

LCC GLOSSARY

The LCC Glossary includes:

- **A non-exhaustive list of acronyms, initialisms, phrases and abbreviations** used by staff (and students) at LCC along with the meaning of each item.
- **A non-exhaustive list of common general terms** used by staff (and students) at LCC along with the definition of each term.

Items in the acronym list that have a corresponding entry in the term dictionary are marked with an asterisk (*).

The acronym list has been split into three sections (**General**, **IT** and **Financial Aid**), but please note that while most items in the **IT** and **Financial Aid** sections may only be useful to those with IT or Financial Aid related responsibilities, no section of the list is limited to those in certain departments and may in fact be helpful to all employees and students. In addition, several common IT terms can be found in the **General** section.

The definitions have also been split up between General Term Dictionary and Student & College Code of Conduct specific terms. The second section was created to deal with terms from the Board of Trustee SOPs specific to that viewpoint.

This is a “living document” that will be updated as items change or need to be added or removed. If you have any items you’d like to add or if you have comments, questions or suggestions about the document, please contact Linnea Knapp, Records Information Specialist (x1676, LCC-RIM@lcc.edu) or Terri Christian, Center for Data Science (x1123, lcc-cds@lcc.edu).

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General Acronym List

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#

5 Star: Five Star Service Center

A

A&S: Arts and Sciences [Building and Academic Division at LCC]

AA: Academic Affairs -or- Associate in Arts degree [context will determine]

AAA: Associate in Applied Arts degree

AAR: After Action Report *

AAS: Associate in Applied Science degree

AB: Associate in Business degree

ACQA: Accessibility Committee for Quality Assurance

ACS: Activities Classification Structure *

AD: Associates Degree

ADA: Americans with Disabilities Act

ADM: Administration Building [Building]

Admin: Administration

AFA: Associate in Fine Arts degree

AFT: American Federation of Teachers *

AOF: Academic and Office Facility [Building]

AP: Advanced Placement *

APAC: Academic Procedure Advisory Committee

AP Style: Associated Press Style

ARR: Admissions, Registrar and Records

AS: Associate in Science degree

ASP: Association of Support Professionals*

AV: Audio & Visual

B

BA: Business Analyst *

BCA: Business, Communication & the Arts [Department within A&S Division]

BCI: Business & Community Institute

BD: Bachelor's degree

BERT: Building Emergency Response Team

BH: Billing Hour *

BIT: Behavior Intervention Team

B_Ops: Business Operations [Division, formerly known as FAA]

BOT: Board of Trustees [Commonly referred to as “the Board.”] *

BRP: Business Resumption Plan *

BRRC: Business Resumption Review Committee *

BRT: Business Resumption Team -or- Business Resumption Task Force *

BSC: Balanced Scorecard *

BYOD: Bring Your Own Device

C

C3R: Coalition for College and Career Readiness [Department within EAD Division]

CACP: Center for Academic and Career Pathways

CASL: Committee for Assessing Student Learning

CATA: Capital Area Transportation Authority [Lansing area bus system]

CATS: Classroom Assessment Techniques *

CC: Curriculum Committee

CCLP: Capitol City Labor Program

CCMC: Cesar Chavez Multicultural Center

CCRESA: Clinton County Regional Education Service Agency

CCSSE: Community College Survey of Student Engagement *

CD: Compact Disc

CDC: Center for Disease Control and Prevention

CDS: Center for Data Science

CES: Career & Employment Services *

CEWD: Community Education and Workforce Development [Division at LCC]

CFO: Chief Financial Officer

CIAM: Classroom In-a-Minute

CIMT: Course Information Management Team

CIO: Chief Information Officer

CIP: Classification of Instructional Program code *

CIT: Computer Information Technologies [Department within Tech Careers Division]

CLO: Course Learning Outcome

CME: Center for Manufacturing Excellence

CMS: Course Management System

COA: Chart of Accounts -or- Cost of Attendance [context will determine]

COD: Common Origination and Disbursement *

COOP: Continuity of Operations *

COOP PT: Continuity of Operations Planning Team

CPA: Curriculum Planning Assistant *

CPI: Core Performance Indicator

CRN: Course Reference Number

CSA: Center for Student Access

CSOD: Cornerstone On-Demand [See TMS]
CTE: Center for Teaching Excellence *
CTL: Center for Transitional Learning (retired term, now part of English Department)
CVFS: Center for Veteran and Family Services [Formerly the Office of Veteran and Military Affairs]

D

D2L: Desire2Learn *
DAPP: Drug and Alcohol Prevention Program
DAPIP: Database of Accredited Postsecondary Institutions and Programs [[Transfer Credit - Evaluation and Acceptance](#)]
DB: Database
DE: Dual Enrollment *
DEI: Diversity, Equity, and Inclusion
DEIB: Diversity, Equity, Inclusion, and Belonging
DGC: Data Governance Committee
DICE: Data, Information and Communication to Employees *
DivOps: Divisional Operations
DMAC: Digital Media, Audio and Cinema [Program within Communications, Media & the Arts Department]
DMCA: Digital Millennium Copyright Act
DPS: Department of Public Safety
DRT: Dart Auditorium [Building]
DVD: Digital Versatile Disc
DW: Degree Works

E

EAD: External Affairs and Development [Division]
EAS: Emergency Alert System* -or- Embedded Academic Support [context will determine]
EDF: Employee Development Fund
EEA: European Economic Area
EEOC: Equal Employment Opportunity Commission [[Reasonable Accommodations for Faculty and Staff](#)]
ELO: Essential Learning Outcomes [See also ILO]
ELT: Executive Leadership Team *
EMAP: Emergency Management Accreditation Program *
EMD: Emergency Management Department
EMS: Emergency Medical Services
EMSS: Emergency Management and Safety Services [Retired acronym – Current: EMD]
ENGL: Current name for English Department [Part of A&S Division]

EOC: Emergency Operations Center *

EOP: Emergency Operations Plan *

EOY: End of Year

EPPT: Emergency Preparedness Planning Team

ERD: Education Resource Development [Department within EAD Division]

ERESA: Eaton Regional Education Service Agency

ERG: Emergency Response Guide *

ES: Enterprise Systems [Department within ITS Division]

ESOL: English for Speakers of Other Languages *

ESP: Educational Support Personnel [retired see ASP]*

ESRA: Electronic Signatures and Records Act

EU: European Union

F

F2F: Face to Face* [See also FTF]

FAA: Office of Finance, Administration and Advancement [Former name of B_Ops Division]

FAQs: Frequently Asked Questions

FCC: Federal Communications Commission

FEMA: Federal Emergency Management Agency *

FERPA: Family Educational Rights and Privacy Act *

FMA: Facilities Maintenance Association [MEA, NEA] *

FMLA: Family Medical Leave Act *

FOAPAL: Fund, Organization, Account, Program, Activity, Location

FOIA: Freedom of Information Act

FOWG: Facilities and Operations Work Group

FPAR: Financial Planning, Analysis and Review [Department within Financial Services]

FPS: Faculty Pay System

FS: Financial Services

FT: Full-time

FTC: Federal Trade Commission

FTE: Full-Time Equivalent student *

FTF: Face to Face* [See also F2F]

FY: Fiscal Year *

FYES: Fiscal Year Equated Student *

G

GA: Associate in General Studies degree

GB: Gannon Building [Building]

GDPR: General Data Protection Regulation

GLBA: Gramm-Leach-Bliley Act *

GPA: Grade Point Average *

H

HB: Huron Building [Building]

HEA: Higher Education Act

HH: Herrmann House [Building]

HHS: Health & Human Services [Building and Academic Division at LCC]

HIPAA: Health Insurance Portability and Accountability Act

HLC: Higher Learning Commission

HR: Human Resources

HR-OD: Human Resources – Organizational Development

HS: High School Diploma

HSDCI: High School Diploma Completion Initiative

HVAC: Heating, Ventilating and Air-Conditioning [Also a Program in Technical Careers Division]

HYF: HyFlex* [Class type]

I

ICS: Incident Command System *

ICT: Incident Command Team *

IDEA: IDEA Student Ratings of Instruction Survey

IEP: Individual Educational Plan

IE: Integrated English [Department within A&S Division] (retired term, now referred to as English Department)

ILO: Institutional Learning Outcome [See also ELO]

IM: Instant Messaging

Info Sec: Information Security [Department within ITS Division]

IP: Internet Protocol [The more common term is “IP Address” which is the address assigned to a computer. There is also IPv4 and IPv6 which are versions 4 and 6 respectively.]

IPEDS: Integrated Post-Secondary Education Data System *

ISO: International Organization for Standardization

ISS: Infrastructure Support Services [Department within ITS Division]

ITS: Information Technology Services

ITV: Interactive Television

K

KPI: Key Performance Indicator

L

LCC: Lansing Community College

LCC-EAS: LCC Emergency Alert System [LCC's main mass notification system]
LEP: Limited English Proficiency
LMS: Learning Management System [Retired term – Now known as TMS]*

M

MACRAO: Michigan Association of Collegiate Registrars and Admissions Officers *
MAHE: Michigan Association for Higher Education *
MAP: My Academic Pathway -or- Men About Progress [context will determine]
MATC: Maya Angelou Training Center
MB: Mackinaw Building [Building]
MBS: MBS Direct Bookstore *
MC&D: Media Creation & Design [Area of Media Creation Team within ITS]
MCCA: Michigan Community College Association
MCO: Michigan Colleges Online
MCOLES: Michigan Commission on Law Enforcement Standards
MD: Master's Degree
MD2: Master's Degree in two disciplines
MFA: Master of Fine Arts degree
MEA: Michigan Education Association
MEDC: Michigan Economic Development Corporation *
MIOSHA: Michigan Occupational Safety and Health Administration
MLKEC: Martin Luther King Jr. Equity Center
MPDI: Michigan Postsecondary Data Inventory
MPSERS: Michigan Public School Employees' Retirement System
MS: Microsoft
MSN: Master of Science, Nursing
MTA: Michigan Transfer Agreement

N

NEA: National Education Association

O

OE: Office of Empowerment
OER: Open Educational Resources
OH: Online Hybrid* [Class type]
ON: Online* [Class type]
ORT: Online Real-Time course * [Class type]
OS: Operating System
OSHA: Occupational Safety and Health Administration

P

PA:	Physical Assessment -or- Public Address [context will determine]
PC:	Personal Computer -or- Parental Contribution -or- Provost Cabinet [context will determine]
PCNTS:	Personal Computing, Network & Telecommunication Services [The department known commonly as the "Help Desk."]
PD:	Doctor or Professional Degree [PhD, JD, MD, DO, EdD, etc.]
PHI:	Protected Health Information
Phys Plant:	Physical Plant [Retired terminology (2018), now called Facilities]
PIA:	Post Incident Analysis *
PII:	Personally Identifiable Information
PLA:	Prior Learning Assessment
PLCs:	Prior Learning Credits
PLO:	Program Learning Outcome
PM:	Project Manager/Management
PMRT:	Project Management Review Team
PO:	Purchase Order
POAM:	Police Officers Association of Michigan
POE:	Pedagogy of Equity (Course in CTE, now being used for some faulty undergoing Program Review)
PPE:	Personal Protective Equipment
PPT:	PowerPoint
PROE:	Program Review of Occupational Education *
PT:	Part-time
PTCTU:	Part-Time Clerical Technical Union (MEA, NEA)* [Retired - see ASP]

Q

QR code: Quick Response code

R

RAVE:	Currently powering the LCC-EAS Mass Notification System
RCH:	Rogers-Carrier House [Building]
RDOG:	Report Development Oversight Group
RFI:	Request for Information
RFP:	Request for Proposal
RFQ:	Request for Quote
RIM:	Records and Information Management
RN:	Registered Nurse

S

SA:	Student Affairs
SAALT:	Student and Academic Affairs Leadership Team
SAM:	Science & Mathematics [Department within A&S Division]

SBDC: Small Business Development Center [Previously known as the Small Business and Technology Development Center (SBTDC)]

SCH: Student Credit Hours *

SENSE: Survey of Entering Student Engagement *

SEP: Student Education Plans *

SOC: Standard Occupation Classification

SOP: Standard Operating Procedures

SOW: Statement of Work

SSH: Social Science & Humanities [Department within A&S Division]

SSI: Student Satisfaction Inventory [Provided by vendor, Ruffalo Noel Levitz] *

SSN: Social Security Number

STARR: Student Transcript and Academic Record Repository

SWOT: Strengths, Weaknesses, Opportunities, and Threats *

T

TAC: Technology Across the Curriculum

TC: Technical Careers Division

TEC: The Early College

TeC: Targeted Email Communication System

Telecom: Telecommunications

TIPS: Team Initiated Problem Solving

TIX: Title IX [Pronounced: Title 9]

TLC: Technology and Learning Center [Building]

TLTT: Transforming Learning Through Teaching

TMS: Talent Management System

TRIO-SSS: TRIO Student Support Services

TRT: Technical Review Team [Subcommittee of Curriculum Committee]

TSS: Technology Support Services [Department within ITS Division]

TUID: Technology User ID [This term is no longer used. The information is now referred to as a "Username."]

U

UC: University Center [Building]

UIC: Unique Identification Code

USB: Universal Serial Bus

V

VM: Voicemail

VMRT: Vacancy Management Review Team *

VP: Vice President

W

WCAG 2.0: Web Content Accessibility Guidelines
WCP: Washington Court Place [Building]
WFH: Work from Home
WLNZ: Call letters for the LCC radio station, WLNZ 89.7FM

Y

YES: Your Essential Security *

IT Acronym List

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A

ACL:	Access Control List
AD:	Active Directory
ADFS:	Active Directory Federation Service
AES:	Advanced Encryption Standard
AIDE:	Advanced Intrusion Detection Environment
ALTQ:	Alternate QA environment *
AP:	Access Point
API:	Application Programming Interface
APT:	Advanced Persistent Threat
ASA:	Adaptive Security Appliance *
ASLR:	Address Space Layout Randomization
ASN:	Autonomous System Numbers

B

BCM:	Banner Communications Manager [Banner Module]
BDM:	Banner Document Management *
BGP:	Border Gateway Protocol [EBGP = External BGPs; IBGP = Internal BGPs]
BRP:	Business Recovery Plan -or- Business Resumption Plan [context will determine]
BUGMI:	Banner Users' Group of Michigan

C

C2:	Command and Control
CA:	Certificate Authorities (CAs)
CAS:	Central Authentication Service
CBC:	Cypher Block Chaining
CBT:	Computer Based Training
CCN:	Credit Card Number
CIS:	Center for Internet Security
CMDB:	Configuration Management Database
COW:	Computer on Wheels
CRAC:	Computer Room Air Conditioner
CRM:	Constituent Relationship Management System [LCC's CRM software is Target X.]
CSC:	Critical Security Controls
CUCM:	Cisco Unified Communication Manager
CVSS:	Common Vulnerability Scoring System

CWDM: Course Wavelength Division Multiplexing

D

DBA: Database Administrator
DC: Data Center
DEP: Data Execution Prevention
DEV: Development environment
DHCP: Dynamic Host Configuration Protocol
DID: Direct Inward Dial [Telephone]
DLP: Data Loss Prevention
DKIM: Domain Keys Identified Mail *
DMARC: Domain-based Message Authentication Reporting & Conformance *
DMZ: Demilitarized Zone
DNS: Domain Name System
DWDM: Dense Wavelength Division Multiplexing

E

EAP/TLS: Extensible Authentication Protocol / Transport Layer Security
EDR: Endpoint Detection and Response
EDW: Enterprise Data Warehouse
EMET: Enhanced Mitigation Experience Toolkit
EOL: End of Life [Refers to product life] *
EOS: End of Support
ERP: Enterprise Resource Planning *
EUTR: End User Training environment *

F

FC: Fibre Channel

G

GP: Group Policy *
GPO: Group Policy Object
GPU: Graphics Processing Unit
GUI: Graphical User Interface

H

HPE: Hewlett Packard Enterprise [Server]

I

IDM: Identity Management
IDS: Intrusion Detection System
INB: Internet Native Banner *

iLO: Integrated Lights-Out (Hewlett-Packard out-of-brand server management tech)
IOPS: Input/Output Operations Per Second *
IPCC: IP Contact Center *
IPS: Intrusion Prevention System
IS: Information Security
ISACA: Information Systems Audit and Control Association

L

LAN: Local Area Network
LAPS: Local Administrator Password Solution *
LCCA: Lansing Community College Administration *
LCCB: LCC Banner *
LDAP: Lightweight Directory Access Protocol
LOLBins: Living Off the Land Binaries *

M

MAC: Media Access Control -or- Message Authentication Code [context will determine]
MDR: Managed Detection and Response
MDT: Microsoft Deployment Toolkit
Meraki: Brand name of wireless system at LCC [By Cisco]
MFA: Multi-Factor Authentication
MGP: Meraki Group Policy
MX Record: Mail Exchanger Record

N

NAC: Network Access Control
NAT: Network Access Translation *
NDR: Network Detection and Response
NIST: National Institute of Standards and Technology
NMAP: Network Mapper *
NVR: Network Video Recorders

O

OCC Chat: Online Chat Center
OIM: Oracle Identity Management *
OTP: One Time Password

P

P2PE: Point to Point Encryption
PAT: Port Address Translation *
PAWS: Privileged Access Work Station
PCI DSS: Payment Card Industry Data Security Standards [Often shortened to PCI]

PopSel: Population Selection
PRI: Primary Rate Interface
PSTN: Public Switch Telephone Network
PUA: Potentially Unwanted Applications *

Q

QA: Quality Assurance *
QADB: Quality Assurance environment *

R

RDP: Remote Desktop Protocol
RHEL: Red Hat Enterprise Linux *
RPO: Recovery Point Objective *
RTO: Recovery Time Objective *

S

SAML: Security Assertion Markup Language *
SAN: Storage Area Network
SCAP: Security Content Automation Protocol
SCCM: (Microsoft) System Center Configuration Manager *
SDE: Supplemental Data Engine *
SDLC: Software Development Lifecycle
SEED: This is a blank Banner database environment that only contains basic structure, table definitions and some seeded data. *
SIEM: Security Information and Event Management
SIS: Student Information System *
SMS: Short Message Service
SMTP: Simple Mail Transfer Protocol
SOCC: System Operation Coordinating Committee
SPF: Sender Policy Framework
SPML: Service Provisioning Markup Language [Pronounced spimmel]
SQL: Structured Query Language *
SSB: Self Service Banner *
SSH: Secure Shell *
SSID: Service Set Identifier *
SSO: Single Sign-On

T

TCP: Transmission Control Protocol
Tenable: Vendor – Specializes in vulnerability assessment.
TLS: Transport Layer Security
TTL: Time to Live *

U

UAT:	User Acceptance Testing
UDEV:	User Development environment *
UPS:	Uninterruptible Power Supply
URL:	Uniform Resource Locator [web address]

V

VDI:	Virtual Desktop Infrastructure
VLAN:	Virtual Local Area Networks
VMs:	Virtual Machines
VoIP:	Voice over Internet Protocol
VP2PE:	Verified Point to Point Encryption
VPAT:	Voluntary Product Accessibility Template *
vPC:	Virtual Port-Channel
VPN:	Virtual Private Network

W

WAC:	Window Admin Center
WAF:	Web Application Firewalls
WMI:	Window Management Instrumentation *
WPA2:	Wi-Fi Protected Access version 2
WSUS:	Windows Server Update Services
WWN:	World Wide Name *

X

XE:	Extensible Ecosystem *
XEDEV:	This is a cloned environment from production Banner. *

Financial Aid Acronym List

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A

ACT: American College Test *

AGI: Adjusted Gross Income

B

BIA: Bureau of Indian Affairs Grant

C

CARES Act: Coronavirus Aid, Relief, and Economic Security Act

CLEP: College-Level Examination Program *

COA: Cost of Attendance

CPS: Central Processing System *

D

DL: Direct Loan

DPA: Destination Point Administrator

E

ED: Department of Education *

EDE: Electronic Data Exchange

EFA: Estimated Financial Assistance *

EFC: Expected Family Contribution [See also FC] *

F

F4F: Futures for Frontliners

FAA: Financial Aid Administrator

FAA Access: FAA Access to CPS Online

FAFSA: Free Application for Federal Student Aid *

FC: Family Contribution [See also EFC]

FinAid: Financial Aid

FM: Federal Methodology *

FOTW: FAFSA on the Web *

FPS: FAFSA Processing System

FSA: U.S. Department of Education's office of Federal Student Aid

FSEOG: Federal Supplemental Educational Opportunity Grant *

FTI: Federal Tax Information

FWS: Federal Work-Study Program *

I

IASG: Iraq and Afghanistan Service Grant *
IDR: Income Driven Repayment
IPA: Income Protection Allowance
IRS: Internal Revenue Service
ISIR: Institutional Student Information Record

M

MPN: Master Promissory Note *

N

NHSC: National Health Service Corps Scholarship *
NSLDS: National Student Loan Data System

P

PC: Parental Contribution
PDF: Portable Document Format
Pell: Federal Pell grant
PJ: Professional Judgement *

R

R2T4: Return of Title IV Funds
ROTC: Reserve Officer Training Corps, Scholarship Program

S

SAI: Student Aid Index
SAIG: Student Aid internet Gateway
SAR: Student Aid Report *
SAP: Satisfactory Academic Progress *
SAT: Scholastic Aptitude Test *
SC: Student Contribution
SNT: Simplified Needs Test *
SSA: Social Security Administration
SSN: Social Security Number
SULA: Subsidized Usage Limit Applies

T

TEACH: Teacher Education Assistance for College and Higher education [Grants]
TG Number: SAIG Mailbox Number, a TG Number is the identifier for an electronic mailbox. It is a five-digit alphanumeric number, preceded by "TG."
TIP: Tuition Incentive Program [Michigan]

V

VA: U.S. Department of Veterans Affairs

General Term Dictionary

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#

10th Day: Census date that is commonly used as a snapshot in time by institutions to reflect enrollment following the add/drop period.

