program. Strategic planning for the program may include:

1. Enrollment or persistence issues
2. Curriculum issues
3. Transfer or labor market issues
4. Cost issues

Guidelines

The review team should make recommendations concerning continuation or discontinuation of the program. The review should include (but is not limited to) discussion of the following issues:

1. History of the program – when was the program initiated and what need(s) was it intended to serve? What were the intended relationships to other programs at LCCC, to workforce needs, and/or to transfer to four-year institutions?
2. Enrollment and retention – what were the enrollment and/or retention data that triggered the review and are there any readily available explanations for the low enrollment or retention?
3. Curriculum – does the program contain courses that are unique to this program, or utilized by only one other program? What has been the enrollment history of these courses; have the class sizes been below those of other LCCC classes? Have courses had to be cancelled due to low enrollment? Is the program accredited by an outside organization? Is there flexibility to modify the program content? Can courses with higher enrollment be substituted for those with low enrollment?
4. Staffing – who has been teaching courses specific to this program? Has it been primarily adjuncts or full-time faculty? Are the knowledge and skills needed to teach these courses very specific or more general – i.e., can instructors in related areas prepare for these courses relatively easily?
5. Student performance – have course withdrawal or failures been within acceptable level in courses specific to this program? Have students been graduating from the program? Is there any information about student satisfaction with the program?
6. Workforce issues – is there evidence that there are job opportunities for graduates from the program? Is the employment outlook for these graduates expected to improve or decline? Does the program lead to occupations that are relatively new, more mature (and possibly waning), or cyclical in nature?

	7. Transfer issues – if the program is intended for transfer to four-year institutions, is there any information about the success of graduates in gaining acceptance in such programs? Are any articulation agreements in place? Do graduates report that they felt prepared for upper-level college work? 8. Marketing – how has the program been marketed to prospective students in the past? Are there new strategies for attracting students into the program that could be pursued? Are students being appropriately informed about what will be expected of them in the program? 9. Costs – does this program incur additional costs beyond instructors and basic classroom space? Are special facilities or equipment needed to support instruction? Are special supplies or software licenses needed? What have these costs been in the past and are they expected to grow in the future? 10. Recommendations – given all of the above factors (and any other relevant facts) outline a plan the College should follow to address the problems identified by the review.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 4-111 SECTION 4: ACADEMIC REGULATIONS 1. Faculty TITLE: Academic Restart ADOPTED: November 3, 2022 (Resolution 58.08) REVISED:
Purpose Criteria Guidelines	Academic Restart The Academic Restart policy only pertains to LCCC GPA and credits. It does not erase the student's complete academic history: the student's transcript will continue to list courses that were previously attempted, but will no longer use them to calculate GPA or to meet degree or program requirements. It also has no effect on a student's financial aid history. In accordance with federal and state student aid regulations, students will not be relieved of academic progress requirements for financial aid eligibility, even if restart approval is granted. Eligibility Criteria Students who have not been enrolled at LCCC for a period of at least three (3) consecutive years are eligible for one (1) Academic Restart. Former students who have previously been granted Academic Restart are not eligible. Academic Restart Process Any student interested in beginning this process must first return to LCCC, enrolling in at least three (3) credits during their first semester back. Students who have been dismissed from the college for academic reasons must complete the Academic Reinstatement process in accordance with Section 4.111a and be approved for reinstatement to enroll. During the first semester of the student's return, the student must receive a GPA of 2.0 or higher to continue. The student must complete and submit the Application for Academic Restart no later than the conclusion of the semester that follows the student's return. Academic Restart Institutional/Student Expectations Upon students completing the Application for Academic Restart contact form, an Academic Advisor will contact the student. Once the Application is received from a student, it will be reviewed and either approved or rejected by the Dean of Accreditation, Compliance, Curriculum, and Assessment. The Application is then given to the Director of Registration and Student Records. If the application is rejected at any point in the process, the student will be contacted via their LCCC email. Should the student wish to appeal that decision, they can contact the Vice President for Academic Services and Student Development. Academic Advising, Success Coaches and Educational Support Services will be notified of the received Application so they can provide support to the student throughout the semester. Once the Application is accepted, by the Dean of Accreditation, it is filed in the Academic Restart File located in the Director of Registration's office and the student is entered on the tracking spreadsheet. A comment will also be added to the student's record in Banner Desktop under the "Comments" tab, indicating that the student have a pending Academic Restart on file.

All received Academic Restart applications will be reviewed at the conclusion of the semester after final grading is completed.

- Students who have successfully completed 3 credits with a minimum GPA of 2.0 will have their Academic Restart processed by the Director of Registration and Student Records. Students will receive a letter and official transcript once their Academic Restart is processed. The comment on the student's record in Banner Desktop will be edited to reflect that the Academic Restart has been approved.
- Students who receive all final grades of W or F in their first return semester will need to reapply for Academic Restart in a future semester. The comment on the student's record in Banner Desktop will be edited to reflect that the Academic Restart has been denied. The Application would remain on file for future reference by the Director of Registration and Student Records.
- Students who submit Applications prior to course enrollment will have their applications held for one academic year, during which if the student has not successfully completed 3 credits, the Application will be denied and the student will need to reapply in a future semester. The comment on the student's record in Banner Desktop will be edited to reflect that the Academic Restart has been denied. The Application would remain on file for future reference by the Director of Registration and Student Records.

SECTION 4: ACADEMIC REGULATIONS
1. Faculty
TITLE: Academic Standing and Progress
ADOPTED: November 3, 2022 (Resolution 58.08)

REVISED:
Purpose

The college is committed to the academic success of every student. The college will monitor a student's grades and issue an appropriate warning if grades are inadequate. Academic standing is determined by the standards for academic progress listed below.

Criteria

Eligibility to graduate with a certificate or degree requires a cumulative GPA of at least 2.0 in all coursework applicable to graduation. Courses with "F" grades do not count toward graduation but are used in calculating the GPA.

Academic Progress Table

Attempted Credit Hours	Dismissal	Suspension	Probation	Alert	Good Standing
1 – 12				.00 - .99	1.00
13 – 24			.00 - .99	1.00 – 1.49	1.50
25 – 36		.00 - .99	1.00 – 1.49	1.50 – 1.74	1.75
37+	.00 - .99	1.00 – 1.49	1.50 – 1.74	1.75 – 1.99	2.00

Dean's List

Credit students completing at least six (6) credits may be named to the Dean's List upon achieving passing final grades in all subjects and earning a grade point average of at least 3.5. Students with grades of "F", "I", "W", or "Z" will not be considered for Dean's List, with the exception of those students who withdraw within the first three weeks and are assigned a grade of "W". See Policy 4-214 for definition of grading system.

Academic Alert

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Alert.

Students placed on Academic Alert will receive a letter from the Dean of Academic Support and Student Success informing them of their academic standing and suggesting the student's use of college services to improve academic performance. The student can register for courses without penalty.

Academic Probation

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Probation with a hold on their account. The hold will prevent the student from registering for courses in a future semester.

Students placed on Academic Probation will receive a letter from the Dean of Academic Support and Student Success informing the student of student's academic standing and requirements that must be met to register for the next semester. The student must complete an academic success plan and return the document to the Dean of Academic Support and Student Success.

Academic Suspension

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Suspension with a hold on their account. The hold will prevent the student from registering for courses in a future semester.

Students placed on Academic Suspension will receive a letter from the Dean of Academic Support and Student Success informing the student of student's academic standing. Students placed on Academic Suspension will be academically suspended from the college. To continue enrollment, students must participate in the Academic Success Program and must meet with the Dean of Academic Support and Student Success to establish an academic contract and success plan. Students must meet with an academic advisor to schedule courses, and students are limited to six (6) credit hours. The contract may include part-time status, retaking failed courses, enrolling in a study skills course and other requirements deemed necessary for success. This contract remains in place until the students' total GPA rises above the Suspension level from the Academic Progress Table.

Students must successfully complete all credits attempted and achieve a semester grade point average of at least a 2.0 to continue enrollment at the college.

Academic Dismissal

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Dismissal. Additionally, students who were not successful in the Academic Suspension program or did not achieve a semester GPA of at least 2.0 after the first semester following one semester of academic suspension will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive a letter from the Dean of Academic Support and Student Success informing the student of student's academic standing, and dismissal from the college. Students will need to sit out one full academic year (fall and spring semester) before seeking reinstatement as a student.

Academic Reinstatement

Students who have been academically dismissed may apply for reinstatement after one year, if the student can demonstrate that the circumstances that contributed to the student's past poor academic performance have been eliminated or managed so as to promote future academic success.

The student is required to appear before the Academic Record Review Committee to present the application and the changed circumstances. The student will be notified of the reinstatement hearing date one week after the due dates listed below. The student will be required to complete an Academic Progress course session in CANVAS and meet with an academic advisor to schedule courses. Students are limited to six (6) credit hours.

If a student has met the required one-year dismissal and has missed the deadline to apply for reinstatement, the Dean of Academic Support and Student Success will review and meet with the student seeking reinstatement. The student will be required to complete an Academic Progress course session in CANVAS and meet with an academic advisor to schedule courses. Students are limited to six (6) credit hours.

Reinstatement Application Process

To apply for reinstatement, the student must submit a completed Application for Academic Reinstatement to the Academic Advising Office prior to the following dates:

- June 15 – for fall semester reinstatement
- October 15 – for spring semester reinstatement

- Reinstatement will not be considered for summer sessions.
- To apply for reinstatement, follow the steps below:
1. Complete and submit the “Application for Academic Reinstatement” and the “Academic Reinstatement Questionnaire” before the application dates listed above.
 2. If you attended another college since you last attended LCCC, indicate such on your application and send your official transcript to the Office of Registration/Student Records at 4525 Education Park Drive, Schnecksville, PA 18078.
 3. If you were dismissed more than one year ago and missed the reinstatement deadline, submit your application and contact the Dean of Academic Support and Student Success.
 4. Provide documentation of other activities that demonstrate your readiness to return and succeed at college study (e.g. military service, employment experience, etc.).

The student is required to appear before the Academic Review Committee to present the application and the changed circumstances. The student will be notified of the reinstatement hearing date within 7-10 work days of the student's submission of the application, and the student will be notified of the Committee's decision within 7-10 work days following the hearing date.

Repeated Academic Dismissals

Reinstated students who are dismissed a second time may apply for academic reinstatement after two years from the date of dismissal, if they student can demonstrate ability to succeed as indicated above. Reinstated students who are dismissed a third time may not apply for reinstatement at LCCC.

Appeal Process

Students may appeal the reinstatement decision of the Academic Review Committee if they can demonstrate:

- a. Procedural error occurred in the interpretation of college regulations that effectively denied the student fair consideration;
- b. The decision was arbitrary and capricious.

Appeals must be submitted in writing to the Dean of Academic Support and Student Success within five days of the student's receipt of the committee's decision. Whenever possible, the Dean will seek the recommendation of alternate committee members. The decision of the Dean shall be rendered within 15 calendar days of receipt of the student appeal and shall be deemed final.



SECTION 4: ACADEMIC REGULATIONS

1. Faculty

TITLE: Change in Course Registration

ADOPTED: November 3, 2022 (Resolution 58.08)

REVISED:

Change in Course Registration

Purpose

Once registered for a program of courses, a student is expected to attend classes according to the schedule assigned. If a student finds it necessary to drop a course, add a course or change from one course or section to another, the “drop/add form” must be completed and submitted to Registration/Student Records. Failure to do so may result in failing grades or loss of credit. Drop/add forms are available on the college website at www.lccc.edu.

Criteria

A student may add or change from one course to another only during the first week of classes of a semester or part of term.

SECTION 4: ACADEMIC REGULATIONS

1. Faculty

TITLE: Eye Safety

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Eye Safety

Purpose

Act 116, enacted by the Pennsylvania General Assembly on July 19, 1965, requires the use of industrial quality eye protective devices by every person in any shop or laboratory in colleges where the following activities create hazards:

Guidelines

1. The use of hot liquids, solids or gases, or caustic or explosive materials
2. The milling, sawing, turning, shaping, cutting, grinding, or stamping of solid materials
3. The tempering, heat treatment, or kiln firing of metals and other materials
4. Gas or electric welding
5. Repairing or servicing of vehicles

Section 4 of the act states that for the purpose of this act, "industrial quality eye protective devices" means devices meeting the standards of the American National Standards Safety Code for Eye Protection, 22.1--1959, promulgated by the American National Standards Institute.

These provisions of Act 116 shall be incorporated in the eye safety policy of the College. The College bookstore shall stock the approved industrial quality eye protective devices meeting the standards of the American National Standards Safety Code for Eye Protection. The basic type of eye protective devices to be stocked are:

1. Goggles, Flexible Fitting, Hooded Ventilation
2. Spectacles, Eyecup Type Sideshields

Shop/Class/Lab

Each person working in a hazardous environment must have his/her own protective eyewear. Protective eyewear devices are not to be shared from person to person. Physical Education, Health Care Services: See below for applicable protective eyewear requirements.

Important: Contact lenses must not be worn in situations where people are exposed to chemical fumes, vapors, or splashes, and in situations in which there are exposures to intense heat, molten metals, or atmospheres with high dust levels. In less hazardous situations, contact lenses must be worn only in conjunction with approved safety eyewear.

Persons whose vision requires the use of corrective lenses in spectacles, and who are required to wear eye protection, shall wear goggles or spectacles of one of the following types:

1. Spectacles whose protective lenses provide optical correction
2. Goggles that can be worn over corrective spectacles
3. Goggles that incorporate corrective lenses mounted behind the protective lenses

Instruction in eye safety shall be conducted at the beginning of a semester or session and the type of approved industrial quality eye protective device needed shall be contained in the course information sheet. Faculty members will submit to the appropriate dean, procedures for conducting hazard identification and accident prevention instruction.

The instructor shall determine when an eye hazard would exist and the type of eye protection to be used.

The following shops, classes or laboratories shall require the use of protective eyewear at any time a hazard exists:

Shop/Class/Lab	Hazard (See Below)	Approved Protective Eyewear
Associate Degree Nursing	Body Fluid Splash	Goggles, Face shield
Automotive Technology	Chemicals, grinders, power tools, flying particles	Goggles, Spectacles Face shields (Adjunct with Spectacles)
Biological Science (labs)	Chemical splash, flying particles	Spectacles, Goggles
Chemistry (labs)	Chemical splash, glass breakage, fumes, burns	Goggles Spectacles Face shields (Adjunct with Spectacles)
Electronics Technology/ Robotics	Wire hazard, flying particles	Spectacles
Indoor Environmental Tech.	Wire injuries, flying particles	Spectacles
Mechanical Technology (Machine Shop)	Grinding, flying particles, sparks	Goggles, Spectacles, Face shields (Adjunct with Spectacles)
Medical Assistant	Body Fluid Splash	Goggles, Face Shield
Occupational Therapy Assistant	Flying particles (from drilling, sawing, sanding, wood projects)	Goggles
Physical Therapist Assistant	Ultraviolet exposure/use	Goggles
Physics (appropriate labs)	Burns, projectiles	Goggles, Spectacles
Practical Nursing	Body Fluid Splash	Goggles, Face Shield

Physical Education Only

Persons participating in physical education activities where there is a definite hazard to eye safety must wear approved eyewear for sports-related activities. Eyewear for such activities is available at Berrier Hall.

Health Care Services

Persons will follow the policy of the clinical agency.

Enforcement: persons violating the provisions of the eye safety policy will be expelled from the area of violation. The College is not responsible for make-up time for students who violate the provisions of the eye safety policy.

The overall administration of this policy shall fall within the office of the Vice President for Academic Services and Student Development. Individual faculty shall be responsible for enforcing this policy within their shop, class, or laboratory.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 4-114 SECTION 4: ACADEMIC REGULATIONS 1. Faculty TITLE: Faculty Classroom Responsibilities ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: May 6, 2021 (Resolution 56.44) REVISED: September 5, 2024 (Resolution 60.05)
Purpose Guidelines Purpose Guidelines Purpose Guidelines	Faculty Classroom Responsibilities Cancellation of Classes Establish guidelines to cancel classes without prior approval of the appropriate dean. Faculty unable to meet classes should contact Academic Services at 610-799-1587. Notification prior to noon is requested for evening classes and as early as possible for Saturday classes. Faculty who are unable to reach Academic Services after normal operating hours should call campus security so that a sign notifying students of the cancellation can be placed on the classroom door. LCCC Schnecksville, 610-799-1169 LCCC Allentown, 610-799-1264 or 484-661-6232 LCCC Tamaqua, 570-225-7244 Faculty should email their students to notify them as well. Class Authorization Establish the process whereby faculty verify their class roster. All faculty must log into myLCCC Portal with their user ID and password to access their class list and to enter non-attendance, midterm, and final grades. Students attending class must be listed on the BannerWeb class list. If a student is not listed in BannerWeb, the student must be sent to Registration/Student Records. No student should be allowed in a class if they are not on the BannerWeb class list. Class Attendance/Academically-Related Activity Establish criteria for course meeting times. According to federal regulations, “academically-related activities” that document at student’s last date of attendance include but are not limited to: - Physically attending a class that enables direct interaction between instructor and students - Submitting an academic assignment - Taking an exam, an interactive tutorial, or computer assisted instruction - Attending an assigned study group - Participating in an online discussion about academic matters - Initiating contact with a faculty member to ask questions about the course subject matter In addition, for online courses, academically related activity must include substantive, constructive and meaningful feedback and interaction discussion boards in the online classroom. Substantive interaction and participation in the course does not include simply signing in to the course. Attendance/participation is expected in all classes for which a student is registered. All faculty are required to report any student who does not begin attendance or academically-related activity in their course. A student is considered to have begun attendance if the student attends at least one day of class or engages in at least one academically-related activity.

Each faculty member must be able to verify the student's last day of attendance/academically related activity.

Faculty may enforce a personal attendance policy as long as it meets these minimum requirements and is written in the class syllabus.

With few exceptions, attendance in itself is not to be considered a factor in academic evaluation. All students whether absent or present for classes, will be responsible for fulfilling the course requirements as determined by the instructor.

Purpose

Class Lists – Attendance Verification

Establish the guidelines for faculty to report attendance.

Guidelines

All faculty are required to report attendance at the end of the third week. A college e-mail containing instructions will be sent to all teaching faculty.

It is the responsibility of all faculty to access BannerWeb in myLCCC portal periodically during the semester to verify attendance and enter midterm and final grades. Periodic postings in BannerWeb are required based on the schedule below.

Week 0

Run a class list on BannerWeb for the first-class meeting

First Report Period

1. To enter attendance Login to BannerWeb Faculty Self Service, click on "Grade Entry" link and then the "Midterm Grades" tab. Refer to the college attendance policy in the college catalog.
 - a. If a student never attended class, enter a "0" in the "Hours Attended" column. If a student has attended, enter "99" in the "Hours Attended" column. Do not enter a date in the "Last Attend Date" column.
 - b. Emails will be sent to students by Registration/Student Records informing them that they have been administratively dropped from the course and the process to become reinstated.
2. Students who do not have attendance reported during the first report period, will be administratively dropped from the course. Faculty must then fill out a Course Reinstatement Form for each student that began attendance.

Second Report Period – Mid-Term Grades

1. Report Mid-Term grades (D&F grades only) in the Mid-Term grade column. Login to "myLCCC" and select "Enter Mid-Term Grades."

Final Report Period

Final grades are due 48 hours after each exam.

Do not omit grades. This includes grades for students who have not attended and have not officially withdrawn. Any missed grades will delay student access to their grades. If an incomplete grade is issued, an Incomplete Submission Form must be completed.

Lab sections do not receive separate grades. All "W," final grades must include a last date of attendance unless an official withdrawal of "W" appears in the registration status on your class list. Faculty will not be able to submit these final grades unless they include a last date of attendance.

Purpose

Photocopying Restrictions

Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies.

