Student Handbook





Student Handbook

Updated October, 2026

This handbook is designed to assist you and to help you get the most out of your time at Lehigh Carbon Community College (LCCC). Included is information about how you, the student, interact with the college and how the college interacts with you (college policies, services, expectations, and facilities). You are responsible for learning the material in this publication, as well as the current college catalog and LCCC Code of Student Conduct. Please read it carefully and make use of it.

The information and dates included in this handbook are accurate as possible at the time of publication. Please refer to the college website for the most current document. LCCC reserves the right to make additions and changes as required.

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Student Campus Directory

Lehigh Carbon COMMUNITY COLLEGE

Absences
Email Instructor
See syllabus for email address

Academic Advising
Advising Services Office
SSC 124 | 610-799-1137 | adviseme@lccc.edu

Accessibility and Special Programs
Educational Support Center
SH 150B | 610-799-1579 | educationalsupportservices@lccc.edu

Activities/Events
Student Life Office
ARC 203A | 610-799-1146 | studentlife@lccc.edu

Books and Supplies
Bookstore
ARC - 2nd Floor | 610-799-1126 | bookstore@lccc.edu

Bus Service
LANTA
888-253-8333 | www.lantabus.com

Career Exploration
Advising Services Office
SSC 124 | 610-799-1137 | adviseme@lccc.edu

Career Planning and Management
Career Development Center
SSC 4 | 610-799-1090 | careerservices@lccc.edu

Change of Address
(If employed by LCCC, obtain a Residency Certification Form from the Payroll Office)
Business Office
SSC 100 | 610-799-1157 | bursar1@mymail.lccc.edu

Change of Name/Major
Registration/Student Records
SSC 122 | 610-799-1171 | registrar@mymail.lccc.edu

Change of Schedule
Registration/Student Records
SSC 122 | 610-799-1171 | registrar@mymail.lccc.edu

Community Resources and Basic Needs
Elizabeth Rivera, CRBN Specialist
SSC 102B | 610-799-1087 | erivera1@lccc.edu

Community Service and Service Learning
Ctr. for Civic and Community Engagement
SSC 4 | 610-799-1090 | communityengagement@lccc.edu

Complaints and Grievances
On-line via myLCCC Portal: MyLink-Ombudsman Hotline
Business Hours: Mon.-Fri., 8:30 a.m.-5 p.m.
610-295-5168 | http://hirevision.issuetrak.com/

Counseling (Personal)
Counseling Center
SSC 126 | 610-799-1895 | counselingcenter@lccc.edu

Disability Support Services
Educational Support Center
SH 150 | 610-799-1154 or 610-799-1156 | dss@lccc.edu

Drop and Add Classes
Registration/Student Records
SSC 122 | 610-799-1171 | registrar@mymail.lccc.edu

Emergency Telephone (Red)
EMERGENCY USE ONLY

Academic Resource Center
1st floor by vending/lounge
2nd floor between Caf. & Bookstore
3rd floor at ARC 302
3rd floor at ARC 314

Berrier Hall
Lower lobby
Upper lobby

Community Services Center
Lower level at CSC 102
Upper level at Coat Room

Library
Upper level by vending
Lower level at elevator

Student Union
Upper level at elevator
Lower level at elevator

Science Hall Building
Hex area near courtesy phone
At SH 109 Office Suite
At SH 32 Office Suite
Upper level near elevator
Lower level near elevator

Student Services Center
Lower level
Lower level at north stairs

Technology Center
Lower level at north stairs
Lower level at TC 124
Lower level at main entrance
Upper level near TC 213
Upper level at north stairs
Upper level at TC 224

Fees and Parking Tickets
Business Office
SSC 100 | 610-799-1157 | bursar1@mymail.lccc.edu

Financial Aid
Financial Aid Office
SSC 118 | 610-799-1133 | finaid@mymail.lccc.edu

Food Pantry Program – The Cougar Cabinet
Elizabeth Rivera, CRBN Specialist
SSC 102B | 610-799-1087 | erivera1@lccc.edu

Graduation Application
Registration/Student Records
SSC 122 | 610-799-1171 | registrar@mymail.lccc.edu

Instructor Mailboxes/Outgoing Mail
Mailroom
SSC 5 | 610-799-1119 | duplicating@lccc.edu

International Student Advisement
Advising Services Office
SSC 124 | 610-799-1137 | adviseme@lccc.edu

Internships/Cooperative Education
Career Development Center
SSC 4 | 610-799-1090 | careerservices@lccc.edu

Intramurals, Recreation and Wellness
Fitness Center/Intramurals/Recreation
Intramural/Recreation/Wellness Office
BH 1A | 610-799-1181 | intramurals@lccc.edu

Job Search Assistance
Career Development Center
SSC 4 | 610-799-1090 | careerservices@lccc.edu

LCCC Off-Campus Sites
Front Desk
Allentown | 610-799-1940
Airport | 610-264-7089
Tamaqua | 570-668-6880

Learning Support
Educational Support Center
SH 150 | 610-799-1156 | educationalsupportservices@lccc.edu

Library
Service Desk
LB – Upper Level | 610-799-1150 | rothrock@lccc.edu

Lost and Found
Fitness Center Desk or
Public Safety and Security Office
BH – Fitness Center | 610-799-1561
SSC 1 | 610-799-1169

Noncredit Registration
Registration/Student Records
SSC 122 | 610-799-1197 | registrar@mymail.lccc.edu

Online Education
Online Education Tech Support
LB 31 | 610-799-1919 | onlinelearning@lccc.edu

Password Resets
Portal (for student email access, Bannerweb, Online classes, etc.)
Registration/Student Records
SSC 122 | 610-799-1171
(immediate reset requires visit and photo ID)

Photo ID
Registration/Student Records
SSC 122 | 610-799-1171 | registrar@mymail.lccc.edu
(for Allentown and Tamaqua sites, contact front desk numbers stated above)

Photocopies/Faxes
Bookstore
ARC - 2nd floor | 610-799-1126

Prior Learning
Military Transcript
Prior Learning Assessment
Academic Services
SSC 110 | 610-799-1019 | jtaschler@lccc.edu

Public Safety and Security
Public Safety and Security Office
SSC 1 | 610-799-1169

Registration for Classes
Registration/Student Records
SSC 122 | 610-799-1171 | registrar@mymail.lccc.edu

Residency Forms
Business Office
SSC 100 | 610-799-1157
(If employed by LCCC, obtain a Residency Certification Form from the Payroll Office)

Student Employment
Career Development Center
SSC 4 | 610-799-1090 | careerservices@lccc.edu

Student Government
Student Life Office
ARC 203A | 610-799-1146 | studentlife@lccc.edu

Student Help Desk
Rothrock Library
Service Desk, Upper Level | 610-799-1861 | helpme@lccc.edu

Testing Center
Testing Center
SSC 125 | 610-799-1124 | testingcenter@lccc.edu

Transcripts, Academic
Registration/Student Records
SSC 122 | 610-799-1171 | registrar@mymail.lccc.edu

Transfer Information
Transfer University Center
SSC 4 | 610-799-1137 | transfer@lccc.edu

Tuition Payments
Business Office or
Online via the Student Portal
SSC 100 | 610-799-1157 | bursar1@mymail.lccc.edu

Tutoring/Educational Support
Educational Support Center
SH 150 | 610-799-1156 | educationalsupportservices@lccc.edu

Vehicle Registration
Public Safety and Security Office
SSC 1 | 610-799-1169

Vending Machine Refund
Business Office
SSC 100 | 610-799-1157

Verification of Degree
www.studentclearinghouse.org

Veterans' Enrollment Information
Registration/Student Records
SSC 122 | 610-799-1177 | registrar@mymail.lccc.edu

WEPA Print Kiosks
ARC – 2nd Floor
Library - Upper Level
Student Union - Lower Level
LCCC Tamaqua – 120 Lounge
LCCC Allentown - Open Lab and 2nd floor (adjacent to elevators)

Withdrawal from Classes
Registration/Student Records
SSC 122 | 610-799-1171 | registrar@mymail.lccc.edu

WXLV Digital Media Center
(The iHeart Radio Station of LCCC)
Website: wxlvradio.com
Office | 610-799-1145
Request Line | 610-799-4141

College Terminology

Advising and Counseling Services
Advisors and Counselors assist students with making informed decisions in the pursuit of academic and career goals. Advisors and counselors can help with registration, transfer, questions regarding courses required for programs of study, career, academic, and personal concerns. When you aren't sure what to do or where to go – ASK!