A

Academic Advisement: Plan under which each student is assigned to a faculty member or a trained adviser, who helps the student plan and implement immediate and long-term academic and vocational goals.

Academic Amnesty: Can provide forgiveness for the following:

- Any grade of 0.0, 0.0F, or 0.0U when the student, after a period of at least 2 years since the last grade for which amnesty is being requested, has earned a minimum of 12 semester college-level credits at LCC, and has a cumulative GPA of at least a 2.0 or higher in the courses taken since the last grade for which amnesty is being requested.
- Any grade of 0.0, 0.0F, or 0.0U in a developmental corequisite course or developmental prerequisite course when the student has earned a grade of 2.0 or higher in the college-level course which required the developmental course.
 - For a developmental corequisite course – when the student earns a grade of 2.0 or higher in the same semester in a co-enrolled college-level course that required the corequisite course.
 - For a developmental prerequisite course – when, after higher placement testing, the student later earns a grade of 2.0 or higher in the next sequential college level course taken in the same subject area.

[Reference SOP: [Academic Amnesty](#)]

Academic Procedure Advisory Committee (APAC): The committee designated to develop, approve, and monitor College procedures and practices in accordance with Board policy or other regulatory requirements as necessary.

[Reference SOP: [Course Credits and Federal Compliance Assurance](#)]

Academic Professional Faculty Position: These positions include Teaching Clinician, Lab Instructor, Lab Assistant, Professional Tutor, Librarian, Licensed Professional Counselor, Academic Advisor, Supplemental Instruction Leader, and Sign Language Interpreter.

Academic Year: The period of time that includes the fall, spring, and summer semesters.

Accelerated Program: Completion of a college program of study in fewer than the usual number of semesters, most often by attending summer sessions and carrying extra courses during the academic term.

Acceptance Form: The written acknowledgment by the student of receipt of an award letter. The form usually provides for acceptance of offered aid, possible declination of all or part of offered aid, and some means of requesting an appeal, if that is desired, to modify the award.

Frequently, acceptance letters and award letters are combined into a single document. The form may be electronic.

Accreditation: The formal process by which a recognized body assesses and recognizes that an institution meets an accepted set of criteria or standards.

Accreditation Liaison Officer (ALO): The individual identified by LCC to serve as a contact point with the Higher Learning Commission, in addition to the College's President. The ALO is expected to be aware of HLC requirements and to guide the College's efforts in relation to compliance. [Reference SOPs: [New Courses and Programs of Study Approval](#); [Course Credits and Federal Compliance Assurance](#); [Course Cancellations and Program of Study Discontinuities](#); [Academic and Training Partnerships](#); [Establishment of Minimum Faculty Qualifications for a Course](#); [Program Review](#); [Student Complaints/Federal Compliance Assurance](#); [Ethics Training for Communication with Prospective Students](#)]

Accruing Interest (on a loan): The cost of the loan, represented by the interest which is added to the loan amount prior to the repayment period or prior to a payment installment.

ACT (American College Test): A standardized test used for college admissions.

Activities Classification Structure (ACS): Uniform data reporting requirements used in making State budget and appropriation decisions. The funding formula is based on ACS information such as full-time equivalent (FTE) students, contact hours, expenditures and other activity measures. ACS has been replaced as a reporting requirement by the Michigan Community College Data Inventory (MCCDI) but continues to use ACS codes.

Adaptive Service Appliance (ASA): Vendor specific (CISCO) term for the firewall.

Ad Hoc Data Request: Requests for data that are outside of the normal reporting and assessment cycle of an office; typically these unique data requests answer a specific question being asked by a unit.

Adjusted Available Income: The portion of family income remaining after deducting federal, state, and local taxes, a living allowance, and other allowances used in Federal Methodology to calculate the expected family contribution (EFC).

Adjusted Gross Income (AGI): All taxable income as reported on a U.S. income tax return.

Administrative/Management Consulting: Expenses for professional or technical expertise provided by a consultant to accomplish a specific study, project, task or work statement. This category includes contracts with independent individuals or firms to perform a service or recommendation according to the consultant's methods and without being subject to the control of the agency except as to the results of the work. [Reference: LCC Expense Account Dictionary](#)

Administrative Support (including Office & Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

Admitted Student: An applicant whose application has been accepted by the institution.

Advanced Placement (AP): Credit and/or advanced standing in certain course sequences that postsecondary institutions may offer to high school students who have taken high-level courses and passed certain examinations.

Advertising: Expenses for advertisements placed in newspapers, magazines, radio, television, internet, etc. [Reference: LCC Expense Account Dictionary](#)

AFT (American Federation of Teachers): Labor union representing full-time (FT) and part-time (PT) administrators.

After Action Report (AAR): An after exercise report on successes and challenges which took place during an emergency preparedness exercise. This document is also used to track recommended improvement progress and completion.

ALTQ (Alternate QA Environment): A full clone of Banner production. This is spun up for the major Banner upgrades and is a path for LCC development to be promoted to production when the QA environment is tied up with upgrade testing.

Americans with Disabilities Act (ADA): Federal Law governing employer obligations for accommodating employee disabilities in the workplace as well as the College's obligations for accommodating student disabilities on campus and online.

Applicant: An individual who has fulfilled the institution's requirements to be considered for admission.

Architect/Engineer Services: Expenses for the services of architectural or engineering firms or individuals relating to the development and/or construction of capital projects. [Reference: LCC Expense Account Dictionary](#)

Army College Fund: A program that provides Army enlistees in certain job specialties with educational benefits to attend college. The money is combined with benefits from the Montgomery GI Bill. Participation requires a monthly contribution during the first year of military service.

Articulation: The process by which credits are transferred from one institution to fulfill requirements at another institution; the formalized equating of one institution's course with a course at another institution.

Arts and Sciences (A&S): An academic division and a building at LCC.

Assessment:

(1) The process of measuring progress and examining the status of an institution or unit with regard to a goal or objective. [See also *Learning Outcomes Assessment*, and *Institutional Effectiveness Assessment*.]

(2) The systematic collection, examination, and interpretation of qualitative and quantitative data about student learning and the use of that information to document and improve student learning (Higher Learning Commission).

Assessment Methods: The various ways used to collect the qualitative and quantitative information about students' learning achievement.

Assessment Process: A continuous cycle of: Establishing clear, measurable expected outcomes of student learning. Ensuring that students have sufficient opportunities to achieve those

outcomes. Systematically gathering, analyzing, and interpreting evidence to determine how well student learning matches our expectations. Using the resulting information to understand and improve student learning (Suskie, Linda. (2009). *Assessing Student Learning: A Common Sense Guide*. Second Edition. San Francisco, CA: Jossey-Bass, p. 4.).

Assets: Cash on hand in checking and savings accounts; trusts, stocks, bonds, other securities; real estate (excluding the home), income-producing property, business equipment, and business inventory. Assets are considered in calculating the EFC (Expected Family Contribution).

Associate of Arts and Associate of Science (AA & AS) Electives: courses usable by any AA or AS degree for reaching the minimum 60 credits in cases when a given Program Pathway is designed to be under 60 credits when all other General Education and program requirements are completed.

- A course's inclusion on, or removal from, the LCC AA & AS Electives list does not affect its potential use in any of the following:
 - an AA or AS degree already designed to reach 60 credits when all other General Education and program requirements are completed;
 - an applied Associate Degree;
 - a Certificate of Completion or Certificate of Achievement.

[Reference SOP: [Associate of Arts and Associate of Science Elective Course Review](#)]

Associate Degree: An award that normally requires at least two but less than four years of full-time equivalent college work and is at least 60 credits.

Association of Support Professionals (ASP): On May 19, 2023, the members of PTCTU and ESP voted to merge bargaining units. The newly formed unit is LCC Association of Support Professionals (ASP). Portions of the PTCTU collective bargaining agreement and the entire ESP collective bargaining agreement remain in place until June 2025. [Reference: [Contracts and Letters of Agreement](#)]

Attrition: The process or rate at which a student leaves an institution or its program.

AuditD: A user space component to the Linux auditing system.

Audit Services: Expenses for the services of accounting or professional review firms relating to LCC's internal processes, procedures, and financial statements. Expenses for the cost of internal and external audit engagements. [Reference: LCC Expense Account Dictionary](#)

Authentic Assessment: A form of assessment in which students are asked to perform real-world tasks that demonstrate meaningful application of essential knowledge and skills.

Award Letter: A method of notifying financial aid applicants of the assistance being offered by an institution. The award letter usually provides information on the types and amounts of aid offered, as well as specific program information, student responsibilities, and the conditions which govern the award. It generally provides students with the opportunity to accept or decline the aid offered. [See *Financial Aid Notification*.]

Awards Conferred: _As relates to IPEDS reporting standards. [See *Completions*.]

B

Bachelor's Degree: An award (baccalaureate or equivalent degree, as determined by the Secretary of the U.S. Department of Education) that normally requires at least four years but not more than five years of full-time equivalent college-level work.

Balanced Scorecard (BSC): A strategic planning and management system used to align activities to the vision and strategy of the College and monitor organization performance against strategic goals. The scorecard is set up to view the College through five perspectives (student success, programs and services, workforce, finance, and community) and within each develop metrics based on the priorities of the strategic plan to then collect and analyze data relative to the metrics in order to track results.

Bank Service Charges: Expenses for bank service charges (e.g., charges for services to maintain bank accounts), including retail merchant fees. [Reference: LCC Expense Account Dictionary](#)

Banner Document Management (BDM): The digital data archive and retrieval application that is used at LCC.

Benchmark: Performance data that are used for comparative purposes. An external criterion against which an institution measures itself.

BIA Grant: [See *Bureau of Indian Affairs Grant*.]

Billing Hour (BH): A billing hour is a representation of time that a student spends in direct contact with an instructor or with laboratory equipment.

Board of Trustees (BOT): Commonly referred to as “the Board.” Lansing Community College is directed and governed by a Board of Trustees, consisting of seven members, elected at large in the community college district on a nonpartisan basis. Elected members retain positions for 6-year terms.

Bond Administrative Fees: Expenses for administrative fees on outstanding bond issuances. [Reference: LCC Expense Account Dictionary](#)

Bond Interest Payments: Expenses for interest on outstanding bond issuances. [Reference: LCC Expense Account Dictionary](#)

Bond Principal Payments: Expenses for principal on outstanding bond issuances. [Reference: LCC Expense Account Dictionary](#)

Budget: [See *Cost of Attendance*.]

Building and Improvements < \$5,000: Expenses to remodel, restore or recondition which do not extend the useful life of the asset and cost at least \$1,000 but less than \$5,000. [Reference: LCC Expense Account Dictionary](#)

Building Maintenance Contracts: Expenses for maintenance or service agreements on LCC owned or leased buildings. [Reference: LCC Expense Account Dictionary](#)

Bureau of Indian Affairs (BIA) Grant: A federal grant program administered by the Bureau of Indian Education for needy students who are members of an Indian, Eskimo, or Aleut tribe and enrolled in accredited institutions in pursuit of an undergraduate or a graduate degree.

Business Analyst (BA): A position title, BAs are embedded within functional units at LCC and work closely with ITS staff as well as taking on more responsibilities for the operations of the area in which they work.

Business Assets: Property that is used in the operation of a trade or business, including real estate, inventories, buildings, machinery and other equipment, patents, franchise rights, and copyrights. Business assets are considered in the calculation of the EFC under the regular formula.

Business Day: A day in which normal LCC business operations are conducted. [Reference SOP: [Timely Faculty Response to Students](#)]

Business Resumption Plan (BRP): This plan drives the college's decision-making and establishes parameters for a gradual and safe return to on-campus learning and working.

Business Resumption Review Committee (BRRC): This committee includes the Provost, Interim Senior Vice President for Business Operations, Executive Director of Human Resources, Executive Director of Administrative Services, Director of Emergency Management, Director of Occupational/Environmental Safety and Health, Director of Risk Management & Legal Services, and LCC Legal Counsel.

Business Resumption Task Force (BRT): The Executive Leadership Team and Incident Command Team are supported by the college task force. It includes some union leaders, and a few other teams who work on specialized tasks, like course scheduling.

C

Cable Television: Expenses to utility companies for cable television services. [Reference: LCC Expense Account Dictionary](#)

Campus-Based Programs: The term commonly applied to those federal student aid programs administered directly by institutions of postsecondary education. Campus-based programs include: Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS).

Capital Building and Improvements: Expenses to remodel, restore or recondition which extends the useful life of the asset and cost of more than \$5,000. [Reference: LCC Expense Account Dictionary](#)

Capital City Labor Program, Inc (CCLP): The LCC bargaining unit consists of all regular full-time sworn Police & Public Safety Officers; Including Detective and Public Safety Officers/Dispatchers who are sworn officers within the department of Public Safety; EXCLUDING dispatchers who are not sworn Public Safety Officers and all others.

Capital Furniture: Expenses for furniture with a useful life of more than one year and a cost of more than \$5,000. [Reference: LCC Expense Account Dictionary](#)

Capital Instructional Equipment: Expenses for equipment with a useful life of more than one year and a cost of more than \$5,000 used directly for the education of students. [Reference: LCC Expense Account Dictionary](#)

Capitalization (of interest): The arrangement between borrower and lender whereby interest payments are deferred as they come due and are added to the principal amount of the loan.

Capital Land and Improvements: Expenses to restore or recondition LCC owned land which increase the value of the land and cost more than \$5,000. [Reference: LCC Expense Account Dictionary](#)

Capital Operational Equipment: Expenses for equipment with a useful life of more than one year and a cost of more than \$5,000 not used directly for the education of students. [Reference: LCC Expense Account Dictionary](#)

Capital Projects: Are single projects or combined unified project that their estimated overall cost exceeds \$500,000. [Reference SOP: [Capital Projects](#)]

Capital Technical Equipment and Computers: Expenses for technical equipment with a useful life of more than one year and a cost of more than \$5,000 (e.g., computers, printers, audio/visual, other electronic devices, etc.). [Reference: LCC Expense Account Dictionary](#)

Capital Vehicles: Expenses for vehicles with a useful life of more than one year and a cost of more than \$5,000. [Reference: LCC Expense Account Dictionary](#)

Capitalized Projects: are projects that meet the Generally Accepted Accounting Principles related to the purpose and nature of the project. Projects that create new assets or create betterments to existing assets that increase the value and/or useful life of the asset are capitalized and depreciated over the life of the asset. All other projects are consider operating expenses and expensed at the time of project. [Reference SOP: [Capital Projects](#)]

Capstone Assessment: A final project/activity which provides an opportunity for students to synthesize and demonstrate the learning outcomes they've achieved in their major, program, course, etc. Examples include internships, fieldwork, research projects/papers appropriate to the discipline, portfolios, performances, capstone courses, etc.

Career and Employment Services (CES): A range of services, including (often) the following: coordination of visits of employers to campus; aptitude and vocational testing; interest inventories, personal counseling; help in resume writing, interviewing, launching the job search; listings for those students desiring employment and those seeking permanent positions; establishment of a permanent reference folder; career resource materials.

Cellular Services: Expenses for providing cellular phone service to LCC. [Reference: LCC Expense Account Dictionary](#)

Center for Data Science (CDS): offers institutional perspective and understanding by providing expertise and analysis in pursuit of continuous improvement to support the College's culture of inquiry and strategic decision making. [Reference SOP: [Program Review](#)]

Center for Teaching Excellence (CTE): Department which provides training and organizational development opportunities for faculty.

Central Processing System (CPS): The computer system to which the student's need analysis data is electronically transmitted by the Free Application for Federal Student Aid (FAFSA) processor. The Central Processing System performs database matches, calculates the student's official EFC, and generates the Student Aid Report (SAR).

Certificate: The formal acknowledgment of successful completion of a particular program or course of study, particularly at a vocational school, trade school, or junior college. See also “Certification.”

Certificate of Achievement: An award that is a minimum of 30 credits but less than 60 credits, and normally requires 1-2 years of full-time equivalent college work to complete. All CA's must be more than 30 credits and less than 60, and the majority of our CA's require three or more semesters.

Certificate of Completion: An award that is less than 30 credits, and normally requires a year or less to complete. All CC's must be less than 30 credits and the majority of our CCs require 2 or more semesters.

Certification: Verification that a professional has met a certain set of criteria for a skill or job as measured by a third-party assessment.

Chargeback Miscellaneous: Expenses for other goods or services provided by LCC not otherwise specifically mentioned or included under other accounts. The expense is tracked by employee usage and allocated to each organization through monthly journal entries by Accounting Services. Examples include portfolios, or retirement gifts. [Reference: LCC Expense Account Dictionary](#)

Chargeback Print and Copy: Expenses for printing and copying of reports, documents, books, supplements for classroom use, etc. The expense is tracked by employee usage and allocated to each organization through monthly journal entries by Accounting Services. [Reference: LCC Expense Account Dictionary](#)

Chargeback Telephone Phone: Each organization's share of the College's total cost of providing telephone service. The expense is tracked by employee usage and allocated to each organization through monthly journal entries by Accounting Services. [Reference: LCC Expense Account Dictionary](#)

Classification of Instructional Program (CIP) code: A taxonomy coding scheme that contains titles and descriptions of primarily postsecondary instructional programs. It is a six-digit number that is assigned to programs as a means of classifying them by their specialty. CIP codes were created by the National Center for Education Statistics and can be used to crosswalk to the Standard Occupational Classification (SOC) system when attempting to identify occupational categories.

Classroom Assessment Techniques (CATs): These are formative assessment techniques developed by Thomas Angelo and K. Patricia Cross. Their purpose is to reveal to faculty what, how much and how well their students are learning in time to remedy gaps in knowledge or understanding.

Clock Hour: An hour of service delivery.

Closed Late Enrollment: When students need appropriate permissions to enroll themselves in courses after a given part of term has begun. [Reference SOP: [Late Registration and Schedule Adjustments](#)]

Cocurricular (originally Co-Curricular): Refers to the activities, programs, and learning experiences that complement what students learn in the classroom. These are the learning

experiences that are connected to academic curriculums (Adapted from The Glossary of Education Reform: edglossary.org/co-curricular/).

Cohort: A specific group of students established for tracking purposes.

Collection Fees: Expenses for services providing payment collection and remitting such collection to the college. [Reference: LCC Expense Account Dictionary](#)

College business travel: Is defined to include any travel paid for, through reimbursement out of an LCC account, including grant and agency accounts. When travel is funded by a grant, contract, or sponsored program, the use of travel funds will be governed by the more restrictive of the grant, contract or College policies. [Reference SOP: [Travel and Business Related Expenses](#)]

College-Level (Credit) Course: A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

College-Level Examination Program (CLEP): A series of examinations demonstrating a student's proficiency in a subject area, for which some postsecondary institutions offer credit.

College-Ready: A student who has demonstrated preparedness to enroll in college-level courses. The preparedness may vary by subject. For example, a student may be college-ready in reading/writing but not college-ready in math.

Commercial Printing/Publishing: Expenses for printing services by external vendors (e.g., brochures, catalogs, course packets, etc.). [Reference: LCC Expense Account Dictionary](#)

Common Origination and Disbursement (COD): Typically refers to the financial aid disbursement process.

Community College Survey of Student Engagement (CCSSE): Provides information on student engagement as a key indicator of learning as measured by five benchmarks of effective educational practice: active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners. This survey is deployed in the spring semester and is related to the Survey of Entering Student Engagement (SENSE).

Commuter Student: A student who does not live on campus; typically, "commuter" refers to a student living at home with his or her parents, but can also mean any student who lives off campus.

Completions: The fulfillment of all requirements to earn a degree or certificate. As relates to IPEDs reporting standards - the number of recognized degree completions (associate, certificate) awarded between July 1 and June 30 of a reporting year.