Guidelines

1. Obligations or Securities of the United States Government, such as:
 - a. Certificates of Indebtedness
 - b. National Bank Currency
 - c. Coupons from bonds
 - d. Federal Reserve Bank Notes
 - e. Silver Certificates
 - f. Gold Certificates
 - g. United States Bonds
 - h. Treasury Notes
 - i. Federal Reserve Notes
 - j. Fractional Notes
 - k. Certificates of Deposit
 - l. Paper Money
 - m. Bonds and obligations of certain agencies of the government such as FHA, etc.
 - n. Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
 - o. Internal Revenue Stamps. (If necessary to copy a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)
 - p. Postage Stamps Canceled or Uncanceled. (For philatelic purposes, Postage Stamps may be photographed provided the reproduction is in black and white and is less than $\frac{3}{4}$ or more than $1\frac{1}{2}$ times the linear dimensions of the original.)
 - q. Postal Money Orders.
 - r. Bills, Checks, or Drafts for Money drawn by or upon authorized officers of the United States.
 - s. Stamps and other representatives of value, or whatever denomination, which have been or may be issued under any Act of Congress.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted material, unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information on these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.
9. Selective Service Induction Papers which bear any of the following information:
 - a. Registrant's earnings or income
 - b. Registrant's previous military service
 - c. Registrant's dependency status
 - d. Registrant's physical or mental condition
 - e. Registrant's Court Record
 - f. Exception: U.S. Army and Navy discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or insignia carried by Military, Naval personnel, or by members or the various Federal Departments and Bureaus, such as FBI, Treasury, etc. (unless photograph is ordered by head of such department or bureau).

Copying the following is also prohibited in certain states: Automobile Licenses - Driver's Licenses - Automobile Certificates of Title.

Purpose Guidelines	The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult an attorney. Final Examination Classes must meet at the scheduled exam time for some type of evaluation which need not be comprehensive or written. This does not apply to labs or clinical situations. Finals in online classes should be scheduled during the final exam week, available for multiple days.
Purpose Guidelines	Master Course Outline All credit courses have a Master Course Outline (MCO) which includes information such as: course name, course number, credit hours, lecture hours, laboratory hours, origination date, revision date, name submitted by, prerequisites, corequisites, course description, course objectives, course content, grading procedures, textbooks, bibliography, and alignment with college objectives and collegewide student learning competencies. As MCOs are developed, faculty members work with their dean and the Director of Curriculum, Assessment and Articulation on revisions. Once finalized, the revisions are submitted to the Director of Curriculum, Assessment and Articulation to present to the Curriculum Committee. The Curriculum Committee takes a vote to return for revision, reviews with divisions, or recommend for approval. Recommended revisions are forwarded to the Vice President of Academic Services and Student Development for final approval. Approved MCOs are updated digitally in a network drive of current Master Course Outlines. The updated and proposals with signatures are archived digitally. Physical copies of MCO revisions are distributed to Word Processing to update the upcoming catalog and Registration and Student Records to update the student information system.
Purpose Guidelines	Room Changes If a faculty member will not be meeting in his/her assigned classroom for any reason, please notify Academic Services (extension 1587) and some form of notification for latecomers. Permanent room changes must be approved by the Director of Registration and Student Records.
Purpose Guidelines	Syllabus The course syllabus is the most important document created for a course. It is not the same as the Master Course Outline. The Master Course Outline is the document provided by the College to outline curriculum guidelines for that course. The Master Course Outline is not a document for students and is expected to be followed by every instructor. Each instructor must type a first-day handout or syllabus that will tell students what they can expect from the course, including policies and procedures. Refer to the Syllabus Template on the Intranet.



SECTION 4: ACADEMIC REGULATIONS

1. Faculty

TITLE: Faculty Hiring Education Requirements

ADOPTED:

REVISED:

Faculty Hiring Education Requirements

Purpose

Establish guidelines for the credentials required when hiring faculty.

Guidelines

Faculty who are hired to teach in transfer programs must have a master's degree from an accredited institution. Eighteen (18) graduate credits in the teaching discipline are required.

Faculty who are hired to teach in career programs must have a bachelor's degree (master's preferred). Eighteen (18) graduate credits or certification in the teaching discipline from an accredited institution are required. Bachelor-degree faculty must achieve a master's degree from an accredited institution prior to the completion of their probationary period.

Exceptions must be approved by the Vice President for Academic Services and Student Development.

SECTION 4: ACADEMIC REGULATIONS

1. Faculty

TITLE: Individualized and Independent Instruction

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Purpose

On occasion the need or opportunity arises for a student to engage in an individualized or independent study program for coursework at LCCC. The following listing of guidelines applies to both of these forms of study. This generic listing is followed by a specific description for individualized and independent study:

Guidelines

Individualized and Independent Instruction

1. Course substitution should be used whenever possible, provided that a reasonable alternative can be found.
2. It is the student's responsibility to enlist a faculty member to provide the necessary instruction and support for the course.
3. Students must have approval for individualized or independent study from the appropriate administrator and the academic dean.
4. A maximum of twelve (12) credit hours may be earned through individualized and independent study.
5. Students must complete at least twelve (12) credit hours of course work at LCCC before being eligible for individualized or independent study.
6. A student can register for individualized or independent courses. It is understood that the coursework is to be completed within the semester for which the student is registered.
7. The instructor who conducts individualized or independent study must meet with the student at least six (6) times during the semester to review readings, answer questions, and monitor the student's overall progress in the course. The minimum recommended length of each meeting is one (1) hour.
8. The instructor's grading files should include a log of meeting dates, times, and student progress.
9. Students are expected to meet all objectives of the course, and the instructor must devise a means for evaluating the student that is consistent with sound academic practice and College policies. Tests, papers, reports, library assignments, and other means of evaluation should be as rigorous and comprehensive as those required in comparable classes.

A. Individualized Study

Introduction. Individualized study is an alternative approach to successfully completing an existing LCCC credit course. It is intended for the student who, for valid reasons, cannot register for and attend a regularly offered section of the course.

Individualized study will be approved in appropriate instances where the student is capable of meeting the objectives of the course through nontraditional, self-directed methods of instruction. To assure appropriate standards of effectiveness, the College is establishing the following procedures for individualized study for both students and faculty.

1. Adhere to general guidelines for individualized and independent study.
2. A compelling reason must be provided for the granting of an individualized study. Such reasons can include, but are not limited to, situations in which the student must have the course for graduation, but

only if the course is not offered at an accessible time or has been canceled for insufficient enrollment.

3. Students requesting individualized study must have a minimum GPA of 3.0 in the course subject and an overall GPA of 2.5.

B. Independent Study

Introduction. Independent study at LCCC provides an opportunity for selected students to investigate subject matter in a deeper, more focused, and more advanced way than that provided in an existing course. It is not to be considered a substitute for an LCCC course already in the catalog. Topics for independent study are generally selected in consultation with a faculty member, with special attention given to the interests and abilities of the student requesting the experience. Independent study is intended to supplement and enrich a student's knowledge in a given discipline.

1. General guidelines for individualized and independent study shall be adhered to.
2. Students requesting independent study must have a minimum GPA of 3.0 in the course subject to be studied, and overall GPA of 3.0, or sufficient evidence of academic strength and permission of the instructor and academic dean to justify the independent study.
3. Students may do an independent study for a maximum of three (3) credit hours, except in the case of a laboratory science in which case the maximum is four (4) credit hours.

**SECTION 4: ACADEMIC REGULATIONS****1. Faculty****TITLE: Make-Up Testing****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:****Make-Up Testing****Purpose**

This is a service provided to faculty especially those with distance education students. Make-up testing can be done at the Testing Center located in the Student Services Center in room SSC125. Appointments are preferred, but tests can be taken at any time during the hours of service based on availability. There are guidelines for proctored exams for those online students who cannot come to the College's Testing Center. Contact the Distance Education Office for details.

Guidelines

Further procedures can be obtained by calling the Testing Center at 610-799-1124.

The procedure for the make-up testing is as follows:

1. Faculty arranges with the student when to take the test.
2. Faculty delivers the test in an envelope clearly marked with name of course, the name of the student, and the name of faculty member to the proctor at the Testing Center. Any special instructions are noted on the envelope; for example, "use of calculator is permitted."
3. The test proctor administers the exams to each student. Each student is identified by presenting a driver's license or another picture ID. The test proctor maintains a list of all students tested including the course number, section number, and the name of class and faculty member.
4. Upon completion of the test, the faculty member retrieves the test from the proctor.
5. A student is not to be allowed to carry a test to or from the Testing Center.
6. Make-up testing at the Donley Center, Carbon Center, or Morgan Center should be arranged with the secretarial staff.
7. Make-up testing at the Morgan Center will be handled on a case-by-case basis with the professor.

SECTION 4: ACADEMIC REGULATIONS
1. Faculty

TITLE: Online Education

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: November 1, 2018 (Resolution 54.13)

Online Education

Purpose

Online Education courses are designed to provide access to higher education for those students who wish to take advantage of the flexibility and convenience these courses provide as an alternative to campus-based classes. They have the same academic rigor as traditional classes and require the same testing as campus-based courses. They are simply delivered in a different format.

Guidelines

Modalities

Courses are offered in several modalities to meet different needs. Appropriate training is required before teaching in any of these modalities.

1. Online courses are accessed via the Internet on a computer from a student's home, office, or campus. The course includes textbook(s), instructor notes, hotlinks, remote access to the LCCC Library databases and student services as well as a variety of other multimedia materials designed to be used by students and faculty as the principal components of a credited College course. Online courses are not independent study, but a structured learning environment where students are accountable to the same standards as in the campus classroom. Students must have their own computers and Internet access and will be given an online account to access their account.
2. Hybrid courses blend the face-to-face instruction of a traditional class environment with the flexibility of an online course. At least 50 percent of instruction occurs in a face-to-face classroom. Since online work is a requirement of the course, students must have access to a computer, internet service and basic computer, internet and email skills.
3. Face-to-face courses meet on campus as they have always done, but may use the Learning Management System (LMS) to provide online components which students may be required to access using the Web, including the course syllabus, semester schedule, and links to course-related websites and other resources.
4. Webconferencing is a new addition to our modality options. Course Live or the Big Blue Button, the current product used, are available for use through the LMS. They can be used along with an online, hybrid or face-to-face course. They enable an instructor to create a real-time, interactive virtual classroom. Instructors and students can interact and collaborate in a synchronous modality while online. It can be used for virtual office hours, scheduled online lectures, and to moderate group projects.

Process

LCCC has selected an LMS tool for development and delivery of online and hybrid courses and to supplement face-to-face courses. Training in the use of the LMS is provided throughout the year. In addition to workshops on campus, fully online training is also available for your convenience.

All instructors – full-time, part-time, and adjuncts – are required to complete the training appropriate to their intended use of the College's learning management system. Even if you have used an LMS at another institution, the College's configuration, policies and procedures are unique.

A list of required components is provided at these training sessions.

To teach a hybrid or online course for the first time, instructors need to complete the Online Training Institute Certification process, which includes class sessions and recommended online materials. The class sessions are offered both on campus and online. On completion of the certification requirements, instructors will be issued a Certificate of Completion indicating that they are qualified to teach online.

Interested instructors should contact the Associate Dean for Distance Education.

Instructor Responsibilities

1. Design a high-quality course which meets the same goals and learning objectives listed in the master course outline.
2. Follow the Semester Procedures and Online Pre-Semester Checklist as defined and distributed each semester by the Distance Education Department.
3. Conduct an orientation session or, for Web-based courses, provide a link to the College's Online Distance Education Orientation.
4. Respond to student questions via phone, conference, mail, fax, or e-mail within 48 hours of their request.
5. Schedule and proctor group testing (or arrange for individual testing through the testing center) or provide Web-based testing.
6. Prepare a detailed study guide/expanded syllabus following the Syllabus Checklist on the LCCC website.

Student Responsibilities

1. Meet the same responsibilities as they would in any class (except class attendance in online courses). In an online course, students should log in at least once a week or as required by the instructor.
2. Secure all course materials.
3. Contact the professor with any concerns regarding course content or requirements.
4. Complete all assignments and exams as directed by the instructor.

SECTION 4: ACADEMIC REGULATIONS
1. Faculty

TITLE: Reassignment of Full-Time Faculty
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Guidelines

Reassignment of Full-Time Faculty

Requirement for Reassignment

The requirements for the reassignment of full-time faculty members to another academic discipline and/or service area will be the same as that required for initial employment to that same academic discipline/service area.

Faculty members interested in seeking reassignment to another academic discipline and/or service area should not assume that obtaining additional academic preparation will automatically assure them of a reassignment. The procedure for requesting a reassignment is outlined below.

Procedure for Reassignment

1. The faculty member must request a reassignment through the dean responsible for the academic discipline/service area to which the faculty member is seeking reassignment.
2. The dean will then review the faculty member's academic preparation and experience to determine what will be needed to become eligible for the reassignment and recommend the conditions under which they are to be met. These requirements and conditions must then be approved by the President.
3. The College, through the Office of the President, will then prepare a written agreement, outlining the requirements and conditions, and a time schedule the faculty member must agree to meet to affect a permanent reassignment.

General Conditions Applicable to the Reassignment of a Full-Time Faculty Member to Another Academic Discipline/Service Area

1. **Evaluation.** A faculty member on provisional reassignment shall be evaluated in accordance with the established evaluation procedures for non-probationary faculty with the exception that the evaluations are to be annually for a period of two (2) years.
2. **Seniority.** The faculty member will continue to earn seniority while he/she is meeting the terms and conditions of the written agreement for provisional reassignment.
3. **Annual Salary Agreement.** The faculty member's annual salary agreement shall stipulate, in the section designated for subject assignment, that the faculty member is on provisional reassignment for a period of two (2) academic years.
4. **Failure to Meet Terms and Conditions of Agreement.** Should the faculty member fail to meet the terms and conditions as outlined in the written agreement or fail to maintain the time schedule specified in the written agreement, for reasons other than medical or acts of God, such action on the part of the faculty member shall constitute just cause for termination, and the College shall effect such termination immediately upon the failure of the faculty member to maintain the proper time schedule or fulfill the requirements and conditions set forth in the written agreement.
5. **Annual Salary Increments.** The faculty member on provisional reassignment shall be entitled to all annual salary increments and any other benefits as provided for in the current Collective Bargaining Agreement.

General Conditions Applicable to a Faculty Member Exercising His/Her Seniority Right to "Bump" a Less Senior Faculty Member to Avoid Layoff

Before a faculty member can exercise his/her right to "bump;" a less senior faculty member in his/her own academic discipline/service area or "bump" a less senior faculty member in another academic discipline/service area, the faculty member must be fully qualified to assume the position full-time before he/she replaces the less senior faculty member. Fully qualified shall mean the faculty member must meet all the requirements, both academic and experience, set forth by the College for an initial hire in the position.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 4-126 SECTION 4: ACADEMIC REGULATIONS 1. Faculty TITLE: Reporting Absences/Substitution Absences ADOPTED: February 2, 2017 (Resolution 52.35) REVISED:
Purpose	Reporting Absences/Substitution Absences When absence from assigned duties becomes necessary, the faculty member must report the absence to the immediate supervisor. Failure to report such absence promptly and properly shall cause the absence to be considered as leave without pay and may result in disciplinary action. The College may require a medical examination of any employee at any time. Substitution – Absence 1. The Dean/Associate Academic Dean/Director or their designee shall establish procedures for securing the services of qualified substitutes during faculty absences. 2. Planned absence by a faculty member for reasons such as, but not limited to, attendance at a conference, convention, seminar, or field trip must have prior approval of the appropriate Dean/Associate Academic Dean/Director.

**SECTION 4: ACADEMIC REGULATIONS****1. Faculty****TITLE: Student Recording Devices in the Classroom****ADOPTED:** July 6, 2017 (Resolution 53.01)**REVISED:****Student Recording Devices in the Classroom****Purpose**

LCCC is committed to maintaining an accessible and appropriate educational environment that also promotes free discussion, inquiry, and expression by students. To that end, LCCC will allow the use of recording devices in the classroom in accordance with this policy. By virtue of this policy, all students, attendees, and faculty are placed on notice that, in the classroom setting, they may be subject to audio and/or video recording.

Definition

Recording: A video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers, or other devices that record images or sound.

Guidelines

Under the following two circumstances only, LCCC will allow students to use recording devices in classroom: (1) Where the student has obtained in advance the express written permission of the classroom instructor; **or** (2) Where using a recording device has been granted as a reasonable accommodation, in accordance with the Americans with Disabilities Act ("ADA"). Where one of the above circumstances applies, the classroom instructor will inform the class that the class is being recorded by audio/video means, depending upon the nature of the request or need. The instructor should not reveal the name or other identifying information of the student using a recording device.

All students using recording devices must comply with the following rules:

1. Recordings must be used solely for the student's personal use in study and preparation for the class.
2. The student may only share the recordings with another student in the same class or with the student's academic tutor for the purposes of study and preparation for class and may not share the recordings with any other individuals, except where expressly permitted, in writing, by the instructor, or where necessary as a reasonable accommodation under the ADA.
3. Under no circumstances may the student post the recording on media of any kind.
4. The student may not sell the recording or receive any financial gain for the recording.
5. The student must destroy the recording when the recording is no longer needed for educational purposes.
6. The student must manage the recording device in a way that does not disturb others or disrupt the educational process.

A violation of this policy may result in the loss of permission to use a recording device in the classroom. Depending on the nature and severity of the violation, a violation may constitute a violation of the Student Code of Conduct and, thus, result in disciplinary action.

5. The Dean or Executive Director or designee notifies the head administrator of the department or office scheduled to be reviewed and provides guidelines and instructions.
6. Student support service review team members are identified and invited by the dean/executive director of the department or office to participate in the review process by October.
7. The review team can be comprised of department/office staff members, non-department/office members and/or other service or teaching faculty/college staff that have involvement with the program.
8. The review team meets regularly for planning, data gathering and document preparation.
9. All data and documentation is to be maintained and stored in an electronic format.
10. Data and documentation that is collected as evidence for the review is forwarded to LCCC Word Processing for collation/ formatting by March.
11. Once the program audit document is in its completed final format/presentation, the title page is to be signed by all members of the program audit team, including the Dean or Executive Director of the department, prior to submission to Dean of Accreditation, Compliance, Curriculum, and Assessment. The completed student services audit report is submitted to the Dean of Accreditation, Compliance, Curriculum, and Assessment by April.
12. The Dean of Accreditation, Compliance, Curriculum, and Assessment upon review and signature, submits the final student services audit document to the appropriate Vice President by the third week in April.
13. Word Processing will collaborate with LCCC Duplicating to produce four hard copy paper bound editions of the Student Services Audit.
 - One copy for the Vice President (original signatures);
 - One copy for the audit team;
 - One copy for the Dean or Executive Director of the appropriate department;
 - One copy for the Dean of Accreditation, Compliance, Curriculum, and Assessment.
14. The Vice President, Dean or Executive Director of the appropriate department and Dean of Accreditation, Compliance, Curriculum, and Assessment will schedule a meeting between the fourth week of April and third week of May with the student service audit teams to review the report, ask questions on, but not limited to, marketability, sustainability, resources, etc., results and recommendations.
15. The title page is signed by the Vice President after the review meeting is completed, as the final signature.
16. An electronic version of the finalized document will be stored/archived in the Student Services Department Five (5) Year Program Audit Folder on the network drive under a sub-folder of the particular academic year.
17. The Vice President presents the audit recommendations to the President's Cabinet for review and comment and then on to the Board of Trustees.

Five (5) Year Student Support Service Review Contents

Title Page

- The title page includes the signature lines for all members of the program audit team, Dean or Director, and a line for the appropriate Vice President.

Table of Contents

Executive Summary (250-word limit)

- This summary highlights the major features of the report, including results and recommendations.

Relevant History (500-word limit)

- Describe developments/changes since the last student service department review.

