

General Rules and Guidelines

Lansing Community College is an institution of educational excellence. Members of the LCC community strive to create an environment that contributes to academic success and personal growth. All members of LCC's community are responsible for creating and respecting conditions both in the classroom and on campus that encourages teaching and learning in a positive atmosphere.

A positive and successful learning environment provides opportunities for students to practice good citizenship in the larger society and to practice respectful dissent. These are the practices and qualities that the Student General Rules and Guidelines and the Student Code of Conduct encourages.

The Student General Rules and Guidelines and the Student Code of Conduct serves as a reference and working guide when attempting to resolve student disciplinary issues. Nothing in these documents should be construed as a contract, entitlement or promise. These documents are intended to represent minimum guidelines only; students should be aware of the fact that the absence of a specific policy, statement, procedure or provision should not be construed to be a waiver of such item by LCC.

If students have questions regarding the Student General Rules and Guidelines or the Student Code of Conduct, they should direct all inquiries to the Dean of Student Affairs (or his or her designee). When an interpretation issue regarding a provision of the Student General Rules and Guidelines occurs, the Dean of Student Affairs shall make the final determination as to its meaning. Furthermore, LCC reserves the right to make changes to its policies, rules and guidelines at any time without notice.

Access to College Buildings

Access to College buildings after normal hours of operation is restricted except when the Student has a legitimate purpose and written authorization by a College faculty, staff or administrator. All written authorizations must include information on the specific room or lab that the student is allowed to be in, the date, and the approximate times the student will continue to be on campus. Students found in buildings after hours without proper authorization may be subject to the Student Code of Conduct, as well as prosecuted for criminal trespass.

Access to some areas of College buildings are restricted even when a building is open for normal operation. These areas may include, but are not limited to mechanical rooms, communication closets, storage areas, construction areas, or classrooms or labs that are closed. Any student found in a restricted area without authorization may be subject to the Student Code of Conduct, as well as prosecuted for criminal trespass.

Course Participation

Students are expected to participate in all sessions of each course in which they are enrolled. Failure to participate for any reason, including illness, or other extenuating

reasons, in no way relieves the student of the responsibility for completing all work in the course to the satisfaction of the instructor in charge.

When a student cannot attend class due to illness or other extenuating reasons, it is the responsibility of the student to contact the class instructor immediately regarding the absence and discuss any required assignments.

Cell Phones

The use of cell phones during class will be at the discretion of the instructor. Audio or visual recording in restrooms and locker rooms is prohibited.

Children on Campus

Children under the age of 16 must be accompanied by a parent or guardian at all times while on campus. Exceptions are made only for enrolled students whose parent or guardian has signed a written release of responsibility. The learning environment of classrooms and labs must remain free of distractions for students. Children must remain out of these areas. Children enrolled in LCC classes requiring access to labs and classrooms where there is equipment and/or supplies that might prove dangerous will need to provide a signed release form from their parent or guardian.

Classroom Visitation Policy

Please see the [Classroom and Laboratory Visitation Policy](#).

Computer Resources - Acceptable Use

The LCC Acceptable Use Policy describes the general guidelines for the use of the College's computer resources. Use of College-owned computer resources is a privilege extended by the College to students as a tool to promote the mission of the College. All students must agree to be bound by the terms and conditions of the LCC [Acceptable Use Policy](#) at the time they are assigned a Username. Copies of the [Acceptable Use Policy](#) are also available at the Library Circulation Desk.

Students who are using the computers in the library or the computer lab, or any other computer located at any campus, must abide by the rules set forth in each area. Failure to observe the rules may result in loss of privileges and/or a Student Code of Conduct violation.

Contracts

Students shall not enter into any contract in the name of the College except with prior written authorization from College officials vested with the authority to sign a contract on behalf of the College.

Disclosure of Health Concerns

Lansing Community College takes appropriate and reasonable precautions to protect the health and safety of students in the classroom. Some courses may require students to complete federal, state and college regulatory training and testing as mandated by

law. Students must be in compliance with regulations and laws at both LCC and any off-campus site(s) where they are assigned.

Additionally, some courses may require students to work with chemicals and/or equipment which may be hazardous to some students, such as those with certain medical conditions. Students must inform instructors of any special health-related conditions which may be negatively affected by instructional materials or equipment used in the classroom. Students with special health concerns are strongly encouraged to raise any questions about such matters prior to their enrolling in a class. If a student has any questions regarding disclosing health concerns, they should direct all questions to their instructor.

Discrimination and Harassment

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.

Dress

Students are expected to dress in an appropriate manner. Students should dress keeping in mind the activity in which they are engaged in while on College property and when attending College-sponsored events. Some examples of appropriate dress may include, but are not limited to: footwear, safety glasses, safety hats, shields and aprons (when required for the health and safety of the individual student or other members of the College community).