Consolidation Loan: A loan made to enable a borrower with different types of loans or multiple loans to obtain a single loan with one interest rate and one repayment schedule. Federal Perkins Loans, Direct Subsidized and Direct Unsubsidized Loans, Health Education Assistance Loans (HEAL), Health Professions Student Loans (HPSL), and Loans for Disadvantaged Students may be combined for purposes of consolidation, subject to certain eligibility requirements. A consolidation loan pays off the existing loans; the borrower then repays the consolidated loan.

Contact Hour:

- (1) A unit of measure that represents an hour (50 minutes) of scheduled instruction given to students.
- (2) An hour of active instructor-led instruction, in a classroom, laboratory, online, etc., which is expected to require an hour of preparation and evaluation including student consultation, in addition to the instructional time.

Contingency: Amount set aside to be used for an unforeseen event or expense. Subject to approval by the Board of Trustees. [Reference: LCC Expense Account Dictionary](#)

Continuing Education:

- (1) Courses which are offered outside of an institution's array of credit-bearing courses, typically shorter in length than the traditional semester.
- (2) Non-credit career and workforce development training, intended to improve professional and occupational skills.

Continuity of Operations (COOP): A strategy to ensure succession and authority of leadership as well as continuity of mission, essential functions during an emergency incident or interruption.

Contra Expense-Intangible Asset: Reduction of department expense for the creation of LCC intangible assets such as software. [Reference: LCC Expense Account Dictionary](#)

Contributions & Sponsorships: Expenses to authorized organizations to provide and promote a feeling of "goodwill" toward LCC in and around the College's district. [Reference: LCC Expense Account Dictionary](#)

Cooperative Education: A program through which a college student alternates periods of classroom instruction with periods of related employment.

Core: General education classes within one of LCC's five core areas (i.e., communication, global perspectives and diversity, mathematics, science, and writing) that are applicable to general education within LCC Associate degree programs of study.

Cost of Attendance: The estimated cost of attending this institution for one academic year. This amount may include the following:

1. Expected charges for one year of tuition and fees.
 - Tuition –Charges assessed for classes
 - Fees –Charges assessed for other college services
2. Room and board for resident students.
3. Estimated living expense --allowance for rent, utilities, and food for off-campus living.
4. Estimated transportation costs.
5. Estimated books and supplies.
6. Miscellaneous costs.

Counseling Services: Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

Course cancellation: means the course is no longer active and not currently being offered to students. A canceled course can be made active again in the future if needed. If it is made

active again but with extensive revisions, a new course code will be recommended. [Reference SOP: [Course Cancellations and Program of Study Discontinuations](#)]

Course-Embedded Assessments: An assessment approach that makes use of student work samples and performances generated through regular coursework that can be examined not only to assign the student a grade, but also reviewed for attainment of learning outcomes (in a course or a broader purpose, e.g., assessment of general education outcomes). Examples include paper-pencil tests, oral presentations, demonstrations, exhibits, projects, clinical evaluations, etc.

Course Enrollment: The number of students enrolled in a particular course during a specific semester or semesters.

Course Information Management Team (CIMT): A college-wide committee charged with managing data, information, and processes to coordinate and implement aspects of academic course scheduling and instruction. Academic Coordinators may serve as designees. [Reference SOPs: [New Courses and Programs of Study Approval](#); [Revised Course Approval](#); [General Education Proposal Approval](#); [Course Cancellations and Program of Study Discontinuations](#)]

Course Learning Outcome (CLO): [See *Learning Outcome*.]

Course Management System (CMS): is an online course delivery platform that includes a grading management system. [Reference SOPs: [Course Management System Gradebook Use](#); [Timely Faculty Response to Students](#)]

Course Textbooks: Fees that apply to courses requiring specialized supplies, equipment, facilities, and other instructional resources unique to the individual course. [Reference: LCC Expense Account Dictionary](#)

COVID-19 Course Status: Due to the COVID-19 Pandemic several spring 2020 courses needed to transition from face to face teaching to online only formats. The following definitions were applied to courses for record keeping purposes. These definitions do not apply to courses that were completed before spring break, courses that have been running online all semester, or courses already in a hybrid format.

COVID19-Cancelled: These are courses that either could not start as intended or were paused and it has been determined cannot continue. Students were refunded for all related tuition and fees.

COVID19-Completed: These are courses that were able to be completed, with final grades given out.

COVID19-Delayed: These are courses that were scheduled to start and have not started to date. A decision to start or cancel the course will be made by the program area and students will be informed. [These are courses that were not able to start as scheduled for the spring 2020 semester, they were either late starts or cancelled as determined by their programs during the semester.]

COVID19-Paused: These are courses that had started and due to various factors, such as lab and hands-on skills, cannot continue at this time. A decision to restart the class or move the class to one of the other classifications noted here will be made by the program area.

COVID19-Paused-Complete: These are courses that were paused, were able to start back up, and then were completed with final grades given out.

COVID19-Paused-Incomplete: These are courses that it was determined would not be able to be completed, but sufficient learning objectives were attained that students could be assigned an “I” grade. Students will have until the end of the fall 2020 semester to complete the remainder of the required work. There are exceptions for veteran students, and those students should discuss their situation with their advisor.

COVID19-Terminated: These are courses that it was determined could not continue and an incomplete could not be assigned. Students were refunded for all related tuition and fees.

COVID19-Virtual: These are courses that were originally held in a face-to-face format and were transitioned to the virtual learning environment.

Credit Hour: A unit of measure representing an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

Curriculum: A set of required and elective courses designed to meet specific career or transfer goals.

Curriculum Committee (CC): A Standing Committee of the Academic Senate charged with providing “leadership and support related to academic courses and curricula to ensure that academic standards are maintained” and led by faculty. [Reference SOPs: [New Courses and Programs of Study Approval](#); [Revised Course Approval](#); [General Education Proposal Approval](#); [Course Cancellations and Program of Study Discontinuations](#)]

Curriculum Development/Contracted: Expenses to an organization or individual for design, development, and/or implementation of LCC approved curriculum. [Reference: LCC Expense Account Dictionary](#)

Curriculum Map: A curriculum map is a way to collect and record curriculum-related data and use it to identify the core skills and content taught, the processes that were employed, and the assessments that were used for each subject area and course level. Most curriculum maps are graphical illustrations that consist of a table or matrix.

Curriculum Planning Assistant (CPA): Product/process specific to the Degree Works application. This tool looks at the classes that students should be enrolling in and provides a means for deans/faculty to better schedule course load.

Custodial Parent: The parent with whom a dependent student lives, and whose financial information is used in need analysis when parents are divorced or separated.

D

D2L (Desire2Learn): LCC’s Course Management System.

Deferment (of loan): A condition during which payments of principal are not required, and for Federal Perkins Loans and Direct Subsidized Loans, interest does not accrue. The repayment period is extended by the length of the deferment period.

Degree: An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

As listed in the [[MAHE Contract](#)] appendices, degrees are coded as follows:

- HS, High school diploma
- AD, Associate's Degree
- BD, Bachelor's Degree
- MD, Master's Degree
- MD2/MFA Master's Degree in two disciplines, Master of Fine Arts Degree
- MSN, Master of Science Nursing
- PD, Doctor or Professional Degree (e.g. PhD, JD, MD, DO, EdD, etc.)

NOTE: Teaching Faculty members assigned to the MD2 Column under the 2012-2016 Agreement shall remain in that column until achieving a higher related PhD degree.

Degree/Certificate-Seeking: Students enrolled in courses for credit that are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational, occupational, or transfer programs. [For more detail see IPEDS and STARR for reporting definitions.]

Degree Works (DW): A software product to audit student completion toward an academic program.

- In the event of deletions of LCC courses from the LCC AA & AS Electives list, Degree Works will be programmed with different AA & AS Elective lists for Program Pathways of different curricular years.
- In the event of deletions of LCC courses from the LCC MTA list, Degree Works will be programmed with different MTA lists for Program Pathways of different curricular years.

[Reference SOPs: [Associate of Arts and Associate of Science Elective Course Review](#); [Michigan Transfer Agreement Course Review](#)]

Demographics: A set of data which describe a population in terms of set characteristics such as gender, age, race, education level, household size, and income.

Demotion: A demotion is the indefinite assignment of an employee from a position within the bargaining unit to a position with a lower pay level, within or outside the bargaining unit.

Departmental Scholarship: An award of gift assistance that is specifically designated for a recipient in a particular academic department within the institution.

Department of Education (ED): The U.S. federal government agency that administers assistance to students enrolled in postsecondary educational programs under the following programs: Federal Pell Grant, Iraq and Afghanistan Service Grant (IASG); Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and William D. Ford Federal Direct Loan (Direct Loan) Program.

Dependent Student: A student who does not qualify as an independent student and whose parental income and asset information is used in calculating the EFC (Expected Family Contribution). [See *Independent Student*.]

Depreciation Expense Building and Improvements: Record Depreciation on capitalized building improvements. [Reference: LCC Expense Account Dictionary](#)

Depreciation Expense Furniture: Record Depreciation on capitalized furniture. [Reference: LCC Expense Account Dictionary](#)

Depreciation Expense Infrastructure: Record Depreciation on capitalized infrastructure. [Reference: LCC Expense Account Dictionary](#)

Depreciation Expense Instructional Equipment: Record Depreciation on capitalized instructional equipment. [Reference: LCC Expense Account Dictionary](#)

Depreciation Expense Intangible Assets: Record Depreciation on capitalized intangible assets. [Reference: LCC Expense Account Dictionary](#)

Depreciation Expense Land Improvements: Record Depreciation on capitalized land improvements. [Reference: LCC Expense Account Dictionary](#)

Depreciation Expense Operational Equipment: Record Depreciation on capitalized operational equipment. [Reference: LCC Expense Account Dictionary](#)

Depreciation Expense Technical Equipment & Computers: Record Depreciation on capitalized Tech Equip. & Computers. [Reference: LCC Expense Account Dictionary](#)

Depreciation Expense Vehicles: Record Depreciation on capitalized vehicles. [Reference: LCC Expense Account Dictionary](#)

DEV (Development Environment): In Banner, it could be referring to the development environment (UDEV) or generically referring to a development environment.

Developmental Education (Remedial Education): Developmental education courses teach academically under-prepared students the skills they need to succeed in college-level courses. These courses provide learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. Basic competency is defined as reading, writing and mathematics. Related terms: Remedial education, developmental education.

DICE (Data, Information, and Communication to Employees): Group of support staff who provide key assistance within departments and divisions.

Direct Costs: Expenses the student/family pays to the college.

Direct Instructional/Contracted: Expenses to an organization or individual for design, development, and/or implementation of LCC approved direct instruction. [Reference: LCC Expense Account Dictionary](#)

Direct PLUS Loan: Long-term loans made available to parents of dependent students and graduate/professional students. Interest rates are fixed at 7.9 %. May be used to replace EFC; amount borrowed is limited to the cost of attendance minus estimated financial assistance.

Direct Subsidized and Direct Unsubsidized Loans: Long term, low-interest loans administered by the Department of Education and institutions. Loans carry a fixed interest rate. Direct Unsubsidized Loans can be used to replace EFC (Expected Family Contribution).

Director of Academic Quality (DAQ): works collaboratively and cross-functionally with other members of the Academic Affairs team, as well as with personnel from across the College, to

implement initiatives and tasks related to Academic quality and continuous improvement.

[Reference SOP: [Program Review](#)]

Distance Learning: A field of education that aims to deliver education to students who are not physically 'on site' (e.g., online courses).

Diversity: At LCC, refers to the variety of human differences and personal experiences, values, and worldviews that arise from cultural and circumstance differences. Varieties of difference and experience including, but not limited to, race, ethnicity, gender, gender identity and expression, sexual orientation, age, socioeconomic status, education, relationship status, language, veteran status, physical and cognitive ability or physical appearance, religious affiliation and spiritual representation, national origin, citizenship political beliefs, and more. [Reference: LCC Office of Diversity and Inclusion Website.](#)

DKIM (Domain Keys Identified Mail): Email authentication protocol.

DMARC (Domain-based Message Authentication Reporting & Conformance): Email authentication policy and reporting protocol.

Domestic travel: is defined to include travel for which the destination is within the 48 contiguous U.S. states, Alaska, Hawaii, as well as U.S. protectorates (American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands). [Reference SOP: [Travel and Business Related Expenses](#)]

Dropped: A student's course registration status when they have been removed from a course during the published refund period; therefore, receiving a full/partial refund and no grade.

Dual Enrollment (DE): A program through which high school students may enroll in college courses while still enrolled in high school. Students are admitted for one semester at a time and must have signatures from parent and high school principal.

For reporting purposes, individual reports have potentially differing definitions and reference should be made to the corresponding report. Examples include: IPEDS, Section 209, VFA, STARR.

Dual Enrolled Student Types: [Reference SOP: [Traditional Dual Enrollment Program](#)]

- **Traditional Dual Enrollment:** students are high school students taking college courses either for high school credit and college credit or just for college credit.
- **State-Approved Non-Public High School:** students are high school students attending a non-public high school and the State of Michigan is paying for all or a portion of their college credits.
- **Self-Payment Non-Homeschool:** students are high school students taking college courses and paying out of pocket.
- **Self-Payment Homeschool:** students are homeschool students taking college courses and paying out of pocket.

E

Educational Benefits: Funds, primarily federal, awarded to certain categories of students (veterans, children of deceased veterans or other deceased wage earners, and students with physical disabilities) to help finance their postsecondary education regardless of their ability to demonstrate need in the traditional sense.

Educational Expenses: [See *Cost of Attendance*.]

Educational Loan: A form of financial aid that must be repaid with interest. Educational loans have varying interest rates and repayment terms. Students and/or parents are required to sign a promissory note when accepting an educational loan.

Educational Support Personnel (ESP): (see Association of Support Professionals) Labor union formerly representing full-time support staff at LCC. On May 19, 2023, the members of PTCTU and ESP voted to merge bargaining units. The newly formed unit is LCC Association of Support Professionals (ASP). The entire ESP collective bargaining agreement remains in place until June 30, 2025. [Reference: [Contracts and Letters of Agreement](#)]

Effectiveness: A comparison of results achieved to goals intended as determined from the mission statement.

Election Costs: Expense reimbursement paid to all voting jurisdictions for services rendered during an election when LCC trustees are on the ballot. [Reference: LCC Expense Account Dictionary](#)

Electricity: Expenses to utility companies for electric services. [Reference: LCC Expense Account Dictionary](#)

Emergency Alert System (EAS): LCC's main Mass Notification System. It is currently powered by RAVE Mobile Safety.

Emergency Management Accreditation Program (EMAP): It is an ANSI-accredited, peer reviewed standard for emergency management programs internationally.

Emergency Operations Center (EOC): The Emergency Operations Center is the location where the ICT works during response or recovery operations.

Emergency Operations Plan (EOP): A document which outlines how LCC will respond to an emergency. The EOP sets guidelines to manage a disaster in an effective, efficient, and timely manner.

Emergency Response Guide (ERG): The LCC emergency preparedness thematic strategy that integrates situational response information into various formats – poster, web, and video to more effectively teach both employees and students what to do in case of an emergency.

Emergency Situation Course Status: In an emergency situation where in-person instruction is no longer feasible, the following definitions will be applied to courses. These definitions do not apply to online, hybrid and sections that are completed before the emergency began. A prefix is used to identify the reason for the transition. For example, with the COVID pandemic, a cancelled section was recorded as COVID-Cancelled.

- Cancelled – Section was cancelled due to the emergency before it could begin. Departments run mass drop.
- Paused – Section began but is paused with the intention of resuming. This may be because the program needs time to convert the materials to an online format.
- Paused-Completed – Section is not able to resume but sufficient learning objectives have been met for grades to be awarded. Section ended and is considered complete.
- Paused-Incomplete – Section is not able to resume and students given an incomplete. The section will be restarted when students are able to return to campus.

- Incomplete – At the time of conversion, section could not be continued as planned but a minimal amount of work needs to be completed so students are given an Incomplete, and a default grade is assigned. Students are then given a specific time frame to complete the work.
- Delayed – Section has not started and is unable to begin as intended. This is a temporary status until it is determined if and how the course should proceed.
- Terminated – Class began but it is not able to restart and a small percentage of the material was covered.
- Delayed-Completed – Section has not started but needs to be rescheduled due to the emergency. The section is completed during the same semester.

Employee Class: The employee class categorized the type of employment and/or union that the job is affiliated with. The employee classification is defined in job descriptions and applied to both the position and employee job record. This field is used in the configurations of salary and benefit structures, as defined in the Bargaining Unit Contracts. It is also used in reporting to categorize the types of employment such as: Full-time / Part-Time, Teaching Faculty, Academic Professionals, Support Staff, Administrators, Coaches, and Specialized Professional Services.

Employment: With reference to financial aid, the opportunity for students to earn money to help pay for their education. FWS is one program by which needy students can work to help pay their educational expenses.

Employment Allowance: An allowance to meet expenses related to employment when both parents (or a married independent student and spouse) are employed or when one parent (or independent student) qualifies as a surviving spouse or as head of a household. It is used in the need analysis formula for parents and student, if eligible.

End of Life (EOL): When a product is at the end of its useful life and will no longer be supported.

Endpoints: Internet capable computer device on a network, i.e. Desktop computers, laptops, smartphones, tablets, printers.

End User Training Environment (EUTR): A bare-bones clone of the production Banner environment. It is primarily a place for users to do training for Banner and not mess up production information.

English as a Second Language (English for Speakers of Other Languages [ESOL]): A course of study designed specifically for students whose native language is not English. Part of the CTL.

Enrollment: Number of students enrolled in a particular semester, year, or longitudinally over some set of semesters. This value can be determined using a duplicated or unduplicated count. Duplicated enrollment counts may also be referred to as seat count.

Enrollment Level: Level of the degree-granting program in which a student is enrolled. Basic levels of enrollment include: undergraduate (students seeking an associate's degree, a certificate, or a baccalaureate degree); post-baccalaureate (such as teacher certification); graduate (students working on a master's degree or professional degree); and post-graduate (such as students enrolled in a doctoral program). The amounts and types of financial aid a student is eligible for is determined, in part, by their enrollment level.

Enrollment Status: Academic workload (or course load), as defined by the institution, that a student is carrying for a defined academic period. This normally relates to the number of credit

hours or clock hours taken by a student during a given academic period. For most traditional undergraduate term-based schools:

- Full-time status = at least 12 credit hours.
- Three-quarter time status = at least 9-11 credit hours.
- Half-time status = at least 6-8 credit hours.

For most clock hour schools full-time enrollment equates to at least 24 clock hours per week.

Enrollment Verification: The action of documenting a student's non-participation within the first two weeks of the course start date; used to drop students, with a full refund and no grade.

Enterprise Resource Planning (ERP): Business software that is integrated across the whole organization to drive better business intelligence. The term ERP is more recognizable as a concept rather than an acronym. At LCC, our ERP is Banner.

Environmental Scanning: A research effort that is designed to collect information about the markets or competitive environment in which the institution operates. This information typically includes population and other socio-demographic data and projections to identify market opportunities, but may also include information gathered about competition or other market threats.

Equipment Moving: Expenses to a company to load, haul, and/or relocate LCC equipment.
[Reference: LCC Expense Account Dictionary](#)

Equipment Service Contracts: Expenses for maintenance or service agreements on LCC owned or leased operational or educational equipment. Would include computer hardware maintenance agreements. This is distinct from Account 7136 that is for property, plant, and equipment. [Reference: LCC Expense Account Dictionary](#)

Equity: At LCC, refers to the ongoing practice of recognizing and eliminating barriers and bias within procedures, processes, and distribution of resources in a structure of system. Specifically, equity is deliberately and actively working to ensure full participation across cultural and circumstance differences by redressing the exclusion of historically underrepresented groups in the dominant society. To be effective, equity should involve the distribution of resources according to the needs of the recipients. [Reference: LCC Office of Diversity and Inclusion Website.](#)

Equivalent Experience: (per HLC) Equivalent experience means experience that is commensurate with achievement of academic credentials such that it qualifies an instructor for the instruction. This could include through a minimum threshold of experience; research and/or scholarship; recognized achievement; and/or other activities and factors. Equivalent experience may differ by discipline or program. Previous years of classroom instruction does not alone constitute equivalent experience. [Reference SOP: [Faculty Qualifications Procedure](#)]

Essential Learning Outcomes (ELO): [See *Learning Outcome*.]

Estimated Financial Assistance (EFA): The total assistance that a student is receiving to offset the cost of a postsecondary education, including scholarships, Title IV aid, need-based work assistance, and private loans, that is subtracted from a student's need when determining eligibility for campus-based aid, Direct Subsidized and Unsubsidized Loans, and PLUS.