Mission and Goals (300-word limit)

- Detail how the department's service and programming (objectives/ outcomes) is consistent with the mission and goals of the college.

Planning and Resource Allocation (300-word limit include documents as attachments)

- Summarize budget for three fiscal years (last year, current year, and next year).
- Describe plans which effect budget requests for the next academic year.
- Detail and summarize data/rationale for changes in resource allocation over these years.
- Comment on a Strategic Initiative Grant, Innovative Project Grants, grant or scholarship applied for/received/updates.

Institutional Resources (500-word limit include documents as attachments)

- Identify service centers and locations, lab facilities, storage areas, equipment and technology accessibility and capacity.
- Describe or provide evidence of use of resources and technology in the delivery of services.
- Detail if resources are adequate to meet current and future planning needs.

Administrative Staff, Service Faculty and Classified Staff (include documents as attachments)

- Full-time staff and service faculty resumes.
- Professional development activities of full-time staff and service faculty that contribute to appropriate programming mission and objectives.
- Maintain current skills in their responsibilities and the activities that results in the continuing skill, knowledge or ability growth.

Support Services (include documents as attachments)

- Description of service and/or offerings provided.
- Description of student population(s) targeted by the service/ offering.
- Describe the process by which students obtain the service/ offering.
- Describe the extent to which the service supports or depends upon other areas of the College.
- Review and identify communication gaps in the accuracy of materials (brochures, web pages, catalog, student handbook) providing information about your service/offering to student population.
- Last date of review and improvements made accordingly.
- Identify the specific outcomes expected for each support service.
- Detail evidence that supports the current and relevant knowledge of the service design and delivery.
- Detail evidence the service is appropriate for both objectives of the service and expected outcomes.
- Highlight best practices of service delivery methodologies and innovations implemented that achieve the desired outcome.
- Discuss the integration of technology for service provision with distance learners.
- Detail efforts made to assure scheduling of services offered meets the needs of the students.

Campus and Community Involvement (300-word limit include documents as attachments)

- Identify campus and community partnerships.
- Outreach initiatives for three (3) years (last year, current year, and next year).

- Where applicable, current advisory committee members – names and mail/email addresses.
- Where applicable, pattern of meeting and attendance of advisory committee.
- Where applicable, evidence of advisory committee input.

Service Effectiveness

- Reporting mechanism (frequency of reports, general contents of reports).
- Service population data and evidence of use for the past three (3) years.
- Assessment data for the overall effectiveness of the service in meeting mission, goals, and objectives.
- Review and discuss assessment data from current and former students which assess effectiveness of services in meeting students' objectives.
- Detail evidence of measures taken to improve effectiveness based upon data from current and former students.

Integrity (Accreditation/Certification schedule, reporting process, results include documentation as attachments)

- Where applicable, certification or licensure results for the last three (3) years, with comparative state or national data, as available.
- Where applicable, accreditation/certification/licensure agencies associated with the program(s) or division.
- Date and results of last report and/or visit, including program status.
- Reporting mechanism (frequency of reports, general contents of reports, frequency of site visits).

Results and Recommendations (300-word limit)

- Analysis of data gathered, what trends are identified?
- Identify strengths and areas for improvement drawn from the data analysis.
- Recommendations prioritized with a timeline for achievement and identify alignment with strategic planning, assessment planning and budget allocation.

Department

Academic Advising
Admissions and Recruitment
Campus Public Safety
Career Development Services
Library Services
Registration and Student Records
(Veterans)

High School Connections
Testing Services

Bursar Office
Student Orientation and First Year Programming

Counseling
Disability Support Services
Educational Support Services

Financial Aid and Scholarships
Intercollegiate Athletics
Student Life

SECTION 4: ACADEMIC REGULATIONS**1. Faculty****TITLE: Student Travel and Transportation****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:** February 7, 2019 (Resolution 54.25)

April 3, 2025 (Resolution 60.32)

LCCC Student Travel and Transportation

Table of Contents

- I. Philosophy and Scope
- II. Definitions
- III. Trip Proposal, Waivers, and Traveler Information
- IV. Emergency Response
- V. Accommodations for Participants with Disabilities
- VI. Medical Conditions
- VII. Assignment of Trip Leaders and Trip Coordinators
- VIII. Course Related Field Trips
- IX. Extracurricular Student Trips
- X. Traveling with Minor Students (under 18 years of age)
- XI. Requirements Prior to Travel
- XII. Student Conduct
- XIII. Transportation
- XIV. Related College Policies and Procedures
- XV. Related Forms

I. Philosophy and Scope

Lehigh Carbon Community College (LCCC or College) encourages student exploration and travel. Off-campus experiences support institutional learning outcomes and expand students' experience and perspective. LCCC seeks to ensure the safety of students and mitigate risks associated with off-campus travel. The College has established these Student Travel and Transportation Guidelines as the minimum requirements for student travel. Additional standards may be enacted for specific trips by the responsible administrator or Dean, Vice President or President.

These travel guidelines apply to domestic travel to ensure adequate College oversight of travel programs, maintain quality and consistency, and provide appropriate response should an emergency arise. The purpose is to ensure that adequate planning, supervision, and organization are in place for safe travel and to create an approval and accountability structure for the College.

These travel guidelines apply to domestic travel of any enrolled LCCC student who attends activities or events that are:

Part of a Course Related Field Trip
Part of an Extracurricular Student Trip

Exceptions:

This policy does not apply to travel for athletics, internships, student teaching, or observations for courses. Travel by students who are also LCCC employees traveling in their capacity as a student worker are not covered by these guidelines.

II. Definitions

Course Related Field Trip - Any organized trip taking place off campus, either during the class's regularly scheduled meeting time or at a different day/time and students are required to participate. This applies whether or not institutional funds are being used.

Day Trips – Trips that begin and end within a 24- hour period with no overnight travel

Domestic Travel- Trips within the contiguous 48 United States (not Hawaii or Alaska or US Territories)

Emergency Contact - Individual designated by the student traveler as someone who may be contacted by LCCC if they become ill, injured, missing, or otherwise must return home while the trip is being conducted. If the student is a minor, the Emergency Contact must be a parent or legal guardian. Trip Leaders and Trip Coordinators must also provide emergency contact information.

Enrolled Student – Enrolled student means a student taking a credit course at LCCC.

Extracurricular Student Trips - Refers to an event or activity offered as membership in an LCCC recognized club or honor society that is under the auspices of the Student Life Office, or related to an academic activity that is not a Course Related Field Trip.

Minor Students -Any student under the age of 18 years. (See X. Traveling with Minor Students)

Overnight Trips – Trips over 24 hours, requiring overnight accommodations

Responsible Administrator - The Director, Dean or designated appointee who provides approval for the trip, any associated trip expenses, and authorizes any exceptions to the Guidelines. Responsible Administrators are on-call status during the duration of the trip, as they may need to respond to Trip Leaders' and Trip Coordinators' questions or offer direction should an emergency arise. (See IV. Emergency Response)

Trip Coordinator (TC) - A student participating in the trip who is designated as the contact person for the group while traveling and agrees to fulfill trip coordinator duties as outlined throughout the travel guidelines.

Trip Leader (TL) - LCCC faculty/staff member who travels with the student group, and agrees to fulfill trip leader duties as outlined throughout the travel guidelines.

III. Trip Proposal, Waivers and Traveler Information

The Trip Leader/Trip Coordinator prepares the applicable trip proposal form: Course Related Field Trip Proposal or the Extracurricular Student Trip Proposal. Proposals must be submitted at least 2 - 3 weeks prior to the event date. Requests involving air travel, purchase of advance tickets, registrations or other 3rd party purchases should be submitted at least three months prior to travel.

Completed trip proposals must be submitted for approval to the applicable Academic Dean for Course Related Field Trips, or to the Director of Student Life for Extracurricular Student Trips.

Each trip participant must complete, sign and submit to the Trip Leader, the Assumption of Risk and Waiver of Liability and the Student Traveler Information Form. If personal vehicles will be utilized, participants must complete the Student Use of Personal Vehicle for Off-Campus Educational Experiences Acknowledgement or the Passenger Independent Travel Informed Consent Form (see Section XIII. Transportation, #5.)

All participant waivers and information forms must be submitted upon approval of the trip proposal and before travel arrangements are finalized. Individuals will not be permitted to travel if these requirements have not been satisfied.

IV. Emergency Response

At least 10 days prior to departure, the Trip Leader (TL) /Trip Coordinator (TC) must complete and submit the Field Trip On-Location Emergency Information form to the Responsible Administrator for themselves and all trip participants. While it is not possible to prepare for every emergency, the procedures listed below should be followed to address situations during a trip. For any matters not covered below the Trip Leader (TL) /Trip Coordinator (TC) should contact the Responsible Administrator for guidance and direction.

1. Violation of LCCC Code of Student Conduct - the TL/TC makes an immediate determination if local police/fire/paramedics should be contacted. Following any immediate action needed on behalf of the student(s), the TL/TC contacts the Responsible Administrator who will follow up with LCCC Public Safety, Associate Dean of Student Development, Dean of Academic Support and Student Success, as appropriate.

If it is determined that the participant must leave the group and return home, travel arrangements will be at the participant's expense. The TL/TC or a designee will stay with the participant until the requested transportation arrives. If necessary, the TL/TC will appoint a designee TL/TC to continue with the group.

The TL/TC will contact the Responsible Administrator to discuss management of the circumstances at hand, including contacting the participant's Emergency Contact person to inform them of the actions to be taken.

2. If a participant becomes ill or injured and requests assistance, the TL/TC may offer to identify local medical facilities or call 911 for immediate assistance. The TL/TC should contact the Responsible Administrator to discuss the matter, including contacting the participant's Emergency Contact person to inform them of the circumstances. The TL/TC or designee will accompany the ill/injured person to the health care facility. The TL/TC or designee will stay with the participant until the participant is released or they are advised by the Responsible Administrator to take other action. If necessary, the TL/TC will appoint a designee to continue with the group.

If an Overnight Trip, the ill/injured participant may elect to return to the group's hotel to rest. If traveling independently from the group, the participant may elect to return home, if feeling able to travel. The participant must inform the TL/TC accordingly. A TL/TC or designee will stay with the ill/injured participant until the participant leaves for home. If necessary, the TL/TC will appoint a designee to continue on with the group.

3. If a participant is the victim of a crime, the participant, TL/TC or designee must call 911 to process a report with the local police department. The TL/TC must then report the incident to the Responsible Administrator who will inform LCCC Public Safety and inform the participant's Emergency Contact if appropriate. The TL/TC should stay with the participant until local authorities arrive. If necessary, the TL/TC will appoint a designee to continue with the group.
4. Missing Persons - If a trip is using third-party transportation, participants must report to the assigned location for departure at the specified time. Failing to report or notify the TL/TC will delay the departure no longer than 15 minutes. The trip will depart after 15 minutes of the departure time and the TL/TC will notify the Responsible Administrator and the Emergency Contact provided by the participant, informing them the participant did not arrive in time to depart with the group. To join the group, the participant will be responsible for their travel arrangements and expenses.

Participants who are traveling independently from the group are expected to follow and participate in the group's itinerary, upon arrival. If a participant does not arrive for any scheduled activity at the specified time and does not communicate with the TL/TC as to their location, the TL/TC will contact the participant's Emergency Contact to inform them they are missing from the group.

5. Evacuation of Venue - If the venue where the trip is being held is evacuated for any reason, all participants must

follow the evacuation procedures communicated by the venue. The TL/TC will conduct a brief venue orientation with trip participants upon arrival to identify a predetermined meeting location in the event of an emergency or evacuation of the venue. In addition, the TL/TC will set up a group text so all participants can be notified quickly in the event of an emergency or evacuation.

Participants traveling independently and/or who choose to leave when evacuated must contact the TL to inform them accordingly. Otherwise, the TL will consider them missing and will contact their Emergency Contact.

6. Participants who have indicated that they would be participating in a trip but do not arrive for check-in and do not notify the TL/TC, will not be considered part of the trip, and the TC/TL will reach out to the participant and if necessary to the Emergency Contact.

V. Accommodations for Participants with Disabilities

If a participant with a disability requires accommodations to participate in a trip, the Trip Leader should contact the Office of Disability Support Services for assistance in providing reasonable accommodations. If the Trip Leader requires accommodations to participate, the Director of Human Resources should be contacted.

If reasonable accommodations cannot be arranged, the participant must be offered an equivalent experience/learning opportunity. If this is not possible, the trip/activity must be reconsidered to ensure that all participants can access the activity.

VI. Medical Conditions

Trip participants should share with the TL/TC any medical conditions of which they would like the leaders to be aware. Participants shall bring any medications they may need for the proposed duration of the trip.

VII. Assignment of Trip Leaders (TL) and Trip Coordinators (TC)

A Trip Leader is an employee of the College, with supervisor approval for travel, who shall serve as a chaperone.

- Trip Leaders are not required for trips with a destination under 25 driving miles from campus (this is 25 miles from the campus of origin - Schnecksville, Tamaqua, Allentown) in which the College is not providing transportation, unless Minor Student(s) are participating in the trip.
- Two (2) Trip Leaders are required for any trips that include Minor Student(s).
- If the College is providing transportation, one Trip Leader is required for every 25 participants. If there are Minor Students traveling two Trip Leaders are required for every 25 participants.
- A Trip Leader must maintain contact with each Participant; and have copies of the emergency contact information for all Participants.
- A Trip Leader must maintain contact/communication with the Responsible Administrator throughout the duration of the trip.
- A Trip Leader is required to complete an orientation with the assigned Dean for Course Related Field Trips, the Director of Student Life for Extracurricular Student Trips, prior to final approval for travel.

A Trip Coordinator is a student Participant in the trip who is designated as the contact person while traveling.

- Trip Coordinators may serve in lieu of a Trip Leader only when the College is not providing transportation and no Minor Students are Participants.
- A Trip Coordinator must maintain contact with each Participant; and have copies of the emergency contact information for all Participants.
- A Trip Coordinator must maintain contact/communication with the Responsible Administrator throughout the duration of the trip.
- A Trip Coordinator is required to complete an orientation with the Director of Student Life prior to final approval for travel.

VIII. Course Related Field Trips

Faculty members requiring or offering an off-campus field trip must complete and submit the **Course Related Field Trip Proposal** to their Academic Dean, 2-3 weeks prior to proposed departure. Additional document requirements are listed in Section III. Trip Proposal, Waivers and Traveler Information.

It is not permissible for faculty to use personal vehicles to transport students nor may faculty ask students to drive other students. Students can voluntarily agree to carpool to off campus activities.

All Course Related Field Trips must be noted in the syllabus and reviewed on the first day of class. Reasonable accommodations must be made when assigning field trips. An appropriate alternative assignment must be provided to students for whom accommodations cannot be made or for students who have been given a faculty-approved absence.

Faculty will work with the division Dean or designee and the Finance Department to secure outside transportation, accommodations, admission tickets, or any other expenses or accommodations required for the Course Related Field Trip.

IX. Extracurricular Student Trips

Extracurricular Student Trips refer to any event or activity that is offered as part of membership in a recognized club or honor society, offered under the auspices of the Student Life Office or related to academic activity that is not a Course Related Field Trip.

The TL/TC for the trip must complete and submit the **Extracurricular Student Trip Proposal** to the Office of Student Life, at least 2-3 weeks prior to proposed departure. Additional document requirements are listed in Section III. Trip Proposal, Waivers and Traveler Information.

Any expenses related to travel must be accounted for prior to the trip approval. All fundraising, requests for funding from SGA, or institutional funds must be approved at the time the trip proposal is submitted. The TL/TC will work with the Student Life Office and the Finance Department to secure outside transportation, accommodations, entrance tickets, or any other expenses or accommodations required for travel.

X. Traveling with Minor Students

- All trips involving Minor Students require two Trip Leaders who have the three clear background checks (FBI Fingerprint, Child Abuse and PA Criminal) completed within five years.
- Trip Leaders for Minor Students must stay with the group for the entirety of the trip.
- Minor Students must provide complete Assumption of Risk and Waiver of Liability and Student Traveler Information Forms including the fully executed section for parent's/guardian's transportation permissions.
- If the trip requires overnight accommodations, Minor Students are not permitted to room with students over the age of 18.
- If a Minor Student is not permitted to travel with other students and has arranged acceptable alternate independent transportation to participate with the group, a Trip Leader must remain with the Minor Student until their transportation arrives at the designated pick up location.

XI. Requirements Prior to Travel

The TL or LC as appropriate will:

- review Student Travel and Transportation Guidelines with the assigned Dean or Responsible Administrator.
- review all travel guidelines and required documents with all trip participants.
- review with participants any necessary attire requirements, expected expenses, or any necessary supplies, gear or tools needed for the trip.
- complete a Participant Roster including the names and cell phone number for each participant, each TL or TC, and their emergency contact person.
- submit the Participant Roster to the assigned Dean if a Course Related Field Trip or the Director of Student Life if an Extracurricular Student Trip, who will distribute it to the Responsible Administrator and Public Safety Office.
- secure any checks or cash advances for the trip from the Business Office to pay for accommodation, admission, meals, etc.
- complete the Student Trip On-Location Emergency Information form, then submit to the Responsible Administrator and review with all trip participants.

XII. Student Conduct

Students participating in off-campus activities/travel must adhere to the LCCC Code of Student Conduct, the LCCC Student Handbook and all federal, state and local laws, rules and regulations.

XIII. Transportation

1. Automobiles - Individually Owned Personal vehicles are used on a voluntary basis and the owners/drivers must have and provide to LCCC copies of their own insurance coverage and a valid driver's license. The college does not insure or accept any liability for damage, loss or injury resulting from the use of a private vehicle.
2. Carpooling - Participants cannot be asked to carpool, but they may choose to do so voluntarily at their own risk. They must have their own insurance coverage and valid driver's license.
3. Rented Vehicles - Rented vehicles from a car rental company are permitted if the driver is 25 years of age or older, has their own personal insurance and a valid driver's license. Permission to rent a vehicle must be obtained prior to the trip. Only cars and minivans can be rented (10 or 15 passenger vehicles cannot be

rented).

4. Every student participant is required to review and complete the Student Use of Personal Vehicle for Off-Campus Educational Experiences Acknowledgement Form before using their own vehicle to transport others. Passengers in private vehicles must review and complete the Passenger Independent Travel Informed Consent Form before traveling with student drivers.
5. Faculty and staff are not permitted to transport students at any time unless it is specifically stated in their job description.
6. Third-party Providers - Vans or buses can be contracted for day and Overnight Trips. The request must be approved in advance by the College, utilizing an approved third-party provider. A Trip Leader is required for the trip whenever using a third-party provider.
7. Train/Public Bus Transportation - Participants can travel by commercial train or bus service. These tickets are rarely refundable and the participant may be financially liable for the cost of the ticket if they are unable to participate in the trip.
8. Air Travel - All trips that require air travel must be approved at least 3 months in advance of travel to acquire the most economical rate as possible. All domestic air travelers must have a Real-ID compliant Driver's License or Passport. Airfare is typically not refundable and participants may be financially responsible if they are unable to participate in the trip.