Drugs and Alcohol

In the spirit of providing a safe, healthy and drug-free environment, the College will:

- a. Continue to offer educational programs that support a drug-free campus and workplace as a normative social value;

- b. Continue to offer opportunities for substance abuse counseling accessible by students (and College employees);
- c. Continue to make referrals to appropriate counseling professionals and/or agencies within the community to help students (and employees) who may benefit from such counseling;
- d. Incorporate in classes throughout the curriculum, where appropriate, references and class-related assignments related to the medical, legal, social, and wellness issues inherent in a drug-free campus (and workplace);
- e. Distribute copies of this regulation to all new students (and employees).

Examinations

Students are required to take examinations at the appointed time and place in order to receive credit for a course. Generally, examinations are given during the regularly scheduled class period during the last week of the semester. Students should direct questions regarding the date and time of their final examinations to their individual instructors.

Examinations taken in the Assessment Center will be subject to the center's rules as well as the Student Code and General Rules.

Field Trips and College Sponsored Events/Activities

Organizations and individual students participating in College-sponsored activities, including field trips and athletic events, must abide by all College rules. Student organization field trips must be planned, organized, and approved according to the Student Life Policies and Procedures for Student Organizations, and, where applicable, the transportation services unit of the Police and Public Safety Department.

Organizations and students who violate these policies may be subject to sanctions listed under the Student Code of Conduct. (See Student Code of Conduct, Article IV(B)(5)(a-c).)

Financial Responsibility

Students shall remain current on their financial obligations to the College. Students owing money to the College in respect to such matters as fees, loans, library fines, driving or parking penalties, etc., at the end of an academic semester, will have the publication of their grade report and/or official transcripts delayed, and the student will not be permitted to register for a succeeding semester until such accounts are paid in full or addressed through a payment plan agreed upon by the college.

Games and Recreational Activities

Outdoor Games and other physical recreational activities may only be played in the recreational or athletic facilities which have been designated for such games.

Applications for permission to play such games other than in an area designated for that purpose must be obtained from the Director of Student Life and Leadership when the activity is not connected to a class or as part of a College sponsored activity.

Guest Speakers

In situations involving guest speakers, the College requires orderly conduct, noninterference with College functions or activities, and identification of the sponsoring groups or individuals. Under no circumstances are members of the College community to be forced to be involuntary audiences.

Identification Cards

All Lansing Community College students are eligible for a college identification card, the "StarCard", provided they meet the requirements for issuance. Failure to provide proper information or identification as required may result in the student not being able to receive an LCC StarCard.

Identification cards remain the exclusive property of LCC and must be presented when requested by a College official. Failure to do so may result in a possible Student Code of Conduct violation. Students are required to show their identification card whenever they check out books at the College Library, use the Abel B. Sykes TLC Computer Lab, or when using any other College service or facility. Being issued a StarCard is a privilege and not a right. Misuse of the StarCard to obtain privileges to which the student or to which others are not entitled under existing regulations is a College offense that may also result in a possible Student Code violation.

Language

Students must remember that LCC is an institution of higher education. Respect for the classroom environment as well as for other students in general is an essential part of the learning experience. Profanity and racial slurs in the classroom will not be tolerated. Any violation of this provision may result in a possible Student Code of Conduct violation.

LCC Email Account

Students are responsible for checking their LCC assigned email accounts on a regular basis. Official notifications and information may be sent to a student's email account. Students who use other email accounts should make sure they are monitoring their LCC email accounts as well.

Organizations

No student or student organization may use campus facilities, solicit funds, business, or support on the College campus unless such a student or student organization has been authorized by the Director of Student Life and Leadership. Approval of College clubs and organizations must be in accordance with guidelines documented in the Student Life and Leadership Office.

Pets

For the protection, health and safety of the members of the College community and to preserve order on the campus, students are not permitted to bring pets on to campus or into the buildings of Lansing Community College. This provision excludes properly

documented service animals or animals designated for laboratory experimentation purposes.

Records

It is the responsibility of the student to give honest and complete replies to all questions included in application forms and other documents required by the College. Alteration, duplication, or falsification of a College document, form, or authorized signature is considered by the College to be an extremely serious offense and is subject to disciplinary action. (See Student Code, Article III(B)(1)(a-c).)

Smoking

Lansing Community College is a "Smoke-Free and Tobacco Free Zone". Except in designated areas, smoking or the use of tobacco products are prohibited on Lansing Community College property, including in any building, facility, or structure and on real estate that is owned or leased. Students who violate this provision may be subject to the sanctions listed in the Student Code of Conduct.

Student Code of Conduct

In addition to being familiar with the Student General Rules and Guidelines, all students are responsible for knowledge of and adherence to, the Student Code of Conduct.

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