Articulation Agreement
A formal agreement between LCCC and a four-year college that provides guidelines and course equivalency information related to transfer.

Associate in Arts and Associate in Science Degrees
A degree granted after completing a minimum of 60 credits of academic study and fulfilling graduation requirements of the chosen major. These degrees are designed to allow students to transfer into Baccalaureate programs to earn a four-year degree.

Associate in Applied Science Degree
A degree granted after completing a minimum of 60 credits of academic study and fulfilling graduation requirements of the chosen major. These degrees are intended to allow students to obtain jobs upon the completion of the degree.

Corequisite
A requirement, usually another course, which must be taken at the same time. For example, to enroll in Chemistry 111 you must also enroll in Math 160 (or already have a passing grade in Math 160).

Credit Hour
A unit of academic credit measured in semester hours. One credit hour usually represents one hour of class time per week for 15 weeks (with the exception of labs).

CRN (Course Reference Number)
The CRN is a five-digit number that identifies a specific section of a course. Registration requires entry of the CRN number.

Drop/Add Period
There is a five-day drop/add period during the first week of the Fall and Spring semesters where students are able to change their course schedules by adding or dropping courses. Dropping a course(s) might change a student's status affecting financial aid eligibility.

FAFSA
The Free Application for Federal Student Aid (FAFSA) needs to be completed every year (if requesting financial aid). This is the first step in applying for financial assistance.

FERPA
The Federal Educational Rights and Privacy Act (FERPA) states that only the student has access to his/her academic records, unless otherwise indicated by the student.

Full-Time Student
A student taking 12 or more credits each semester is considered a full-time student. Full-time status for summer terms is 6 credits.

GPA (Grade Point Average)
A student's scholastic average, computed by dividing total quality points by quality hours attempted. A quality point is the numerical value given to letter grades. An "A" is equivalent to 4 points per semester hour, a "B" to 3 points, a "C" to 2 points, a "D" to 1 point, and an "F" to 0 points. A minimum 2.0 GPA is required to graduate from LCCC. Please see the college catalog for a comprehensive explanation of the college's grading system and GPA calculation.

Hold
Students are denied access to their academic account for purposes of grades, registration for future classes, or adjustments of current classes until specific requirements are met.

Honors
LCCC offers a variety of challenging and rewarding honors opportunities for eligible students. Check out our website for details.

Incomplete
An incomplete "I" grade may be issued under certain circumstances during the last 20% of the semester/session. The work must be completed prior to the ninth week of classes in the next semester.

Internship
Work in a company or agency related to a student's major program and/or career plans that involves earning course credit.

L Number
This is your student identification number provided by LCCC. You will need it to access BannerWeb and services on campus.

Learning Communities
Two or more courses linked together to share common themes to create an interactive learning partnership between the courses.

Prerequisite
A requirement (usually the completion of another course) that must be met before a student is allowed to register for a certain course. For example, you must complete English 105 before you can take English 106.

Student Email
Each student is assigned an official college email and is obligated to activate his/her account and routinely check for messages.

Student ID
Photo identification card which identifies the name of the student enrolled at LCCC and serves as identification to use computer labs, access some library resources, and for campus events.

Syllabus
A document that lists course objectives and requirements along with assignments, due dates, etc. as determined by the instructor. You will get a syllabus in every class that you take.

Transcript
A copy of a student's permanent academic record. Official transcripts can be obtained from the Registration/Student Records office; unofficial transcripts can be obtained via BannerWeb.

Policies and Regulations

ACADEMIC HONESTY

Adopted: February 2, 2017
Revised: November 5, 2020
Revised: November 3, 2022
Revised November 2, 2023
Policy No. 2-700

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

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, etc.
   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, etc. and presenting it as one's own work.
   d. Purchasing an assignment from another and submitting it as original work.
   e. Listing sources that you 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, etc.
   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 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 Academic Support and Student Success, where a disciplinary record is created and retained. The faculty member will notify the student of the action being taken. The Associate Dean of Academic Support and Student Success 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 Academic Support and Student Success, 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 Academic Support and Student Success (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 Academic Support and Student Success 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 Academic Support and Student Success 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 Academic Support and Student Success.

ANTI-HAZING
Adopted: February 7, 2019
Policy No. 4-203

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 Academic Support and Student 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 Academic Support and Student Success.
5. Allegations of hazing reported to the College shall be investigated by the Dean of Academic Support and Student 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.

Art Exhibits at the College

As part of its educational mission, the College welcomes opportunities to consider requests for art exhibits. Art exhibits are considered a privilege, and therefore may be considered by application or by direct invitation, only. All exhibits must support the college's instructional/ educational mission. This procedure outlines the steps, requirements and internal processes that guide application for seeking approval to display art at the college.

All artists who wish to apply to exhibit artwork are required to submit the following information to receive consideration:

- completed LCCC Art Exhibit Request form,
- photos or portfolios of all of the art proposed for display,
- installation criteria, and
- a descriptive statement to assist understanding/access into the proposed exhibit, including its educational purpose.

All application materials should be submitted to the Art Review Board as indicated on the LCCC Art Exhibit Request form at ARB@lccc.edu.

The Art Review Board (ARB) is comprised of members from the college faculty, administration and students appointed by the President. The ARB is convened to consider and provide decision for all complete applications for exhibit received.

The ARB will either approve or deny the request to exhibit or the specific artwork as follows:

- **Exhibit Approved**
  - Location for exhibit will be determined by the ARB, based on the exhibit size, installation criteria, and content of the artwork.
  - Period of time for the artwork to be exhibited will be determined by the ARB in consultation with the artist, the sponsoring department or program, and facilities and operations department.
  - All exhibits must include display of a statement by the artist describing the exhibit's content, including its educational purpose. Exhibits containing sensitive or provocative imagery must include a statement warning viewers and a disclaimer of relationship to the views of College. Advertising or promotion of the exhibit must also include the warning, purpose and disclaimer.
  - The College will not be responsible for lost, stolen or damaged materials. The individual loaning the artwork to the college for display must sign a liability waiver.
- **Exhibit Denied**
  The exhibit application may be denied on the basis of installation criteria, the artwork is determined to not support the instructional/educational mission of the college, or other reasons as determined by the ARB.

ARTIFICIAL INTELLIGENCE (AI) GUIDELINES
Adopted: April 3, 2025
Policy No. 3-233

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 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 scale 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

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.

ATHLETICS – RECREATION, FITNESS & WELLBEING
Adopted: February 2, 2017
Revised: April 3, 2025
Policy No. 2-704

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).

CAMPUS AND COLLEGE SITE TIMELY WARNING NOTICE AND EMERGENCY NOTIFICATION

Adopted: February 2, 2017
Revised: November 7, 2019
February 4, 2021
March 2, 2023
Policy No. 3-202

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.

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 Academic Support and Student Success
3. Associate Dean of Academic Support and Student Success
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.

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 campus 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 Education 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 Academic Support and Student Success

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

CHILDREN ON CAMPUS
Adopted: February 2, 2017
Policy No. 2-502

The College, including its off-site campuses, is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors to the campus, including children, are welcomed 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. For purposes of this policy, children are defined as being fourteen (14) years of age or under; provided, however, that term shall not apply to individuals enrolled at the college in college-sponsored programs.

General Restrictions

These general restrictions apply to all children on Lehigh Carbon Community 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 field.

Employee Guidelines

The following guidelines apply to bringing children to the workplace:

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

Student Guidelines

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

- 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;
- Line of sight supervision by the parent or guardian is required at all times;
- 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 bringing children to the campus by visitors:

- Line of sight supervision by the parent or guardian is required at all times;
- Parent or guardian must assure that children are not disruptive;
- Parent or guardian must not leave children unattended while on campus, including athletic or other Lehigh Carbon Community College activities.