XIV. Related College Policies and Procedures

- LCCC Student Handbook
- LCCC Code of Student Conduct

XV. Related Forms

- Course Related Field Trip Proposal Form
- Extracurricular Trip Proposal Form
- Assumption of Risk and Waiver of Liability
- Student Traveler Information Form
- Participant Roster
- Student Use of Personal Vehicle for Off-Campus Educational Experiences Acknowledgement Form
- Passenger Independent Travel Informed Consent Form
- Student Trip - On-Location Emergency Information

**LEHIGH CARBON COMMUNITY COLLEGE
STUDENT TRAVEL AND TRANSPORTATION GUIDELINES
STUDENT TRAVELER INFORMATION FORM**

College-Sponsored Trip/Activity: _____

Date(s) of Trip/Activity: _____

Student Name {Please Print}: _____ Student ID#: _____

College Email Address: _____

Student Cell Phone#: _____

Student Date of Birth: _____ Student Age: _____
At the time of trip/activity

Student Signature: _____ Date: _____

Emergency Contact Name: _____

Emergency Contact Phone#: _____

IF STUDENT IS UNDER THE AGE OF 18

I am (we are) the Parent(s)/Guardian(s) of the above-named student who is under eighteen years of age and I am (we are) fully competent to sign this Agreement on my (our)child's behalf.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Name (Please Print): _____

Relationship to Student: _____

I (we) give permission for my (our) student: (Check all that apply)

- _____ To participate in the trip/activity
- _____ To travel in a vehicle with a licensed driver under the age of 18
- _____ To travel in a vehicle with a licensed driver over the age of 18
- _____ To travel independently from the group

Parent/Guardian Signature _____ Date _____

LCCC STUDENT TRIP PARTICIPANT ROSTER

Destination:

Dates:

Trip Leader/Coordinator:

Total Participants:

Total less than 18 years:

Travel Documents Received: Mark (X), N/A if not applicable

Under 18 years	Assumption of Risk Waiver of Liability	Traveler Info Form	Use of Personal Vehicle	Passenger Consent

Participant's Name:

L#:

Cell Phone:

Emergency Contact Cell Phone:

Participant's Name:

L#:

Cell Phone:

Emergency Contact Cell Phone:

Participant's Name:

L#:

Cell Phone:

Emergency Contact Cell Phone:

Participant's Name:

L#:

Cell Phone:

Emergency Contact Cell Phone:

(Add additional, as needed)

**LCCC Student Trip
On-Location Emergency Information**

To be completed by Trip Leaders or Trip Coordinators, then shared with all Trip Participants and Responsible Administrator.

Trip Name:

Dates:

Location:

Trip Leader/Coordinator

Name:

Contact#:

Responsible Administrator

Name:

Hotel

Name:

Address:

Phone:

Hotel Evacuation

Additional Event Location(s):

Name:

Phone:

Address:

Event Evacuation Meeting Place:

Local Emergency Assistance

Phone:

Local Medical Facilities / Urgent Care

Name:

Phone:

Address:

STUDENT USE OF PERSONAL VEHICLE FOR OFF-CAMPUS EDUCATIONAL EXPERIENCES

Acknowledgement Form

The richness of a Lehigh Carbon Community College (LCCC) education may be enhanced through the participation in off-campus educational experiences. These experiences are both course-related and extra-curricular and may take place on or off campus. Many courses include one or more of these experiences as a requirement or an option. Off-campus trips/activities are also offered through the Office of Student Life.

If the experience is to be convened at an off-campus location, students may be required to provide their own transportation to and from the site. Unless specifically stated, LCCC assumes no responsibility for transportation of students to the site of an experience. Students participating in an off-campus educational experience will be responsible for all costs related to travel.

Personal vehicles should be adequately insured for public liability insurance protection. Students are responsible for insuring their own vehicles. Students will not be reimbursed by LCCC for collision losses that occur during business use of a personal vehicle. In the event of an accident, the owner’s personal insurance provides coverage and the owner is personally responsible for any deductible payable. LCCC does **not** provide any coverage for comprehensive or collision insurance for personal vehicles.

I acknowledge that I have read and understand the student transportation policies and will abide by them.

Student Name – Printed

Student Signature

Date

If under 18 years of age, Parent’s/Guardian’s Signature

Date

Trip Leader – Signature

Date

PASSENGER INDEPENDENT TRAVEL INFORMED CONSENT FORM

I hereby acknowledge that I have read and understand the **LEHIGH CARBON COMMUNITY COLLEGE TRIP POLICY**. I am voluntarily traveling as a passenger independently for the trip listed below.

In consideration of the efforts put forth by Lehigh Carbon Community College to provide me the opportunity to participate in this trip, I hereby release and discharge and agree to indemnify, defend and save harmless Lehigh Carbon Community College, its officers, agents, trip/activity leaders/coordinators, employees and others connected therewith, from all claims, demands, damages (including costs and legal fees), and liability whatsoever incurred by them or that I or my representatives have or may have against any of them arising from my participation.

I have read the foregoing and understand it. Any questions that have arisen or occurred to me have been answered to my satisfaction.

I have executed this Informed Consent intending to be legally bound.

College Sponsored Trip/Activity

Name of Passenger

Date

Signature of Passenger

If under 18 years of age, Parent's/Guardian's Signature

Date

Extracurricular Trip Proposal Form

Contact Director of Student Life for assistance with the trip approval process. **All documents and pre-approvals must be submitted to the Director of Student Life, prior to planned departure, as outlined in the LCCC Student Travel and Transportation Guidelines.**

Club Advisor/Faculty/Staff Member: _____ Phone: _____

Department: _____ Title of Field Trip: _____

Destination(s): _____ Date(s) of Trip: _____

Purpose of Trip: _____

☐ **College Budget(s) Approval**

Budget Org. and Account	Amt. Approved from This Org. and Account	Budget Administrator (Print name clearly)	Budget Administrator (Signature)

All costs must be entered on the **Budget Proposal for Course Related Field Trip** page of this document.

Faculty/Staff Advisors should complete a **Professional Development Request** for their travel costs. See LCCC Portal under College Forms.

☐ **Trip Information**

- Detailed trip itinerary
- Registration form (if applicable)

☐ **Registration and Payment Deadlines** (if applicable)

☐ **Student Travel/Transportation Trip Forms to be completed as per the Student Travel and Transportation Guidelines:**

- *Assumption of Risk and Waiver of Liability*
- *Student Traveler Information Form*
- *Participant Roster*
- *Student Use of Personal Vehicle for Off-Campus Educational Experiences Acknowledgement Form*
- *Passenger Independent Travel Informed Consent Form*
- *On-Location Emergency Information*

☐ **Check here if you would like us to forward the approved request to Marketing for possible publicity coverage.**

Required Signatures

Club Advisor/Faculty/Staff Member: _____ Date: _____

Director of Student Life: _____ Date: _____

Dean of Student Support and Success: _____ Date: _____

Trip Leaders and Participants are required to review and follow the LCCC Student Travel and Transportation Guidelines.

Budget Proposal for Extracurricular Trip

Indicate the costs to be assumed by the College and those to be assumed by the trip Participant:

Total College Costs for Trip/Activity: _____

Total Participant Cost for Trip/Activity: _____

Please list what the participant costs will cover:

Note: Faculty/Staff should submit their travel costs through the Faculty Professional Development Request process.

Breakdown of Travel Costs

Transportation:

☐ Personal Vehicles

☐ 3rd Party Provider

Name of Provider _____

Address _____

Phone _____

Hotel:

Name of Hotel _____

Address _____

Phone _____

Meals:

Number of Meals _____

Entrance Fees:

Name(s) of Venue _____

Address _____

Phone _____

Other Fees (please list)

Total Estimated Trip Costs

Estimated Cost Per Person

Attach supporting documentation (web pages, mailings, vendors, hotel quotes, etc.) to document the costs listed above.

Course Related Field Trip Proposal Form

Faculty: All documents and pre-approvals must be submitted to your Academic Dean prior to planned departure, as outlined in the LCCC Student Travel and Transportation Guidelines.

Faculty Name: _____ Phone: _____
 Department: _____ Title of Field Trip: _____
 Academic Dean's Name: _____
 Destination(s): _____ Date(s) of Trip: _____
 Purpose of Trip: _____

☐ **College Budget(s) Approval**

Budget Org. and Account	Amt. Approved from This Org. and Account	Budget Administrator (Print name clearly)	Budget Administrator (Signature)

All costs must be entered on the **Budget Proposal for Course Related Field Trip** page of this document.

Faculty/Staff Advisors should complete a **Professional Development Request** for their travel costs. See LCCC Portal under College Forms.

☐ **Trip Information**

- Detailed trip itinerary
- Registration form (if applicable)

☐ **Registration and Payment Deadlines (if applicable)**

☐ **Student Travel/Transportation Trip Forms to be completed as per the Student Travel and Transportation Guidelines:**

- *Assumption of Risk and Waiver of Liability*
- *Student Traveler Information Form*
- *Participant Roster*
- *Student Use of Personal Vehicle for Off-Campus Educational Experiences Acknowledgement Form*
- *Passenger Independent Travel Informed Consent Form*
- *On-Location Emergency Information*

☐ **Check here if you would like us to forward the approved request to Marketing for possible publicity coverage.**

Required Signatures

Faculty Member: _____ Date: _____

Academic Dean: _____ Date: _____

Trip Leaders and Participants are required to review and follow the LCCC Student Travel and Transportation Guidelines.

Budget Proposal for Course Related Field Trip

Indicate the costs to be assumed by the College and those to be assumed by the trip Participant:

Total College Costs for Trip/Activity: _____

Total Participant Cost for Trip/Activity: _____

Please list what the participant costs will cover:

Note: Faculty should submit their travel costs through the Faculty Professional Development Request process.

Breakdown of Travel Costs

Transportation:

☐ Personal Vehicles

☐ 3rd Party Provider

Name of Provider _____

Address _____

Phone _____

Hotel:

Name of Hotel _____

Address _____

Phone _____

Meals:

Number of Meals _____

Entrance Fees:

Name(s) of Venue _____

Address _____

Phone _____

Other Fees (please list)

Total Estimated Trip Costs

Estimated Cost Per Person

Attach supporting documentation (web pages, mailings, vendors, hotel quotes, etc.) to document the costs listed above.

**LEHIGH CARBON COMMUNITY COLLEGE
STUDENT TRAVEL AND TRANSPORTATION**

ASSUMPTION OF RISK AND WAIVER OF LIABILITY

Student Name: _____

College Sponsored Trip/Activity: _____

Dates of Trip/Activity: _____

Lehigh Carbon Community College (LCCC) believes that organized college sponsored trips/activities by its students are an important part of the students' overall learning experience. Off-campus activities do however, involve significant risks, both to students participating in them and to the college, based upon the manner in which students conduct themselves while off campus.

By signing this form, the above-named student agrees as follows:

1. To observe standards of conduct set forth in the Lehigh Carbon Community College (LCCC) Code of Student Conduct including alcohol and drug use, harassment and other conduct; the LCCC Student Handbook, and all college policies and procedures (including without limitation the LCCC Student Travel and Transportation Guidelines) applicable to the student while participating in the college sponsored trip/activity referenced above, understanding that such compliance is important to the success of the Activity and to College's willingness to permit future similar activities.
2. To conform my conduct to the standards surrounding the Activity and assume responsibility for my own actions, understanding that the circumstances of an off-campus trip/activity may require a standard of decorum which may differ from that applicable of campus.
3. That I understand and acknowledge that if I spend any time away from the college sponsored trip/activity's location, or participate in an activity that is not a planned part of the Program, I assume, knowingly and voluntarily, any risks that could arise out of these activities and release LCCC from any liability or responsibility for injury or harm to me arising from said risks.
4. That as a student, I do not act as an agent or representative of LCCC and, accordingly, shall not have or hold myself out as having the power or authority to bind or create liability for LCCC by virtue of my negligent or intentional acts or omissions.
5. To assume full financial responsibility for all costs and expenses incurred by me in connection with the activity, including without limitation financial responsibility for damage or destruction to property of third parties.
6. To obtain and maintain such health, accident, disability, hospitalization and travel insurance as I may deem necessary for the activity, and to be responsible for the costs of such insurance and for any expenses not covered by insurance.
7. To immediately disclose to LCCC any physical or emotional conditions or problems that might impair my ability to complete the Activity, and that I hereby release LCCC and its trustees, officers, employees, agents and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of my failure to disclose such conditions or problems.
8. That I acknowledge and recognize that LCCC is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefor. If I require medical treatment or hospital care during my participation in the Program, LCCC is not responsible for the cost or quality of such treatment or care. LCCC may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses related thereto and hereby release LCCC from any liability for such actions. I also understand that LCCC encourages me to maintain medical insurance coverage.

9. That participation in the Trip/Activity is entirely voluntary, and that I am fully aware, having sought and obtained such information and advice as I feel is necessary and appropriate, that such participation involves risk of injury and property damage, including possibly short-term and long-term disability, and even death. These risks can come from causes which are many and varied, may not even be presently foreseeable, and may include negligent or intentional acts or omissions of others.

I acknowledge, accept, and assume all such risks, whether or not presently foreseeable and whether or not caused by the negligent or intentional acts or omissions of others, and elect voluntarily to participate in the trip/activity. I release LCCC and its trustees, officers, employees, agents, and representatives from any and all claims I may have in the future, waive all such claims, and agree not to sue LCCC or its trustees, officers, employees, agents, and representatives for any such claims, arising out of my participation in the activity, including but not limited to claims arising out of the negligent or intentional acts or omissions of others.

10. That this Agreement is to be as broad and inclusive as is permitted by the laws of the Commonwealth of Pennsylvania, and that if any portion of this Agreement is held invalid, the remaining terms shall continue in full force and effect.

MY SUBMISSION OF THIS FORM INDICATES THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND THAT I AGREE TO EVERYTHING STATED THEREIN. FURTHER, NO REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS, ORAL OR WRITTEN, APART FROM THE FOREGOING WRITTEN STATEMENT, HAVE BEEN MADE.

SIGNATURE _____ **DATE:** _____

If under 18 years of age,

PARENT'S/GUARDIAN'S SIGNATURE _____ **DATE:** _____

SECTION 4: ACADEMIC REGULATIONS
2. Students

TITLE: Academic Advisement

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Academic Advisement

Purpose

Academic Advisors are available to meet with students regarding course selection and program requirements, transfer questions, career exploration, and personal issues. Although students are ultimately responsible for their schedule of classes and their requirements, Academic Advisors are available to provide guidance and answer questions.

Guidelines

New Students

All new full-time students are required to meet with an academic advisor to register for their first semester. At this meeting the advisor will review placement test scores, previous transcripts, major selection, academic goals, and program requirements. With this information, the advisor will help the student make appropriate course selections.

Continuing Students

Many continuing students are not required to meet with an advisor to register, though they are strongly encouraged to do so. Continuing students who are required to meet with an academic advisor include:

1. Students who are on academic probation;
2. Students who are participating in the alternative to academic suspension program;
3. Students participating in intercollegiate athletic programs; and
4. Students who are enrolled in select programs (medical assisting, nursing, occupational therapy assistant, physical therapist assistant, professional pilot, veterinary technician, international students, TRA/WIA, honors scholars, and students needing any reading or writing developmental courses).

Students can seek academic advice during personal appointments or through e-mail (adviseme@lccc.edu).

Faculty Advisors

LCCC believes that the relationship between students and faculty plays an important role in retention. To support and further develop these relationships, teaching faculty are encouraged to become academic advisors within their majors. Faculty advisors work with the Director of Advising to schedule training sessions on topics including LCCC policies and procedures, BannerWeb, Developmental Advising, and Career and Internship planning.

Career Exploration/Career Pathways

Advisors are available to work with students who are unsure of their major, or are considering a change. Computer inventories are available to support student career decisions, as well as one (1 credit exploration course and a resource library. A variety of career workshops are conducted throughout the year.

Transfer Planning

Student who are interested in transferring to another institution are encouraged to consult with their advisor. Students may schedule individual appointments, attend institution specific workshops, or utilize the resources in the Transfer Center.



SECTION 4: ACADEMIC REGULATIONS
2. Students

TITLE: Academic Honesty

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: November 5, 2020 (Resolution 56.12)

November 2, 2023 (Resolution 59.07)

Academic Honesty

Purpose

Lehigh Carbon Community College expects all members of its academic community to maintain honest and ethical standards in all assigned academic work. Academic dishonesty diminishes the learning experience, as well as the integrity and reputation of the offender.

Guidelines

Student Responsibilities

Lehigh Carbon Community College expects that work submitted or otherwise presented by students will honestly represent their personal effort to meet the requirements of the course. Violations of academic honesty include but are not to be limited to the following:

Violations

1. Cheating on Examinations and Assignments

- a. Purchasing, selling, stealing, or otherwise improperly obtaining examinations or assignments.
- b. Using aids, materials, or resources not authorized by the instructor or accommodation when completing an examination or assignment.
- c. Providing or receiving assistance not authorized by the instructor or accommodation when completing an examination or an assignment.
- d. Copying another person's work or having another person complete coursework assignments without an authorized accommodation.
- e. Employing any other form of deceit in completing examinations and assignments.

2. Plagiarism or Falsification of the Origin of Data

- a. Failing to provide appropriate documentation for another person's original idea, words, opinion, theory, fact, statistic, graph or drawing, including oral, print, electronic, et cetera.
- b. Failing to present quoted language properly, in quotation marks with documentation of source.
- c. Copying part or all of an assignment, such as a research paper, lab report, or workbook from another person or resource, including print, electronic, et cetera and presenting it as one's own work.
- d. Purchasing an assignment and submitting it as original work.
- e. Listing sources that were never consulted.
- f. Submitting previously submitted work without the approval of the instructor.

3. Misconduct

- a. Providing a false reason for failure to meet class requirements including absence from class, tardiness in completing assignments, et cetera.
- b. Completing an exam intended for another student, or allowing another person to pose as the student who should be taking the exam.
- c. Using electronic communications devices during class or when completing examinations or assignments without instructor authorization or authorized accommodation.
- d. Employing or assisting another in any other form of deceit in completing course requirements.

Additional regulations regarding student conduct and possible consequences for violations are contained in the "LCCC Student Code of Conduct."

Wherever used herein, Faculty shall mean and include full time, part time, adjuncts, substitute and occasional persons who provide instruction to students.

INSTRUCTOR Responsibilities

Every LCCC instructor shall:

1. Create and maintain an environment conducive to academic honesty.
2. Reference the "LCCC Academic Honesty Policy" (including locations where students can find the full policy) in every course syllabus.
3. Uphold the "LCCC Academic Honesty Policy" in their own work.
4. When possible, meet privately with the student suspected of violating the policy to discuss the concerns, charge, and possible consequences. Utilize evidence collected by Testing Center staff or technology tools when appropriate.
5. Upon deciding to submit a report, inform the appropriate supervisor about the issue, and follow the procedures as outlined under "Consequences."
6. Include a declaration in the report as to whether the violation should result in a Formal Warning OR Actionable Event.

Offenses are reported electronically in the StART system, to the Office of the Dean of Student Development, Equity, and Inclusion, where a disciplinary record is created and retained. The faculty member will notify the student of the action being taken. The Associate Dean of Student Development will send official notification to the student.

Testing Center

Testing Center Staff:

1. Prepare all evidence of the individual's suspected academic dishonesty.
2. Report the individual's suspected misconduct to the appropriate instructor and testing center supervisor.
3. Complete and submit a StART Academic Dishonesty report as needed.

Consequences

If the instructor bringing the charge has declared the incident of academic dishonesty as an Actionable Event, consequences will depend on the charge of the violation and the academic honesty violation history of the student.

1. A formal written notice will be generated by the Associate dean of Student Development, presented to the student and maintained in the student's disciplinary file. This reprimand may include one or more of the following consequences:
 - a. A written warning to the student generated by the instructor with requirements to retake the examination, redo the assignment, and/or complete extra work as specified.
 - b. A grade of "0" for the assignment or exam.
 - c. A final grade of "F" for the course. *

*A student may not withdraw from the course after such a report is made, during the appeal process, or if the judicial hearing panel determines that the "F" grade shall stand.

2. Additionally, the instructor may recommend, after conference with their supervisor, removal of the student from the student's academic program of study.

If the instructor bringing the charge has declared the incidence of academic dishonesty as requiring a Formal Warning but the student already has a Formal Warning of academic dishonesty on record, the incident is elevated to an Actionable Event and the consequences are the same as the category above.

If the instructor bringing the charge has declared the incident of academic dishonesty as requiring a Formal Warning and the student has no other Formal Warning of academic dishonesty on record the following process shall occur.

