LUZERNE COUNTY COMMUNITY COLLEGE
BOARD POLICY MANUAL

ALL FACULTY AND STAFF SHOULD BE FAMILIAR WITH ALL COLLEGE POLICIES AND PROCEDURES. ALL STUDENTS SHOULD BE FAMILIAR WITH COLLEGE POLICIES AND PROCEDURES THAT RELATE TO STUDENTS.

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TITLE: BOARD OF TRUSTEES BY-LAWS  
REF #: 1.1


RELATED PROCEDURES:

TITLE: NEW TRUSTEE ORIENTATION  
REF #: 1.2

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:

TITLE: BOARD OF TRUSTEES TRAVEL POLICY  
REF #: 1.3

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: July 1997

- A Board Member must submit an attendance request along with supportive documentation to the Board Chair (with a copy to the Finance Committee and the President) in writing no later than two weeks before travel. If the Board Chair concurs that the seminar or conference is worthwhile, then approval will be granted for attendance. Travel requests by the Board Chair must be approved by the Chair of the Finance Committee of the Board of Trustees.
- A request for advance payment for registration and hotel accommodations should also be made at this time.
- Under no circumstances will individuals be reimbursed for additional expenses incurred as a result of travel either by an indirect route, or, for an extended stay.
- Reimbursement for expenses will be based on actual charges and will be reimbursed once the Trustee has returned. Reimbursement for meals and automobile mileage shall be made in accordance with the rates listed in the faculty negotiated agreement. Under no circumstances will any travel expense be paid in the absence of a receipt.
- No more than two Trustees will be permitted to attend a single conference or seminar. If deemed appropriate, the Board Chair may also attend.
- When more than two members of the Board of Trustees request approval to attend a seminar, preference will be given to the Trustee who has not previously attended the event.
• College funds will not be expended under any circumstances to reimburse individuals for attendance at events unless the sponsoring organization is affiliated with LCCC, or it can be shown that attendance will directly benefit the College.
• No single Trustee will be permitted to expend more than fifty percent (50%) of the amount appropriated annually for travel and conference for the Board of Trustees.
• The following are additional guidelines for expenditures while at the seminar:
  o The following is a list of expenses for which LCCC will pay or reimburse a Trustee who attends a seminar with prior approval:
    ▪ Dinner: On the day of arrival for seminars that request an overnight stay if it is not included in the seminar agenda.
    ▪ Breakfast: For seminars that require an overnight stay if it is not included in the seminar agenda.
    ▪ Lunch: If it is not included in the seminar agenda.
    ▪ Dinner each day for seminars if it is not included in the seminar agenda.
    ▪ Meal gratuities of 15% maximum, hotel tips, cab fare plus tip.
    ▪ Parking lot fees and turnpike tolls.
    ▪ Car rental (must be previously approved).
    ▪ Airfare (excluding first class) if determined to be an appropriate method of travel.
  o LCCC will not pay or reimburse for the following:
    ▪ Alcoholic beverages
    ▪ Items consumed from the refrigerator supplied and stocked by the hotel (in-room personal bar).
    ▪ Personal items and gifts.
    ▪ In-room movie rentals.
    ▪ Parking or moving traffic violations.
    ▪ Any seminar books or materials for sale without the approval of the Board Chair in advance.
    ▪ Personal phone calls.
    ▪ Any other item deemed non-reimbursable by the auditing process of the College.

RELATED PROCEDURES:

TITLE: BOARD OF TRUSTEES VOTING PROTOCOL

REF #: 1.4

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:
TITLE: LEGAL ADVERTISEMENT OF BOARD OF TRUSTEES MEETINGS

REF #: 1.5

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 9, 2005

The College will meet the requirements of the Pennsylvania Sunshine Act while submitting legal advertisements in the most cost-efficient manner.