Evaluation: Judging the value of evidence based on definite criteria and typically results in a grade for an individual student. (Palomba, Catherine, and Banta, Trudy. (1999.) *Assessment Essentials*. San Francisco, CA: Jossey-Bass Publishers, p. 28).

Event Expense: Expenses for conducting an authorized LCC event. (Examples: Homecoming, Semester Kick-Off, Science Olympiad, One-Book, etc.) The expenses could include food, rent of building/room, rent of audio/visual equipment, etc. [Reference: LCC Expense Account Dictionary](#)

Evidence of Student Learning: Assessment methods may be categorized as providing either direct or indirect evidence of student learning.

Direct Evidence of student learning is tangible, visible, self-explanatory, and compelling proof of exactly what students have learned and have not learned. (Suskie, Linda. (2009). *Assessing Student Learning: A Common Sense Guide*. Second Edition. San Francisco, CA: Jossey-Bass, p. 20.).

Examples of methods which directly measure student learning include pre/post tests; capstone courses/projects; internships; portfolios; standardized exams; licensure, certification or professional exams, actual skill demonstrations, etc. (NCA Handbook of Accreditation, Second Edition, September 1997, pp. 44).

Indirect Evidence consists of proxy signs that students are probably learning; the evidence is less clear and less convincing than direct evidence.” (Suskie, Linda. (2009). *Assessing Student Learning: A Common Sense Guide*. Second Edition. San Francisco, CA: Jossey-Bass, p. 20.).

Examples of methods which indirectly measure student learning include perceptions gathered from graduates; retention and transfer rates; success of students in subsequent institutional settings; job placement rates; end-of-course student evaluations, etc. (NCA Handbook of Accreditation, Second Edition, 1997, 44).

Executive Leadership Team (ELT): The group of Deans, Executive Directors and VPs who provide overall college leadership.

Exempt Employee: An employee is exempt if the employee qualifies as exempt under one or more of the “white collar” exemptions for bona fide executive, administrative or professional employees under the Fair Labor Standards Act.

Experiential Learning: (see also Prior Learning Assessment - PLA) The evaluation and assessment of an individual’s life learning in the workplace or the community; including experiences, credentials, and knowledge, as it relates to LCC’s degree and certificate programs. It is used to earn Prior Learning Credits (PLCs) which can reduce the time involved in earning a degree by reducing the amount of courses that will need to be taken.

Exercise: In the context of the Homeland Security Exercise and Evaluation Program (HSEEP) which provides a common approach to an emergency preparedness exercise program management, design and development, conduct, evaluation, and improvement planning. An exercise can be operation such as a drill, functional, full-scale or discussion-based such as a tabletop exercise or seminar.

Expected Family Contribution (EFC): The amount a student and his or her family is expected to contribute toward the student’s cost of attendance as calculated by a Congressionally-

mandated formula known as Federal Methodology. The EFC is used to determine a student's eligibility for the student financial assistance programs.

Expenses: Money spent to pay a debt or liability.

Expense Account Dictionary: Also called the Internal Expense Account Index, is a list of expense charge numbers maintained by the LCC Accounting department and found here: [Expense Account Dictionary](#).

F

Face to Face (F2F) Course/ In-Person: Traditional courses with all instruction delivered in-person in the classroom, clinical, or worksite. [Reference SOP: [Curriculum Code Changes](#)]

FAFSA (Free Application for Federal Student Aid): The financial aid application completed by the student, and the student's parents if applicable, that collects household and financial information. The FAFSA is the foundation document for all federal need analysis computations and database matches performed for a student.

FAFSA4Caster: A software tool for students and families to input financial information and receive an estimate of their federal aid eligibility before filing the FAFSA.

FAFSA on the Web (FOTW): Allows students to complete and file a FAFSA on-line at www.fafsa.gov.

Fall Cohort: The group of students entering for the fall term established for tracking purposes. For reporting purposes, individual reports have potentially differing definitions and reference should be made to the corresponding report. Examples include: IPEDS, VFA, AACC.

Family Educational Rights and Privacy Act (FERPA): The federal law governing the safekeeping and reporting of educational records.

Family Financial Responsibility: Many schools award institutional scholarships and grants based upon a more comprehensive calculation of family financial circumstances using information provided on the CSS PROFILE or the College's own financial aid form. This can result in a higher (or lower) financial responsibility for the student (and his/her family) than the FAFSA might indicate with its Expected Family Contribution (EFC) estimate.

Federal Direct Student Loan (Direct Loan) Program: The collective name for the Direct Subsidized, Direct Unsubsidized, Direct PLUS, and Direct Consolidation Loan Programs. Loan funds for these programs are provided by the federal government to students and parents through postsecondary institutions.

Federal Emergency Management Agency (FEMA): This group sets emergency management practices through the distribution of grants and provides assistance when there is a federal (emergency or disaster) declaration.

Federal Pell Grant: A federal grant program for needy postsecondary students who have not yet received a baccalaureate or first professional degree; administered by the U.S. Department of Education.

Federal Perkins Loan: One of the campus-based programs; a long term, low interest loan program for both undergraduate and graduate students at a current interest rate of 5%. At one time it was known as the Carl D. Perkins National Direct Student Loan Program (NDSL).

Federal Supplemental Educational Opportunity Grant (FSEOG): One of the campus-based programs; grants to undergraduate students of exceptional financial need who have not completed their first baccalaureate degree and who are financially in need of this grant to enable them to pursue their education. Priority for FSEOG awards must be given to Federal Pell Grant recipients with the lowest EFCs (Expected Family Contributions).

Federal Work-Study (FWS) Program: One of the campus-based programs; a part-time employment program which provides jobs for undergraduate and graduate students who are in need of earnings to meet a portion of their educational expenses.

Financial Aid: General term that describes any source of student assistance outside of the student or the student's family. Funds awarded to a student to help meet postsecondary educational expenses. These funds are generally awarded on the basis of financial need and include scholarships, grants, loans, and employment.

Financial Aid Administrator: An individual who is responsible for preparing and communicating information pertaining to student loans, grants or scholarships, and employment programs, and for advising, awarding, reporting, counseling, and supervising office functions related to student financial aid. A financial aid administrator is accountable to the various federal, state, and institutional entities that provide aid and interprets and implements federal, state, and institutional policies and regulations, and is capable of analyzing student and employee needs and making changes where necessary.

Financial Aid Award: An offer of financial or in-kind assistance to a student attending a postsecondary educational institution. This award may be in the form of one or more of the following types of financial aid: repayable loan, a non-repayable grant and/or scholarship, and/or student employment.

Financial Aid Consultant: A person who, for a fee, provides a variety of services to students and parents, including preparing the FAFSA and other financial aid forms, estimating the EFC (Expected Family Contribution), and estimating financial need.

Financial Aid Notification: The letter from a postsecondary institution that lets the student know whether or not aid has been awarded. If the student will be receiving assistance, the notification also describes the financial aid package. State agencies and private organizations may send students financial aid notifications separately from the postsecondary institution. [Also see *Award Letter*.]

Financial Aid Office: This department assists students with finding resources to finance their postsecondary education. [Reference SOP: [Extending Retention of Records](#)]

Financial Aid Package: A financial aid award to a student that can be comprised of a combination of forms of financial aid (loans, grants and/or scholarships, and employment).

Financial Need: The difference between the institution's cost of attendance and the family's ability to pay, i.e. EFC (Expected Family Contribution). Ability to pay is represented by the EFC for federal need-based aid and for many state and institutional programs.

Financial Need Equation: Cost of attendance minus expected family contribution equals financial need (COA - EFC = Need).

First-Time Student: A student attending any institution for the first time after high school graduation. Includes students enrolled in the fall term who attended a postsecondary institution for the first time after high school graduation in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

For reporting purposes, the following reports have potentially differing definitions and reference should be made to the corresponding report definitions: IPEDS, VFA.

First-Year Student: A student who has completed less than the equivalent of one full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours.

For reporting purposes, the following reports have potentially differing definitions and reference should be made to the corresponding report definitions: IPEDS.

Fiscal Year (FY): A 12-month period in which a college budgets its spending. LCC's fiscal year runs between July 1 and June 30. Fiscal years are designated by the year in which the FY ends, not the year in which the FY begins.

Fiscal Year Equated Student (FYES): The calculated equivalent of a student having completed one full year of instructional work (30 semester credit hours or 480 semester contact hours).

FMA (Facilities Maintenance Association): Labor union (MEA, NEA) representing full-time maintenance staff.

FMLA (Family Medical Leave Act): Law governing employee leaves of absence.

Forbearance: Permits the temporary cessation of repayments of loans, allowing an extension of time for making loan payments, or accepting smaller loan payments than were previously scheduled.

Formative Assessment: Gathering information about student learning while it is taking place so that modifications to classroom activities and assignments may occur.

Fuel College Vehicles: Expenses for gasoline and other fluids necessary to operate LCC owned or leased vehicles. [Reference: LCC Expense Account Dictionary](#)

Full-Time Equivalent Student (FTE): A measurement equal to one student enrolled full-time for one academic year. Total FTE enrollment includes full-time plus calculated equivalent of the part-time enrollment. The full-time equivalent of the part-time students can be estimated using different factors with one calculation being full-time students + 1/3 part-time students = FTE.

Full-Time Student: A student enrolled for 12 or more semester credits in fall, spring, or summer.

Functional expenses: Classified according to their function or type. Tuition and fees scholarships and child care scholarships are functional expenses for student financial support.

Furniture < \$5,000: Expenses for furniture with a useful life of more than one year and a cost of at least \$1,000 but less than \$5,000. [Reference: LCC Expense Account Dictionary](#)

G

Gas: Expenses to utility companies for natural gas services. [Reference: LCC Expense Account Dictionary](#)

Gateway Courses: A gateway course is one that the majority of students take. Common examples include the first college-level math and English courses at an institution.

Gift Aid: Educational funds such as grants or scholarships that do not require repayment from present or future earnings. [See *Grant*.]

Good Standing: Cumulative Grade Point Average (GPA) 2.0 or above. [Reference SOP: [Academic Standing](#)]

Government Relations Consulting: Expenses for consulting services to assist LCC with the operation or management of the College in relation to legislative lobbying and tracking of legislative issues. [Reference: LCC Expense Account Dictionary](#)

Grace Period: The period of time that begins when a loan recipient ceases to be enrolled at least half time and ends when the repayment period starts. Loan principal need not be paid and, depending on the loan, interest does not accrue during this period.

Grade Point Average (GPA): Calculated by multiplying the grade in each course by the corresponding credits to calculate honor points and then dividing the total number of honor points by the number of credits. GPAs are calculated by semester and cumulatively.

Grades: The process of applying standardized measurements of varying levels of achievement in a course.

There is an overlap between grading and assessment in that both purport to identify what students have learned. A key difference is that grades focus on individual students, while assessment focuses on cohorts of students and how well learning is occurring. Grades alone do not usually provide meaningful information on exactly what student have and have not learned.

Graduation Rate: As related to IPEDS - the number of students entering the institution as full-time, first-time, degree- or certificate-seeking students in a particular year (cohort) who complete their program within 150% of time (3 years for an associate degree). Calculated by: (the number of students from a given new student cohort who graduates) divided by (the number of students who initially enrolled in that cohort minus any who are considered to be “allowable exclusions.”)

For purposes of reporting Student Right-To-Know graduation rates, allowable exclusions are: students who are deceased, students who are totally and permanently disabled, students who have left school to join the armed forces, students who have left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps, and students who have left school to serve on official church missions.

Gramm-Leach-Bliley Act (GLBA): The Gramm-Leach-Bliley Act requires financial institutions – companies that offer consumers financial products or services like loans, financial or investment advice, or insurance – to explain their information-sharing practices to their customers and to safeguard sensitive data.

Grant: A type of financial aid that does not have to be repaid; usually awarded on the basis of need, possibly combined with some skills or characteristics the student possesses. [Also see *Gift Aid*.]

Grievance: A grievance is defined as a complaint or dispute by an employee or employees covered by this Agreement, arising during the term of this Agreement, concerning the application or interpretation of a specific provision or provisions of this Agreement as written. A grievance which directly affects two or more employees covered by this Agreement may be initiated by the employees affected or may be processed as a “group grievance” by the Union as the grievant, but not both.

Group Policy (GP): A setting, generally a registry entry and its value, that can be configured on client systems.

Guest Student: A student that is primarily attending one institution but is granted permission by their home institution to take specific courses at another institution. A guest student is a person studying towards a degree or certificate program at another college or university (referred to as the Home Institution). The purpose of guest student status is to permit and facilitate access to Lansing Community College courses for persons not wishing to pursue a Lansing Community College degree or certificate.

H

Headcount, Unduplicated: [See *Unduplicated Headcount*.]

Health and Human Services, U.S. Department of (HHS): The federal government agency that provides assistance to future health care practitioners. The Nursing Student Loan, Health Profession Student Loan, and Scholarships for Disadvantaged Students are among some of the aid programs administered by HHS.

Health Professions Programs: Federal student assistance programs administered by the U.S. Department of Health and Human Services for students preparing for careers in the health sciences.

High School Diploma (or recognized equivalent): A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED), or another state-specified examination.

High-School Market Share: The percent of high school graduates in the service area who enroll at LCC in the first fall semester after graduating from high school.

Higher Learning Commission (HLC) Assumed Practices: A set of practices shared by institutions of higher education in the United States; generally, matters to be determined as facts. [Reference SOP: [Ethics Training for Communication with Prospective Students](#)]

Higher Learning Commission (HLC) Criteria for Accreditation: Standards of Quality by which (HLC) determines whether an institution merits accreditation or reaffirmation of accreditation. [Reference SOPs: [Faculty Availability for Student Inquiry](#); [Ethics Training for Communication with Prospective Students](#)]

Higher Learning Commission (HLC) Federal Compliance: When LCC undergoes its 10-year Comprehensive Evaluation for Reaffirmation of Accreditation, the College must complete the HLC Federal Compliance Overview. This process confirms that LCC is complying with federal regulations pertaining to credits/program length, student complaint records, publication of transfer policies, practices for verifying student identity, protection of student privacy,

publication of student outcome data, the College's standing with other accrediting agencies, and institutional practices related to recruiting/admissions. [Reference SOPs: [Ethics Training for Communication with Prospective Students](#); [Student Complaints/Federal Compliance Assurance](#); [Course Credits and Federal Compliance Assurance](#)]

Higher Learning Commission (HLC) Screening Process: Involves the ALO submitting necessary information via the appropriate form on the HLC website regarding new programs or changes to programs per HLC policy. [Reference SOP: [Curriculum Code Changes](#)]

Honors Categories: Honors are conferred at graduation to students who have completed 40 semester credit hours of work at LCC and have achieved the following GPAs:

- 3.75 – 4.00: Summa Cum Laude (with highest honors).
- 3.50 – 3.74: Magna Cum Laude (with high honors).
- 3.25 – 3.49: Cum Laude (with honors).

Honors Program: A program including enhanced learning opportunities, community service options, and enriched courses for students pursuing a two-year transfer curriculum and capable of additional academic challenge.

Household: A person or group of people occupying a single dwelling as their principle residence, other than in the relationship of landlord-tenant.

Hyflex (HYF) Course: Students have the flexibility to choose how they will participate for each class session: in-person, online during the meeting time, or online asynchronously. [Reference SOP: [Curriculum Code Changes](#)]

I

IDEA Student Ratings of Instruction: The standard post-course survey administered to students after completing a course. The survey measures the extent to which instructor objectives relate to student attitudes about course content.

Illustrated Cost: The monthly premium for single, two-person, and family coverage based on insurance and reinsurance costs, plan benefit costs, administrative costs, taxes, and other costs.

Immediate Family: Includes mother, father, sister, brother, daughter, son, grandfather, grandmother, grandchild, stepparent, stepchild, spouse, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and other members of the employee's household.

INB (Internet Native Banner): This is the back office forms product that is used for data entry and retrieval in Banner. It is named INB because back in the early 2000's the form technology used to be client server based, then in the 2003 timeframe they made a requirement to jump to INB. Now INB is being transitioned out in favor of the next version/product referred to as Admin Pages.

Incident Command System (ICS): A management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Incident Command Team (ICT): The emergency response team that is designated to report during an emergency. LCC ICT is a group of employees with expertise in functions needed to

carefully manage an emergency. The team's role is to apply the concepts and principles of the [National Incident Management System](#) and the Incident Command System, which provide a standardized approach for emergency management.

Inclusion: At LCC, refers to the act of creating safe and welcoming environments in which every person feels invited, accepted, respected, supported, and valued to participate fully. An inclusive climate requires ongoing elimination of practices and behaviors which marginalize individuals by embracing differences. Inclusion demonstrates respect in words and actions such that everyone can be included or be made a part of something. [Reference: LCC Office of Diversity and Inclusion Website.](#)

Income: Amount of money received from any or all of the following: wages, interest, dividends, sales or rental of property or services, business or farm profits, and subsistence allowances such as taxable Social Security benefits and child support.

Income Protection Allowance (IPA): An allowance against income for the basic costs of maintaining family members in the home. The allowance is based upon consumption and other cost estimates of the Bureau of Labor Statistics for a family at the low standard of living.

Independent Student: A student who:

- (a) will be 24 years of age by December 31 of the award year;
- (b) is an orphan or a ward of the court;
- (c) is an orphan, in foster care, or a ward of the court, at any time when the student was 13 years of age or older;
- (d) is an emancipated minor or is in legal guardianship as determined by a court in the student's state of legal residence;
- (e) is an unaccompanied youth who is homeless or who is at risk of homelessness and is self-supporting, as documented during the school year;
- (f) is a veteran;
- (g) is serving on active duty in the U.S. Armed Forces for purposes other than training;
- (h) is married;
- (i) is a graduate or professional student;
- (j) has legal dependents other than a spouse;
- (k) has dependent children; or
- (l) presents documentation of other unusual circumstances demonstrating independence to the financial aid administrator.

Independent Study: Academic work chosen or designed by the student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside of the regular classroom structure.

Indicator: A data item collected to track/measure the success of desired outcomes and often expressed as the number and percentage of participants/students achieving the outcome. The information revealed by a given indicator always lies in its comparative value – across different settings, at different points in time, or before and after interventions.

Indirect Cost Expense: Reimbursement from outside agencies to LCC for providing administrative overhead in the management of grants. [Reference: LCC Expense Account Dictionary](#)

Indirect Costs: Expenses incurred as a result of attendance that the student/family may pay to a third party (merchant, landlord, etc.) other than the college.

In-District Tuition: Students who have lived for four or more months within one of the 15 school districts listed on the [Residency webpage](#), preceding the first day of the student's class and pay property taxes to support LCC's budget. [Reference SOP: [Tuition - Eligibility for In-District, In-State, Out-of-State, or International Rate](#)]

In-Person/Face-to-Face (F2F): Traditional courses with all instruction delivered in-person in the classroom, clinical, or worksite. [Reference SOP: [Curriculum Code Changes](#)]

In-state travel: is defined to include travel for which the destination is outside the local LCC taxing district, but within the state of Michigan. [Reference SOP: [Travel and Business Related Expenses](#)]

Institutional Effectiveness: A term referring to the entire institution, a comparison of results achieved to goals intended as determined from the mission statement.

Institutional Effectiveness Assessment: Type of assessment which measure's an institution's progress toward its overall strategic goals; typically includes measures of all areas of the institution, including financial indicators as well as student success measures; ideally a measure of the institution's progress toward achieving its mission.

Instructional Equipment < \$5,000: Expenses for equipment used directly for the education of students with a useful life of more than one year and a cost of at least \$1,000 but less than \$5,000. [Reference: LCC Expense Account Dictionary](#)

Instructional Supplies/Contracted: Expenses to an organization or individual for design, development, and/or implementation of LCC approved supplemental instructional materials. [Reference: LCC Expense Account Dictionary](#)

Insurance Property and Liability: Expenses for liability, property, vehicle, fire, accident, including risk management and self-insurance payments, and all other forms of insurance. [Reference: LCC Expense Account Dictionary](#)

Interim Position: Please refer to the [MAHE Contract](#) [See Employment Practices, Section B] for the definition of this term.

Internal Expense Account Index: Also called the Expense Account Dictionary, is a list of expense charge numbers maintained by the LCC Accounting department and found here: [Expense Account Dictionary](#).

International Student: [See *Non-Resident Alien*.]

International travel: is defined to include travel outside of the United States and its protectorates. [Reference SOP: [Travel and Business Related Expenses](#)]

Internet Services: Expenses for providing LCC access to the internet. [Reference: LCC Expense Account Dictionary](#)

Internship: Any short-term, supervised work experience usually related to a student's major field, for which the student earns academic credit. The work can be full- or part-time, on- or off-campus, paid or unpaid.