1. A written Formal Warning will be generated by the Associate Dean of Student Development (as reported by the instructor) and presented to the student indicating the student has violated the Academic Honesty Policy and that any future infraction may result in the consequences listed under the Actionable Event section of this document. The Formal Warning will be retained by the Office of the Dean of Student Development, Equity, and Inclusion so that future charges are recognized as a repeat offense.
2. A written warning may be generated by the instructor and presented to the student with requirements to retake the examination, redo the assignment or complete extra work as specified by the instructor.

Retention of Records

Record of a Formal Warning will remain in the student's disciplinary file until the student graduates or has not been a student at LCCC for at least three (3) years. Record of an Actionable Event will remain in the student's disciplinary file indefinitely.

Appeals

Appeals to charges of violation of academic honesty must be submitted in writing to the Associate Dean of Student Development within five (5) days of receipt of the charge. Appeals to the charge are referred to the Student Conduct Hearing Process. Please see "LCCC Code of Student Conduct" for more information on the conduct process.

Repeated Violation

In addition to the consequences set forth in this policy, if a student is found to have committed a second violation of academic honesty, they may be subject to suspension from the College. The student will not be allowed to re-enroll without reinstatement approval from the Academic Record Review Committee. Information regarding the reinstatement application process can be obtained from the Associate Dean of Student Development.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 4-202a SECTION 4: ACADEMIC REGULATIONS 2. Students TITLE: Additional Associate Degree/Dual Associate Degree ADOPTED: July 11, 2024 (Resolution 60.01)
Guidelines	Additional Associate Degree A student may earn multiple Associate Degrees from Lehigh Carbon Community College. Each additional degree will be posted to the student's academic record and the student will receive diplomas for each degree. Students who already possess an associate degree may be awarded an additional degree upon completion of the following: 1. Meeting the general requirements as outlined for all associate degrees in the course catalog. 2. Earning a minimum of 15 credits with courses 101 and above required by the additional degree at Lehigh Carbon Community College, which have not been applied to any previously awarded degree. The 15 additional credits required can be completed before or after awarding of the previous degree. 3. Students must fulfill all prerequisite, general education and major related course requirements for the program as outlined in the course catalog. 4. Students using financial aid assistance should speak to the Financial Aid Office about their plans for a second degree. Eligibility can change depending on academic progress and grant/loan limitations. Dual Associate Degree Students may pursue and earn two associate's degrees simultaneously from Lehigh Carbon Community College. Dual associate degrees may be awarded upon completion of the following: 1. Application for dual associate degrees must be submitted after successful completion of 12 college-level credits with a minimum cumulative GPA of 2.0. 2. All requirements are met for each major. 3. Both degrees must be earned and awarded within the same semester. Each degree requires a separate application for graduation. 4. Students must take and earn a minimum of 15 credits from each major at LCCC through course enrollment. 5. A minimum of 15 unique credits not applied to the other major must be taken and earned. 6. Students using financial aid assistance should speak to the Financial Aid Office about their plans for dual associate degrees. Eligibility can change depending on academic progress and grant/loan limitations.



SECTION 4: ACADEMIC REGULATIONS
2. Students

TITLE: Anti-Hazing
ADOPTED: February 7, 2019 (Resolution 54.25)
REVISED:

Anti-Hazing

Purpose

The College is committed to providing a supportive educational environment that promotes the mental and physical well-being and safety of its students and that is free from hazing. Accordingly, students or other persons associated with an organization operating under the sanction of or recognized as an organization by the College are prohibited from engaging in hazing conducted on or off campus.

Definitions

“Hazing” shall mean intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student’s membership or status in an organization, causing, coercing or forcing a minor or student to do any of the following:

1. Violate Federal or State Criminal law.
2. Consume any food, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Limitation: **“Hazing”** shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

“Organization” shall include any of the following:

1. A fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily minors, students or alumni of the organization and/or the College.
2. A national or international organization with which a fraternity or sorority or other organization as enumerated under paragraph 1 is affiliated.

Any terms not defined in this policy shall be defined in accordance with Act 80 of 2018, 18 Ps. C.S.A. Sec. 2801, et seq (known as “Timothy J. Piazza Anti-Hazing Law”), including any amendments.

Delegation of Responsibility

The Dean of Student Support and Success or designee shall be responsible for overseeing the implementation of this policy.

Guidelines

1. Consent of the individual(s) being hazed **SHALL NOT** be accepted as a defense for violation of this policy.
2. Organizations shall be held responsible for any violation of this policy by a new member, active member, alumni/ae, or guest.
3. Alleging that the conduct was sanctioned or approved by the College shall not be a defense for violation of this policy.

4. Any person (including, but not limited to, student, new member, active member, guest, alumni/ae, employee) suffering, witnessing or aware of hazing must report the incident(s) to the Dean of Student Support and Success:
5. Allegations of hazing reported to the College shall be investigated by the Dean of Student Support and Success or designee in accordance with the Code of Student Conduct and/or the College's Policies & Regulations Manual.
6. Any retaliation or threat of reprisal taken against any person who reports an allegation of hazing is prohibited and may result in additional sanctions against the person or organization responsible.
7. In addition to this policy, members of the College community and all organizations must comply with all applicable federal and/or state anti-hazing laws.
8. A copy of this policy shall be provided to each organization within the College annually.
9. This policy shall be posted on the College's publicly accessible Internet website.

Penalty

In the event the investigation concludes that hazing has occurred, the College shall take appropriate disciplinary action in accordance with the Code of Student Conduct against the individuals and/or organizations deemed responsible. Penalties shall include the following:

1. The imposition of fines.
2. The withholding of diplomas or transcripts pending compliance with the rules or payment of fines.
3. The rescission of permission for the organization to operate on campus or other school property or to otherwise operate under the sanction or recognition of the College.
4. The imposition of probation, suspension, dismissal or expulsion.

Any employee of the College who violates this policy shall be subject to discipline up to and including termination.

Any person or organization in violation of this policy shall be subject as well to law enforcement officials for prosecution in accordance with applicable law, including 18 Pa.C.S.A. §§2802 (Hazing); 18 Pa.C.S.A. § 2803 (Aggravated Hazing); 18 Pa.C.S.A. § 2804 (Organizational Hazing).

Reporting Requirements

Beginning with the 2018-2019 academic year, the College shall maintain a report of all violations of its anti-hazing policy and/or federal or state laws related to hazing that are reported to the College. The report shall include all of the following:

1. The name of the subject of the report.
2. The date when the subject was charged with violation of the College's anti-hazing policy or Federal or State laws relating to hazing.
3. A general description of the violation, any investigation and findings by the College and, if applicable, penalties.
4. The date on which the matter was resolved.

The initial report maintained by the College for the 2018-2019 academic year shall include information concerning violations reported to the College for the five (5) consecutive years prior to November 18, 2018, to the extent the College has retained information concerning the violations.

The College shall post the initial report on its publicly available website by January 15, 2019. The report shall be updated biannually on January 1 and August 1 and the College shall post the updated report on its publicly accessible Internet website.

Reports required under this policy to be posted shall not include the personal identifying information of an individual.

The College shall retain reports for five (5) years or as otherwise required by law.

LEGAL REFERENCES

Timothy J. Piazza Anti-Hazing Law (Pennsylvania, Act 80 of 2018), 18 Pa.C.S.A. §2801, et seq.

SECTION 4: ACADEMIC REGULATIONS

2. Students

TITLE: Course Substitution

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Course Substitution

Purpose

Eligibility and Requirements

A student is eligible for reasonable course substitution of any graduation requirement provided that the student's inability to meet the requirement is related to one of the following situations:

Guidelines

1. The course is required by the program of study but the College has not offered the course within the last two semesters prior to program completion.
2. A different course is required by an institution to which the student will transfer.
3. The student has a disability.
4. A compelling reason exists whereby an alternate course is more suitable to meet the student's career/educational goals.

In all cases, a course substitution may be approved only if failure to meet the graduation requirement does not constitute a fundamental alteration in the nature of the program for which the course substitution is granted. The course substitution applies only to that program of study. All College policies regarding course registration and withdrawal apply.

Request for Course Substitution Procedures

The student must petition for a course substitution by submitting a completed Request for Course Substitution form to the Associate Dean of Professional Accreditation and Curriculum.

The student who believes that a course substitution is required due to a disability must submit a completed Request for Course Substitution form and present the following:

1. Documentation from the Disability Support Services Office indicating a course substitution is warranted for the specific course in question indicating appropriate documentation is on file, the inability of the student to meet the course requirements due to a disability, and what accommodations the student is using, with further discussion, if needed, between the Associate Dean of Professional Accreditation and Curriculum and Disability Support Services.
2. Documentation identifying the inability to meet the requirement for which the substitution is requested is related to the disability.
3. A copy of the current college transcript or previous educational records which indicates the number of times the student has attempted the course.
4. A letter of recommendation for the course substitution from the learning specialist for disabilities support Services and/or a faculty member. The letter must identify academic accommodations which were used in previously attempted courses.

Designation of Reasonable Substitutions

The Associate Dean of Professional Accreditation and Curriculum will review the courses that are required in the program of study and may assist the student in identifying appropriate substitutions or refer the student to an academic advisor or faculty member for identification of an appropriate course to

substitute. Faculty members who teach the identified courses and/or who teach within the student's program of study may be consulted prior to a final decision. Course substitution will be approved on a case-by-case basis according to the availability of substitute courses that would not fundamentally alter the program of study.

Approval of Substitution

The student will be sent a copy of the Request for Course Substitution form signed by the Associate Dean of Professional Accreditation and Curriculum indicating approval.

Appeal Process

The student may appeal the decision of the Associate Dean of Professional Accreditation and Curriculum by petitioning the Vice President for Academic Services and Student Development whose decision will be final.

Records

The Director of Records and Registration will maintain records which include the reason for the request and the course substitution approved. Documentation of approved course substitutions will be maintained in each individual's student file.



SECTION 4: ACADEMIC REGULATIONS
2. Students

TITLE: Credit by Assessment
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

Credit by Assessment

1. Before any formal assessment process is initiated, the student must apply for admission to Lehigh Carbon Community College.
2. It is the policy of the College to award credit for competencies achieved through means other than formal college courses. However, students should recognize that responsibility for demonstrating College-level competencies rests with them.
3. Students must demonstrate that their learning/training/work experience matches the curriculum content and course objectives of the designated College-level course.
4. Credit is granted only for approved assessed courses that are applicable to the student's program of study.
5. An assessment mechanism must be utilized to verify student knowledge of the credit course content. This evaluation process may include an exit test, an established grading procedure, a valid industry certification, preparation of a portfolio, or a challenge exam.
6. No award of assessed credit becomes official until the student enrolls in and successfully completes, with a grade of C or higher, a three (3) credit, College-level LCCC course.
7. Credit awarded through Credit by Assessment may not be included in the number of credits required in residence at LCCC for the student's program.
8. Experiential learning credits are not transferable to all colleges. Students intending to transfer should investigate the acceptability of such credits at the institution to which they intend to transfer.
9. No more than eighteen (18) credits may be awarded through Credit by Assessment.
10. Questions concerning Credit by Assessment should be addressed to the Academic Services – Associate Dean of Professional Accreditation and Curriculum.

SECTION 4: ACADEMIC REGULATIONS

2. Students

TITLE: Honors Experience/Honors Scholars Program

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Honors Experience

Purpose

Applications for the Honors Experience are available in the Registration/Student Records Office.

Guidelines

1. Any student wishing to undertake an Honors Course Experience must display outstanding performance in the course in which honors is requested and obtain permission of the instructor within the first six (6) weeks of the semester. In addition to the above, one (1) of the following must also be met for a student to request an honors experience:
 - a. College GPA of 3.0
 - b. Recommendation of a previous LCCC faculty instructor in subject area related to the field in which honors course is sought
 - c. Success in a previous collegiate honors experience
 - d. Minimum score of ninety (90) on the LCCC English assessment test and ninety (90) on the LCCC reading test
 - e. Top twenty percent (20%) of their high school class
 - f. Combined SAT score of 1150

The instructor is responsible for verification of student eligibility.
2. The Honors Experience will consist of some project representing effort significantly over and above what is required of other (non-honors) students in the same class.
3. The Honors Experience project must be agreed to by both the faculty member teaching the course and the student in a formal written agreement. It must then be reviewed and approved by one (1) other faculty from the same or a related field of study. At least one (1) of the two (2) signers must be a full-time LCCC faculty member. Applications must be approved by the Honors Council.
4. A copy or some representation of each successfully completed Honors Experience project will be placed in the LCCC library. Honors Experience students will be encouraged to participate in the Beacon Conference for Student Scholars and the Honor's Project Reception.
5. Faculty members are encouraged but not required to participate in the Honors Experience. Faculty members are encouraged to indicate their willingness to work with students on Honors projects on the first-day handout/syllabus.
6. Credit courses numbered 101 or higher are appropriate for an Honors Experience.
7. The student must achieve an "A, A-, B+, B, or B-" grade in the course and successfully complete the Honors project to receive the designation of "Honors" on their transcript.

Purpose

The Honors Scholars Program

Mission

The mission of the Honors Scholars Program at LCCC builds upon the mission of the College. There are students who are preparing to transfer to a four-year institution, who can benefit from an affordable alternative and who desire a more challenging and intellectual climate than they otherwise would find. This community of learners will have the opportunity to benefit from rigorous and interdisciplinary courses, original research, and out-of-class activities. The experience of similar programs is that the honors focus on scholarly activities will benefit the entire campus community.

Guidelines**Criteria for Admission**

Students will have to demonstrate at least one of the following:

1. Top ten percent (10%) in their graduating class from a sponsoring district
2. Combined score of 1200 on the ETS SAT test (Math and Reading)
3. Place 90 or above in reading and writing on the COMPASS test and above a 70 on the COMPASS Algebra test

In addition to the regular admission forms, students complete an application and essay. Applicants are interviewed by the Honors Scholars faculty. Students need to be enrolled as full-time and be prepared to complete the Honors Program requirements. The scholarship will be for four (4) semesters (sponsored tuition and fees) with the expectation of completing an Associate's Degree in that time. The scholarship does not include summer courses or costs for books.

Governance

An Honors Scholars Committee will make plans and decisions involving the Honors Scholars Program. It will be composed of the Director of Advising, transfer counselor, and program faculty. This group will select the student cohort, monitor the requirements and academic components of the program, plan activities, and assist with recruitment and advisement.

Advising

Once students are selected for the program, they will be advised by a specially designated faculty advisor or counselor. Along with Division Coordinators the advisor/counselor will assist students in choosing program and general education courses that will optimize their ability to transfer to the four-year institution of their choice.

Requirements

Students will be required to take four (4) designated honors scholars' courses during their first year at LCCC. These courses will be determined by the Honors Scholars Committee each year, but will always include First Year Honors Seminar and Honors Research Seminar. In the second year, students are required to complete an interdisciplinary capstone project through enrollment in two (2) consecutive semesters of guided research courses. In addition, an honors (experience) project in each of five (5) other courses will be required. Students must maintain a 3.0 grade-point average to keep the scholarship and remain in the program. All students are allowed one (1) probationary semester where they remain in the program but do not receive the scholarship if their GPA falls below 3.0.

Benefits

There will also be planned cultural and leisure activities for this group during each semester. This might include trips to a city museum or concert, guest speakers, or movie series. These events will be planned by the Honors Scholars Committee.

Expansion of Honor Projects in Other Courses

It is hoped that other students across campus will be inspired to pursue honors projects and experiences outside of the formal Honors Scholars Program. Students and faculty should refer to the published Honors brochure. We will solicit instructors to participate in the honors program, develop honors projects for their courses or mentor honors students in their final research project.



SECTION 4: ACADEMIC REGULATIONS

2. Students

TITLE: Ombudsman

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Ombudsman

Purpose

The Ombudsman acts as an advocate for students, staff, or faculty members who have conflicts within the College. The intent is to resolve problems in a nonthreatening, unofficial environment. Individuals discuss problems with the Ombudsman in confidence. Names are revealed only when the person with the problem specifically gives permission, such as when a grade is in dispute, or when the student asks the Ombudsman to intervene on his or her behalf. The Ombudsman reports directly to the College President.

Guidelines

The majority of issues are brought to the Ombudsman by students who have conflicts with either professors or with the College administration. The Ombudsman investigates complaints, determines whether they have merit, and makes recommendations for action. The recommendations do not have to be accepted, but, historically, the majority of students, staff, and faculty have been cooperative and responsive to the Ombudsman.

Very often, a conflict arises because of miscommunication or misunderstanding. The function of Ombudsman is not to reprimand but, instead, to look for ways to improve a situation.

The Ombudsman can also answer questions regarding policies and procedures.



SECTION 4: ACADEMIC REGULATIONS
2. Students

TITLE: Protection of Pregnant, Nursing, and Parenting Students
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Purpose

The College supports pregnant and parenting students so that they may stay in school to complete their education and thereby build better lives for themselves and their children. Complying fully with *Title IX of the Education Amendments of 1972*, the College is committed to full participation of students who are pregnant (or have been pregnant), nursing and parenting, in any part of an educational program, including specific classes as well as extracurricular programs and activities.

Guidelines

Protection of Pregnant, Nursing, and Parenting Students

In response to notification of need, the College may implement special instructional programs or classes for pregnant students. Participation is completely voluntary on the part of the student and any programs and classes offered will be comparable to those offered to other students with regard to the range of academic, extracurricular and enrichment opportunities.

The College considers pregnant students in the same way as a similarly situated student. Thus, the same services provided to students who have temporary medical conditions are also provided for pregnant students. When necessary, the College may make adjustments to the regular programs that are reasonable and responsive to the student's temporary pregnancy status. A student who is pregnant or has recently given birth will be required to submit medical certification for College participation only if such certification is also required for all other students with physical or emotional conditions that require the attention of a physician.

The College will excuse a student's absences because of pregnancy or childbirth for as long as the student's medical provider deems the absences medically necessary. When a student returns to College she will return to the same academic and extracurricular status prior to the medical leave. The College may offer the student alternatives for making up missed work and the student should be allowed to choose from those alternatives.

Students who would like to request academic accommodations due to pregnancy can contact the Dean of Student Support and Success.

(As relative, also refer to Incomplete Grade Policy, Policy for Withdrawal for Medical/Mental Health Reasons, and Withdrawal Policy for Students Receiving Financial Aid.)

To file a complaint regarding the implementation of this policy, contact the Director of Human Resources and Title IX/Equity Coordinator at 610-799-1107 or the Dean of Student Support and Success at 610-799-1895.

**SECTION 4: ACADEMIC REGULATIONS**
2. Students**TITLE: Residency Policy****ADOPTED:** April 3, 2025 (Resolution 60.32)**Purpose****Residency Policy**

The Board of Trustees establishes student tuition and fees, which are subject to change at any time effective in accordance with the approving Resolution.

Tuition and certain fees are based on Pennsylvania and school district residency.

This policy provides guidance on determining a student's residency so that the correct tuition and fees can be charged.

As part of the enrollment process, students provide the College with their state and school district residency information. Students will be initially billed based on the residency information provided to the College by the student on their admissions application, subject to revision as described herein.

Pennsylvania Residency

The College follows the Commonwealth Residency Code PA 35.29B for determining Pennsylvania residency.

Guidelines**School District Sponsorship**

Each sponsor school district determines whether students are residents and whether to sponsor their resident tuition. Residency requirements vary among the sponsoring school districts. Students should be familiar with their school district's residency requirements and act accordingly.

The College is sponsored by the nine school districts in Lehigh County and four of the five school districts in Carbon County: Allentown, Catasauqua, East Penn, Northern Lehigh, Northwestern Lehigh, Parkland, Salisbury, Southern Lehigh, Whitehall-Coplay, Jim Thorpe, Lehigh, Lehigh Valley, and Panther Valley.