RELATED PROCEDURES: n/a

TITLE: PRESIDENTIAL JOB DESCRIPTION

REF #: 1.6.1

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:

TITLE: PRESIDENTIAL SEARCH, SELECTION AND APPOINTMENT

REF #: 1.6.2

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:

TITLE: PRESIDENTIAL EVALUATION

REF #: 1.6.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES: Presidential Evaluation
The Provost and Vice President of Academic Affairs will serve as the Acting President in the President’s absence when the President is not available to perform his/her duties by phone or in person. In the event that both the President and the Provost and Vice President of Academic Affairs are not available by phone or in person, the President will designate another senior administrator to serve as Acting President. If no one has been appointed, the Chair of the Board of Trustees will designate the Acting President.

RELATED PROCEDURES:

• Prior to planning any events to be held at the residence of the President for which College funds are to be expended, the President must forward to the Board of Trustees his or her intent to host the event, the purpose of the event, the anticipated invitation list (either by name or description, i.e. reception for Board of Trustees, Foundation Board and Alumni Officers) and a detailed explanation of the estimated costs for the event.
• The Board of Trustees Chair will notify the President as to whether or not the Board has any concerns over the appropriateness of the event.
• Events held at the residence of the President of Luzerne County Community College are limited to those that are held for the purpose of showing employee appreciation, aiding in fundraising efforts or to ultimately raise the awareness of Luzerne County Community College in the region.
• The President is the only representative of the College who may host events at his or her home with College funding.
• Allowable expenses for events held at the residence of the President will include those costs normally associated with hosting such an event, such as food services and plaques or awards to be presented. Alcoholic beverages will not be funded by the College budget.
• If the event will be catered by the College food service operation, the appropriate policies and procedures pertaining to College food service usage must be followed.

RELATED PROCEDURES:
Administration of the College
All newly created and revisions to existing college-wide policies must be submitted to the President’s Leadership Team and the College Senate for recommendation, and must be reviewed and approved by the President, the appropriate committee of the Board of Trustees, and the Board of Trustees. Policy statements that encompass legal ramifications will be submitted to the College Solicitor for review at the determination of the President. College-wide procedures will be approved by the senior administrator responsible for overseeing the procedure.

RELATED PROCEDURES: Policy and Procedure Development and Maintenance Procedure

Luzerne County Community College reserves the right to authorize persons to photograph/record activities and events on campus, at off-campus sites, and at places where College-sponsored functions take place providing such photographing/recording is performed and utilized without malice to any individuals. This incidental photographing/recording includes events such as classroom scenes, commencement, sports events, audiences, in-service programs, luncheons, general campus scenes and similar activities.

Any individual who wishes to be omitted from such photos/recordings should make his/her request known to the President’s Office, his/her instructor, the College Relations Director or the photographer/recorder.

Students and children under the age of eighteen (18) who will be directly recorded must have the permission of their parent or guardian; however, this permission is not required for incidental
recording and photographing as defined in the Videotaping and Photographing College Events policy.

By allowing inclusion of one’s self in an authorized photograph/recording, the individual consents to such use of the photo/recording as the College deems appropriate.

RELATED PROCEDURES:

TITLE: SIGNATURE AUTHORIZATION POLICY
REF #: 2.4.1.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES: List all procedures related to this policy by name and reference #.

TITLE: SIGNATURE AUTHORIZATION FOR CONTRACTS AND GRANT AGREEMENTS
REF #: 2.4.2.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October 12, 2004

The President, or Acting President in the President’s absence, after appropriate legal review are the only authorized individuals to sign a Contract or Agreement. Training contracts, WIA/TRA for example and personal service contracts under $2500 are exempt unless covered by another administrative policy and procedure.

RELATED PROCEDURES:

TITLE: SMOKING
REF #: 2.5
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 20, 2004

Smoking or other use of tobacco products is prohibited on any campus of Luzerne County Community College except in designated areas.

RELATED PROCEDURES:

TITLE: ORGANIZATIONAL STRUCTURE
Luzerne County Community College recognizes scholarly research as an important facet in the life of faculty and staff members. The College also recognizes its responsibility to protect the interests of involved employees, the College and those of the general public in matters pertaining to invention and discoveries.