Code of Student Conduct

The **Lehigh Carbon Community College** community is committed to fostering a campus 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 Academic**

Support and Student 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 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 to all, 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.

The complete and current Code of Student Conduct can be found at https://www.lccc.edu/student-experience/lccc-code-of-student-conduct.

COLLEGE CLOSING
Adopted: February 2, 2017
Revised: February 6, 2020
Policy No. 3-206

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.

COURSE SUBSTITUTION

Adopted: February 2, 2017
Policy No. 4-204

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:

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.

DATA COLLECTION

The College collects information from all students and maintains files necessary for the operation of the College as well as for meeting the needs of the students. The following represents the types of information collected, where stored, and under whose authority the information is maintained. The lists are not intended to be all inclusive but should help the student gain a feeling for the kinds of information maintained by the various offices of the College.

Registration and Student Records Office

1. Transcript
2. Application for Admission
3. Change of Information Form
4. Withdrawal requests
5. Change of program forms
6. Change of grade forms
7. Graduation evaluation report
8. Degree applications
9. Records of absenteeism by instructors
10. Transcripts from previous colleges of attendance (Restricted programs only)
11. High school transcript

The College regards these data as the major official student file, to which the student is privy under the Rights and Privacy Act. Access to these records is controlled by the Director of the Registration and Student Records.

Financial Aid Office

A student's folder may include one or more of the following:

1. Application for aid
2. Financial statements
3. Affidavits
4. Award letter
5. Award acceptance letter
6. Receipt of payment
7. Copies of check payments
8. Correspondence with students

Access to these records is controlled by the Director of Financial Aid.

Office of the Dean of Academic Support and Student Success

1. Records of conduct action taken by the College

Access to these records is controlled by the Dean of Academic Support and Student Success.

Veteran's Office

1. Copies of student forms and correspondence
2. Veterans administration forms and correspondence

Access to these records is controlled by the Director of the Registration/Student Records office.

Career Development Office

1. Registration forms
2. Personal data sheet

3. Confidential references
4. Copies of student correspondence

Access to these records is controlled by the Director of Career Development.

DESIGNATED PUBLIC FORUM
Adopted: July 5, 2018
Revised: August 1, 2019
Policy No. 3-209

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 exterior 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 College Service Center; at the Morgan Center, the exterior paved area at the lower level of the Scheller Center, Business Enterprise Center. 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.

DISABILITY SUPPORT SERVICES –
ACCOMMODATION APPEAL PROCESS
Adopted: February 2, 2017
REVISED: November 2, 2023
Policy No. 2-702

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. Faculty Responsibilities

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.

DISCRIMINATION GRIEVANCE PROCEDURE
Adopted: February 2, 2017
Revised: July 5, 2018
Policy No. 2-504

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.

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 complaint 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 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.

DRUG-FREE CAMPUS, ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM

Adopted: February 2, 2017
Revised: August 1, 2019
Policy No. 2-302

It is the policy of the College to maintain a drug-free environment. The College is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace/campus and property, and/or use its services. The College is committed to maintaining a healthy and safe environment that promotes respect for oneself and others, zero tolerance for disruptive behavior resulting from alcohol and other drug abuse, and compliance with the law. The policy is meant to encourage responsibility of individuals to themselves and each other, to establish procedures and guidelines consistent with local, state, and federal law, and to hold individuals responsible for actions that are in violation of this policy.

General

The College's drug-free campus policy is intended to apply to all employees, volunteers, and students while on College property, at College-sponsored events, and while conducting business for the College. It is a violation of this policy to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants.

The College expects each student as well as all faculty and employees to obey federal, state, and local laws concerning alcoholic beverages. Students, faculty, and staff who are legally permitted to use alcohol may do so on College property only pursuant to this policy and are expected to do so in a way that does not bring discredit upon themselves or the College or interfere with the rights, freedoms, or safety of others.

The College encourages employees, students, and volunteers to seek help with drug and alcohol problems. However, nothing in this policy is intended to limit the College's ability to take action against employees, students, visitors, or volunteers who are in violation of this policy.

The College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol and will advise students and employees that convictions or violations of these laws can lead to fines and/or imprisonment.

Students

Students are not allowed to possess, distribute, or use alcoholic beverages on College property or at College programs, unless otherwise approved and scheduled as described later in this policy.

Students are not allowed to possess, distribute, use, or be under the influence of illegal drugs on College property or at College programs, even if that means that the student used the illegal drug off College property.

Students are not allowed to be under the influence of alcohol on College property or at College programs, unless otherwise approved and scheduled as described later in this policy, even if that means that the student drank the alcohol off College property.

Violation of this policy by a student may result in immediate suspension leading to possible dismissal. Suspected drug abuse must be reported immediately to the Director of Human Resources.

Any student who legally uses alcoholic beverages but does so in violation of this policy is subject to College disciplinary procedures.

Any student who illegally uses alcoholic beverages is subject to the jurisdiction of the civil

authorities as well as College disciplinary procedures. 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. The College will take no responsibility for any actions taken by students, faculty, or staff who have been drinking, whether on or off campus.

EMAIL

All students are assigned an official email address when you enroll at LCCC. College Policy requires every student to have an official college email address. It is the obligation of each student to activate his or her email account and routinely check it for new messages.

LCCC Student and Alumni Email Usage Policy

This policy governs the use of Lehigh Carbon Community College's Student and Alumni Email System. The Student and Alumni Email System (LCCCMAIL) is provided for the benefit of current LCCC students and alumni and is meant to be used as a mechanism to facilitate timely communications between the college and its students and alumni. Email is an official communication mechanism within Lehigh Carbon Community College. Faculty and LCCC Administrators will determine how Email will be used in their respective areas. Lehigh Carbon Community College will ensure that all students will be able to comply with the various Email-related requirements as dictated by LCCC faculty and staff. Students are expected to check their Email on a frequent and consistent basis. Failure to check and read Email is not an acceptable excuse for non-compliance.

Your right to use this email service is personal to you and may not be transferred to other individuals. While you may use the college supplied Email account for personal communications be advised that the Email messages stored on the college supplied Email system are the property of Lehigh Carbon Community College and not the property of the Email account holder. Lehigh Carbon Community College reserves the right to monitor or inspect Email accounts when investigating reports of abuse or misuse of the Email system as indicated within this policy.

Use of LCCCMAIL to promote illegal or unlawful activities is expressly prohibited. Activities that cause unsolicited commercial email or unsolicited bulk email (aka SPAM) are prohibited.

Email accounts that have not been actively used over any 6 consecutive months will be deleted.

EMERGENCY TELEPHONES

Lehigh Carbon Community College is concerned about the protection and security of its staff and students. Should situations arise which threaten the protection and security and are beyond your level of competency, these procedures should be followed:

From: 6 a.m. – 12:30 a.m. Monday – Friday; 6 a.m. – 6 p.m. Holidays and Weekends

(This includes holidays when the college is closed.)

Dial 1911 from any telephone on campus

Or

Lift handset from red emergency phones at the following locations:

SSC Building	Lower level at Rear Windows x4257 Lower level at Stairs x4274
Student Union	Upper level at elevator x4258 Lower level at elevator x4263

SH Building Hex	Area near courtesy phone x4279 Upper level near elevator x4277 At SH 109 Office Suite x4262 Lower level near elevator x4278 At SH 32 Office Suite –x4256
ARC	First Floor Lounge x4266 Second floor between Cafeteria and Book Store x4267 Third floor at ARC 302 x4265 Third floor at ARC 314 x4280
Tech Center	Lower level at north stairs x4269 Lower level at main entrance x4255 Lower level at TC 124 x4268 Upper level at north stairs x4272 Upper level near TC 213 x4271 Upper level at TC 224 x4270
CSC	Lower level at CSC 102 x4254 Upper level at Coat Room x4259
Berrier Hall	Lower level lobby x4260 Upper level lobby x4261
Library	Upper Lobby at Vending x4273 Lower level at Elevator x4275

Emergency calls ring in the Office of Public Safety, and the Public Safety officer's cellular telephone if the security officer is not in the office, he or she will have immediate contact through the cell phone.