Inventory Supplies: Inventory items to be resold at Phil's. This is no longer a valid option but kept here for reference if this term is found in older documents. [Reference: LCC Expense Account Dictionary](#)

Investment Plans: Coverdell Educational Savings Accounts and or state 529 plans are examples of educational investment plans that can be used to assist with higher education expenses, usually sponsored by commercial banking institutions.

IOPS (Input/Output Operations Per Second): A performance measurement used to benchmark computer storage devices.

IP Contact Center (IPCC): Software by Cisco used in LCC's phone system.

(IPEDS) Integrated Postsecondary Education Data System Surveys: Established as the core postsecondary education data collection program for the National Center for Education Statistics (NCES), is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS surveys are a series of interrelated surveys to collect institution-level data in such areas as enrollments, program completions, faculty, staff, finances, and academic libraries. The IPEDS Web site is: <http://www.nces.ed.gov/ipeds>.

Iraq and Afghanistan Service Grant (IASG): A non-need-based federal grant program for students whose parent or guardian died as the result of military service in Iraq or Afghanistan after September 11, 2001. If a student is eligible for a Federal Pell Grant, he or she cannot receive an IASG.

IronPort: Email filter hardware and software by Cisco.

L

Land: Amounts expended for acquisition of land. Includes: cost of acquiring land; clearing and grading costs; cost of razing buildings or other improvements acquired with land which were not intended for permanent use at time of acquisition. [Reference: LCC Expense Account Dictionary](#)

Late Registration: Course registration that occurs after the registration deadline.

LCC Banner (LCCB): This is the production Banner environment.

LCCA (Lansing Community College Administration): Wireless network at LCC for employees.

Learning-Centered College: Describes the shift from a college being an institution that exists to provide instruction to an institution that exists to produce learning.

Learning Community: A purposeful structuring of curriculum to link together coursework so that students find greater coherence in what they are learning and greater interaction with faculty and peers.

Learning Management System (LMS): Now known as TMS – Talent Management System.

Learning Outcome: Also known as "Outcome." A broad statement describing what students are expected to know and be able to do upon completing the course, upon graduation, etc. Learning outcomes are stated at the course (CLO), program of study (PLO), and institutional level (ELO).

Learning Outcomes Assessment: Type of assessment which measures progress toward stated goals related to the acquisition of a specific set of skills or knowledge. [Also see *Outcomes Assessment*.]

Legal Consultant: Expenses for services from law firms or lawyers for interpretation and/or legal advice. This includes providing consultation during litigation, legal research, and assistance during negotiations. [Reference: LCC Expense Account Dictionary](#)

Legal Dependent (of Applicant): A biological or adopted child, or a person for whom the applicant has been appointed legal guardian, and for whom the applicant provides more than half support. In addition, a legal dependent is a person who lives with and receives at least half support from the applicant and will continue to receive that support during the award year. For purposes of determining dependency status, a spouse is not considered a legal dependent.

Licensure: A state's grant of legal authority to practice a profession within a designated scope.

Loan: An advance of funds evidenced by a promissory note and requiring the recipient to repay the specified amount(s) under prescribed conditions.

Loan Repayment Program: A special program available to qualified students who have attended college on federally-funded student loans and for whom loans are repaid based upon employment in a particular field or with a participating federal agency, including the Army, Navy, and Air Force.

Local Administrator Password Solution (LAPS): Microsoft password manager.

Local and Long Distance Service: Expenses for providing phone service to LCC. [Reference: LCC Expense Account Dictionary](#)

Local travel: is defined to include travel for which the destination is within the prescribed LCC taxing district. [Reference SOP: [Travel and Business Related Expenses](#)]

LOLBins (Living Off the Land Binaries): Binary supplied by the operating system that is normally used for legitimate purposes but can also be abused by malicious actors.

M

MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers): A nonprofit association of institutions of higher education which provides opportunities for the exchange of information, networking, and professional development concerning issues of common interest in the areas of registration, record keeping, admissions, and enrollment management. MACRAO is the governing body charged by the Michigan Legislature with developing an implementation plan and a means for which the MTA (Michigan Transfer Agreement) could be revised in the future.

MAHE (Michigan Association for Higher Education): The labor union representing full-time and part-time faculty.

Maintenance, Grounds: Expenses for maintenance or service agreements to maintain LCC properties. This includes landscaping, salting, plowing, and general grounds maintenance - both internal expenses and external contractor expenses. [Reference: LCC Expense Account Dictionary](#)

Major: An indication of what the student’s goal is at the institution. A major could reflect a degree or certificate that is issued at the institution or it could reflect a reporting or tracking category (e.g., personal interest or guest student). All programs of study under a program area are majors but not all majors are programs of study.

Major, Invalid: A major that the College no longer offers, students are not able to declare and get a degree or certificate, or a tracking category that is no longer in use. For example, a discontinued program of study where the teach-out period has expired, or a tracking category such as English as a Second Language.

Major, Valid: A valid major is one that the institution still offers regardless of if the major is a degree or certificate that is issued at the institution or a tracking category (such as guest student). A discontinued program of study that is no longer in the teach-out period is not a valid major. Some tracking categories are no longer in use by the institution (English as a second language) and are not valid majors.

Mass Notification System: LCC mainly uses the system powered by RAVE or LCC-EAS. Also use a VoIP notification system through Cisco VoIP phone system, SA-Announce.

Master Promissory Note (MPN): A promissory note for the Federal Perkins Loan and Direct Loan programs that allows borrowers to apply for multiple loans during a student’s attendance at a postsecondary institution.

Matriculation: The process of beginning to take courses toward the achievement of a degree.

MBS: Short for MBS Direct, the vendor that provides an online book store for LCC. IT works with them to incorporate some automated processes for near real time integration showing how much money a student would receive.

MEA (Michigan Education Association): The Michigan Education Association is a self-governing education association, representing about 120,000 teachers, education support professionals and higher-education employees throughout the state. Affiliated with the NEA (National Education Association), the MEA is dedicated to serving their members’ employment goals, interests and needs, while advocating for quality public education.

Mean: Also known as the average and is calculated by adding all of the numbers in a data set and then dividing by the total number of values.

Means-Tested Federal Benefit Program: A federal benefit program for which the applicant must demonstrate financial need.

Median: The middle value in a list of numbers. To find the median, numbers in data set have to be listed in numerical order from lowest to highest. If there are an even number of values in the data set, the average of the middle two numbers is the median. Medians are often used as a measure of central tendency when the data set is not normally distributed and an average (mean) would be misleading (e.g., wage data).

Meeting Expense: Expenses for conducting an authorized LCC meeting. The expenses could include food, rent of building/room, rent of audio/visual equipment, etc. [Reference: LCC Expense Account Dictionary](#)

Meeting Presenters Honorarium: Expenses for the cost of meeting facilitators, presenters, guest speakers, entertainers, etc. and any associated cost of travel and lodging required to be paid. [Reference: LCC Expense Account Dictionary](#)

Memberships: Expenses for memberships and/or dues in authorized organizations and associations. [Reference: LCC Expense Account Dictionary](#)

Meraki: Brand name of wireless system at LCC, by Cisco.

Merit-Based Aid: Financial aid awarded because of a student's achievement or talent in a particular area, such as academics, athletics, music, etc.

Michigan Economic Development Corporation (MEDC): A grant funding organization.

Michigan Transfer Agreement (MTA): An articulation agreement designed to help students transfer from one of Michigan's community colleges to a four-year college or university in the state. The MTA replaced the previous MACRAO Transfer Agreement beginning in the fall of 2014.

[Reference SOP [Michigan Transfer Agreement Course Review](#) simplifies this as "an agreement designed to help students transfer among Michigan community colleges and universities."]

Mileage Expense: Reimbursement to employees for mileage incurred while traveling on official LCC business in the employee's owned vehicle. [Reference: LCC Expense Account Dictionary](#)

Military Scholarships: Reserve Officer Training Corps (ROTC) scholarships available for the Army, Navy, and Air Force at many colleges and universities throughout the United States. These scholarships cover tuition and fees, books and supplies, and include a subsistence allowance.

Miscellaneous Purchased Services: Expenses for contractual services provided to accomplish routine, continuing and necessary functions not otherwise specifically mentioned or included under the other accounts. Use only as a last resort, usage should be kept to a minimum. [Reference: LCC Expense Account Dictionary](#)

Mode: The value(s) that occurs most often in a data set. If no number is repeated, then there is no mode for the data set.

N

National and Community Service: A program established through the National and Community Service Trust Act of 1993 designed to reward individuals who provide community service with educational benefits and/or loan forgiveness or cancellation.

National Health Service Corps Scholarship (NHSC): Scholarship program for students who pursue full-time courses of study in certain health professions disciplines, and are willing to serve as primary care practitioners in underserved areas after completing their education.

Nationally normed exams: include the following:

- Advanced Placement (AP);
- College-Level Examination Program (CLEP);
- DANTES Subject Standardized Test (DSST);
- International Baccalaureate (IB).

[Reference SOP: [Nationally Normed Exam Review](#)]

Need: [See *Financial Need*.]

Need Analysis: A system by which an applicant's ability to pay for educational expenses is evaluated and calculated. Need analysis consists of two primary components: (a) determination of an estimate of the applicant's and/or family's ability to contribute to educational expenses; and (b) determination of an accurate estimate of the educational expenses themselves.

Need Analysis Formula: Defines the data elements used to calculate the EFC (Expected Family Contribution); there are two distinct formulas: regular and simplified. The formula determines the EFC under the Federal Methodology.

Need-Based Aid: Student assistance awarded because a student's financial circumstances would not permit him or her to afford the cost of a postsecondary education.

Needs Assessment: A study to determine the relative demand and utility of a proposed program; typically includes an environmental scan, a study of workforce needs, and an analysis of similar programs offered by competitors.

Net Cost: Amount of direct and indirect costs remaining after all gift aid (scholarship and grant) is subtracted.

Network Address Translation (NAT): A firewall configuration term which refers to mapping one (1) private IP address to one (1) public IP address.

New Student Orientation: Orientation addressing the academic, social, emotional, and intellectual issues involved in beginning college.

NMAP (Network Mapper): Open-source security scanning software.

Non-Academic Partnerships: Partnerships between the College and other entities which support our students and student success, but are not directly related to courses for credit. [Reference SOP: [Non-Academic Partnerships](#)]

Non-Degree Seeking: A student enrolled in credit-bearing courses for personal interest or skill development but do not have intentions of completing a degree. High school students who are considered to be dual enrolled students are also classified as non-degree seeking.

Non-Need-Based Aid: Aid based on criteria other than need, such as academic, musical, or athletic ability. Also, refers to federal student aid programs where the EFC (Expected Family Contribution) is not part of the need equation.

Non-Resident Alien: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Non-Traditional Field/Program: Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

Non-Traditional Student: Students who are 25 years or older.

Null Grade: no grade is posted and will appear blank on Null Grade Report. [Reference SOP: [Not Recorded \(NR\) Grade Correction](#)]

O

Objective Assessment: A type of assessment that needs no professional judgment to score correctly. Multiple-choice, matching, and true-false test questions are generally designed to be objective; these items have only one correct answer. (Suskie, Linda. (2009). *Assessing Student Learning: A Common Sense Guide*. Second Edition. San Francisco, CA: Jossey-Bass, p. 33.).

Observation of Individual Skill Performance: This refers to watching and evaluating the actual skill performance of a student. Observers use rating scales, checklists, and/or rubrics to indicate the performance of the student.

Occupational Program: Programs designed to prepare students for careers upon completion. Career programs may or may not transfer to 4-year institutions.

Office of Risk Management and Legal Services (ORMLS): This office consults the college on legal matters, processes FOIA requests, and oversees legal procedure at the college. [Reference SOP: [Extending Retention of Records](#)]

Online (ON) Course: Traditional asynchronous online courses.

Online Hybrid (OH) Course: Required in-person instruction with online coursework and activities. [Reference SOP: [Curriculum Code Changes](#)]

Online Real-Time (ORT) Course: Synchronous, virtual, live class sessions, with scheduled days and times for lecture.

- ORT-Partial Schedule Lecture: ORT courses with some regularly scheduled online meeting day(s) and times.
- ORT-Full Scheduled Lecture: ORT courses where all instruction is delivered online during designated meeting day(s) and times.

Open Admission: Admission policy under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications.

Opening Day: The first day of classes for each semester.

Open Late Enrollment: When students are able to enroll themselves in courses after a given part of term has begun. [Reference SOP: [Late Registration and Schedule Adjustments](#)]

Operational Equipment < \$5,000: Expenses for equipment not used directly for the education of students with a useful life of more than one year and a cost of at least \$1,000 but less than \$5,000. [Reference: LCC Expense Account Dictionary](#)

Operating expenses: Costs incurred to support the day-to-day objectives in accomplishing the mission of the college. Examples of operating expenses are salaries and wages, employee benefits, and services and supplies.

Oracle Identity Management (OIM): This is LCC's IDM software for all that we do with access to systems. Banner sends information to OIM and OIM in turn provisions other access downstream.

Outcomes Assessment: The process of determining whether students know and can do the expected outcomes as indicated through the systematic collection, examination and of qualitative and quantitative data, and then using that information to document and improve student learning.

Out-of-District Tuition: Tuition rate paid by students living outside of LCC's service area but still reside within Michigan.

Out-of-Pocket Cost: Difference between the cost of attendance and all gift aid. Out-of-pocket cost can be covered through a variety of sources, including: savings, income and educational loans.

Out-of-state travel: is defined to include travel for which the destination is outside of the state of Michigan. [Reference SOP: [Travel and Business Related Expenses](#)]

Out-of-State Tuition: Tuition rate paid by students living outside of Michigan.

P

Packaging: The process of combining various types of student aid (grants, loans, scholarships, and employment) to attempt to meet the full amount of a student's need.

Pagers: Expenses for providing pagers to LCC employees. [Reference: LCC Expense Account Dictionary](#)

Para-Professionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status.

Parent Contribution: A quantitative estimate of the parents' ability to contribute to the postsecondary educational expenses of a dependent student.

Part of Term Dates: The academic calendar dates of any given course. [Reference SOP: [Late Registration and Schedule Adjustments](#)]

Part-Time Clerical Technical Union (PTCTU): See also Association of Support Professionals. The labor union (MEA, NEA) formerly representing part-time support staff. On May 19, 2023, the members of PTCTU and ESP voted to merge bargaining units. The newly formed unit is LCC Association of Support Professionals (ASP). A portion of the PTCTU collective bargaining agreement remains in place until June 30, 2025. [Reference: [Contracts and Letters of Agreement](#)]

Part-Time Employee: A part-time employee is an employee who is employed by the College whose normal schedule of work usually consists of less than forty (40) hours per week. The status of part-time employees does not change based on occasional periods during which they may be scheduled to work forty (40) hours or more per week (e.g., to fill in for an absent coworker, during periods of heavy work load, etc.).

Part-Time Student: A student enrolled for fewer than 12 credits per semester.

PDF FAFSA: A version of the FAFSA viewed using Adobe Acrobat which may be completed and filed like a paper FAFSA.

Peer: An institution similar in mission, size, and demographics (among other factors) frequently used for comparison or in the development of institutional goals.

Performance Assessment: An assessment that asks students to demonstrate skills rather than relating what they've learned through traditional tests.

Performance-Based Outcomes: Outcome statements that are written in behavioral or performance terms and establish an appropriate criterion level for achievement.

Perkins Core Indicators: A state performance accountability system to assess the effectiveness of the state in achieving statewide progress in occupational education and to optimize the return on investment of Federal funds in occupational education activities. The current Perkins Core Indicators are: technical skill attainment; credential, certificate or degree; retention or transfer; student placement; non-traditional program participation; non-traditional program completion.

Perkins Eligible Program: LCC occupational program of study that has been approved by the State of Michigan for Carl D. Perkins Federal Grant funding.

Persistence: A measure of how many students return from the fall semester to take classes the following spring semester (e.g. the students who return from Fall 2013 to take classes in Spring 2014).

Persistence Rate, Next-Fall: Percent of credit students enrolled in the fall and re-enroll the following fall semester. Also referred to as retention or fall-to-fall retention. [See *Retention Rate*.]

Persistence Rate, Next-Term: Percent of credit students enrolled in the fall that re-enroll for the subsequent spring semester. Also referred to as fall-to-spring retention or fall-to-spring persistence.

Personal Counseling: One-on-one or group counseling with trained professionals for students who want to explore personal, educational, or vocational issues.

Placement Rates: The percent of graduates who find employment within 6 months of completing their degree or certificate. Graduates who indicate that they are not seeking employment are excluded from the calculation.

PLUS: [See *Direct PLUS Loan*.]

PopSel (Population Selection): A specific process in the ERP (Banner) which allows for the definition and use of a population in other processes.

Port Address Translation (PAT): A firewall configuration term which refers to mapping multiple private IP addresses to one (1) public IP address.

Post Incident Analysis (PIA): A report which is developed after an incident to document the incident and to track recommended improvement progress and completion.

Postage: Expenses for UPS, FedEx, etc. The expense is allocated to each organization through monthly journal entries by Accounting Services. [Reference: LCC Expense Account Dictionary](#)

Post-Baccalaureate Certificate: An award that requires completion of an organized program of study beyond the bachelor's; designed for persons who have completed a baccalaureate degree but do not meet the requirements of academic degrees carrying the title of master.

Potentially Unwanted Applications (PUA): Software programs that are not malicious but are generally considered unsuitable for most business networks.

Primary Position: Primary position is a Job Type indicator located in the Employee Jobs record.

This field is used to identify the position that is the employee's primary assignment or where a majority of their hours worked are associated to. All employees should have one and only one primary job. This indicator is also used when reporting employee counts, where we are counting distinct employees. When employees move between positions their positions should be reviewed and HR should be advised of the primary job assignment, for Part-Time employees. Full-Time job assignments will be marked as the primary assignment.

Principal (of a loan): The amount of money borrowed through a loan; does not include interest or other charges, unless they are capitalized.

Prior Learning Assessments (PLA):

- *(Definition 1 of 2)* The evaluation and assessment of an individual's life learning in the workplace or the community; including experiences, credentials, and knowledge, as it relates to LCC's degree and certificate programs. It is used to earn Prior Learning Credits (PLCs) which can reduce the time involved in earning a degree by reducing the amount of courses that will need to be taken. [Reference, received from LCC Job Training Center & Centralized Services]
- *(Definition 2 of 2)* Process for students seeking credit for previously acquired knowledge and learning experiences. [Reference SOP: [Transfer Credit - General Credit](#)]

Probation 1: Generally, the first semester with a Cumulative GPA below 2.0. [Reference SOP: [Academic Standing](#)]

Probation 2: Generally, the second semester with a continued Cumulative GPA below a 2.0. [Reference SOP: [Academic Standing](#)]

Probation 3: Generally, the third semester with a continued Cumulative GPA below a 2.0. [Reference SOP: [Academic Standing](#)]

PROE: Program Review of Occupational Education. This is required for Perkins Eligible Programs. The LCC Program Review process has been approved to be used to satisfy LCC's PROE requirements with the State of Michigan.

Professional Fees: Expenses to accomplish routine, continuing and necessary functions not otherwise specifically mentioned or included under the other accounts. (i.e. athletic trainers, real time transcribers) Use only as a last resort, usage must be kept to a minimum. [Reference: LCC Expense Account Dictionary](#)

Professional Judgment (PJ): The financial aid administrator's discretion, based on the special circumstances of the student, to change the data elements used in determining eligibility for federal student aid or adjust a student's costs.

Program Area: An organizational structure where programs of study are housed. For example, there may be multiple certificates and degrees under one discipline area – those certificates and degrees (or programs of study) are housed under one program area. (E.g., Welding is a program area and the programs of study under welding are each type of degree or certificate offered.)

Program Enrollment: The number of students enrolled in a particular program (i.e. Associate in Arts, Nursing).

Program of Study: A course of study that leads to a certificate or degree at the institution. Each certificate and degree is a unique program of study. Any major that ends in a certificate or degree at the institution is a program of study. Majors that do not end in a degree that are used for tracking purposes (e.g., Lifelong Learning) are not programs of study.

Program of Study, Discontinued: A discontinued program of study is a degree or certificate that is no longer offered at the institution. When programs of study are discontinued, there is generally a teach-out period. During the teach-out period, new students are not allowed to enter the program, but existing students may still receive the degree or certificate. Program areas develop a teach-out plan to notify and work with the students in that major to help them complete the degree or certificate before the teach-out ends.

Program Review: As relates to LCC, is the method used to evaluate and improve the effectiveness of programs.

Program: As relates to Program Review, a combination of both the programs of study and the structure where programs of study are housed.

Program-Level Assessment: As relates to Program Review, assessment measures that determine whether program learning outcomes have been achieved.

Program Area: As relates to Program Review, a structure of where programs of study are housed.

Program of Study: As relates to Program Review, a course of study that leads to a certificate of degree.