Luzerne County Community College encourages and supports the scholarly endeavors of students, faculty and staff of the College. Pursuit of scholarly work and research will often involve the use of human subjects for data collection and analysis. LCCC maintains an Institutional Review Board (IRB) to review human subjects research proposals to ensure that the rights and welfare of human subjects used in research studies by College students, faculty and staff are protected; that risks have been considered and minimized; that the potential for benefit has been identified and maximized; that all human subjects only volunteer to participate in
research after being provided with legally effective informed consent; that any research is conducted in an ethical manner and in compliance with established standards. Those individuals seeking to conduct such research may not solicit subject participation or begin data collection until they have obtained clearance by the Luzerne County Community College Institutional Review Board.

Some research projects involving human subjects are exempt from IRB approval requirements. The types of research generally exempt from IRB approval requirements include normal educational practices such as work undertaken as a part of a course; educational tests when the subjects are not identified; and surveys or interviews in which the subjects volunteer and are not personally identified.

The LCCC IRB has responsibility to oversee procedures for carrying out the College’s commitment to protect human subjects in research. The role of the IRB is to review proposed research projects that involve the use of human subjects; ensure that the individuals involved in the project are treated ethically; ensure that all subjects are provided with substantial information about the study and consent to be a subject in the study; and that all private information will be handled with confidentiality. The IRB is authorized to review, approve, require modifications in, or disapprove research activities conducted by or through the College using human subjects.

The IRB does not assume the role of evaluating the soundness of the proposed research study, the merits of the research design nor the potential contribution of the research to the scholarly literature. Rather, the IRB is charged with evaluating each project’s compliance with ethical standards in regard to issues such as informed consent, confidentiality, and any risk to the participants.

The basic principles that govern the IRB in assuring that the rights and welfare of subjects are protected are contained in Ethical Principles and Guidelines for the Protection of Human Subjects of Research (“The Belmont Report”), the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, April 18, 1979 [see http://ohrp.osophs.dhhs.gov/humansubjects/guidance/belmont.htm].

The LCCC IRB is registered with the Federal Office for Human Research Protections (OHRP) as Institutional Review Board # FWA00011825.

**TITLE:** CODE OF CONDUCT AND BEHAVIOR  
**REF #:** 2.10  
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** in process  
**RELATED PROCEDURES:** Disciplinary Procedure
TITLE: COLLEGE INVESTIGATIONS

REF #: 2.11

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: in process
Financial Administration
TITLE: CHECK SIGNATURE

REF #: 3.1.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 18, 1997

All checks and documentation related thereto other than payroll, payroll related and checks to students shall be signed manually. No signature stamps or facsimile signatures shall be used except that of the President for checks in amounts less than $5000.00.

RELATED PROCEDURES: n/a

TITLE: COLLEGE CREDIT CARD USAGE

REF #: 3.1.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 28, 2001

Upon the request of the President and with the approval of the Board of Trustees, the College will open an account for a major credit card for use by the President for college-related travel expenses. The President of Luzerne County Community College is the only representative of the College authorized to use a major credit card in the College’s name. The only allowable use for the College’s major credit card is travel expenses for the President. The credit card is only to be used for College-related expenses. Use of the card for personal expenses is prohibited.

RELATED PROCEDURES: College Credit Card Usage Procedure

TITLE: COLLEGE BUDGET

REF #: 3.1.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES: Approval for Unbudgeted Expenditures; Budget Development and Review; Prioritization of College Funding Requests

TITLE: ACCOUNTS RECEIVABLE COLLECTION AND BAD DEBT MANAGEMENT

REF #: 3.1.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:
College gas credit cards may be used by College employees and members of the LCCC Board of Trustees only with approved usage of a College vehicle and only for gasoline and oil purchases. Purchases must be made at facilities for which College gas credit cards have been provided. Drivers will not be reimbursed for any gasoline or oil purchases made at a facility other than those for which College gas credit cards have been provided, except in emergency situations and only with the approval of the Vice President for Finance and Planning and/or the President. In the event of mechanical problems that prevent the driver from safely continuing to drive the College vehicle, the driver is authorized to use the gas credit card for emergency repairs made to the vehicle after reporting the situation to the Security Department.