It is important to remember that misuse of these emergency phones is a crime under Section 4905 of the PA Crimes Code.

In case of an emergency at home, tell your next of kin to call 610-799-1169. An effort will be made to contact you. Report all accidents or incidents to the Office of Public Safety and Security at 610-799-1169.

Emergency Call Boxes

Twelve emergency call boxes have been placed throughout campus. They are at the following areas:

Lot A - Tier 2
Lot A - Tier 5
Lot C Walkway
Lot D
Lot E
Lot F Walkway
Lot G, Lot I, Lot K
Lot L

Mall area (center)
CDL Lot

These call boxes are very easy to operate. Just follow the instructions on the call box.

FIREARMS, WEAPONS AND EXPLOSIVES

Adopted: February 2, 2017
Policy No. 2-602

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.

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 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 SAFETY INFORMATION

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 Facilities Management, Operations and Public Safety; 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 Facilities Management, Operations and Public Safety.

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 Facilities Management, Operations and Public Safety. 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 Facilities Management, Operations and Public Safety.

GRADE APPEAL

Although the following procedure is set forth regarding grade appeals, the faculty has final authority and responsibility for course content, classroom procedure, and grade determination. No power to change any grade given to a student is vested in any other person or any judicial body established under this document.

1. A student who has concern about a grade is expected to discuss the matter informally with the course instructor, doing so as soon as possible after receiving the grade. (within 14 calendar days).
2. If the student is unsatisfied with the outcome of the discussion, the student may submit a formal grade appeal to the instructor which would include a request for a formal meeting.
3. The instructor shall respond within 7 calendar days indicating possible dates for the meeting. (The meeting should be held within 14 days of receiving the appeal.)
4. The instructor shall be willing to listen, to provide explanation, and be receptive to changing the grade if the student provides convincing argument for doing so.
5. The instructor will provide all evaluation tools that were used to assess the exam, project, paper, etc.
6. The instructor will have final decision and provide rationale in writing to the student within 14 calendar days of the discussion.

If a student is to pursue a grade appeal, the student must express their concerns and reason(s) for the appeal in a clear manner. Be sure to address the specific circumstances of the situation and the grade. A letter is required as part of the documents the student will submit to the instructor for the formal appeal. The following should be included in the appeal:

1. State the purpose of the letter (i.e. to appeal your grade). You should mention the course name, number and section.
   Please refer to the following grounds for a grade appeal:
   - Miscalculation
   - Misgrading of paper/exam/project
   - Application of an evaluation or grading system which was not included in the course outline
   - Unfair or inequitable process in determining the grade
   - Other
2. Present the reason or reasons why the assigned grade was, in your opinion, unjustified or unfair, as outlined by the syllabus for the course and the course work you completed.
3. Evidence for supporting your reason, including references to specific assignments, exams, or other materials that might pertain to and support your case. You should not include unsubstantiated claims or malicious comments about the class, other classmates or the instructor as personal attacks.

Summarize your appeal and what you are requesting. Please remember the burden of proof to change a grade is on the student.

HEALTH-RELATED EMERGENCIES

The College does not provide health care or medical emergency services. Students who require routine medical assistance must provide for their own care. Upon notification that a student has become ill or in need of emergency care, the College will contact emergency ambulance services for transport to nearby medical facilities. The student is responsible for all financial costs associated with these services.

Public Safety officers are certified in Basic First Aid, CPR and AED, and are able to administer these services.

IDENTIFICATION CARD

Students are required to carry and present valid photo identification when requested to do so by authorized College Officials. The following photo IDs are acceptable: LCCC ID, current Driver's License, current Pennsylvania State ID Card, current Passport, or current Military ID.

LCCC photo identification cards can be obtained through the Office of Registration/Student Records in the Student Services Center on the Schnecksville campus or through the main office at the Allentown and Tamaqua sites. Replacement cards are available at a cost of $5.00. The LCCC identification card also serves as identification for use of services and resources throughout the College.

LOCKERS

For your convenience, lockers have been placed on the lower floor of the Administration Building. Although there is no charge for locker use, there is a $5 refundable deposit on the lock. Go to the Business Office to pay the $5 and obtain a combination lock. All locks will be removed during July, so it is advisable to return your combination at the end of the spring semester. Failure to do so will result in loss of your deposit. The College reserves the right to open any locker at any time. Any other locks other than College-issued will be removed. Do not give your combination to friends.

MOTOR VEHICLE, TRAFFIC AND PARKING REGULATIONS

All students who possess, maintain, or operate motor vehicles (including motorcycles, motorbikes, motor scooters, or any other motor-driven vehicle) shall register each motor vehicle to be operated on the College campus and obtain the appropriate car registration sticker(s). This sticker(s) can be obtained at the Public Safety Department of Public Safety in the Student Services Center, SSC1. Student's vehicles must be parked in areas designated as Student Parking Lots Only.

The operation of motor vehicles on campus roadways and the registering of motor vehicles for the purpose of obtaining parking permits to park in College parking lots are to be considered privileges and not rights of individuals. Lehigh Carbon Community College reserves the right to deny or revoke such privileges at any time to any and all persons who fail to adhere to these regulations.

All vehicles used by students are encouraged to have a registration sticker displayed on the rear window. Students may register more than one car. The sticker number enables public safety officers to identify and notify the vehicle's owner in case of any problem with the vehicle. This registration can be done at the same time a student registers for class.

Parking

Parking lots are patrolled regularly (this includes weekends and holidays), and each person is expected to park in accordance with rules and regulations. You should always report unsafe conditions to the Department of Public Safety immediately.

At no time may vehicles be parked in unauthorized, reserved or prohibited areas such as on lawns and walkways, or in a manner that constitutes double parking, the blocking of walkways, roadways, or fire zones, etc.

The college reserves the right to alter parking assignments on a permanent or temporary basis when new construction, major repairs, and emergency situations require such changes.

Parking Fines

A. Fines

1. All offenses will have a fine of $15, except handicap parking violations.
2. Handicap parking violations:
   - First Offense - $50
   - Second Offense - $100
   - Third Offense - $200

B. Enforcement

The following will be enforced:

1. Handicap parking
2. Safety/fire zones
3. Loading zones/docks
4. Lawns, sidewalks, roadways
5. Reserved spaces
   a. Security spaces
   b. President's/VP's spaces
   c. United Way space
   d. PTK space
   e. Service Technician space
   f. Student Success space
   g. Food service space

h. Bookstore manager space
i. Employee lot/spaces until 4 p.m.

C. Warnings

1. Warnings will be issued the first two (2) weeks of the semester, with the exception of handicap violations. Note that it is unrealistic that everyone be guaranteed a warning due to the volume of campus traffic.
2. During the second week of the semester, a mass email will be sent to all students stating that parking violations will be enforced starting the next Monday. They are to consider this their warning.

D. Payment

1. Payment is to be made at the Business Office with five (5) business days.
2. Tickets can be appealed through the Appeal Committee established by the Environmental Health and Safety Committee - appealscommittee@lccc.edu
3. If the Appeal Committee does not receive written notification of an appeal within five (5) business days, the registration will be traced, the violation will increase by $10 which includes the $5 registration tracing fee, and a letter will be sent. In addition, a hold will be placed on the student's account, preventing them from receiving grades, transcript, diploma and registering for the next semester.

E Unattended Vehicles

1. Anyone leaving a vehicle parked overnight on Lehigh Carbon Community College property for any reason must notify the Department of Public Safety immediately.
2. Anyone leaving a vehicle unattended for 48 hours on Lehigh Carbon Community College will be subject to towing at the owner's expense.
3. There will be no parking or leaving a vehicle unattended in Parking Lot "J" at any time. This lot is reserved for CDL activities and must remain clear. Exception to this is an authorized Lehigh Carbon Community College sponsored and authorized event and only for that time period. Any vehicle in violation of this section is subject to towing at the owner's expense.
4. Any unattended vehicle parked in a manner deemed blocking or hindering traffic or creating a public safety issue will be towed at the owner's expense.
5. Anyone parked on Lehigh Carbon Community College property is parking at their own risk and holds the Lehigh Carbon Community College harmless of any damage or loss to their property.