Schuylkill County student residents are charged one and a half times the sponsor school district rates. Graduates of Tamaqua Area High School and Marian Catholic High School are charged sponsor school district rates plus a capital outlay fee.

A Student who has established Commonwealth residency and who resides in a sponsor district ninety days before the start of the semester, but does not meet the residency requirements of a sponsor district, shall be granted sponsor tuition rates upon providing documentation to the College Business Office and are classified as Pre-Sponsorship.

At least one month before the start of each semester, the College Business Office will provide student data to the respective sponsor school districts, containing students who have lived in the sponsor district for at least one year. Within 30 days of receiving the data the sponsor school district will approve or deny student sponsorship and advise the College. The College will then notify the student about a denial of the student's sponsorship so the student has time to rectify the situation. New student data will be provided monthly to the school district throughout the semester.

If a student is denied sponsorship, the student's bill will be revised to the applicable non-sponsor tuition rate. The student has until their last date of

enrollment or the end of the semester (whichever is earlier) to receive an adjustment by providing additional information to their sponsoring school district. Any adjustments to sponsor or non-sponsored tuition rates for a current semester will be applied to future semesters the student is registered for. Adjustments will not be made retroactively after a semester ends.

Veterans/Military

Veterans, their spouses, and/or dependent children, who reside in the Commonwealth will be granted a tuition rate equivalent to the local sponsoring rate.

Active military personnel, their spouses, and/or dependent children, who are enrolled online and who reside outside of the Commonwealth, will be granted a tuition rate equivalent to the local sponsorship rate.

Other Pennsylvania resident or Out of State/Foreign Resident

A student who does not qualify for a student tuition rate set forth herein for lack of residency qualification shall be billed the student tuition rate as established for non-residency.

SECTION 4: ACADEMIC REGULATIONS

2. Students

TITLE: Student Grades

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: May 6, 2021 (Resolution 56.44)

Student Grades

Purpose

Grading System

All students not withdrawing officially on or before week ten (10) shall be assigned, by the instructor, a grade A-, A, B+, B, B-, C+, C, C-, D, F, L (listener [audit]), I (incomplete), W (withdraw), R (released [pass]), or Z (not released).

A comprehensive listing of all acceptable grades and designations can be found in the College Catalog.

Guidelines

A student who did not begin attendance and did not officially withdraw should be assigned a grade 'W' and the last date of attendance reported as the first day of class.

A student who began attendance, subsequently stopped attending and did not officially withdraw may be assigned a grade 'W' and the last date of academically-related activity or attendance reported.

A student who is assigned a grade 'F' is considered to have earned the 'F' and no last date of attendance is required.

According to federal regulations, "academically-related activities" that document a student's last date of attendance include but are not limited to:

- Physically attending a class that enables direct interaction between instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer assisted instruction
- Attending an assigned study group
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask questions about the course subject matter

In addition, for online courses, academically-related activity must include substantive, constructive and meaningful feedback and interaction on discussion boards in the online classroom. Substantive interaction and participation in the course does not include simply signing in to the course.

Students may change from credit to audit or audit to credit only during the first three weeks of class.

Posting of Student Grades

All official course final grades are posted in the College's student information system.



SECTION 4: ACADEMIC REGULATIONS
2. Students

TITLE: Student Life
ADOPTED: February 2, 2017 (Resolution 52.35)
REVISED:

Student Life

Purpose

Mission

The mission of the Student Life Office is to assist in the development of each student by providing appropriate, educational, social, and recreational programs in a safe, supportive, and fun environment. The Student Life Office focuses on helping students to better understand themselves and others, and to develop an appreciation for lifelong learning. This office and staff model and teach leadership, self-discipline, and respect for each person.

Guidelines

Goals

1. To promote, support and contribute to the academic success of each student by providing services and activities to optimize their learning experience. In addition, to partner with faculty and staff members to collaborate on learning experiences outside of the classroom.
2. To enhance institutional recruitment efforts and First Year Experience (FYE) initiatives by providing activities and programs that complement and support the Enrollment Management Plan and the FYE Plan.
3. To create a comprehensive year-long calendar of events which includes programs and activities that are congruent with our mission statement and help to develop the identified learning competencies.
4. To work collaboratively within the Student Life team and other departments to utilize all communication venues available to promote and encourage participation in programs. In addition, this office will analyze the effectiveness of the various methods of communication and prioritize efforts to maximize the Student Life Office message and response rate.

The Student Life Office works with students, faculty, and staff to support clubs at Lehigh Carbon Community College. The Student Life Office assists with the formation of new clubs, the revitalization of inactive clubs, recruitment of members, budget oversight, fundraising initiatives, and program planning. Students benefit substantially from being involved in campus organizations. Involvement in clubs helps students develop skills employers are seeking: decision making, leadership, cooperation and communication. Being involved in programs, clubs, college committees, and activities helps foster intellectual, social, cultural, and recreational development of students. In addition, this involvement establishes a sense of community among students, faculty and staff. Students are able to enhance their learning and personal development by getting involved in educationally purposeful extracurricular activities.

Listed below are some of the responsibilities of the Student Life Office. The goal is to be the best possible resource for students, faculty, and staff in all campus life endeavors.

1. Serves as a liaison between all student groups and the college administration and SGA.
2. Insures clubs understand and follow college policies and procedures and provides the necessary forms to meet compliance with college policies.
3. Provides guidance and support in starting a new club.
4. Encourages cultural, leadership and civic engagement activities through SGA and the Student Life Office.

5. Supervises all SGA events, activities, and meetings.
6. Manages the SGA budget and creates and distributes monthly club budget statements.
7. Helps to promote student clubs and their activities.
8. Assists with the coordination of all club events, programs, and activities including travel to conferences/events/activities.
9. Maintains and distributes the Student Club Handbooks.
10. Coordinate club council meetings each semester.

Other Services

Student Health Insurance Plans, Photo ID Processing, Parking Registration, [LANTA Bus schedules](#), Lost and Found, Bulletin Board Postings, [Voter Registration](#), Student Handbook

Student Government Association

All students of LCCC are members of the Student Government Association (SGA) by payment of the student services fee during the registration process and are eligible to participate in the affairs of student government. Election of student government senators are held each year. Each club and organization, to function as a duly recognized student group, is required to be chartered through SGA. Clubs are represented on Student Government through Club Council.

SGA Senators are responsible for management of student monies and the allocation of funds to all SGA-sponsored clubs and organizations. SGA also provides a broad program of cultural, social, and athletic opportunities to serve the diverse needs and interests of the student body. Service to the institution and the community is the goal of the organization.

Student Government meets every Tuesday at 2:15 p.m. in the Student Government Conference Room. These meetings are open to all LCCC students. Club Council meets in an open session once a semester.

The Student Government Association funds a number of clubs and organizations on campus, which are available to all LCCC students. They are as follows:

Clubs

1. Anime Club
2. Art Club
3. Alpha Sigma Lambda, National Honor Society for Returning Adults
4. Campus Christian Fellowship
5. Film Club
6. Intercultural Student Association
7. Justice Society
8. Kappa Delta Pi, National Honor Society for Education Majors
9. License Practical Student Nursing Association
10. Occupational Therapy Assistant
11. Outdoors
12. Paralegal
13. Phi Theta Kappa, International Honor Society for Two-Year Colleges
14. Physical Therapists Assistant
15. Political Society
16. PRYDE - LGBTIQ
17. Psychology
18. Student Nurses Student Association (SNAP) Chapter
19. STEM – Science, Technology, Engineering and Mathematics
20. Teacher Education Student Association
21. Vet Tech
22. Veterans
23. Xanadu – Literary Magazine



SECTION 4: ACADEMIC REGULATIONS
2. Students

TITLE: Student Recording Devices in the Classroom
ADOPTED: July 6, 2017 (Resolution 53.01)
REVISED:

Purpose

LCCC is committed to maintaining an accessible and appropriate educational environment that also promotes free discussion, inquiry, and expression by students. To that end, LCCC will allow the use of recording devices in the classroom in accordance with this policy. By virtue of this policy, all students, attendees, and faculty are placed on notice that, in the classroom setting, they may be subject to audio and/or video recording.

Definition

Recording: A video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers, or other devices that record images or sound.

Guidelines

Under the following two circumstances only, LCCC will allow students to use recording devices in classroom: (1) Where the student has obtained in advance the express written permission of the classroom instructor; **or** (2) Where using a recording device has been granted as a reasonable accommodation, in accordance with the Americans with Disabilities Act ("ADA"). Where one of the above circumstances applies, the classroom instructor will inform the class that the class is being recorded by audio/video means, depending upon the nature of the request or need. The instructor should not reveal the name or other identifying information of the student using a recording device.

All students using recording devices must comply with the following rules:

1. Recordings must be used solely for the student's personal use in study and preparation for the class.
2. The student may only share the recordings with another student in the same class or with the student's academic tutor for the purposes of study and preparation for class and may not share the recordings with any other individuals, except where expressly permitted, in writing, by the instructor, or where necessary as a reasonable accommodation under the ADA.
3. Under no circumstances may the student post the recording on media of any kind.
4. The student may not sell the recording or receive any financial gain for the recording.
5. The student must destroy the recording when the recording is no longer needed for educational purposes.
6. The student must manage the recording device in a way that does not disturb others or disrupt the educational process.

A violation of this policy may result in the loss of permission to use a recording device in the classroom. Depending on the nature and severity of the violation, a violation may constitute a violation of the Student Code of Conduct and, thus, result in disciplinary action.

**SECTION 4: ACADEMIC REGULATIONS**
2. Students**TITLE: Tuition Appeal****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:****Tuition Appeal****Purpose**

Many times, students have issues preventing them from withdrawing and/or attending their classes. These issues may include a death in the family, military deployment, employment changes, etc. The College's current withdrawal policy does not allow for any exceptions, and, often times, students with legitimate reasons for not withdrawing or attending their classes are left with a balance they feel they should not be responsible for. Students in these types of situations often argue that the situation was out of their control so they should not be penalized for something they could not prevent. In instances like this, students will reach out to an employee at the College to explain their situation in the hope that they can get their student account balance adjusted or waived. The current process is not structured for dealing with such issues, and, furthermore, there are no criteria upon which to even base a fair decision. The College needs a formal way to handle these matters so that all students who want an account adjustment are treated equally from a list of criteria and reasoning. Also, it should be noted that many times students in these situations want to return to class after their issue is over but cannot because they have a hold on their account preventing them from doing so. This new policy and procedure can actually help the college's enrollment.

Guidelines

A Tuition Appeal Form has been created as well as a Tuition Appeal Committee. Students who express a need for a tuition charge modification will be directed to fill out the Tuition Appeal Form and then hand it into the Business Office. The Director of Student Accounts will collect the forms and on a semi-monthly basis meet with the Tuition Appeals Committee to go over all submissions. A committee decision will be made for each case then the student will be notified in a letter of that decision. The form will also be available online in the Tuition and Fees and Business Office pages of our LCCC website so that students can print the form themselves, fill it out, and send it into the Business Office.

SECTION 4: ACADEMIC REGULATIONS

2. Students

TITLE: Veteran Preference Course Scheduling

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED:

Veteran Preference Course Scheduling

Purpose

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to establish and provide veteran students with preference in course scheduling.

Guidelines

Noncompliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint Form at <http://www.education.state.pa.us>.

Effective spring 2015, Lehigh Carbon Community College veteran students will be given course scheduling priority privileges. Veteran students will be notified of their registration date and process through their LCCC email in October 2014.

Veteran students are defined as those students in the following categories:

1. Is a veteran.
2. The student has served in the United States Armed Forces including a reserve component or National Guard and was discharged or released from such service under conditions other than dishonorable.
3. The student has been admitted to a public institution of higher education.
4. The student resides in Pennsylvania while enrolled in the public institution of higher education.

A veteran student will be required to provide proof of their military services by either providing their DD214, discharge papers, military orders, etc.; if utilizing GI Bill benefits many may have submitted supporting documentation.

Veteran students who are given course scheduling privileges will be able to begin registration one day earlier than our regular students. Refer to our regular scheduling timeline as defined by the Director of Records and Registration.

Course Scheduling Preference

The regular registration scheduling timeline is on the college website and is available to all students and is published three weeks prior to the beginning of the registration period. Veteran students that are required to meet with an advisor must schedule an appointment before registration and will be given a Personal Identification Number (PIN) to register online. If a veteran student has a financial obligation to the college, the student must pay the outstanding balance before registering for the semester. Students will be identified in our student information system Banner, and notified of the registration procedures two weeks prior to registration.

Information concerning this will be available on the college website, college catalog, and the office of Veteran Affairs.

All inquiries relating to priority course scheduling should be directed to the Director of Records and Registration.

 Lehigh Carbon COMMUNITY COLLEGE	Policy No. 4-222 SECTION 4: ACADEMIC REGULATIONS 2. Students TITLE: Withdrawal ADOPTED: February 2, 2017 (Resolution 52.35) REVISED: February 3, 2022 (Resolution 57.19) November 3, 2022 (Resolution 58.08)
Purpose Guidelines	Withdrawal To officially withdraw a student must fill out and submit the electronic "Add/Drop/Total Withdrawal Form." When a student withdraws from any or all credit classes during: 1. Weeks 1 through 10 of class – student will receive an automatic "W" 2. Weeks 11 to the end of the semester – there are no student-initiated withdrawals. Grades of "W," "F," or "I" will be assigned by the class instructor. Faculty are required to include a last date of attendance when assigning final grades of W. Withdrawals from all courses are accepted. Withdrawal deadlines are prorated for classes less than a full semester in duration.

**SECTION 4: ACADEMIC REGULATIONS**
2. Students**TITLE: Withdrawal for Medical/Mental Health Reasons****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:** November 3, 2022 (Resolution 58.08)**Purpose**

LCCC students may apply to withdraw from courses for medical or mental health reasons. Failure to officially withdraw may result in the recording of failing grades. Students seeking to withdraw due to medical or mental health reasons must withdraw from all registered courses. There are rare occasions when it is appropriate for students to receive a medical withdrawal for one or two courses (ex. a physical injury that prevents the individual from participating in a course that requires physical activity.) Such exceptions will be considered on an individual basis.

Guidelines

*Whenever possible, students are encouraged to consider seeking incomplete grades instead of withdrawing and losing the semester's work. Students who wish to pursue this avenue must notify the course instructor to discuss remaining requirements and seek approval. (See **Incomplete Grade policy** at www.lccc.edu/current-students/registrationstudent-records/final-grades).

In order for a Medical or Mental Health Withdrawal Request to be considered for a given semester, all required documents must be completed in full and submitted at any time prior to the start of final examinations week. The documentation required for Withdrawal for Medical or Mental Health Reasons can be obtained from the LCCC website: <https://www.lccc.edu/current-students/student-records-registration/withdrawal-for-medical-mental-health-reasons>.

All approved requests will result in the assignment of "W" grades for each course on the student's academic transcript. There is no fee for this service. Please note that "W" grades will not be assigned if this request process is not completed prior to the start of final examinations week. In such cases, final grades will be assigned by the instructor(s).

Tuition refunds will be distributed as stated in the **College Refund Policy**. There will be no refund for medical or mental health withdrawals requested after the college refund deadlines. (See **College Refund Policy** at <http://www.lccc.edu/current-students/enrollmentregistration/withdrawal-policy-procedures>). If the withdrawal is due to a sudden medical/mental health emergency and the student's account is paid in full, tuition credit (for the upcoming semester) may be considered. Students remain fully responsible for College fees, any outstanding fines and repayment of financial aid as mandated by the Federal Government.

It is important to note that the U.S. Department of Education does not differentiate between a 'Medical or Mental Health Withdrawal' and a regular course withdrawal. If a student who has received financial aid, withdraws from courses (for medical or mental health reasons or not) before completing 60% of the semester, the U.S. Department of Education requires the College financial aid office to re-calculate the student's award based on the student's last date of attendance, to determine what amount of financial aid must be returned to the Federal Government. Under these circumstances, the student will be required to return funds for which they are no longer eligible by the government's regulations. (See **Withdrawal Policy for Students Receiving Financial Aid** at

(<http://www.lccc.edu/future-students/financial-aid/withdrawal-policy?destination=node%2F1342>).

Students who withdraw due to medical or mental health reasons will be required to satisfy conditions of medical clearance prior to re-entry. Documentation can be found on the LCCC website: <https://www.lccc.edu/current-students/student-records-registration/withdrawal-for-medical-mental-health-reasons>.

Questions and additional information, contact:

Registration & Student Records
 Student Services Center 122, Main Campus
 Phone: 610-799-1171
 Email: registrar@mymail.lccc.edu

REQUESTING Medical or Mental Health Withdrawal

Students who wish to request to withdraw from courses due to medical or mental health reasons must complete the following process to receive consideration.

Request Process:

1. Complete the ***Request for Medical or Mental Health Withdrawal*** documents (2 pages).
 - Page 1: *Student's Request for Medical or Mental Health Withdrawal* must be completed in full by the student, including signature at the bottom.
 - Page 2: *Physician or Mental Health Professional Form* also requires the student's signature, then must be completed by the licensed physician or mental health professional who provided care for the condition that required the student's withdrawal. Please attach date specific medical records that document the individual's condition and care received.
2. Submit all completed forms with attached medical or mental health care documentation at any time **prior to the start of** final examinations week, to:

Registration & Student Records
 SSC 122
 Lehigh Carbon Community College
 4525 Education Park Drive
 Schnecksville, PA 18078
 Fax: 610-799-1173
 Phone: 610-799-1171
3. Application materials will be confidentially maintained. Review will be conducted by the Assistant Director of Registration & Student Records and decision rendered within 7-10 work days of receipt.
4. Students may appeal the decision to the Director of Registration & Student Records if the student can demonstrate that:
 - a) A procedural error occurred in the interpretation of College regulations that effectively denied the student fair consideration,
 - b) The decision is held to be arbitrary and capricious.

Appeals must be submitted in writing to the Director (at the address above) within five (5) work days of notification that the request was denied. The decision of the Director shall be rendered within 15 work days of receipt of the student appeal and shall be deemed final.

RE-ENTRY following Medical or Mental Health Withdrawal

Students who withdraw due to medical or mental health reasons will be required to satisfy the following conditions for medical clearance prior to re-enrollment at LCCC:

Re-Entry Process:

1. Obtain the *Re-entry Documentation following Medical or Mental Health Withdrawal Form*.

2. The 1st section of the form must be completed by the student, including signature/date. All remaining sections of the form must be completed by the licensed physician or mental health professional who provided care for the condition that required the student's withdrawal.

Submit the completed form, **prior to the deadline**, to:
 Office of Counseling & Community Standards SSC 126
 Lehigh Carbon Community College
 4525 Education Park Drive
 Schnecksville, PA 18078
 Fax: 610-769-1324
 Phone: 610-799-1895

Deadlines for submission of Re-Entry Documentation
 August 1 for Fall semester re-entry
 December 1 for Winter session re-entry
 December 15 for Spring semester re-entry
 April 30 for Summer session re-entry

3. The documentation will be confidentially maintained, reviewed, and an appointment scheduled for the student to meet with the Associate Dean of Student Development and/or designees. A decision will then be rendered regarding the student's clearance for return, and the student will be notified accordingly.
4. Students may appeal the decision to the Dean of Student Development, Equity and Inclusion, if the student can demonstrate that:
 - a) A procedural error occurred in the interpretation of College regulations that effectively denied the student fair consideration,
 - b) The decision is held to be arbitrary and capricious.

Appeals must be submitted in writing to the Dean (at the address above) within five (5) business days of notification that the request for re-entry was denied. Decision of the Dean shall be rendered with 15 work days of receipt of the student appeal and shall be deemed as final.