Promissory Note: The legal document which binds a borrower to the repayment obligations and other terms and conditions which govern a loan program.

Promotion: A promotion is the indefinite assignment of an employee from a position within the bargaining unit to a position with a higher pay level, within or outside the bargaining unit, as a result of transfer or competitive search.

Property Taxes: Property tax payments made to any taxing district for a non-exempt LCC property or portion of LCC property. [Reference: LCC Expense Account Dictionary](#)

Property Tax Rebate: To record student tuition refund for property tax rebates documented by taxing township and verified by enrollment services. [Reference: LCC Expense Account Dictionary](#)

Provisional Position: Please refer to the [MAHE Contract](#) or [PTCTU Contract](#) for definitions.

Q

Qualitative: Non-numeric data, often collected through focus groups and open-ended survey questions.

Quality Assurance (QA): This is typically referring to the QADB environment in Banner, but could be referring to the process of QA testing.

Quality Assurance Environment (QADB): This is a full clone of the production Banner environment. Everything that production has, and that we have the capability to run a product

in a test environment, is attached to this. All final testing goes through this for portions we develop and portions delivered from Ellucian (the software company).

Qualys: A vendor that specializes in vulnerability assessment.

Quantitative: Data which can be expressed numerically and analyzed using arithmetic operations.

R

Race/Ethnicity: Category used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

Records and Information Management (RIM): The program at LCC that strives to create a unified, consistent, efficient and effective approach to the management of records and information resources in all formats throughout the College, across all divisions, departments and campuses by developing, implementing and monitoring LCC's RIM functions including retention; disposal and disposition; document and data storage; records management policies, guidelines, best practices & recommendations; and the preservation of materials of enduring historical value in the LCC Archives. [Reference SOPs: [Developing Retention Schedules and Disseminating Retention Information](#); [Employee Responsibilities for Records](#)]

Records Series: A group of related records filed/used together as a unit and evaluated as a unit for retention purposes (e.g. a personnel file consisting of an application, reference letters, benefit forms, etc.). (ARMA International TR 22-2016). [Reference SOP: [Revising Retention Schedules](#)]

Records Retention and Disposal Schedule: A legal document that defines how long each record, regardless of its physical format, should be retained. (Also referred to as Retention Schedule or Schedule.) [Reference SOPs: [Developing Retention Schedules and Disseminating Retention Information](#); [Employee Responsibilities for Records](#); [Revising Retention Schedules](#)]

Recovery Point Objective (RPO): The maximum targeted period in which data (transactions) might be lost from an IT service due to a major incident.

Recovery Time Objective (RTO): The targeted duration of time within which a business process must be restored after a disaster or disruption.

Recruitment: The marketing of an institution (both to perspective students and to prospective employees); also refers to all aspects of the admissions process from initial contact to enrollment.

Red Hat Enterprise Linux (RHEL): A server operation system used at LCC.

Reference Books: Purchases of books, subscriptions, publications, reports, or back issues.
[Reference: LCC Expense Account Dictionary](#)

Registered: An admitted student who has signed up for one or more courses in a particular semester.

Registration Fees: Expenses for registration fees incurred for attending an event or a webinar on official LCC business. [Reference: LCC Expense Account Dictionary](#)

Registration Status: The state of a student's admittance or removal from course. Consists of a two-digit code assigned at the discretion of the creator; adhering to the established first letter naming convention, where applicable, followed by a second letter or number. First letter naming convention includes:

- (1) A = Administrative drop.
- (2) D = Drops.
- (3) E = Exception drop.
- (4) N = Attendance/participation/payment drops.
- (5) R = Registered.
- (6) W = Action completed via the Web.

Regular Full-Time Employee: A full-time employee is an employee who is employed by the College for an indefinite period on a regular full-time basis and whose normal schedule of work usually consists of at least forty (40) hours per week.

Regular Part-Time Member: A part-time member is an employee who is employed by the College whose normal schedule of work usually consists of up to 30 hours per week. The status of part-time members does not change based on occasional periods during which they may be scheduled to work 40 hours or more per week (e.g., to fill in for an absent co-worker, during periods of heavy work load) or when performing additional work in a non-unit position such as adjunct faculty, etc.

Regular Position: A regular position is designated when the position is funded primarily through normal College funding (i.e., tuition, state appropriations, property tax) which is expected to exist indefinitely. Regular positions are identified as such when posted.

Rentals, Building: Expenses for leases and rentals for the occupancy and continued use of property (e.g., parking lots, auditoriums, athletic fields, swimming pools, warehouses, storage, buildings, etc.). [Reference: LCC Expense Account Dictionary](#)

Rentals, Equipment: Expense for rent of operational or educational equipment to be used by LCC personnel. [Reference: LCC Expense Account Dictionary](#)

Rentals, Other: Expense for rent of non-building space (e.g. display booths, tents, cap/gowns, etc.). [Reference: LCC Expense Account Dictionary](#)

Rentals, Vehicle: Expense for rent of operational or educational vehicles to be used by LCC personnel. [Reference: LCC Expense Account Dictionary](#)

Repairs, Building: Expenses for repairs on LCC owned or leased buildings. [Reference: LCC Expense Account Dictionary](#)

Repairs, Equipment: Expenses for repairs on LCC owned or leased equipment. [Reference: LCC Expense Account Dictionary](#)

Repairs & Maintenance – Other: Expenses for repairs or maintenance other than buildings or equipment (e.g. signs, forklifts, aviation, etc.). [Reference: LCC Expense Account Dictionary](#)

Repairs & Maintenance – Vehicle: Expenses for repairs or maintenance on LCC owned or leased vehicles. [Reference: LCC Expense Account Dictionary](#)

Repayment Schedule: A plan that is provided to the borrower at the time he or she ceases at least halftime enrollment. The plan sets forth the principal and interest due on each installment and the number of payments required to pay the loan in full. Additionally, it includes the interest rate, the due date of the first payment, and the frequency of payments.

A **repeated course:** is one that the student attempts more than once. [Reference SOPs: [Pass/Fail Grading](#); [Grading System](#); [Selective Admissions](#); [Repeating a Course](#)]

Required Fees: Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay is the exception. Does not include application fees or optional fees such as lab fees or parking fees.

Reserve Officer Training Corps (ROTC) Scholarship Program: Competitive scholarship that pays for tuition, fees, books, and a monthly living stipend and other benefits in exchange for participating in drills and classes during the academic year, military camp during the summer, and, upon graduation, full-time active duty in the military for at least four years.

Resident: A student whose legal residence is within the College's service area.

Resident Alien (or other eligible non-citizen): A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form I-551 or I-151], a Temporary Resident Card [Form I-688], or an Arrival-Departure Record [Form I-94] with a notation that conveys legal immigrant status, such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

Retention: A measure of how many students return from the fall semester to take classes the following fall semester (e.g. the students who return from Fall 2013 to take classes in Fall 2014).

Retention Rate: Percent of credit students enrolled in the fall and re-enroll the following fall semester. Also referred to as fall-to-fall persistence. [See *Persistence Rate*.]

Rubric: A scoring scale that describes criteria for student performance and differentiates among different levels of performance within these criteria.

S

SA-Announce: VoIP Mass Notification System, Cisco phone system use only.

Safety Plans: localized plans and procedures required of every program or department that needs to bring to campus some employees or students. The plans flow from LCC's Business Resumption Plan.

SAR Acknowledgment: A non-correctable one-page Student Aid Report (SAR). Students who file a FAFSA on the Web (FOTW) or submit on-line corrections without providing a valid e-mail address receive this acknowledgment.

SAT (Scholastic Aptitude Test): Standardized test used for college admissions.

Satisfactory Academic Progress (SAP): The method used by the Financial Aid Office at LCC to monitor the progress, both qualitatively and quantitatively, of all students toward the completion of a degree. Meeting SAP is required in order to receive federal funding and may apply to state, institutional and private funding as well.

Schedule Adjustment: Any student-initiated change in enrollment during open late enrollment period and closed late enrollment period. [Reference SOP: [Late Registration and Schedule Adjustments](#)]

Scholarship: A form of financial assistance that does not require repayment or employment and is usually made to students who demonstrate or show potential for distinction, usually in academic performance.

Scholarships and Waivers: [Reference: LCC Expense Account Dictionary](#)

- **External:** Scholarships and/or waivers issued from an agency other than federal, state or LCC.
- **Fed:** Scholarships and/or waivers issued from a Federal agency-ex. PELL, federal loans, SEOG, FWS, TRIO.
- **LCC:** Scholarships and/or waivers issued from LCC.
- **LCC/Child Care:** Child Care Scholarships issued through the Women's Resource Center at LCC.
- **MI:** Scholarships and/or waivers issued from a Michigan agency-ex. TIP, MI Competitive Scholarship, Fostering Futures Scholarship.
- **Other:** Scholarship and/or waivers that do not fall into one of the other categories.

Scholarship Search Services: Organizations that may help students find little-known and unused financial aid funds. Families who are interested in using such a service should carefully investigate the company first.

Secondary Position: Secondary position is a Job Type indicator located in the Employee Jobs record. This field is used to identify the position that is the secondary assignment or where less hours worked are associated to. An employee can have multiple secondary assignments, and must have one primary assignment. The secondary assignment is used in reports, where it is not required to count a distinct employee.

Secure Shell (SSH): Network protocol for operating network services securely.

Security Assertion Markup Language (SAML): An XML-based markup language for security assertion/access control.

SEED: This is a blank Banner database environment that only contains basic structure, table definitions and some seeded data. This is the environment that Ellucian delivers when an institution is implementing banner. It has nearly no data in the tables and is meant to be a starting point. We use it to apply upgrades to a vanilla environment to check for errors in the installation instructions/process. After a successful patch/upgrade application in this environment the ERP upgrades are next applied to the QADB environment for user testing and approval before being applied to production.

Self-Assessment: An Individual engaging in deliberate thought about what they are learning and how they are learning it.

Self-Help: Financial aid in the form of loans or student employment. Loans are used to help pay the remaining net costs after gift aid is deducted. Student employment earnings (including Work-Study awards) are generally not deducted from billed costs but can be used to help cover indirect costs and are paid in the form of wages to the student.

Self-Report: Data which rely on [student] reports of their opinions, perspectives, or perceived progress on some measure; often used when direct observations are impractical.

Self Service Banner (SSB): This is the web based component for Banner. This is where students do a bulk of their interfacing with Banner. Historically this product used to be called Web for X, where X was student, financial aid, finance, executives to name a few. We always referred to it as web4. Thankfully that name was dropped (probably around the same time INB came to be). The Self Service name still lives on in all the current products.

Self-Study: A formal self-examination of an institution, program, or unit, typically conducted as part of an accrediting process; often produced by committees or teams comprised of faculty, administrators, and other staff; self-evaluation of the extent to which the individual, unit, program or institution met or is meeting their mission and goals.

Semester Calendar System: A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.

Seniority: The accumulated years of continuous service since a member's most recent date of hire into the bargaining unit, subject to adjustments provided in this Agreement. If any appointment is less than full-time, seniority credit will be prorated, in so far as practical.

Service Academy: The five postsecondary institutions administered by branches of the military [U.S. Military Academy, U.S. Air Force Academy, U.S. Naval Academy, U.S. Coast Guard Academy, and U.S. Merchant Marine Academy].

Service Contract: Expenses for service contracts for a designated period for preventative maintenance, regular maintenance, service, and/or inspection of property, plant, and equipment. Would include computer hardware maintenance agreements. This is distinct from Account 7153 that is for operational and educational equipment. [Reference: LCC Expense Account Dictionary](#)

Service Learning:

- (1) an educational approach that combines learning objectives with community service in order to provide a pragmatic, progressive learning experience while meeting societal needs.
- (2) In these programs, field-based “experiential learning” with community partners is an instructional strategy—and often a required part of the course. The idea is to give students direct experience with issues they are studying in the curriculum and with ongoing efforts to analyze and solve problems in the community. A key element in these programs is the opportunity students have to both apply what they are learning in real-world settings and reflect in a classroom setting on their service experiences. These programs model the idea that giving something back to the community is an important college outcome, and that working with community partners is good preparation for citizenship, work, and life (AACU).

Sick Leave: For purposes of this procedure, sick leave includes paid time off for part time support and administrator positions under #2. Scope. [#2 Scope: This procedure applies to all employees who are not covered by a collective bargaining or an individual written employment agreement.] [Reference SOP: [Sick Leave](#)]

Significant Difference: In statistics, a result is called statistically significant if it is unlikely to have occurred by chance.

Simplified Needs Test (SNT): An alternate method of calculating the EFC for families with incomes of less than \$50,000, and who meet one of the following conditions: filed, or are eligible to file, an IRS Form 1040A or 1040EZ, are not required to file an income tax return, who have a household member who received benefits through a federal means-tested benefit program, or is a dislocated worker. The SNT excludes all assets from consideration in the calculation of the EFC (Expected Family Contribution).

Software and Site Licenses: Expenses for the purchase of software licenses, permits, certificates and other rights or privileges as required to legally use software applications. [Reference: LCC Expense Account Dictionary](#)

Special Mailing Services: Expenses for sorting and mailing services done outside of LCC's Materials Management department. Ex. Extend your Reach, State of Michigan, Logan Bros Printing. [Reference: LCC Expense Account Dictionary](#)

Special Populations: In general, a sub-set of the student population that has special programs or policies applied that are intended to assist the group as defined by the Perkins grant.

Splunk: A vendor, used mostly by ITS, that specializes in log aggregation.

SQL (Structure Query Language): A programming language used in querying and database systems.

SSID (Service Set Identifier): The name for a Wi-Fi network.

Steam: Expenses to utility companies for steam services. [Reference: LCC Expense Account Dictionary](#)

Stop-Out: Describes students who leave an institution for one or more semesters during their career at an institution.

Strategic Plan: Long-term initiatives, funding directives, and tasks built on the college vision, mission, guide principles, and strategic priorities critical to the college's successful future.

Student Aid Report (SAR): The official notification sent to a student as a result of the CPS receiving an applicant record (FAFSA) for a student. The SAR summarizes applicant information, provides the EFC for a student, and displays other special messages related to the student's application. In some instances the SAR may need to be submitted to the financial aid office at the school the student plans to attend, but only if the school requests it. Depending on how the student submits the FAFSA, the SAR is either a paper or electronic document.

Student Contribution: A quantitative estimate of the student's ability to contribute to postsecondary expenses for a given year.

Student Credit Hours (SCH): [See *Credit Hour*.]

Student Education Plans (SEP): This is the portion of Degree Works that provides an academic plan for students to follow over their career at LCC. Sometimes referred to as MAPs, SEP is an application specific term.

Student Information System (SIS): Management information system for managing student data. [Reference SOPs: [Credit Earned by Examination](#); and [Enrollment Verification and Student Attendance](#) simplify this definition to "Banner"]

Student Satisfaction Inventory (SSI): Provided by vendor Ruffalo Noel Levitz, the SSI measures student satisfaction and priorities by showing how satisfied students are as well as what issues are most important to them.

Student Self-Assessment: This refers to the ability of a student to observe, analyze, and judge their performance on the basis of criteria and determine how they can improve it.

Subscriptions: Expenses for subscriptions to newspapers and periodicals, and/or services providing informational reports. [Reference: LCC Expense Account Dictionary](#)

Subsidy: The money the federal government uses to help underwrite student aid programs.

Substitution: uses a course or courses on the student's LCC record, whether specific or 000 General Credit, in place of another. [Reference SOP: [Program-Level Course Substitutions and Waivers](#)]

Success: At LCC, success is defined as completion of a course and achievement of minimal passing grade.

Success Rate: Percent of grades 2.0 or better.

Summative Assessment: Assessment practices that occur at the conclusion of a course or a program, e.g., end-of-course instructor evaluations, final exams, etc., which provide an overall snapshot of what students have learned.

Supplemental Data Engine (SDE): A part of Banner which allows for storing additional data.

Supplies: Expenses for materials that are ordinarily consumed within one year after being placed into service this includes operational supplies (e.g., envelopes, pencils, pens, forms, small office equipment costing less than \$1,000, sporting equipment used in the conduct of sporting events, includes all supplies needed to clean and maintain LCC's physical facilities & equipment, etc.) and educational supplies (e.g., student instructional supplies, manuals, musical scores, animal specimens, test booklets, chalk, lab equipment, chemicals, etc.). [Reference: LCC Expense Account Dictionary](#)

Survey of Entering Student Engagement (SENSE): A nationally normed survey instrument designed to provide a clear picture of both student behaviors in the earliest weeks of college and the institutional practices that affect students during this critical time.

SWOT: A strategic planning technique which identifies Strengths, Weaknesses, Opportunities, and Threats.

System Center Configuration Manager (SCCM): Microsoft systems management software for managing large groups of computers.

T

Talent Management System (TMS): The system used by LCC for employee training, organizational development, performance evaluations and employment. LCC's TMS system is Cornerstone. [Formerly known as LMS.]

Taxable Income: Income earned from wages, salaries, and tips, as well as interest income, dividend income, business or farm profits, and rental or property income.

Teach-out or teachout: Is an arrangement by which an educational institution provides its current students with the opportunity to complete their degree or certificate when the institution discontinues a program of study. Teachouts apply in situations where courses in the discontinued program of study will be cancelled, and in situations where the courses will continue to be offered. Students currently in the program of study must complete the degree or certificate by the last semester of the teachout.

Teacher Education Assistance for College and Higher Education (TEACH) Grants: A federal grant awarded to undergraduate and graduate students who want to pursue a teaching career in a high-need field and who agree to teach in a school serving low-income students (Title I schools) after graduating. If a recipient does not fulfill the service requirement, funds convert into a Direct Unsubsidized Loan.

Teaching Faculty Position: A position of Professor, Assistant Professor, Adjunct Professor, Adjunct Associate Professor, or Adjunct Instructor employed in the bargaining unit.

Teach-out Period: The teach-out period is the period of time existing students have to complete and earn the degree or certificate after the institution has decided to no longer offer the program of study. Teach-out periods are up to three years. In some rare cases, there is no teach-out period. Students in discontinued programs of study are still in a valid major until the teach-out period has passed.

Tech Equipment and Computers < \$5,000: Expenses for technical equipment with a useful life of more than one year and a cost of at least \$1,000 but less than \$5,000 (e.g., computers, printers, audio/visual, other electronic devices, etc.). [Reference: LCC Expense Account Dictionary](#)

Technical Review Team (TRT): subcommittee of the Curriculum Committee that pre-reviews proposals for technical issues and consistency. [Reference SOPs: [New Courses and Programs of Study Approval](#); [Revised Course Approval](#)]

Technical Support: Expenses to a professional company or individual for providing specialized support for any LCC information technology system or application. [Reference: LCC Expense Account Dictionary](#)

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

Telecon License Fee: Expense associated with licensing that compensates the artists for the use of their copyrighted material that is broadcast on LCC radio & TV. [Reference: LCC Expense Account Dictionary](#)

Temporary Help/Agency: Expenses for providing a range of day-to-day office administrative services, including athletic officials. [Reference: LCC Expense Account Dictionary](#)

Temporary or Casual Employee: Please refer to both the [ESP Contract](#) and [PTCTU Contract](#) for definitions.

Temporary Leave: A leave of absence during which an employee voluntarily or involuntarily takes an extended period of time off from work with the expectation of returning. [Reference SOP: [Retaining Records of Separating Employees and Employees on Temporary Leave](#)]

Temporary Position: Please refer to the [MAHE Contract](#) for a definition of this term.

Time to Live (TTL): A domain name system (DNS) term, TTL tells the server how long to keep the information in its cache.

Title IV Programs: Those federal student aid programs authorized under Title IV of the Higher Education Act of 1965, as amended. Includes the: Federal Pell Grant, Iraq and Afghanistan Service Grant (IASG), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Direct Loan, and Direct PLUS.

Traditional Student: A student who is under the age of 25.

Transfer: The reassignment of a bargaining unit member (employee) from one position within the bargaining unit to another position within the College for an indefinite period of time without a competitive search being conducted.

Transfers of funds: Involves moving of funds from one expense category to another or from one expense account to another. Funds can be moved in (“transfer in”) or moved out (“transfer out”).

Transfer Program: Programs designed to transfer to a four-year institution.

Transfer Rate: Percent of a new student cohort in a given fall, both full-time and part-time, who earn at least 12 credits during their first academic year and transfer to a college or university within three years.

Transfer Student: A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit.