F. Appeals

1. Anyone who wishes to appeal a parking citation (ticket) must do so by contacting the Appeals Committee at appealcommittee@lccc.edu within five (5) business days of the issuance of the citation. Failure to appeal the citation within the listed time period will result in the loss of the right of appeal.

G. Disposition of Parking Fines

1. Failure to properly dispose of violation tickets will result in disciplinary action taken by the Dean of Academic Support and Student Success, i.e., the withholding of grades or transcripts, denial of registration for classes, etc.
2. Traffic violations will also result in the issuing of a fine. Fines are found on the citation.

Parking Assignments and Lots

Student Parking

Here at LCCC over 1,400 parking spaces are provided. However, most spaces are not right

next to the building. A distance of 40 to 300 yards may be necessary for you to walk.
Students shall park in parking lots designated as Student Lots. These lots are A, C, D, E, F, G, I, K and L. For parking purposes, students are defined as credit and noncredit students.

Handicapped parking is located in Lot H and there are numerous handicap spaces in the other lots throughout campus.

Employee parking lot is identified as Lots B. No student is permitted to park in this lot or any other parking area posted for employees.

Reminder: No one will be permitted to park in roadways or walkways without authorization from the Department of Public Safety.

Reserved parking spaces are posted in various parking lots:

1. Handicap parking
2. Safety/fire zones
3. Loading zones/docks
4. Lawns, sidewalks, roadways
5. Reserved spaces
    a. Security spaces
    b. President's/VP's spaces
    c. United Way space
    d. PTK space
    e. Service Technician space
    f. Student Success space
    g. Food service space
    h. Bookstore manager space
    i. Employee lot/spaces until 4 p.m.

DO NOT park in these reserved parking spaces.

Motorcycle and Bike Parking

1. Motorcycle parking is located in Lot C (Northwest corner).
   However, a motorcycle can park in any designated parking space.
2. Bicycle racks are located by the LANTA Bus Stop, at the side of Berrier Hall and by the Rothrock Library.

Mass Transit

1. Lanta provides week day pick-ups and drop-offs at the south end of parking lot B.

General Safety Information

1. Never leave your vehicle unlocked.
2. Never leave valuables in plain view.
3. Never leave your vehicle running and unattended.
4. Evening students should try to park in Lots A-D-F, except for handicapped and Gym parking.
5. Report all suspicious behavior to the Department of Public Safety
6. Report all accidents or incidents to Department of Public Safety

Department of Public Safety

The Department of Public Safety is currently staffed with five (5) uniformed officers at LCCC Schnecksville, four (4) uniformed officers at LCCC Allentown, and three (3) at LCCC Tamaqua. The officers' training includes CPR certification, knowledge in basic first aid, Taser,

MOAB, defensive tactics techniques and Act 235, The Lethal Weapons Training Act. The Lethal Weapons Training Act's purpose is to provide for the education, training, and certification of privately employed agents who, as an incidence to their employment, carry lethal weapons through a program administered or approved by the Commissioner of the Pennsylvania State Police.

The officers at LCCC are required to complete and be certified in the Lethal Weapons Training without firearms. The course consists of the following:

1. Legal Authority
2. Constitutional Authority
3. Pennsylvania Crimes Code
4. Limited Authority
5. Incident Investigation
6. Testifying in Court
7. Principles of Justification
8. Self-Defense

Officers often take other courses that will help them perform their duties in a proficient, professional manner. They are given information on seminars/workshops such as Conflict Management, Apprehension Procedures and Public Relations for their consideration. Any course that is available to the officer to enhance his/her training is also available to the general public to help them enhance their own safety.

The Department of Public Safety also utilizes the Criminal Justice students at the college as a student patrol. The members of the student patrols assist the uniformed officers in the patrolling of the campus, issuing of parking citations, and any other situations that may arise. The student patrols are given an introduction lesson to their function prior to actual duty.

Public Safety officer respond to a variety of calls for service. The officers assist with locked vehicles and jump starts for vehicle. Officers assist with medical calls up to an including calling for EMS and ambulance. Based on availability, officers will escort staff or students upon requests.

Location and Telephone of Department of Public Safety:

LCCC Schnecksville	SSC Suite 1	610-799-1911 or 610-799-1169 or 610-360-9296 (cell)
LCCC Allentown	Receptionist Front Desk	610-799-1264 or 484-661-6232 (cell)
LCCC Tamaqua	MC 119	570-225-7244 or 484-225-1261 (cell)

Building and Security Measures

All College buildings that are open to the public are equipped with an intrusion alarm system. This alarm system is comprised of infrared motion sensors, microwave motion sensors, and magnetic door switches. Every aspect complements the other aspects of the system. These alarms are utilized whenever the buildings are locked and closed to the public. While the College is open, the officer(s) conducts patrols throughout the buildings and grounds. The officer(s) on duty carry a cellular phone and a two-way radio. With this radio, the officer can receive any calls in order to make a quicker response or report any condition that may require assistance.

Access to Buildings and Labs

Since we are a community college and do not have any on-campus housing, the College buildings are not open to the public 24 hours a day. The College has set hours that the buildings are open. These are as follows:

Monday-Thursday 0700 to 2200 (7 a.m. to 10 p.m.)
Friday 0700 to 1700 (7 a.m. to 5 p.m.)
*Saturday 0700 to 1200 (7 a.m. to noon)

*(*Saturday hours are only in effect during the fall and spring semesters.)*

The College is also closed for the following holidays:

New Year's Day	Thanksgiving Day
Day before New Year's	Friday after Thanksgiving
Good Friday	Day before Christmas
Memorial Day	Christmas
Independence Day	Day after Christmas
Labor Day	

Whenever the College is closed, the buildings are protected by a uniformed security officer and by an intrusion alarm system.

Lab Passes

If a student would want access to a specific lab, office or other restricted area, that student must possess a lab pass signed by an instructor or other authority figure before gaining access to the area. The Office of Public Safety and Security also receives a student directory and a copy of class lists to verify the individuals.

Animals/Pets on Campus

Animals and pets are prohibited from the college grounds, especially inside the buildings. The only exception is "guide" or "service" dogs.

Campus Lighting

The outdoor lighting on campus is made up of mercury lights and sodium vapor lights. These sodium vapor lights are excellent exterior lights because they reduce the effect of fog and other bad weather conditions. The exterior lights are computer regulated and are scheduled to come on at dusk, and the majority of the exterior parking lot lights go off at 22:45 hours (10:45 p.m.). This time was chosen because everyone should be off the campus at this time. The area lights (these are lights that surround the buildings on campus) stay on all night long. This enables the officer on duty to visually inspect the building perimeters while on patrol.

Criminal Records

Lehigh Carbon Community College has an "open-door" policy, which means anyone can be admitted as a student.

All employees undergo a reference check prior to being hired. They must also reveal any prior criminal convictions on their application for employment.

Public Safety Jurisdiction

Public safety officers have the right to restrain and detain any individual on campus that is involved in a wrongdoing if the situation warrants it. The Public Safety officers do have the power of arrest. The arrest power lies under the heading of a "Private Complaint."

The Department of Public Safety is currently staffed with thirteen uniformed officers. These officers are trained on a continuous basis. The training includes CPR certification, knowledge in Taser, MOAB, basic first aid, defensive tactics techniques and Act 235, The Lethal Weapons Training Act. The Lethal Weapons Training Act's purpose is to provide for the education, training, and certification of privately employed agents who, as an incidence to their employment, carry lethal weapons through a program administered or approved by the commissioner of the Pennsylvania State Police.