Questions and additional information, contact:

Office of Counseling & Community Standards
 Student Services Center 126, Main Campus
 Phone: 610-799-1895 Email: supportandsuccess@lccc.edu



SECTION 4: ACADEMIC REGULATIONS
2. Students

TITLE: LCCC Code of Student Conduct

ADOPTED: June 4, 2014 (Resolution 49.54)

REVISED: February 7, 2019 (Resolution 54.25)
September 3, 2020 (Resolution 56.08)

LCCC Code of Student Conduct

*The **Lehigh Carbon Community College** Code of Student Conduct
is adapted from The NCHERM Group Model Developmental Code of Student Conduct,
The NCHERM Group Code Model Project, 2013 as updated and is used here with permission.*
<http://www.nchem.org>

**A Developmental Framework for a Code of Student Conduct:
The NCHERM Group Code Project
Community College Edition
September 2013, updated March 12, 2014**

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Preface

Core Values of Student Conduct

- **Integrity:** College students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community:** College students build and enhance their community.
- **Social Justice:** College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** College students show positive regard for each other, for property and for the community.
- **Responsibility:** College students are given and accept a high level of responsibility of self, to others and to the community.

Lehigh Carbon Community College students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online [www.lccc.edu] for the updated versions of all policies and procedures.

Lehigh Carbon Community College: Code of Student Conduct

Section 1: Mission/Vision/Philosophy Statement

The **Lehigh Carbon Community College (herein referred to as “College”)** community is committed to fostering a learning environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the **Office of The Dean of Student Support and Success** is committed to an educational and developmental process that balances the interests of individual students with the interests of the Lehigh Carbon Community College community.

A community exists on the basis of shared values and principles. At Lehigh Carbon Community College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the ***Code of Student Conduct***. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Each member of the College community bears responsibility for their own conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the ***Code of Student Conduct***.

The student conduct process at the College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of College policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

SECTION 2: JURISDICTION

Students at the College are provided a copy of the **Code of Student Conduct** annually in the form of a link on the College website: <https://www.lccc.edu/student-experience/lccc-code-of-student-conduct>. Hard copies are available upon request from the **Office of The Dean of Student Support and Success**. Students are responsible for having read and abiding by the provisions of the **Code of Student Conduct**.

The **Code of Student Conduct** and the student conduct process apply to the conduct of individual credit and non-credit students and all College-affiliated student organizations or activities. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended/an application has been submitted/an enrollment fee has been paid and thereafter as long as the student has a continuing educational interest in the College. The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate; all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The **Code of Student Conduct** applies to behaviors that take place on or off the campus, at College-sponsored events and may also apply off-campus when the **Dean of Student Support and Success** or designee determines that the off-campus conduct affects a substantial College interest.³ A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College;

The **Code of Student Conduct** may be applied to behavior conducted online, via email or other electronic medium including but not limited to text, cell use, or any social media platform. Students should also note that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations. The College does not regularly search for this information but may take action if and when such information is found by or brought to the attention of College officials. However, most online speech by students not involving College networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";
- Speech posted online about the College or its community members that causes an on-campus disruption.

³ Adapted, with gratitude, from Penn State University.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. **The Code shall also be applied to camp attendees and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements.** Visitors to and guests of the College may seek resolution of violations of the ***Code of Student Conduct*** committed against them by members of College community.

There is no time limit on reporting violations of the ***Code of Student Conduct***; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Support and Success and/or to Campus Public Safety and Security. Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint.

A student facing an alleged violation of the *Code of Student Conduct* is not permitted to withdraw from the College until all allegations are resolved⁴.

College email is the College's primary means of communication with students.

Students are responsible for all communication delivered to their College email address.

⁴ Many students are simply electing to withdraw once notified that they are facing an accusation. Withdrawal, like admission, should require an administrative action. A student can request a withdrawal for any number of reasons, which can then be administratively approved or denied. In this approach, a request would be denied until the conduct complaint is resolved, if a complaint is pending at the time of the withdrawal request. Yes, a student may effectively withdraw themselves by dropping out, but must go through the process to change their status officially. This approach resolves the challenge of proceeding with the conduct process after a student withdraws themselves. Once the process is complete, if the student is sanctioned, the student must complete the sanctions before becoming eligible to re-enroll, if at all. A hold on withdrawal can be placed accordingly until then.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Student Conduct*. When an offense occurs over which the College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The College reserves the right to exercise its authority of **interim suspension upon notification that a student is facing criminal investigation and/or complaint** (additional grounds for interim suspension are outlined on p. 22 of this Code of Student Conduct). Interim suspensions are imposed until a hearing can be held under Section 7 Formal Conduct Procedures. Within that time, the suspended student may request an immediate hearing from the **Dean of Student Support and Success** to show cause why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed.

Students accused of crimes may request to take a leave from the College until the criminal charges are resolved. In such situations, the College procedure for voluntary leaves of absence is subject to the following conditions:

- The accused student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The accused student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The accused student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

SECTION 4: STANDARDS OF CONDUCT

Core Values and Behavioral Expectations

The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students. The College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

Integrity: College students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, reports, accounts, records, identification or financial instruments;
2. **Academic Dishonesty.** Acts of academic dishonesty, including cheating, plagiarism and related misconduct as outlined in the College's *Academic Honesty Policy*, found at [https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-\(AC\)June-4-2020_1.pdf](https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-(AC)June-4-2020_1.pdf) and LCCC Policies and Regulations Manual;
3. **Unauthorized Access.** Unauthorized access to any College building (i.e. keys, cards, by time of day, etc.) facilities or grounds, unauthorized possession, duplication or use of means of access to any College building, facilities or grounds, or failing to timely report a lost College identification card or key;
4. **Collusion.** Action or inaction with another or others to violate the **Code of Student Conduct**;
5. **Trust.** Violations of positions of trust within the community;
6. **Election Tampering.** Tampering with the election of any College-recognized student organization (minor election code violations are addressed by the SGA);
7. **Taking of Property.** Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables;
8. **Stolen Property.** Knowingly taking or maintaining possession of property of another;

Community: College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

9. **Disruptive Behavior.** Substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus; includes but is not limited to overt disrespect for the ideas and opinions of others, disruptive talk during class, disruptive use of electronic devices, unauthorized tardiness or early departure from class.
10. **Rioting.** Causing or inciting others or participating with others in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
11. **Unauthorized Entry.** Misuse of access privileges to College premises or unauthorized entry to or use of buildings, facilities or grounds, including trespassing, propping open or unauthorized use of alarmed doors for entry into or exit from a College building;
12. **Trademark.** Unauthorized use (including misuse) of College or organizational names and images;
13. **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another;
14. **College Computing Systems and Facilities.** Violating the College's Technology – Responsible Use of College Computing Resources Policy, found at [https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-\(AC\)June-4-2020_1.pdf](https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-(AC)June-4-2020_1.pdf) and LCCC Policies and Regulations Manual;

15. **Gambling.** Gambling as prohibited by the laws of the Commonwealth of Pennsylvania. Subject to local statutes, activities such as raffles, lotteries, drawings, sports pools and online betting activities that benefit recognized campus organizations may be permitted with the approval of the Director of Student Life. For more information, see Gambling Policy in Student Handbook;
16. **Weapons.** Possession of a firearm, explosive or weapon on College campus or in any building under College control or at any College-sponsored event without the explicit authorization of the College, whether or not a federal or state license to possess the same has been issued to the possessor.
 - a. **Firearm** - any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball, or other projectile, whether loaded or unloaded, including those powered by CO²
 - b. **Explosive** - any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that upon ignition... may cause sudden destruction. This includes, but is not limited to firecrackers, black powder, dynamite, etc. as well as detonating devices.
 - c. **Weapon** - any device designed to or traditionally used to inflict harm. This includes, but is not limited to firearms, slingshots, switchblades, daggers, black jacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc. This also includes any object that could be reasonably construed as a weapon; or any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of PA.

For more information, see *Firearms, Weapons and Explosives Policy* in Student Handbook and LCCC Policies & Regulations Manual;
17. **Smoking.** Smoking and/or the use of tobacco products including lighted cigars, cigarettes, pipes or any other form of smoking objects or devices including vape devices or electronic cigarettes in all buildings and on all campuses of the College. For more information, see *Smoking Policy* in Student Handbook and LCCC Policies and Regulations Manual;
18. **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury.
 - b. Failure to evacuate a College-controlled building during a fire alarm;
 - c. Improper use of College fire safety equipment; or
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a local fine in addition to College sanctions;
19. **Animals.** Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs) are not permitted on campus except as permitted by law. [https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-\(AC\)June-4-2020_1.pdf](https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-(AC)June-4-2020_1.pdf)
20. **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted on College grounds.

Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

For related policy information, see the College's following policies:

2-214 *Equal Employment Opportunity*

2-610 *Sexual Misconduct*

2-612 *Unlawful Harassment*

4-203 *Anti-Hazing*

at [https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-\(AC\)June-4-2020_1.pdf](https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-(AC)June-4-2020_1.pdf)

21. **Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law that limits or denies the ability of any person to participate in or benefit from the College's educational program or activities. See the College's policy 2-214 *Equal Employment Opportunity* at [https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-\(AC\)June-4-2020_1.pdf](https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-(AC)June-4-2020_1.pdf)
22. **Harassment.** Any unwelcomed conduct based on actual or perceived status including: (gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community. See the College's policy 2-612 *Unlawful Harassment* at [https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-\(AC\)June-4-2020_1.pdf](https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-(AC)June-4-2020_1.pdf)
 - a. Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment when unwelcomed harassment is severe, pervasive (or persistent) or objectively offensive that it interferes with, limits or denies the ability of any person to participate in or benefit from the College's educational or employment program or activities⁵.
23. **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by a responding individual or allied third-party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity.
24. **Bystanding.**
 - a. Complicity with or failure of any student to appropriately address known or obvious violations of the **Code of Student Conduct** or law;
 - b. Complicity with or failure of any organized group to appropriately address known or obvious violations of the **Code of Student Conduct** or law by its members.

⁵ This policy attempts to balance the need of the community to create a civil climate while also embracing the 1st Amendment protection that attaches to most harassing speech that is simply offensive.

25. **Abuse of Conduct Process.** Abuse of, *interference* with, or failure to comply in, College processes including conduct and academic integrity hearings including, but not limited to:
- Falsification, distortion, or misrepresentation of information;
 - Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
 - Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
 - Failure to comply with the sanction(s) imposed by the campus conduct system;
 - Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

For related policy information, see the College's *Equal Employment Opportunity Statement and Grievance procedure* at [https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-\(AC\)June-4-2020_1.pdf](https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-(AC)June-4-2020_1.pdf)

26. **Harm to Persons.** Intentionally or recklessly causing *physical* harm or endangering the health or safety of any person.
27. **Threatening Behaviors:**
- Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - Intimidation.** Implied threats or acts that cause a reasonable fear of harm in another.
28. **Bullying and Cyberbullying.** Repeated and/or aggressive behaviors that intimidate or harm or control another person physically or emotionally, and are not protected by freedom of expression.
29. **Hazing.** Knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an *organization*, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causing, coercing or forcing a minor or student to do any of the following:
- Violate Federal or State Criminal law.
 - Consume any food, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
 - Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
 - Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
 - Endure brutality of a sexual nature.
 - Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events. See the College's *policy 4-203 Anti-Hazing* at [https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-\(AC\)June-4-2020_1.pdf](https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-(AC)June-4-2020_1.pdf)

30. **Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another (also called domestic and/or *dating* violence); including any violation of a Protection from Abuse Order;
31. **Stalking.** A course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;
32. **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non- consensual sexual contact, non-consensual sexual *intercourse*, and/or sexual exploitation See the College's *policy 2-612*

Sexual Misconduct at [https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-\(AC\)June-4-2020_1.pdf](https://www.lccc.edu/LCCC/media/about-lccc/Sponsor%20Communications/27-c-(AC)June-4-2020_1.pdf) and *Procedures for Victims of Sexual Assault* in Student Handbook for further information);

33. **Public Exposure.** Includes deliberately and *publicly* exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility: College students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

34. **Alcohol.** Use, possession, manufacture or *distribution* of alcoholic beverages or paraphernalia except as expressly permitted by law and the College's alcohol policy at <https://www.lccc.edu/about-lccc/safety-and-security> or see *Alcohol and Other Drug Policy* in Student Handbook for further information;
35. **Drugs.** Use, possession, manufacture or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the College's Drug Policy <https://www.lccc.edu/about-lccc/safety-and-security> or see *Alcohol and Other Drug Policy* in Student Handbook for further information;
36. **Prescription Medications.** Abuse, misuse, *sale*, or distribution of prescription or over-the-counter medications;
37. **Failure to Comply.** Failure to comply with the reasonable directives of College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself and show acceptable photo identification (such as student ID, valid driver's license, valid state ID) to these persons when requested to do so;
38. **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the College, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the College acting in an official capacity.
39. **Arrest.** Failure of any student to accurately report an arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the **Office of the Dean of Student Support and Success** within seventy-two (72) hours of release.
40. **Other Policies.** Violating other published College *policies* or rules.
41. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, roofs, etc.). Committing any act likely to create an imminent safety or health hazard. Failure to comply with College , local, state or federal health and safety requirements and policies, even if temporary due to management of an emergency or ongoing crisis.
42. **Violations of Law.** Evidence of violation of local, state or federal laws, on College premises or at College sponsored activities, when substantiated through the College's conduct process.

SECTION 5: OVERVIEW OF THE CONDUCT PROCESS

This overview gives a general idea of how the College's conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The conduct process and all applicable timelines commence with notice to an administrator of a potential violation of College rules.⁶ Any of the following processes may be conducted remotely (phone, video conferencing) as needed.

“Day” or “days” shall mean throughout this document normal business days when the College is in operation.

NOTICE. Once notice is received from any source (victim, 3rd party, online, etc.), the College may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the accused student to explain the conduct process to the accused student and gather information.

A. STEP 1: Preliminary Inquiry and/or Educational Conference

The College conducts a **preliminary inquiry** into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient *evidence* to pursue the investigation, because the behavior alleged, even if proven, would not violate the **Code of Student Conduct**, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
2. A more comprehensive investigation, *when* it is clear more information must be gathered (see detailed procedures in Section 7, E.);
3. A formal complaint of a violation and/or an educational conference with the accused student.

When an initial educational meeting/conference is held, the **possible outcomes include**:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below);
- A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If a decision on the allegation is made and the **finding is that the accused student is not responsible** for violating the Code, the process will end. The party bringing the complaint may request that the Dean of Student Support and Success and the Title IX Coordinator reopen the investigation and/or grant a hearing. This decision shall be in the sole discretion of the Dean of Student Support and Success and the Title IX Coordinator and will only be granted for extraordinary cause based on new evidence not provided previously.

If the College's **finding is that the accused student is in violation, and the student accepts this finding within five (5) days of receiving notice of the findings**, the College considers this an “uncontested allegation.” The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the accused student may accept or reject. If accepted, the process ends.⁷

If the accused student accepts the findings, but rejects the sanction, the College will then conduct a sanction-only hearing, conducted under Section 7, F b by a panel designated by the Dean of Student Support and Success which recommends a sanction to the Dean of Student Support and Success. The sanction is then reviewed and finalized by the Dean of Student Support and Success and is subject to

⁶ In Title IX related issues, the “administrator” is any “responsible employee” as defined under Title IX and/or campus policy.

⁷ In cases of minor misconduct, both steps in this paragraph can be accomplished in one meeting.

appeal (see *Appeal Review Procedures* in Section 7, P.) by the accused student. Once the appeal is decided, the process ends.

If the administrator conducting the initial educational conference **determined that it is more likely than not that the accused student is in violation, and the student rejects that finding in whole or in part**, then it is considered a “contested allegation” and the process moves to Step 2.

B. STEP 2: Formal Hearing

In a “contested allegation”, additional investigation may be commenced and/or a hearing may be held when there is reasonable cause to believe that a rule or rules have been violated. A formal notice of the complaint will be issued to the accused student, and a hearing will be held before a panel established by the Dean of Student Support and Success. A finding will be determined and is final except in cases that involve Title IX or other discrimination allegations. In those cases, the hearing results serve as a recommendation to the Dean of Student Support and Success and, where appropriate, the Title IX Coordinator, who review and finalize the finding.⁸ If the finding is that the accused student is not responsible, the process ends. Applicable appeals options are described below.

C. STEP 3: Review and Finalize Sanction(s).

If the student is found in violation(s), sanctions will be recommended by the panel to the Dean of Student Support and Success (and Title IX Coordinator when applicable), who will review and finalize the sanctions, subject to the College appeals process by the accused student.

⁸ The findings of the hearing should only be overturned or modified when necessary to conform to Title IX and/or to repair error that would result in appeal.

SECTION 6: STUDENT CONDUCT AUTHORITY

A. Authority

The Dean of Student Support and Success is vested with the authority over student conduct by the Board of Trustees and President. The Dean of Student Support and Success may appoint a designee to oversee and manage components of the student conduct process. The Dean of Student Support and Success or designee may appoint administrative hearing [conference] and appeal panels as deemed necessary to efficiently and effectively supervise the student conduct process.

The **Dean of Student Support and Success or designee** will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is limited to a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

C. Conflict Resolution Options

The Dean of Student Support and Success has discretion to refer a complaint to mediation or other forms of appropriate conflict resolution. To be binding, all parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. **The Dean of Student Support and Success may also suggest that complaints that do not involve a violation of the *Code of Student Conduct* be referred for mediation or other appropriate conflict resolution.**

D. Composition of the Hearing Panel

The Dean of Student Support and Success or designee will be responsible for assembling the Hearing Panel according to the following guidelines:

1. The membership of the panel is selected from a pool of at least 6 students, 6 faculty, and 6 staff/administrative members appointed and trained for at least 9 hours annually by the Dean of Student Support and Success⁹ or designee
2. For each complaint, a panel will be chosen from the available pool, and is usually comprised of one student, one faculty member, and one staff member or administrator. Availability may determine a different composition for the Panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Dean of Student Support and Success will usually use three administrative/staff members for the panel. The Dean of Student Support and Success or designee appoints **the chair** of the Hearing Panel, who assures that College procedures are followed throughout the hearing. The chair will vote only in the event of a tie among the panel members.

⁹ Alternatively, an all-administrative panel, or a panel without student members can be chosen

E. Administrative Hearing (or Conference) Officers

Administrative Hearing Officers (AHO) are chosen from a pool of annually trained administrators or staff members selected by the Dean of Student Support and Success

F. Panel Pool and the Appeals Panel

Three-member Appeals Panels are drawn from the Hearing panel pool, with the only requirement being that they did not serve on the Panel for the initial hearing. Appeals Panels review appeal requests submitted by the Dean of Student Support and Success. If an all administrative/staff panel is used to hear a sensitive issue, the Appeals Panel will also be comprised of only administrative/staff members.

To serve in the panel pool, students must:

1. Be in academic good standing and have completed [15] hours of academic credit with a cumulative GPA of at least 2.0.
2. Be in good standing with the conduct process throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel. A history of misconduct may disqualify a student for service.
3. Submit a letter of recommendation from a faculty member or administrator from within the College community.

The Dean of Student Support and Success will have final authority to approve all those serving on the panel. The non-voting advisor to the panel is the Dean of Student Support and Success or designee with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the party bringing the complaint and accused student. In the event of a resignation from the panel, the Dean of Student Support and Success or designee will solicit a replacement from the group from which the representative came.

Decisions made, and sanctions imposed, by the panel or an AHO will be final and implemented, pending the normal appeal process. At the discretion of the Dean of Student Support and Success or designee, implementation of sanctions may be stayed pending review.

G. Interpretation and Revision

The Dean of Student Support and Success will develop procedural rules for the administration of hearings that are consistent with provisions of the *Code of Student Conduct*. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Dean of Student Support and Success or designee may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The Dean of Student Support and Success or designee may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party.