Transfer Tables: A listing of previously determined equivalencies from other institutions.
[Reference SOP: [Transfer Credit - Evaluation and Acceptance](#)]

Travel Lodging: Reimbursement to employees for hotel, motel, or other public lodging charges associated while traveling on LCC official business. [Reference: LCC Expense Account Dictionary](#)

Travel Meal Allowance: Reimbursement to employees for per diem meal expenses incurred while traveling overnight on official LCC business. [Reference: LCC Expense Account Dictionary](#)

Travel Miscellaneous: Reimbursement to employees for other authorized miscellaneous charges (e.g., toll fees, parking fees, business related phone calls, fax charges, internet access fees, etc.). [Reference: LCC Expense Account Dictionary](#)

Travel Transportation: Reimbursement to employees for public transportation expenses (e.g., railroad, airplane, bus, taxicab, limousine, etc.) incurred while traveling on LCC official business. [Reference: LCC Expense Account Dictionary](#)

Tuition: Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.

Tuition and fees: Are the amount a student pays for the courses in which they are registered.
[Following all reference SOP: [Tuition - Eligibility for In-District, In-State, Out-of-State, or International Rate](#)]

- **In-District:** Students who have lived for four or more months within one of the 15 school districts listed on the [Residency webpage](#), preceding the first day of the student's class and pay property taxes to support LCC's budget.
- **In-State:** Students who reside in Michigan, but not in one of the 15 school districts.
- **Out-of-State:** Students who live outside of Michigan.
- **International:** Students who have been admitted to the United States on a temporary, non-immigrant status.
- **Nonresident Owners of In-District Property:** Nonresident students or their guardians owning property in the LCC district will receive credit once a year for property taxes paid in support of the College by their guardian. The taxes paid must be in support of the current academic year and the credit cannot exceed the differential between resident and nonresident tuition rates for the current academic year. To obtain this credit, the student must provide the Registrar's Office with the paid property tax receipt.
- **Foreign Nationals:** Foreign nationals who are enrolling in Virtual College courses and reside outside the United States or are admitted to the United States in a temporary, non-immigrant status will be charged international tuition. U.S. Nationals who are enrolling in Virtual College courses and are outside the United States will be charged domestic tuition.
- **Senior Citizens:** If you are age 62 or older on the first day of the semester and a resident of the LCC district four months prior to the beginning of the semester in which you register, or you are a Michigan resident living outside the LCC district, you qualify for reduced tuition. Rates apply to LCC classes taken for audit or credit. Classes with zero billable hours are not covered by the tuition rate reduction. Senior citizens will continue to pay registration, course and faculty fees. See [current tuition rates](#).
- **Military Personnel and Dependents:** Residency is based on the location of the present domicile of the student with the four-month requirement for In-State tuition waived if the applicant can provide a Department of Defense 214 or 899, NGB form 22 or paperwork for reassignment or changed military base. This waiver is extended to the dependents (spouse and children) of the person named on the Department of Defense 214 or 899, or NGB form 22 who reside at the same address. For those students utilizing Chapter 31 VR&E, Chapter 33 Post 9/11/Fry Scholarship, or Chapter 35 DEA, In-State tuition will be granted, regardless of when they begin to live within the state.

Tuition Payment Plans: A strategy by which payment for present costs of postsecondary education is extended into a future period of time.

Tutoring: May range from one-on-one tutoring in specific subjects to tutoring in an area such as math, reading, or writing. Most tutors are college students; at some colleges, they are specially trained and certified.

U

Undergraduate: A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or a vocational or technical program below the baccalaureate.

Unduplicated Headcount: The sum of students enrolled with each student counted only once during the reporting period, regardless of when the student was enrolled. For example, if a student was enrolled for a particular academic year in the fall and winter, they would only be counted once.

Unmet Need: The difference between a student's total cost of attendance at a specific institution and the student's total available resources.

Untaxed Income: All income received that is not reported to the Internal Revenue Service (IRS) or is reported but excluded from taxation. Such income would include but not be limited to untaxed capital gains, interest on tax-free bonds, dividend exclusion, and military and other subsistence and living allowances.

User Development Environment (UDEV): This is a full clone of the production Banner environment. Nearly all the same bolt-on applications that are available in production are available in this environment. It is cloned somewhat less frequently and is used as a development environment for both the functional areas and IT.

V

VA Education Benefit: Any form of VA GI Bill® [Reference SOP: [Military-Connected Student File Retention](#)] See also Veteran's Educational Benefits definition later in this section.

VA Student: Any student who has enrolled at LCC for any semester beginning with the fall 2015 semester who has utilized a VA Education Benefit. [Reference SOP: [Military-Connected Student File Retention](#)]

Vacancy Management Review Team (VMRT): The group of executives who review all position vacancies and requests.

Variiances: Expenditures that help monitor expenses and keep spending on track with the budget.

Verification (Financial Aid): Process to confirm the accuracy of data provided by the applicant on the FAFSA. In order to complete the verification process, students are required to provide certain documents to the school for review.

Veteran's Counseling: Helps veterans and their dependents obtain benefits for their selected program and provides certifications to the Veteran's Administration. May also provide personal counseling on the transition from the military to a civilian life.

Veterans Educational Benefits: Assistance programs for eligible veterans and/or their dependents for education or training.

Visas: [Reference SOP: [Institutional Scholarship for International Students](#)]

- **F Student Visas** are for study at an accredited U.S. college or university or to study English at an English language institute.
- **J Exchange Visas** are for participation in an exchange program, including high school and university study.
- **M Student Visas** are for non-academic or vocational study or training in the United States.

Visually Impaired: Any person whose sight loss is not correctable and is sufficiently severe as to adversely affect educational performance.

Vocational Rehabilitation: Programs administered by state departments of vocational rehabilitation services to assist individuals who have a physical or mental disability which is a substantial handicap to employment.

Voluntary Product Accessibility Template (VPAT): A document produced by a company that evaluates the accessibility of its product according to Section 508 standards.

W

Waiver: Exempts a student from a course or other requirement based on previous skills, knowledge, experiences, etc. that are not documented with a course on the student's LCC record, whether specific or 000 General Credit. [Reference SOP: [Program-Level Course Substitutions and Waivers](#)]

Water/Sewage/Fire Expense: Expenses to suppliers of utilities and utility type services, such as water, or sewage disposal. [Reference: LCC Expense Account Dictionary](#)

Windows Management Instrumentation (WMI): Set of specifications from Microsoft for consolidating the management of devices and applications in a network.

Withdrawn: A student's course registration status when they have been removed from a course after the published refund period; therefore, receiving a "W" grade.

WLNZ: Call letters for the LCC radio station – WLNZ 89.7FM.

Workload Hour: Equal to 16 contact hours of classroom instruction or 32 clock hours of nonteaching work in the bargaining unit.

World Wide Name (WWN): A unique identifier that is assigned to a manufacturer by the Institute of Electrical and Electronic Engineers (IEEE) and hard-coded into a Fibre Channel (FC) device.

X

XE (Extensible Ecosystem): A Banner term. Eventually the context of the concept became more than what it stood for. This is also another term for the Banner 9 versions of the applications.

XEDDEV: This is a cloned environment from production Banner. It is cloned approximately every six months. It has the bare bones of a Banner environment. This is primarily a playground for users to see the "XE" or Banner 9 modules before committing to a release schedule.

Y

Your Essential Security (YES): Information Security training from SANS, a part of Securing the Human Project.

Student & College Code of Conduct Terms

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A

Academic modifications: May include, but are not limited to:

- **Periodic Absences:** LCC must excuse medically necessary absences for a student affected by pregnancy, childbirth or pregnancy related conditions. Absences will not be counted as a missed class in which attendance is a measure of academic performance. The student will be permitted to complete any coursework (e.g., in-class participation points/assignments, quizzes, examinations) for missed class periods. Instructor course practices such as allowing a certain number of “unexcused absences” or dropping of quiz grades will not be applied to circumstances of medically necessary absences related to a student who is affected by pregnancy, childbirth, or pregnancy-related conditions.
- **Extensions:** Instructors are required to create alternative due dates for assignments when a student cannot meet a course deadline due to a medically necessary absence.
- **Alternative Assignments:** If a medically necessary absence for a student who is affected by pregnancy, childbirth or pregnancy related conditions prevents a student from completing an in-class assignment, when possible, instructors are required to create an alternative assignment of equivalent value for the student to complete.
- **In-Class Setting:** A student may request periodic breaks, alternative classroom seating (e.g., near the end of a row or exit), or larger desk space.
- **Non-classroom setting:** Some college courses and programs may have out-of-class activities or requirements (e.g., practicums, externships, clinicals, etc.) where modification is necessary. Instructors and program leaders are required to implement reasonable modifications to such requirements or activities and are encouraged to be flexible and creative in their approach. If students have been out more than 6 months, selective admissions programs may require a skills assessment and retraining on the skills they have already learned.
- **Lactation:** A student will be permitted to take breaks for lactation/pumping. For in-class lactation breaks, students will be directed to the nearest private lactation space on campus. For programs or activities with off-campus locations, students should be provided with a private lactation space that does not include restrooms. Students who require lactation breaks while attending class in a virtual format are permitted to turn their cameras off without penalty.
- **Virtual Learning:** Requests for virtual learning will be assessed on a course-by-course basis. In certain circumstances, there may be situations where certain courses are approved for virtual learning rather than all courses during a given semester.
 - Nursing is obligated to follow the MI State Board of Nursing standards in regards to maximum simulation hours that can be used to substitute certain clinical rotation hours. If the student has already completed the maximum simulation hours, it is recommended that the student take an incomplete in the course and come back to finish the clinical component when able.

[Reference SOP: [Leave of Absence for Pregnant/Parenting Students](#)]

Academic Negligence: Means unknowingly or unintentionally claiming credit for the work or effort of another person, or unknowingly or unintentionally gaining (or causing another to gain) an unfair academic advantage. [Reference SOP: [Student Code of Conduct](#)]

Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or an Official with Authority (OWA). [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]

Advisor: Any person chosen by a party, or appointed by the institution, who may accompany the party to all meetings related to the Resolution Process and advise the party on that process. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Alcohol:

- *(Definition 1 of 2)* Is defined as any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume. [Reference SOP: [Student Code of Conduct](#)]
- *(Definition 2 of 2)* Is a substance that is a beverage containing alcohol. [Reference SOP: [Student Title IX Grievance Process](#)]

Appeal Decision-maker: The person who accepts or rejects a submitted appeal request, determines whether any of the appeal grounds are met, and directs responsive action(s), accordingly. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Appellate Officer: Is the Provost (or designee). [Reference SOP: [Student Code of Conduct](#)]

C

Cheating: includes, but is not limited to attempted or actual: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources or resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to the College, a member of the College faculty, staff, or another student; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus, program handbook, or class discussion for the purposes of academic credit; (5) allowing or participating in cheating by other students; or (6) other acts of dishonesty within the College but outside of the classroom. [Reference SOP: [Student Code of Conduct](#)]

Clery Act: refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. [Reference SOP: [Student Title IX Grievance Process](#)]

College: Means Lansing Community College. [Reference SOPs: [Student Code of Conduct](#); [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]

College Official: Includes any person employed by the College, performing assigned administrative or professional responsibilities. [Reference SOP: [Student Code of Conduct](#)]

College property: includes buildings, grounds, structures and real estate, and vehicles that are owned, rented, leased or otherwise utilized by or under the control of LCC (including adjacent streets and sidewalks). [Reference SOPs: [Student Code of Conduct](#); [Student Title IX Grievance Process](#)]

Complainant:

- *(Definition 1 of 4)* Means any person who submits a report alleging that a student violated the Student Code or General Rules or a student who believes they are a victim of another student's misconduct. [Reference SOP: [Student Code of Conduct](#)]
- *(Definition 2 of 4)* A person who is alleged to be the victim of conduct that could constitute sexual harassment or who filed a complaint alleging sexual harassment. [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]
- *(Definition 3 of 4)* A student or employee who is alleged to have been subjected to conduct that could constitute discrimination, harassment, retaliation, or Other Prohibited Conduct under the Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute discrimination or harassment under the Policy and who was participating or attempting to participate in LCC's education program or activity at the time of the alleged discrimination, harassment, retaliation, or Other Prohibited Conduct. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]
- *(Definition 4 of 4)* Is any person who may be a victim of sexual harassment, and is participating in or attempting to participate in an education program or activity at the College. [Reference SOP: [Student Title IX Grievance Process](#)]

Complaint: An oral or written request to LCC that can objectively be understood as a request for LCC to investigate and make a determination about the alleged Policy violation(s). [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Conduct Officer: Is the Director of Student Compliance (or designee). [Reference SOP: [Student Code of Conduct](#)]

Confidential Employee:

- An employee whose communications are privileged or confidential under federal or state law. The employee's confidential status, for purposes of this definition, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
- An employee whom LCC has designated as confidential under this Policy for the purpose of providing services to persons related to discrimination, harassment, retaliation, or Other Prohibited Conduct. If the employee also has a duty not associated with providing those services, the employee's confidential status only applies with respect to information received about discrimination, harassment, retaliation, or Other Prohibited Conduct in connection with providing those services; or
- An employee who is conducting an Institutional Review Board-approved human-subjects research study designed to gather information about discrimination, harassment, retaliation, or Other Prohibited Conduct. The employee's confidential status only applies with respect to information received while conducting the study.

[Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Consent: Is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct. Consent must be all of the following:

- *Knowing:* Consent must demonstrate that the individuals involved understand, are aware of, and agree to everything about the “who” (partners), “what” (acts), “where” (location), “when” (time), and “how” (conditions) of the sexual activity.
- *Active:* Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not, in and of themselves, be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- *Voluntary:* Consent must be freely given and cannot be the result of external pressures such as force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure, hazing) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).
- *Present and ongoing:* Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time, provided the person withdrawing consent makes that known in clearly understandable words or actions.

See [College Policy](#) for an expanded definition of Consent. [Reference SOPs: [Student Code of Conduct](#); [Student Title IX Grievance Process](#)]

D

Dating or Domestic Violence: Includes all violent criminal offenses (e.g., physical violence, interfering with personal liberty, etc.) as well as intimidation, harassment, physical abuse, or sexual abuse when it is caused by someone in an intimate relationship with another person. Examples of such actions include physical abuse (hitting, slapping, shoving, grabbing, biting, hair pulling, etc.); sexual abuse (marital rape, treating one in a sexually demeaning manner, coercing or attempting to coerce sexual contact without consent, etc.); and psychological or emotional abuse (name-calling, persistently undermining an individual’s sense of self-worth or self-esteem, intentionally damaging one’s relationships with others, etc.).

- *Dating violence: (Definition 1 of 2 – refer to separate definition that follows)* is committed by a person who has been in a dating relationship or a social relationship of a romantic or intimate nature with another person. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- *Domestic violence: (Definition 1 of 2 – refer to separate definition that follows)* is committed by a person who is the complainant’s current or former spouse, current or former domestic partner, current or former cohabitant, a person with whom the complainant shares a child in common, or a person similarly situated under domestic or family violence law.

See [College Policy](#) for an expanded definition of Dating and Domestic Violence. [Reference SOPs: [Student Code of Conduct](#); [Student Title IX Grievance Process](#)]

Dating Violence: (*Definition 2 of 2 – refer to previous “Dating or Domestic Violence” definition as well*) is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant or reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Domestic violence is committed by a person who is the complainant’s current or former spouse, current or former domestic partner, current or former cohabitant, or a person similarly situated under domestic or family violence law.

[Reference SOP: [Student Title IX Grievance Process](#)]

Domestic Violence: (*Definition 2 of 2 – refer to previous “Dating or Domestic Violence” definition as well*) is violence committed:

- By a current or former spouse or intimate partner of the complainant;
- By a person with whom the complainant shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;
- By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth complainant who is protected from that person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as Domestic Violence, the relationship between the respondent and the complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

[Reference SOP: [Student Title IX Grievance Process](#)]

Day: A Business day when LCC is in normal operation. All references in the Policy to days refer to Business days unless specifically noted as calendar days. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Dean: Refers to the Dean of Student Affairs (and/or their designee). The College has designated the Dean’s designee as the Student Title IX Coordinator for purposes of this process and in accordance with federal regulations. The Dean’s designee for appeals may be the Provost or another Administrator. [Reference SOP: [Student Title IX Grievance Process](#)]

Decision Maker:

- (*Definition 1 of 2*) - A trained individual who oversees the hearing and makes decisions as to the relevancy of questions or evidence. The hearing officer is also responsible for making the final decision after the hearing and preparing the final report. [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]

- (*Definition 2 of 2*) The person or panel who reviews evidence, determines relevance, and makes the Final Determination of whether Policy has been violated and/or assigns sanctions. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Drugs: (see also “Substances”) are defined as:

1. a controlled substance (a drug, or a substance) defined in the Federal Controlled Substance Act (Title 21 United States Code (USC) Controlled Substances Act.) including certain prescriptions and over-the-counter medications;
2. an illegal drug (any substance) that is unlawful to use, possess, sell, or transfer under state or federal law (where federal and state laws conflict, federal law applies);
3. a prescription drug (any substance) prescribed for an individual by a licensed health care provider and used in accordance with the prescription (including prescriptions not issued to the student) which cause impairment to the point of incapacitation,
4. an inhalant (any substance) that produces mind-altering effects when inhaled;
5. an over-the-counter medication (a substance) used in treating a disease or condition or relieving pain that may be obtained without a prescription which cause impairment to the point of incapacitation; and
6. drug paraphernalia (any equipment, product, material of any kind, or combination of equipment, products, or materials) specifically designed for use or primarily intended for use in planting; propagating; cultivating; growing; harvesting; manufacturing; compounding; converting; producing; processing; preparing; testing; analyzing; packaging; repackaging; storing; containing; concealing; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under either federal law 21 U.S. Code § 863 (d) or state law (MCL 333.7451). It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.

[Reference SOP: [Student Code of Conduct](#)]

E

Education Program or Activity: Locations, events, or circumstances where LCC exercises substantial control over the context in which the discrimination, harassment, retaliation, and/or Other Prohibited Conduct occurs and also includes any building owned or controlled by a student organization that LCC officially recognizes. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Employee: A person employed by LCC either full- or part-time, including student employees when acting within the scope of their employment. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Equal Opportunity Officer: EOO Coordinator means the Administrative Service Officer who is receiving complaints, determining applicability under the complaint system, reviewing or investigating, and tracking the processing of complaints. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Exculpatory Evidence: Means evidence that shows or suggests that a respondent is not responsible for the alleged violation; evidence that establishes non-responsibility of the respondent. [Reference SOP: [Student Title IX Grievance Process](#)]

F

Faculty or faculty member: Means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty union. [Reference SOP: [Student Code of Conduct](#)]

Familia Status: The configuration of one's family or one's role in a family. [Reference SOP: [Pregnancy and Related Conditions and Parenting Student Procedure](#)]

Final Determination: A conclusion by the standard of proof that the alleged conduct did or did not violate Policy. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Finding: A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”). [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Force: Means physical force, violence, threat, intimidation, or coercion. [Reference SOPs: [Student Code of Conduct](#); [Student Title IX Grievance Process](#)]

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. [Reference SOPs: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#); [Student Title IX Grievance Process](#)]

G

General Rules: Refers to the Student General Rules and Guidelines. [Reference SOP: [Student Code of Conduct](#)]

H

Hearing Officer: The hearing officer is responsible for scheduling and oversight of all live hearings, including any pre-meetings. [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]

Hearing Panel: means a group of trained faculty and staff appointed by the Dean of Student Affairs (or their designee) to specifically hear complaints of alleged sexual harassment. [Reference SOP: [Student Title IX Grievance Process](#)]

Hostile work/educational environment: Is created when sexual harassment is sufficiently severe, persistent, or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the College’s educational or employment programs or activities. [Reference SOPs: [Student Code of Conduct](#); [Student Title IX Grievance Process](#)]

I

Incapacitation:

- *(Definition 1 of 2)* Is when an individual does not have the capacity to give consent due to age, mental or physical condition, or disability that impairs the individual's ability to understand and give consent. A person does not have the capacity to give consent if their judgment or awareness is impaired due to consumption of alcohol, drugs, or inhalants (voluntarily or involuntarily), or being in a state of unconsciousness, sleep, or another state in which the person does not have awareness. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in an interaction. See [College Policy](#) for an expanded definition of Incapacitation. [Reference SOP: [Student Code of Conduct](#)]
- *(Definition 2 of 2)* Consent is never present when an individual does not have the capacity to give consent due to age, mental or physical condition, or disability that impairs the individual's ability to understand and give a knowing, active, voluntary, present, and ongoing agreement to engage in specific sexual or intimate conduct. A person does not have the capacity to give consent if their judgment or awareness is impaired due to consumption of alcohol, drugs, or inhalants (voluntarily or involuntarily), or being in a state of unconsciousness, sleep or other state in which the person is unaware that sexual activity is occurring. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction.

Some indicators of a lack of capacity to give consent due to consumption of alcohol, drugs, or inhalants may include, but are not limited to:

- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance);
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction);
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words, etc.).