Collaboration with Law Enforcement Agencies

The Department of Public Safety maintains a professional relation with the Pennsylvania

State Police. We have Memorandum of Understanding with the Pennsylvania State Police to respond to LCCC Schnecksville campus. Since the main College campus lies within their jurisdiction, they are summoned whenever a situation requires their attention. The satellite sites of Lehigh Carbon Community College fall within the jurisdiction of the local municipal police department of that area. The satellite sites of the College include, but are not limited to, the following: a downtown LCCC Allentown site at the Donley Center; LCCC Tamaqua at the Morgan Center; and classes are offered at various high schools within the sponsoring districts. Department of Public Safety maintains a professional relation with all local law enforcement agencies that have jurisdiction for those sites. Memorandum of Understanding with each police jurisdiction for each site listed.

Crime Rates

The College and University Security Information Act (Act 73) requires that all Pennsylvania colleges and universities furnish students and employees with statistics regarding campus crimes, along with campus security practices.

Crime rates are indicators of reported crime activity standardized by population. They are more refined indicators for comparative purposes than are volume figures. The Uniform Crime Report (UCR) Program provides three (3) types of crime rates: offense rates, arrest rates, and clearance rates. We will be using the offense rate.

An offense rate, defined as the number of offenses per 100,000 population, is derived by first dividing a jurisdiction's population by 100,000 and then dividing the number of offenses by the resulting figure.

A copy of the current crime statistics can be found in the brochure rack outside the Office of Public Safety and Security, or on the college website: www.lccc.edu.

Example:

a. Population of jurisdiction: 7,983.
b. Number of known specific offenses for jurisdiction for 2011.
   Divide 7,983 by 100,000 = .07983
   Divide 10 (thefts) by .07983 = 125.267
   The offense rate for that specific offense is 198.37 per 100,000 people. The number .08570 can now be divided into the totals of any offense class to produce a crime rate for that offense.

The jurisdiction population for the college is based on student head count and full-time equivalent employees. (This population changes with every term.)

To review the current Annual Security Report please go to the college's website, www.lccc.edu – Department of Public Safety/Campus Crime Statistics/Annual Security report.

NOTIFICATION UNDER THE SEX OFFENDER REGISTRATION AND NOTIFICATION ACT (SORNA)

Adopted: February 2, 2017
Policy No. 2-606

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.

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.

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 Facilities Management, Operations and 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 Facilities Management, Operations and 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 publicly 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 Facilities Management, Operations and 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 Facilities Management, Operations and 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 Academic Support and Student Success, or designee if the Director of Facilities Management, Operations and 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 Academic Support and Student Success, or designee if the Director of Facilities Management, Operations and 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

Academic Support and Student 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 Facilities Management, Operations and Public Safety should, wherever possible and to the extent practicable, establish protocols to ensure that the Sexually-Violent Predator is not alone with minors.

OMBUDSMAN

Adopted: February 2, 2017
Policy No. 4-210

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.

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.

LCCC MyLink – Ombudsman, Student Support Hotline

Through MyLink, HireVision Group provides a support hotline for all students to communicate concerns or gain support for issues including but not limited to:

- Student policies and procedures,
- Academic issues, admission/enrollment questions or inquiries,
- Class/faculty issues,
- Student discipline,
- Campus life and student life,
- Communication issues

LCCC MyLink can be accessed through the LCCC Portal or through the dedicated LCCC MyLink phone line: 610-295-5168

PENNSYLVANIA RESIDENCY GUIDELINES RESIDENT TUITION ELIGIBILITY
Adopted: October 1, 2026
Policy No. 4-213a

These guidelines explain how Lehigh Carbon Community College (LCCC) determines whether a student qualifies for Pennsylvania resident tuition. Please retain this document for your records.

A Resident Classification

A student who comes to Pennsylvania primarily or solely to pursue an education will generally not be considered a Pennsylvania resident for tuition purposes.

A student will be classified as a Pennsylvania resident only if they have established a Pennsylvania domicile.

Ownership of a property or business in Pennsylvania, alone, does not establish Pennsylvania residency for tuition purposes.

B. Pennsylvania Domicile

A domicile is the place where a person lives and intends to remain permanently or indefinitely. In determining domicile, LCCC considers documentation, written statements, and other relevant evidence.

Presumptions

1. A student who has lived in Pennsylvania for at least 12 continuous months prior to initial enrollment, for reasons other than education, is presumed to be a Pennsylvania resident.

2. A student who has not lived in Pennsylvania for 12 continuous months prior to enrollment is presumed not to be a Pennsylvania resident, but a student may present evidence to rebut this presumption.

3. A student who is not a U.S. citizen or does not hold an immigration visa is presumed not to be a Pennsylvania resident but may present evidence to rebut this presumption. Possession of a tourist or student, non-immigration visa is not conclusive proof of the intention to establish a Pennsylvania domicile.

4. A person attempting to establish residency must be a United States citizen or shall have indicated by formal action their intention to become a United States citizen or shall have been admitted to the United States on an immigration visa. Possession of a tourist or student, non-immigration visa is not conclusive proof of the intention to establish a Pennsylvania domicile.

5. A minor or dependent student is presumed to have the domicile of their parent(s) or legal guardian(s). The age of majority for tuition purposes is 22. Financial independence must be proven with clear and convincing evidence.

6. Students receiving financial aid that requires residency in another state are presumed not to be Pennsylvania residents.

7. A student who has moved in with family or friends in Pennsylvania for the sole purpose of attending LCCC is presumed not to be a Pennsylvania resident.

C. Proof of Domicile

Students requesting residency reclassification must provide evidence that:

- Their residence is in Pennsylvania, and
- Their presence in Pennsylvania is not solely for educational purposes.

No single factor is determinative. The College evaluates quality of evidence, not quantity.

Factors Considered (not exhaustive)

- Signed lease or ownership of a permanent Pennsylvania residence – must include student's name on lease, mortgage or deed
- Payment of Pennsylvania state and local taxes
- Transfer of financial accounts and vehicle registration to Pennsylvania
- Pennsylvania driver's license or Pennsylvania identification card which lists the student's current address
- Pennsylvania voter registration
- Written proof of permanent, full-time employment in Pennsylvania on employer's letterhead including student's current street address)
- Evidence of continuous presence in Pennsylvania while not enrolled in LCCC
- Membership in Pennsylvania organizations
- Notorized Affidavit stating student's intention to remain in Pennsylvania after completion of studies at LCCC

D. Reclassification Procedure

1. Students may appeal a non-resident classification by submitting a PA Residency Appeal Form to the Business Office with supporting documentation.
2. Please submit the appropriate supporting documentation from the list provided in Section C. Additional documentation not listed may be submitted if relevant.
3. Appeals must be submitted at least 30 days before the end of the term.
4. Reclassification, if approved, is effective based on the date a complete application is received.

E. Change of Domicile and Reclassification

1. Students must report any change of domicile immediately. Failure to do so may result in retroactive billing.
2. False or misleading information may result in disciplinary action and retroactive reclassification.
3. Students may appeal involuntary reclassification.
4. The College reserves the right to audit residency determinations.

Pennsylvania Residency Application Instructions

- Answer all questions. If a question does not apply, write "No" or "None."
- Incomplete applications will not be processed.
- Attach all required documentation (leases, tax returns, etc.).
- Tuition invoices must continue to be paid by the due date while an appeal is pending.
- If reclassified as in-state, tuition adjustments or refunds will be issued, as determined by the Business Office.

Personal Information

1. Name (Last, First, Middle) _____
2. LCCC Email Address _____
3. Telephone Number _____
4. L# _____
5. Date of Birth _____
6. Marital Status _____

Address Information

6. Permanent Address (Own / Rent / Live with Parents / Other) _____

   6a. Length of lease (if applicable) _____
7. Local Address_____
8. Parent(s) or Legal Guardian Address _____

Lease or Mortgage documentation is required.

Residency Details

9. Date of permanent move to Pennsylvania _____
10. LCCC Enrollment dates_____

Statement of Intent (Required)

Explain:

1. Why you moved to Pennsylvania and established domicile
2. Your intention to remain in Pennsylvania after completing your studies

Education & Employment

- Expected graduation date _____
- High school and colleges attended _____
- Employer information (Name and employment dates) _____
- Primary means of financial support _____

Certification

I certify that all information provided is true and complete. I understand that false information may result in disciplinary action or reclassification.