Any question of interpretation of the *Code of Student Conduct* will be referred to the Dean of Student Support and Success, whose interpretation is final. The *Code of Student Conduct* will be updated annually under the direction of the Dean of Student Support and Success with a comprehensive revision process being recommended every five [5] years.

SECTION 7: FORMAL CONDUCT PROCEDURES

In the event of a conflict in this Code of Student Conduct regarding procedures, Section 7 shall prevail.

A. College as Convener

The College is **the convener** of every action under this code. Within that action, there are several roles. The accused **student** is the person who is alleged to have violated the Code. The **party bringing the complaint**, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the accused student. There are **witnesses**, who may offer information regarding the allegation. There is an **investigator(s)** whose role is to present the allegations and share the evidence that the College has obtained regarding the allegations.

B. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code occur by the organization or its member(s):

- At organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

C. Amnesty:

1. **For Victims. The College provides amnesty to victims who may be hesitant to report to** College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result¹⁰.
2. **For Those Who Offer Assistance.** To encourage students to offer help and assistance to others, **the College pursues a policy of amnesty for minor violations when students offer help to others in need.** At the discretion of the Dean of Student Support and Success, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.
3. **For Those Who Report Serious Violations. Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College are offered amnesty for their minor violations.** Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Dean of Student Support and Success not to extend amnesty to the same person repeatedly.

¹⁰ Records regarding the provision of amnesty, however, should be maintained.

4. **'Safe Harbor' Rule.** The College has a 'safe harbor' rule for students. The College believes that students who have a drug and/or addiction problem deserve help. **If any College student brings their own use, addiction, or dependency to the attention of College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued.** A written action plan may be used to track cooperation with the safe harbor program by the student.

Failure to follow the action plan will nullify the safe harbor protection and campus conduct proceedings will be initiated.

D. Notice of Alleged Violation

Any member of the College community, visitor or guest may allege a policy violation(s) by any student for misconduct under this Code by the following process and/or via *my.lccc.edu*.

The Notice may also be given to the Dean of Student Support and Success or designee and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third-party, and should be submitted as soon as possible after the offending event occurs. The College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Dean of Student Support and Success or designee will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

E. Investigation

Investigation is referenced in Section 5, Steps 1 and 2 above, with detailed investigation procedures described in this sub-section. **The Dean of Student Support and Success will appoint an investigator(s) for allegations under this Code.¹¹ The investigator(s) will take the following steps, if not already completed:**

1. Initiate any necessary remedial actions on behalf of the victim (if any);
2. Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged victim, or a College proxy or representative;
3. Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
 - a. If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
 - b. Notify the victim of whether the College intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
 - c. Preliminary investigation usually takes between 1-7 business days to complete;

¹¹ For any complaint that falls under Title IX (e.g. sexual misconduct) or involves any other form of discrimination, the Dean of Student Support and Success will work under the direction of the Title IX Coordinator.

4. If indicated by the preliminary investigation and authorized by the Dean of Student Support and Success, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the accused student violated College policy, and to determine what specific policy violations should serve as the basis for the complaint;
 - a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
 - b. A comprehensive investigation usually takes between one day and two weeks;
5. Meet with the party bringing the complaint to finalize their statement, which will be drawn up by the investigator or designee as a result of this meeting;
6. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused student, who may be given notice of the interview prior to or at the time of the interview;
 - a. Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the accused student is interviewed, at the discretion of the investigator(s);
7. Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy;
8. Obtain all documentary evidence and information that is available;
9. Obtain all physical evidence that is available;
10. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
11. Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
12. Present the investigation report and findings to the accused student, who may:
 - a. accept the findings,
 - b. accept the findings in part and reject them in part,
 - c. or may reject all findings;
13. Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

F. Findings

The following options (1-3) describe how to proceed depending on whether the responding student is found responsible and whether the accused student accepts or rejects the findings and/or the sanctions either in whole or in part.

1. The accused Student is Found “Not Responsible”

Where the accused student is found not responsible for the alleged violation(s), the investigation will be closed. The party bringing the complaint, if any, may request that the Title IX Coordinator and/or Dean of Student Support and Success, as applicable, review the investigation file to possibly re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Title IX Coordinator or the Dean of Student Support and Success as applicable, in these cases, and is granted only on the basis of extraordinary cause and based on new evidence not previously provided.

2. The Responding Student Accepts a Finding of “Responsible” ...

a. The accused Student Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions.

Should the accused student accept the finding that the student violated College policy, the Investigator will recommend appropriate sanctions for the violation, having consulted with Dean of Student Support and Success and/or Title IX Coordinator, as appropriate. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. If the responding student accepts these recommended sanctions, the sanctions are implemented by the Dean of Student Support and Success and the process ends. There will be a three-day period for review between the date of acceptance and when the resolution becomes final. Should the accused student decide to reject the sanctions within that time period, Option 2 b., below, will apply. This outcome is not subject to appeal.

b. The accused Student Accepts a Finding of “Responsible” and Rejects the Sanctions Recommended.

If the accused student accepts the “responsible” findings, but rejects the recommended sanctions, there will be an administrative conference on the sanction, only. Administrative conference procedures are detailed below.

3. Accused Student Rejects the Findings Completely or In-part

a. Accused Student Rejects the Findings Completely

Where the accused student rejects the finding that the student violated College policy, a **formal hearing will be convened within seven (7) business days**, barring exigent circumstances.

At the hearing, the investigator(s) will present their report to the panel, the panel will hear from the parties, and any necessary witnesses. The investigation report will be considered by the panel, which renders an independent and objective finding. Full panel procedures are detailed below.

If the panel finds the accused student not responsible for all violations, the Dean of Student Support and Success will timely inform the parties of this determination and the rationale for the decision in writing. This determination is **subject to appeal by any party to the complaint**. Appeal review procedures are outlined below.

If the panel finds a violation, it will recommend a sanction/responsive action to the Dean of Student Support and Success, who will (confer with the Title IX Coordinator as necessary and), **render a decision within seven (7) days of receipt of the Panel’s report and timely notify the parties (orally, as well as) in writing.** An appeal of sanction(s) may be filed by the accused student.

b. Accused Student Accepts the Findings in Part and Rejects in Part

Where the accused student rejects in part the finding that the student violated College policy, **there will be a panel hearing solely on the disputed allegations within seven (7) days after the Dean of Student Support and Success receives the panel's report**, barring exigent circumstances. For all findings holding a student responsible for a violation, the College will follow the sanctioning process detailed in sub-sections K(8) and K(9), below. If the Panel finds the accused student "Not Responsible" on any of the contested allegations, the process will move to the Sanctioning Phase on only the uncontested allegations, as detailed in sub-sections K(8) and K(9), below.

G. Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature

All hearings under this sub-section will be conducted by a three member administrative only panel drawn from the panel pool. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the party bringing the complaint or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused student.

The past sexual history or sexual character of a party will not be admissible in hearings unless such information is determined to be highly relevant by the panel Chair. All such information sought to be admitted by a party or the College will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of pattern, repeated, and/or predatory behavior by the accused student, in the form of previous findings in any legal or campus proceeding, [or in the form of previous good faith allegations], will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct, other behavior falling within the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

H. Notice of Hearing

Once a determination is made that reasonable cause exists for the Dean of Student Support and Success or designee to refer a complaint for a hearing, notice will be given to the accused student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Student Support and Success or designee; mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

The letter of notice will:

1. Include the alleged violation and notification of where to locate the **Code of Student Conduct** and College procedures for resolution of the complaint; and
2. Direct the accused student to contact the **Dean of Student Support and Success or designee** within a specified period of time to respond to the complaint. This time period will generally be no less than two (2) days from the date of delivery of the notice letter.

A meeting with the Dean of Student Support and Success or designee may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the accused student may indicate, either verbally or in writing, to the Dean of Student Support and Success or designee, whether the student admits to or denies the allegations of the complaint.

I. Interim Action

When a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College. The Dean of Student Support and Success or designee may impose restrictions and/or separate a student from the community pending the scheduling of a hearing on the alleged violation(s) of the *Code of Student Conduct*. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a hearing on the alleged violation(s) of the *Code of Student Conduct*.

A student who receives an interim suspension may request a meeting with the Dean of Student Support and Success or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the College may still proceed with the scheduling of a hearing.

During an interim suspension, a student will be denied access to College campus/facilities/event including in person and online or remote classes. As determined appropriate by the Dean of Student Support and Success, this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Student Support and Success and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

J. Hearing Options & Preparation

The following sub-sections describe the College's conduct hearing processes. Except in a complaint involving failure to comply with the notice letter of the Dean of Student Support and Success or designee, no student may be found to have violated the ***Code of Student Conduct*** solely as a result of the **student's failure to appear for a hearing**. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Dean of Student Support and Success, AHO or panel presiding over the hearing without the presence of the accused student.

Where the accused **student admits to violating the *Code of Student Conduct***, the Dean of Student Support and Success or designee may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an **administrative conference**. In an administrative conference, complaints will be heard and determinations will be made by the Dean of Student Support and Success or designee.

Where the accused **student denies violating the *Code of Student Conduct***, a hearing will be conducted. This process is known as a **panel hearing**. At the discretion of the Dean of Student Support and Success or designee, a request by one or more of the parties to the complaint for an administrative conference may be considered. Students who deny a violation for which a hearing will be held will be given a minimum of seven (7) days to prepare unless all parties wish to proceed more quickly. **Preparation for a panel hearing is summarized in the following guidelines:**

1. **Notice of the time, date and location of the hearing** will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Student Support and Success or designee; mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.
2. If there is an alleged victim of the conduct in question, the alleged victim may serve as the **party bringing the complaint** or may elect to have the College administration serve as the party bringing the complaint forward. Where there is no alleged victim, the College administration will serve as the party bringing the complaint forward.
3. **If an accused student fails to respond to notice from the Dean of Student Support and Success or designee**, the Dean of Student Support and Success or designee may initiate a complaint against

the student for failure to comply with the directives of a College official and give notice of this offense. Unless the student responds to this notice within two (2) days by answering the original notice, an administrative conference may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on the student's College account, deeming the student ineligible to register for courses until such time as the student responds to the initial complaint.

4. **At least three (3) days before any scheduled formal hearing, the following will occur:**

- a. The accused student will deliver to the Dean of Student Support and Success or designee, a written response to the complaint;
- b. The accused student will deliver to the Dean of Student Support and Success or designee, a written list of all witnesses for the College to call at the hearing;
- c. The accused student will deliver to the Dean of Student Support and Success or designee all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean of Student Support and Success can arrange for its presence;
- d. The party bringing the complaint will deliver to the Dean of Student Support and Success or designee, a written list of all witnesses for the College to call at the hearing;
- e. The party bringing the complaint will deliver to the Dean of Student Support and Success or designee all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean of Student Support and Success can arrange for its presence;
- f. The party bringing the complaint and the responding student will notify the Dean of Student Support and Success or designee of the names of any advisors/advocates who may be accompanying the parties at the hearing.

5. **The Dean of Student Support and Success or designee will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) days before any scheduled hearing.** In addition, at least five (5) days prior to the hearing, the parties will be given a list of the names of all the panelists in advance. Should any party object to any panelist, that party must raise all objections, in writing, to the Dean of Student Support and Success immediately, but no less than two (2) days prior to the hearing. Hearing officers will only be unseated if the Dean of Student Support and Success concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

K. Hearing Procedures

The Dean of Student Support and Success will appoint one panelist as the Chair for the hearing.

The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. **If a student cannot attend the hearing, it is that student's responsibility to notify the Dean of Student Support and Success no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location.** Except in cases of grave or unforeseen circumstances, if the accused student fails to give the requisite minimum three (3) day notice, or if the accused student fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dropped unless the College chooses to pursue the allegation on its own behalf, as determined by the Dean of Student Support and Success.

The Dean of Student Support and Success or designee, the Chair and the Panel will conduct hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel Chair and the Dean of Student Support and Success.
3. In hearings involving more than one accused student, the standard procedure will be to hear the complaints jointly; however, the Dean of Student Support and Success may permit the hearing pertinent to each accused student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.
4. The parties have the right to an advisor/advocate of their own choosing, including attorneys. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the Chair and suggest questions to their advisee.
5. The party bringing the complaint, the accused student, the panel, and the Dean of Student Support and Success or designee will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the panel Chair and/or the Dean of Student Support and Success, or designee.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the panel and the Dean of Student Support and Success. Formal rules of evidence are not observed. The panel Chair and/or the Dean of Student Support and Success or designee may limit the number of character witnesses presented or may accept written affidavits of character instead.
7. All procedural questions are subject to the final decision of the Dean of Student Support and Success or panel Chair.
8. After a hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the accused student has violated the **Code of Student Conduct**. The Dean of Student Support and Success or designee will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The Dean of Student Support and Success or designee is responsible for informing the panel of applicable precedent and any previous conduct violations or other relevant pattern information about the accused student. The panel Chair will prepare a written deliberation report and deliver it to the Dean of Student Support and Success, detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the panel excluded from its consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Dean of Student Support and Success within two (2) days of the end of deliberations.

9. The Dean of Student Support and Success will consider the recommendations of the panel, may make appropriate modifications to the panel's report and will then render a decision and inform the accused student and party bringing the complaint (if applicable by law or College policy) of the final determination within seven (7) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Dean of Student Support and Success or designee; mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.
10. There will be a single verbatim record, such as an audio recording, for all hearings. Deliberations will not be recorded. Hearing recordings will be retained until the conclusion of the timeframe for submitting an appeal or conclusion of the enacted appeal proceedings. The recording will then be destroyed, except in cases of suspension/expulsion wherein records will be retained indefinitely. Hearing recordings will be the property of the College, confidentially maintained by the Dean of Student Support and Success.

L. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

1. **Warning:** An official written notice that the student has violated College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.
2. **Restitution:** Compensation for damage caused to the College or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. **Community/College Service Requirements:** For a student or organization to complete a specific supervised College service.
4. **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
5. **Confiscation of Prohibited Property:** Items whose presence is in violation of College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Dean of Student Support and Success and/or Campus Public Safety and Security.
6. **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
7. **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
8. **College Probation:** The student is put on official notice that, should further violations of College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
9. **Eligibility Restriction:** The student is deemed "not in good standing" with the College for a specified period of time. Specific limitations or exceptions may be granted by the Dean of Student Support and Success and terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or
 - b. Ineligibility to represent the College to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing

the College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

10. **College Suspension:** Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus upon notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Support and Success. During the suspension period, the student is banned from college property, functions, events and activities without prior written approval from the Dean of Student Support and Success. This sanction may be enforced with a trespass action as necessary.
11. **College Expulsion:** Permanent separation from the College. The student is banned from college property and the student's presence at any College- sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
12. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Student Support and Success or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

1. One or more of the sanctions listed above, and/or
2. Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.

M. Parental Notification

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

N. Notification of Outcomes

The outcome of a hearing is part of the education record of the accused student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or nonforcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the accused student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or nonforcible sex offense, the College may also release the above information publicly and/or to any third-party. FERPA defines "crimes of violence" to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and nonnegligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offences

10. Non-forcible sex offences

O. Failure to Complete Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Dean of Student Support and Success or Administrative Hearing [Conference] Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the College. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Dean of Student Support and Success.

P. Appeal Review Procedures

Any party may request an appeal of the decision of the *Panel or Administrative Conference* by filing a written request to the Dean of Student Support and Success, subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

GROUND FOR APPEAL REQUESTS

Appeals requests are limited to the following grounds:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction.¹² A summary of this new evidence and its potential impact must be included;¹³
3. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the accused student.

¹² Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence “unavailable” at the time of the hearing.

¹³ The Dean of Student Support and Success is expected to consult with the chair of the original panel to inquire as to whether the new evidence would, in the opinion of the Chair, have substantially impacted the original finding or sanction.

Appeals must be filed in writing with the Dean of Student Support and Success or designee within three (3) days of receipt by the accused student of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Dean of Student Support and Success and, when appropriate, the Title IX Coordinator.

The Dean of Student Support and Success will share the appeal by one party with the other party (parties) when appropriate (e.g., if the accused student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). **The Dean of Student Support and Success will refer the request(s) to the College's designated Appeal Review Officer**, who serves a three-year term, appointed by the President. The Dean of Student Support and Success will also draft a response memorandum to the appeal request(s), based on the Appeal Review Officer's determination that the request(s) will be granted or denied, and why. **All request-related documents are shared with all parties prior to submission to the Appeal Review Officer.**

The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. The Officer may consult with the Dean of Student Support and Success and/or Title IX Coordinator on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Appeal Review Officer determines whether to refer the appeal to an Appeals Panel (defined below) or to remand it to the original decision-maker(s), typically within 3-5 business days.

Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once. **Full rehearing by the Appeals Panel are not permitted.** Where new evidence is presented or the sanction is challenged, the Appeals Review Officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeals Panel with instruction on the parameters regarding institutional consistency and any applicable guidelines. **In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeals Panel must limit its review to the challenges presented.**

On reconsideration, the **Appeals Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds.** Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions of the Appeals Panel are to be made within five (5) days of submission to the Appeals Panel and are final, as are any decisions made by the original hearing body, Dean of Student Support and Success or Title IX Coordinator as the result of reconsideration consistent with instructions from the Appeal Review Officer.

THE APPEALS PANEL

Three-member Appeals Panels are drawn from the hearing panel pool, with the following requirements to serve:

1. they did not serve on the Panel for the initial hearing
2. they were not involved in the investigation in any way
3. they have been properly trained in appeals procedures

The Appeal Review Officer will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The Appeals Review Officer will make the determination as to

the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Appeals Review Officer will solicit a replacement from the pool of panelists.

The Dean of Student Support and Success or designee serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.

The presumptive stance of the College is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Dean of Student Support and Success, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Appeals Review Officer and Dean of Student Support and Success, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

OTHER GUIDELINES FOR APPEALS

- All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary.
- Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Q. Disciplinary Records

All conduct records are confidentially maintained by the College in the Office of the Dean of Student Support and Success for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion) and those that fall under Title IX, which are maintained indefinitely.

R. Approval and Implementation

This **Code of Student Conduct** was initially approved on August 4, 2016 by the Board of Trustees, effective on August 17, 2016, revised and adopted February 7, 2019.

Mission Statement:

Lehigh Carbon Community College dedicates itself to empowering learners through a variety of affordable educational pathways and services to achieve their individual academic and career goals.

LEADERSHIP COMPETENCIES

Organizational Strategy:

- Ensure the mission and values of the comprehensive community college drive the strategic plan
- Assess, develop, implement and evaluate strategies regularly to improve the quality of education, enhance learner success, and actively contribute to the long term health of our community
- Use data wisely to drive outcomes
- Demonstrate expertise in leading change
- Commit to decision-making processes that are transparent and collaborative
- Develop a positive environment that supports successful outcomes through innovation, open dialogue and teamwork
- Establish and communicate clear protocol and procedures so that employees are empowered to make decisions and act on ideas

Resource Management:

- Proactively manage performance to highest standards
- Promote fiscal ownership
- Make hiring decisions to accomplish strategic goals
- Train, coach and develop staff, faculty, and administration to create an institutional culture of and for student success
- Budget and allocate consistently with organizational strategies and pertinent regulations
- Empower employees to contribute to strategic plan goals
- Challenge the status quo to maximize effectiveness



Communication and Collaboration:

- Create and maintain open communications about resources, priorities, and future vision
- Sustain trust and respect by listening, understanding, analyzing, engaging, then acting in a constructive way
- Promote self responsibility in seeking and conveying information
- Match message to audience, both internal and external
- Leverage networks and partnerships both internally and externally
- Create processes that require shared problem solving and decision making
- Catalyze commitment of students, employees and community to work for the common good

Professionalism and Accountability:

- Demonstrate transformational leadership through authenticity, creativity, and vision
- Demonstrate courage to take risks, make difficult decisions, and accept responsibility for them
- Understand and manage the impact of perceptions and emotions on self and others
- Support active learning and professional development using feedback, self-reflection, goal setting and evaluation