If a person appears to be giving consent but may not have the capacity to do so, the apparent consent is not effective. If there is any doubt as to a person's capacity to give consent, it should be assumed that the person does not have the capacity to give consent and that any sexual activity will constitute sexual harassment.

Being impaired by alcohol and/or other substances does not excuse one from the responsibility to obtain consent. Being impaired is never an excuse for carrying out sexual harassment.

[Reference SOP: [Student Title IX Grievance Process](#)]

Inculpatory Evidence: means evidence that shows or suggests that a respondent is responsible for the alleged violation; evidence that establishes responsibility of the respondent. [Reference SOP: [Student Title IX Grievance Process](#)]

Informal Resolution: A resolution agreed to by the Parties and approved by the Title IX Coordinator that occurs prior to a Final Determination in the Resolution Process. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Investigation Report: The Investigator’s summary of all relevant evidence gathered during the investigation. Variations include the Draft Investigation Report and the Final Investigation Report. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Investigator:

- *(Definition 1 of 2)* The person(s) authorized by LCC to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigation Report. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]
- *(Definition 2 of 2)* refers to the Title IX Investigator who is trained and designated to conduct investigations of alleged sexual harassment. The Student Title IX Coordinator and the Deputy Student Title IX Coordinator are also trained investigators and may be part of an investigative team at any time when necessary. [Reference SOP: [Student Title IX Grievance Process](#)]

K

Knowledge: When LCC receives Notice of conduct that reasonably may constitute harassment, discrimination, retaliation, or Other Prohibited Conduct in its Education Program or Activity. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

M

Mandated Reporter(s):

- *(Definition 1 of 2)* Anyone who works at the College in any role except those in Student Employee positions. Also exempt are College Counselors who are acting in the role of Counselor. Mandated Reporters must report a potential Title IX incident to the appropriate Title IX Coordinator as soon as they are made aware of the situation. A Mandated Report who fails to make such timely report is subject to disciplinary action, up to and including termination of employment. [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]
- *(Definition 2 of 2)* A LCC employee who is obligated by Policy to share Knowledge, Notice, and/or reports of sex discrimination, harassment, retaliation, and/or Other Prohibited Conduct with the Title IX Coordinator. (Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of persons with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility under this Policy. The Title IX Coordinator designated to receive information from Mandated Reporters may vary depending upon the type of alleged discrimination, harassment, or retaliation (e.g., on the basis of sex, on the basis of race, on the basis of disability).) [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Marital Status: The State of being married or unmarried. [Reference SOP: [Pregnancy and Related Conditions and Parenting Student Procedure](#)]

Member of College Community: Includes any person who is a student, faculty member, College Official or staff member employed by the College, or any authorized non-employed personnel (such as interns, volunteers, Board members, etc.). A person's status in a particular situation shall be determined by the Dean of Student Affairs (or designee). [Reference SOP: [Student Code of Conduct](#)]

N

Non-Consensual Sexual Contact: (*Definition 1 of 2 - see Sexual Assault, definition 2*) (e.g., fondling) is any intentional sexual touching, however slight, by any person upon another person that is without consent and/or accomplished by force or threat of force. Sexual contact includes (1) intentional contact with a person's breast, buttock, groin, or genitals, or (2) touching another with any of these body parts or with any object, or (3) making another touch you or themselves with or on any of these body parts, or (4) any other intentional bodily contact in a sexual manner. [Reference SOP: [Student Code of Conduct](#)]

Non-Consensual Sexual Penetration: (*Definition 1 of 2 - see Sexual Assault, definition 2*) (e.g., rape) is any sexual penetration, however slight, by a person upon another person that is without consent and/or accomplished by force or threat of force. This includes vaginal or anal penetration, no matter how slight, by any body part or object; or oral copulation (mouth to genital contact), no matter how slight the penetration or contact. [Reference SOP: [Student Code of Conduct](#)]

Nondiscrimination Team: Equal Opportunity Officer, The Title IX Coordinator, any deputy coordinators, and any member of the resolution pool. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Notice: When an employee, student, or third party informs the Title IX Coordinator of the alleged occurrence of discriminatory, harassing, retaliatory, or Other Prohibited Conduct. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

O

Off campus conduct: Means conduct that occurred any place other than on College property, at College sponsored events, and while pursuing an academic program. [Reference SOP: [Student Title IX Grievance Process](#)]

Officials with Authority (OWAs): Employees who have the authority to institute immediate corrective measure(s) on behalf of the College. For Title IX purposes, an OWA is any member of the Executive Leadership Team (ELT). When an OWA is made aware of a potential Title IX violation, they are required to take immediate action, including notifying the appropriate Title IX Coordinator. [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]

P

Parental Status: The status of a person who, with respect to another person who is under the age of 18, (or a person who is 18 or older but who is incapable of self-care because of a mental or physical disability) is a biological, adoptive, foster, or stepparent; a legal custodian or guardian; in loco parentis with respect to such a person; or actively seeking legal custody, guardianship, visitation, or adoption of such a person. [Reference SOP: [Pregnancy and Related Conditions and Parenting Student Procedure](#)]

Parties: The Complainant(s) and Respondent(s), collectively. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Plagiarism: Includes the use, by paraphrase or direct quotation, of the published or unpublished work of another person, source, or organization without full and clear acknowledgment, including the use of previous academic work by the student without prior permission of the instructor. It also includes stealing or passing off as one's own the work, ideas, words, images, or other creative works of another; or the unacknowledged use of materials prepared by another person, source, resource, or organization. [Reference SOP: [Student Code of Conduct](#)]

Policy: Means the written regulations of the College as found in but not limited to, the Course Schedule, the College Catalog, the College website, and/or other written regulations and procedures. [Reference SOP: [Student Code of Conduct](#)]

Pregnancy and Related Conditions:

- *(Definition 1 of 2)* The full spectrum of processes and events connected with pregnancy, including pregnancy, childbirth, termination of pregnancy, or lactation; related medical conditions; and recovery therefrom. (“[T]he Department interprets ‘termination of pregnancy’ to mean the end of pregnancy in any manner, including, miscarriage, stillbirth, or abortion.” Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 89 F.R. 33474, April 29, 2024, codified at 34 C.F.R. 106.) [Reference SOP: [Pregnancy and Related Conditions and Parenting Student Procedure](#)]
- *(Definition 2 of 2)* Pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Preponderance of the Evidence: More likely than not that the misconduct occurred. [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]

Presiding Officer: Is the Director of Student Compliance (or designee). [Reference SOP: [Student Code of Conduct](#)]

Protected Characteristic: Any characteristic for which a person is afforded protection against discrimination and harassment by law or LCC Policy. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Q

Quid Pro Quo Harassment: is (1) unwelcome sexual advances, (2) requests for sexual favors, and (3) other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a term or condition of (a) employment or educational opportunities, or (b) receiving the benefits of any educational or employment program or activity, or (c) rating or evaluating an individual's education or employment progress, development, or performance. [Reference SOPs: [Student Code of Conduct](#); [Student Title IX Grievance Process](#)]

R

Reasonable Modifications: Individualized modifications to the College's policies, practices, or procedures that does not fundamentally alter the College's education program or activity. [Reference SOP: [Pregnancy and Related Conditions and Parenting Student Procedure](#)]

Recipient: Means a school that is a recipient of federal funding, including LCC. [Reference SOP: [Student Title IX Grievance Process](#)]

Relevant Evidence: Evidence that may aid a Decision-maker in determining whether the alleged discrimination, harassment, retaliation, or Other Prohibited Conduct occurred, or in determining the credibility of the Parties or witnesses. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Remedies: Typically, post-resolution actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore or preserve equal access to LCC's Education Program and Activity. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Reporter: Means any person who submits a report alleging that a student violated Title IX. [Reference SOP: [Student Title IX Grievance Process](#)]

Resolution Process: The investigation and resolution of allegations of prohibited conduct under this Policy, including Informal Resolution, Administrative Resolution, and/or Hearing Resolution. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Respondent:

- *(Definition 1 of 3)* A person determined to be under the jurisdiction of LCC who is alleged to have engaged in conduct that could constitute discrimination based on a protected characteristic, harassment, retaliation, or Other Prohibited Conduct for engaging in a protected activity under this Policy. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]
- *(Definition 2 of 3)* An individual who has been reported to be the alleged perpetrator of conduct that could constitute sexual harassment. [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]
- *(Definition 3 of 3)* Means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A respondent is a person enrolled by the

College or who has any other affiliation or connection with the College. [Reference SOP: [Student Title IX Grievance Process](#)]

Responding Student: Means any student accused of violating the Student Code or General Rules, or any other rule or policy of the College. [Reference SOP: [Student Code of Conduct](#)]

S

Sanction: A consequence imposed on a Respondent who is found to have violated this Policy. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Sex: Sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Sexual Assault:

- *(Definition 1 of 3)* Is any non-consensual sexual contact, including but not limited to non-consensual sexual penetration. [Reference SOP: [Student Code of Conduct](#)]
- *(Definition 2 of 3)* Is any non-consensual sexual contact, including but not limited to non-consensual sexual penetration.
 - Non-Consensual Sexual Contact: *(Definition 2 of 2 – refer to separate line item of this term for Definition 1 of 2)* Is any intentional sexual touching, however slight, by any person upon another person that is without consent and/or accomplished by force. This includes intentional contact with a person’s breast, buttock, groin, or genitals, or touching another with any of these body parts or with any object, or making another touch you or themselves with or on any of these body parts, or any other intentional bodily contact in a sexual manner.
 - Non-Consensual Sexual Penetration: *(Definition 2 of 2 – refer to separate line item of this term for Definition 1 of 2)* Is any sexual penetration, however slight, by a person upon another person that is without consent and/or accomplished by force. This includes vaginal or anal penetration, no matter how slight, by any body part or object; or oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
[Reference SOP: [Student Title IX Grievance Process](#)]
- *(Definition 3 of 3)* Is any attempted or actual sexual act directed against another person, without consent of that person, including instances where they are incapable of giving consent.
 - Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of that person, including instances where they are incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. This offense includes the rape of both males and females.
 - Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of that person, including instances where the

they are incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

- Incest is sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

[Reference SOP: [Student Title IX Grievance Process](#)]

Sexual Exploitation: Occurs when one person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of oneself or a third party. This includes, but is not limited to, the following actions (including when they are done by electronic means, methods, or devices):

- Invasion of sexual privacy (e.g., engaging in sexual voyeurism or permitting others to witness or observe the nudity or sexual or intimate activity of another person) without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person's nudity or sexual or intimate activity in a private space without that person's consent;
- Sharing or distributing sexual information, or images or recordings of a person's nudity or sexual activity, without that person's consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation, such as prostitution;
- Knowingly exposing someone to or transmitting HIV or an STI/STD to another person;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

[Reference SOP: [Student Code of Conduct](#); [Student Title IX Grievance Process](#)]

Sexual Harassment:

- *(Definition 1 of 2)* Is unwelcome, sexual, sex-based, and/or gender-based verbal, non-verbal, written, electronic, online, and/or physical conduct that is so severe or pervasive that it unreasonably interferes with a person's College employment, academic performance, or participation in College programs or activities and creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile, or offensive. Sexual harassment may include, for example, unwelcome sexual advances, requests for sexual favors, acts of sexual violence, physical contact of a sexual nature, or verbal or non-verbal conduct of a sexual nature. [Reference SOPs: [Student Code of Conduct](#), [Student Title IX Grievance Process](#)]
- *(Definition 2 of 2)* For Title IX purposes, sexual harassment is conduct on the basis of sex that satisfies one or more of the following:
 1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;
 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or

3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). [Reference SOP: [Student Title IX Grievance Process](#)]

Stalking:

- *(Definition 1 of 3)* Means a course of harassment directed at a specific person that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested, or to fear for her, his, their, or others' safety, or to suffer substantial emotional distress. Conduct that can amount to stalking may include any combination of actions directed at another person, whether done directly, indirectly, through others, via devices, or by any other methods or means (specifically including electronic means), including but not limited to:
 - Following, appearing within sight of, or confronting a person;
 - Being or remaining in close proximity to a person;
 - Appearing at a person’s residence or place of employment;
 - Monitoring, observing, or conducting surveillance of a person;
 - Threatening (directly or indirectly) a person;
 - Communicating with a person by telephone, mail, or electronic communications;
 - Placing an object on or delivering an object to a place owned, leased, or occupied by a person;
 - Interfering with or damaging a person’s property (including pets).[Reference SOP: [Student Code of Conduct](#)]
- *(Definition 2 of 3)* Means a course of harassment directed at a specific person that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested, or to fear for her, his, or others' safety, or to suffer substantial emotional distress. Conduct that can amount to stalking may include any combination of actions directed at another person, whether done directly, indirectly, through others, via devices, or by any other methods or means (specifically including electronic means), including but not limited to:
 - Following, appearing within sight of, or confronting a person;
 - Being or remaining in close proximity to a person;
 - Appearing at a person’s residence or place of employment;
 - Monitoring, observing, or conducting surveillance of a person;
 - Threatening (directly or indirectly) a person;
 - Communicating with a person by telephone, mail, or electronic communications;
 - Placing an object on or delivering an object to a place owned, leased, or occupied by a person;
 - Interfering with or damaging a person’s property (including pets).
 -
- *(Definition 3 of 3)* For Title IX purposes, the following definition applies: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the complainant.
- **Substantial emotional distress** means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling. [Reference SOP: [Student Title IX Grievance Process](#)]

Student:

- (*Definition 1 of 2*) Includes all persons currently admitted or enrolled (or upon the issuance of a student number) at the College, full-time or part-time. [Reference SOP: [Student Code of Conduct](#)]
- (**Definition 2 of 2*) Any person who has gained admission. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

Student Code:

- (*Definition 1 of 2*) Refers to the College's Student Code of Conduct. [Reference SOP: [Student Code of Conduct](#)]
- (**Definition 2 of 2*) means the LCC Student Code of Conduct, as enforced by the Office of Student Compliance. [Reference SOP: [Student Title IX Grievance Process](#)]

Student Group or Organization: Is a group of students who have been recognized by the College as having a specific affiliation (such as registered student organizations and clubs, athletic teams, college-sponsored groups, etc.). [Reference SOP: [Student Code of Conduct](#)]

Student Modifications:

- **Medical Necessity:** a health care provider’s determination of a student’s need for reasonable modifications related to pregnancy or pregnancy-related conditions.
- **Pregnancy, childbirth and pregnancy-related conditions:** include (but are not limited to) pregnancy, childbirth, false pregnancy, miscarriage, termination of pregnancy, abortion services, lactation, conditions arising in connection with pregnancy, and recovery from any of these conditions, in accordance with federal law. Throughout this procedure, the use of the phrase “pregnancy, childbirth and pregnancy-related conditions” encompasses all conditions within the non-exhaustive list above.
- **Pregnancy-Related Conditions and Parenting Student Modification Form (PRP):** A document that enables students to communicate their pregnancy or pregnancy-related modifications to faculty. The Pregnancy Modification Form is individualized and will not be generated until the student requests a modification, provides sufficient documentation, and engages in the individualized modification process.
- **Parental status:** the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: (1) A biological parent; (2) An adoptive parent; (3) A foster parent; (4) A stepparent; (5) A legal custodian or guardian; (6) Someone who is acting in the role of a

parent; or (7) Actively seeking legal custody, guardianship, visitation, or adoption of such a person.

[Reference SOP: [Leave of Absence for Pregnant/Parenting Students](#)]

Substance: (see also “Drugs”)

- (Definition 1 of 3) Refers to an illegal drug that is unlawful to use, possess, sell, or transfer under state or federal law (in cases where federal and state laws conflict, federal law applies).
- (Definition 2 of 3) Substance also refers to inhalants that produce mind-altering effects when inhaled.
- (Definition 3 of 3) Substance also refers to prescription drugs and over-the-counter medications which cause impairment to the point of incapacitation.

[Reference SOP: [Student Title IX Grievance Process](#)]

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint.

1. Supportive measures are designed to restore or preserve equal access to the College’s educational program or activity without unreasonably burdening the other party, including measure designed to protect the safety of all parties or the College’s educational environment or deter sexual harassment. Supportive measures may include:
 - Counseling
 - Extensions of deadlines or other course-related adjustments
 - Modification of work or class schedules
 - Campus escort services
 - Mutual restrictions on contact between the parties
 - Changes in work locations
 - Leaves of absence
 - Increased security and monitoring of certain areas of campus
 - Other similar measures.
2. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.
3. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

[Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]

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Title IX Coordinator:

- (Definition 1 of 4) The trained, responsible employee of the College with major responsibility for the Title IX compliance efforts. The Title IX Coordinator may also participate or lead Title IX investigations. [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]
- (Definition 2 of 4) Is the College’s designee to address sex discrimination, including sex based harassment, the dissemination of the College’s non-discrimination policy and contact

information. As used in these policies and procedures, the “Title IX Coordinator” also includes their designee(s). [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]

- (*Definition 3 of 4*) At least one official designated by LCC to ensure ultimate oversight of compliance with Title IX and LCC’s Title IX program. References to the Coordinator throughout the Policy may also encompass a designee of the Coordinator for specific tasks. [Reference SOP: [Resolution Process for Alleged Violations of Prohibited Sex and Gender-Based Discrimination, Harassment, and Sexual Misconduct](#)]
- (**Definition 4 of 4*) Is an employee responsible for Effective Implementation of Remedies as addressed under § 106.45(b)(7)(iii)] of the Title IX Regulations. Is the College’s designee to address sex discrimination, including sexual harassment, the dissemination of the College’s non-discrimination policy and contact information. [Reference SOP: [Student Title IX Grievance Process](#)]

Title IX Investigator: The trained individual who works with the Title IX Coordinator to conduct investigation when Title IX complaints are received. [Reference SOP: [Investigating Title IX Complaints of Sexual Misconduct or Gender Discrimination](#)]

Data Sources for this Document

Information contained within this Acronym and General Term Dictionary comes from a variety of sources.

Reporting for Governmental Agencies

Bureau of Labor and Statistics (BLS)

Integrated Postsecondary Education Data System (IPEDS)

Michigan Department of Education (MI School Data)

National Center for Education Statistics (NCES)

LCC Labor Contracts

American Federation of Teachers (AFT)

Association of Support Professionals (ASP)

Facilities Maintenance Association (FMA)

Michigan Association for Higher Education (MAHE)

Police Officers Association of Michigan (POAM)

Older contracts:

Capitol City Labor Program, Inc. (CCLP)

Educational Support Personnel (ESP)

Part-Time Clerical Technical Union (PTCTU)

LCC Written Materials

Financial Aid Glossary

Internal Expense Account Dictionary

Program Review/Assessment Glossary

Standard Operating Procedures (SOP)

STAR articles

LCC People Review/Submission

Data Governance Committee Members

Human Resources

Information Technology Services (ITS)

Records & Information Management (RIM) Department

LCC Staff – anyone is able to email an addition for consideration.

LCC Nondiscrimination Statement

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, 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 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, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies](#) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Sexual Misconduct Resources](#) website.

Document Change Log

Date	Version	Description of Change	Requester/Responsible
11/2024	V3.0	<ul style="list-style-type: none"> Added terms from SOPs Reformatted General Term Dictionary to have a Student & College Code of Conduct Term Section Updates to general acronyms and definitions Reformatted headings to follow LCC accessibility standards Added new finance department anacronyms Added Nondiscrimination statement Updated Reference list information 	Linnea Knapp/Terri Christian
1/24/24	V2.4.1	Added definition for teach-out or teachout, after DGC review.	Terri Christian
10/17/2023	V2.4	Added definitions from DGC for Licensure and Certification.	Terri Christian
9/15/2022	V2.3	Updates to acronym and definitions from LCC staff and DGC submissions.	Linnea Knapp/Terri Christian
5/20/2021	V2.2	Updates to acronym and definitions from LCC staff submissions.	Linnea Knapp/Terri Christian
1/14/2021	V2.1	Updates to acronym and definitions from LCC staff submissions.	Linnea Knapp/Terri Christian
10/27/2020	V2.0	Combined the separate documents into one now titled LCC Acronyms and General Term Dictionary. Involved updating information and restructuring the document.	Linnea Knapp/Terri Christian
5/20/2020	V1.5	Added acronym updates.	Linnea Knapp/Terri Christian
4/28/2020	V1.4	Added COVID19 Course Status Definitions.	Terri Christian
3/18/2020	V1.3	Added document footer and version column to change log.	Terri Christian
3/17/2020	V1.2	Added new definitions from HR.	Terri Christian

Date	Version	Description of Change	Requester/Responsible
2/11/2020	V1.1	Added definitions, acronyms, and alphabetical headings for navigation through the document.	Linnea Knapp/Terri Christian
12/6/2019	V1.0	Initial Release of Separate LCC Acronyms Glossary and LCC Data Glossary.	Linnea Knapp/Terri Christian for Data Governance Committee (DGC)