Applicant Signature: _____ Date: _____

PROTECTION OF PREGNANT, NURSING AND PARENTING STUDENTS
Adopted: February 2, 2017
Policy No. 4-212

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,* Lehigh Carbon Community 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.

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 program, 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 doctor 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 Academic Support and Student 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 Academic Support and Student Success at 610-799-1895.

RECORDING DEVICES IN THE CLASSROOM

Adopted: July 6, 2017
Policy No. 4-217

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.

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.

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.

RESIDENCY POLICY

Adopted: April 3, 2025

Policy No. 4-213

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.

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, Lehighton, Palmerton, 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.

SERVICE ANIMALS
Adopted: February 2, 2017
Revised: May 7, 2020
Policy No. 2-304

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

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

"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 Facilities Management, Operations and Public Safety. In making a decision regarding such request, the Director of Facilities Management, Operations and Public Safety shall consider the following four factors as a reasonable accommodation:

- (i) Whether the facility can accommodate miniature horse features;
- (ii) Whether the handler has sufficient control of the miniature horse;
- (iii) Whether the miniature horse is housebroken; and
- (iv) 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 Facilities Management, Operations and 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 610-799-1107.

SEXUAL ASSAULT
College and Security Information Act 73 / Campus Security Act / Higher Education Act 1992
Regulation IV.25

In accordance with Pennsylvania State and Federal law, referred to as the College and University and Security Information Act 73 and the Student Right to Know and Campus Security Act, respectively, Lehigh Carbon Community College, in accordance with the Higher Education Act amended as of 1992, will report sexual assault crime statistics and provide guidelines on sexual assault to students and LCCC employees.

Members Who Have Been Sexually Assaulted

The Federal Campus Sexual Assault Victims' Bill of Rights

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

Procedures for Victims of Sexual Assault

In accordance with Pennsylvania state and federal law, referred to as the College and University and Security Information Act 73 and the Student Right to Know and Campus Security Act, respectively, Lehigh Carbon Community College, in accordance with the Higher Education Act amended as of 1992, will report sexual assault crime statistics and provide guidelines on sexual assault to students and LCCC employees.

Definition

Sexual Assault - Any sexual act physically directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Male victims of sexual assault receive the same services as women.

Sexual Harassment

Members of the college community should also be aware of the college regulations regarding sexual harassment. This is a separate policy, and information regarding this policy can be found in the Student Handbook and in the Employment Policies and Procedures Manual, obtained from the Director of Human Resources, the Dean of Academic Support and Student Success or a counselor.

Sexual Assault Protocol

If you are in need of immediate medical attention, contact the local police and campus security. Public Safety will arrange transportation to hospitals for victims of sexual assault. Also see "Medical Treatment for Sexual Assaults."

To request transportation, contact Public Safety at:
Department of Public Safety and Security:
Monday through Friday, 8 a.m. to 9:45 p.m. and Saturday, 8 a.m. - noon (if classes are held).
Dial 1911 or 1169 from any telephone on campus. Dial 610-799-1169 or 911 from any other phone not on campus.

Public Safety will arrange transportation to hospitals for victims of sexual assault.

Reporting Options for Victims

You may choose to file a criminal charge with the police, or you may file a charge with college security or administration. If you choose to file criminal charges, you must file charges with the police. The college is required by law to contact local police any time a crime has been committed. The campus security staff will give the police a written copy of their report. You may request that your identity be kept confidential until or unless you make a commitment to proceed with criminal or college prosecution.

Student Conduct Action If You Have Been Sexually Assaulted

Investigation Options

If you have been assaulted by another student or group of students and are considering college action, you are encouraged to discuss the matter with the Dean of Academic Support and Student Success. This will enable you to review procedures should you decide to file formal charges through the college's disciplinary system. This discussion does not obligate you to pursue official action.

A student who is the victim of sexual assault has several options with regard to how the case is handled. The student may choose to:

1. Press criminal charges through the local police department.
2. Press charges through the college disciplinary system as stated in the Student Handbook.
3. Press charges through both systems concurrently.
4. Press no charges but request a meeting with the assailant to discuss the incident through the Dean of Academic Support and Student Success.
5. Press no charges but seek a "No Contact" order through the Dean of Academic Support and Student Success.

Initiate Student Conduct Charges

Should a sexual assault occur on campus or at a College-sponsored activity off campus, the College has the legal obligation to report this violation to the appropriate law enforcement agency. In addition to being subject to possible criminal liability, a student may be subject to sanctions of the Student Code of Conduct.

Maintaining Personal Security

At your request, the Dean of Academic Support and Student Success may make special provisions for assistance in changing academic situations after an alleged sexual assault incident and if such changes are reasonably available.

Reporting Sexual Offenses

If you have been sexually assaulted, this is a violation of the law and college regulations. Such complaints can be reported to the local police, campus security or the Director of Human Resources. The Dean of Academic Support and Student Success will assist you with this report if necessary.

Faculty and Staff

Donna Williams, Director of Human Resources - Title IX Coordinator - 610-799-1107

Students

LCCC Schnecksville

Jodi Rowlands, Dean of Academic Support and Student Success - 610-799-1532;
Department of Public Safety - 610-799-1169

LCCC Allentown

Kelly Trahan, Dean of Regional and Distance Education - 610-799-1186;
Maryanell Biggica, Director of Site Educational Services - 610-799-1948

LCCC Tamaqua
Kelly Trahan, Dean of Regional and Distance Education - 610-799-1164;
Amber Zuber, Director of Educational Services – 570-225-7020

LCCC Airport Site - Lehigh Valley International Airport
Mark Reimann, Chief Instructor - 610-262-7089

SEXUAL MISCONDUCT

Adopted: February 2, 2017
Revised: June 4, 2020
March 2, 2023
Policy No. 2-610

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, 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.

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

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 Academic Support and Student Success 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 has 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 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 Academic Support and Student Success 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

SMOKING
Adopted: February 2, 2017
Policy No. 2-306

Purpose

Lehigh Carbon Community 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.

The College is a smoke-free and tobacco-free campus. The College has adopted the following policy related to smoking and tobacco use:

Smoking and/or the use of tobacco products is prohibited in all buildings and on all grounds of the LCCC Main Campus of Lehigh Carbon Community College. Smoking and/or the use of tobacco products including lighted cigars, cigarettes, pipes or any other form of smoking objects or devices including electronic cigarettes or any other forms of vaping and chewing tobacco are prohibited at all other College-owned and College leased buildings and grounds and owned or leased vehicles.

The following fines will be imposed:

- First Offense: $15
- Second Offense: $40
- Third Offense: $40
- 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 Academic Support and Student 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.

STUDENT GOVERNMENT ASSOCIATION (SGA)

All students at LCCC are eligible to participate in the affairs of student government. Election of student government senators are held each year. We encourage you to become active in the Student Government Association or one of the various clubs and activities organized under its jurisdiction. Each organization, to function as a duly recognized student group, is required to be chartered through SGA. Clubs are represented by Student Government through the 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 in the SGA Conference Room, located in the lower level of Berrier Hall, Room BH 3. Club Council meets in an open session twice each semester. Copies of the SGA Constitution are available in the Student Life Office in Berrier Hall.

STUDENT GRADES
Adopted: February 2, 2017
Revised: May 6, 2021
Policy No. 4-214

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.

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.

STUDENT RECORDS
Adopted: February 2, 2017
Revised: September 7, 2017
February 3, 2022
February 2, 2023
April 3, 2025
Policy No. 2-708

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 and sports.
6. Weight and height of members of athletic teams.
7. Major field of study.
8. Degree sought or completed.
9. 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.

TECHNOLOGY – ACCEPTABLE USE OF ELECTRONIC COMPUTING RESOURCES

Adopted: February 2, 2017
Policy No. 2-500

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.

TECHNOLOGY – TEXT MESSAGING

Adopted: November 2, 2023

Policy No. 3-241

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).

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.

TECHNOLOGY – PLAN FOR COMBATING UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIALS: COMPLIANCE WITH HIGHER EDUCATION OPPORTUNITY ACT (HEOA) PROVISIONS

Adopted: February 2, 2017
Revised October 1, 2026
Policy No. 3-238

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 student's 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.

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. Policy 2-500, Acceptable Use of Electronic Computing Resources
   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. 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 including deploying packet-shaping devices and Next Generation Firewalls (NGFW) to block or limit P2P, file-sharing, or any other protocols at the campus network as it sees fit to maintain an effective, efficient 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.

TEMPORARY IMPAIRMENTS

Adopted: February 2017
Revised: February 7, 2019
Policy No. 2-710

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 is 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.

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 Associate Dean for Student Learning and Organizational 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 Associate Dean for Student Learning and Organizational 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 Registration and Records.

TRAVEL
Adopted: February 2, 2017
Revised: February 7, 2019
April 3, 2025
Policy No. 4-130

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 Ill. 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 Ill. 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 Name:_____ Phone:_____

Department:_____ Title of Field Trip:_____

Destination(s): _____ Date(s) of Trip:_____

Purpose of Trip: _____

☐ **College Budget(s) Approval**

Budget Org. & Account	Amt. approved from this Org. and Acct.	Budget Administrator Name (print 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 Itinerary**

Please attach.

☐ **Registration and Payment Deadlines:** if applicable, please attach detailed information.

☐ **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 the approved request to Marketing for possible publicity coverage.

Required Signatures:

Club Advisor/Faculty/Staff Member:_____ Date: _____

Director of Student Life:_____ Date: _____

Dean or Executive Director of Communications, Marketing and Student Life:_____ 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 — **Estimated 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. & Account	Amt. approved from this Org. and Acct.	Budget Administrator Name (print clearly)	Budget Administrator Signature

All costs must be entered on the Budget Proposal for Course Related Field Trip page of this document. Faculty should complete the Faculty Professional Development Request process for their travel costs.

☐ **Trip Itinerary**

Please attach.

☐ **Registration and Payment Deadlines:** if applicable, please attach detailed information.

☐ **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 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 **Estimated 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:**_____

TUITION APPEAL
Adopted: February 2, 2017
Policy No. 4-218

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.

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.

UNLAWFUL HARASSMENT
Adopted: February 2, 2017
Revised: June 4, 2020
Policy No. 2-612

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.

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 Facilities Management, Operations and 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 Academic Support and Student 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.

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 individual against whom a complaint is made are aware of the seriousness of a harassment complaint.
2. Explaining the College's harassment policy and investigation procedures to the complainant and the respondent.
3. Exploring informal means of resolving 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 individual against whom a complaint is made 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, which will be imposed in accordance with applicable College policies. Where the Administration reasonably believes that a student's physical, emotional, or psychological safety is at risk, an employee who violates this policy may be immediately removed from the College facilities.

Disciplinary sanctions for student violations of this policy will be imposed in accordance with the Code of Student Conduct. Sanctions may range from a warning, loss of privileges, to possible suspension or expulsion. The College reserves the right to impose other sanctions in addition to those listed above in response to a specific circumstance of a case.

Third parties who violate this policy can be subject to actions that limit or terminate their access to and/or involvement with the College and College programs and property.

Confidentiality

If a complainant does not wish to have their name shared, does not wish for an investigation to take place, or does not want formal resolution to be pursued, the complainant may make such a request. The request will be evaluated by the College while considering the duty to ensure the safety of the campus and compliance with federal law. The College will make its best effort to honor the complainant's wishes. However, in cases indicating a pattern, predation, threat, weapons and/or violence, the College will likely not be able to honor a request for confidentiality or honor a request for no action. In cases where complainant requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim support and remedies to the complainant, but will not otherwise pursue formal action.

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.

USE OF FACILITIES BY STUDENTS, EMPLOYEES, SPONSOR SCHOOL DISTRICTS, AND THIRD PARTIES

Adopted: February 2, 2017
Revised: May 7, 2020
November 3, 2022
Policy No. 2-308

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.

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 security officer's regular rate of pay.

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 the President's Cabinet. 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 a smoke-free and tobacco-free facility.

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.

All use of College facilities shall be automatically cancelled when the College is closed due to inclement weather or other emergency conditions.

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 Dean of Academic Support and Student Success. 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 shall 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 prior approval of the Special Events Office.

Requests for rooms from external clients are available online at: https://www.lccc.edu/about-lccc/facilities-request-form-external-request).

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.

VIDEO SURVEILLANCE
Adopted: May 3, 2018
Revised: October 1, 2026 (Resolution 62.04)
Policy No. 2-614

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.

Video Surveillance System

A video installation with the capacity to view and/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.

Automated License Plate Readers (ALPR)

ALPR technology uses cameras that capture images of license plates and convert them to text files using optical character recognition technology. The original image, text file, and associated metadata (such as date, time, and geographic coordinates) are stored in the video surveillance system.

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 Safety/Emergency Management Coordinator 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 Safety/Emergency Management Coordinator, in consultation with the appropriate Vice President. The Safety/Emergency Management Coordinator shall maintain a listing of all camera locations.

Special Investigatory Video Surveillance Systems

In response to specific safety concerns, the Safety/Emergency Management Coordinator, 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 Safety/Emergency Management Coordinator.

Protection of Information and Disclosure

Recorded surveillance images obtained pursuant to this policy shall be stored in a secure

Data Privacy, Disclosure, and Access Control

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 Safety/Emergency Management Coordinator or the appropriate Vice President, will be permitted to access cameras or recorded images governed by this policy.

Video surveillance and ALPR data shall not be used to track the frequency of student or employee attendance, nor shall it be used for any purpose unrelated to safety or parking enforcement. The College will not sync or integrate its video surveillance or ALPR systems with any third party including the National Crime Information Center (NCIC) or local law enforcement databases. The College may share surveillance or ALPR data with local or state police departments for active criminal investigations. Under no circumstances will surveillance or ALPR data be sold to, or shared with, third-party marketing or private investigation firms. To maintain a supportive learning environment, surveillance and ALPR data will not be shared with federal agencies for the sole purpose of civil immigration enforcement unless compelled by a judicial warrant.

Entity	Requirement for Access	Approval Authority
Internal (VP or Director)	Demonstrated Legitimate Educational Interest (as defined by FERPA) or safety concern	Executive Director of Human Resources and Safety/Emergency Management Coordinator
Law Enforcement	Active criminal investigation with a specific case number	Safety/Emergency Management Coordinator and Vice President/CISO
Public/External/Other	Subpoena or Court Order	College President or LCCC General Counsel

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 need to know principals, 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.

Automated License Plate Readers (ALPR)

The College utilizes ALPR technology for the following specific purposes:

- Parking Management: Identifying and valid permit holders.
- Safety Alerts: Identifying Hot List vehicles (e.g. vehicles associated with active restraining orders, Amber Alerts, or known persona-non-grata individuals.
- Investigation: Post-incident tracking of vehicles involved in criminal acts such as theft, hit-and-run, or campus property damage.

Public Awareness of Cameras

The public shall be made aware of the existence of cameras by signage at select locations on College campuses.

WHISTLEBLOWER
Adopted: May 2, 2019
Policy No. 2-512

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.

Definitions

1. **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".
2. **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.
3. **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.
4. **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.

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 employee's 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.

WITHDRAWAL
Adopted: February 2, 2017
Revised: February 3, 2022
November 3, 2022
October 1, 2026
Policy No. 4-222

To officially withdraw a student must fill out and submit the electronic "Add/Drop/Total Withdrawal Form." Withdrawals from all courses are accepted.

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.

Withdrawal deadlines are prorated for classes less than a full semester in duration.

WITHDRAWAL FOR MEDICAL/MENTAL HEALTH REASONS
Adopted: February 2, 2017
Revised: November 3, 2022
Policy No. 4-224

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.

* 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 up-coming 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 Academic Support and Student Success 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 Academic Support and Student Success, 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

PERM46B-bb (AC) 10/19/2026