**RELATED PROCEDURES:** College Gas Credit Card Usage Procedure

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Petty cash funds are revolving imprest accounts that are used to make small or emergency College-related purchases when a direct expenditure voucher or purchase order is impractical. The College Finance Office maintains a petty cash fund to cover these small or emergency purchases for disbursements totaling less than $50.00.

Petty cash reimbursement requests must be made in accordance with the Petty Cash Usage and Management Procedure and must be authorized by the signature of the Department or Division Head or his/her designee. Reimbursement requests should be approved by the Department or Division Head prior to petty cash purchases being made. Petty cash reimbursement requests are approved and processed by the Finance Office. No reimbursements will be authorized without proper documentation as defined in the Petty Cash Usage and Management Procedure.

Petty cash is to be used only for the acquisition of unanticipated items that require an immediate cash payment. The Petty Cash fund cannot be used to circumvent the College’s purchasing procedures.

Following are unallowable expenses for petty cash funds:
- Single purchases in excess of $50.00
- Items available in Central Supply or the Bookstore;
- Equipment of any kind.
- Payment to an individual for services rendered.
- Office parties, gifts, holiday decorations, flowers, greeting cards.
• Meals of any kind, including prepared food (i.e., fast food restaurants).
• Software.
• State sales tax.
• Gasoline.
• Alcoholic beverages except for culinary educational purposes.
• Items purchased more than 30 days prior to request for reimbursement.

Funds for purchases made that are not allowable under the Petty Cash Usage and Management policy will not be reimbursed. The Director of Purchasing/Comptroller/Associate Dean of Finance maintain the right to deny reimbursement of any item not meeting the requirements as defined by this policy.

RELATED PROCEDURES:
Optimizing of College funds through investment earnings should be assured with all investments in concert with State Requirements and the needs of the College. All investments must be fully collateralized in accordance with the provisions and guidelines as set forth by Pennsylvania General Assembly Act 72 of 1971 in addition to FDIC insurance on all deposits.

1. It shall be the responsibility of the Finance and Planning Division of Luzerne County Community College to analyze the cash flow requirements and determine the amount of funds available for investment.
2. Investment of funds shall be made for all established funds at the college.
3. Funds available shall be invested in the following available fund markets:
   • Certificates of Deposits from thirty days to one year.
   • Treasury Bills invested on a daily basis from one to thirty days.
   • Interest Bearing Checking Accounts.
   • INVEST Program
   • Other investment markets as determined by the Board of Trustees in accordance with PA Act 72 of 1971.

NOTE: Banks will be required to provide the college with a detailed description outlining the types of collateral used by their institution.

Luzerne County Community College will also enroll in the INVEST Program offered through the Treasurer’s office of the Commonwealth of Pennsylvania. The college will enroll in the Community pool Program. Enrollment in this program is an option that will allow the college to make the most effective use of college funds, especially for short term investments.

RELATED PROCEDURES:

TITLE: MANAGEMENT OF EXTERNAL AUDITS AND PROGRAM COMPLIANCE REVIEW

REF #: 3.1.8.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:
TITLE: SIGNATURE AUTHORITY FOR CONTRACTS AND GRANT AGREEMENTS

REF #: 3.1.9.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October 12, 2004

The President, or Acting President in the President’s absence, after appropriate legal review are the only authorized individuals to sign a Contract or Agreement. Training contracts, WIA/TRA for example and personal service contracts under $2500 are exempt unless covered by another administrative policy and procedure.

RELATED PROCEDURES:

TITLE: STUDENT GENERATED FUNDS

REF #: 3.1.10.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October 11, 2005

All monies generated through student clubs and activities, including but not limited to donations and monies collected through fund raising activities, must be submitted to the College Finance Office for deposit along with the appropriate documentation, as outlined in the Student Activities Funds Procedure. All bills or other accounts payable incurred by student clubs or activities must be paid through the College Finance Office. Students and staff are prohibited from managing student activity or club generated funds directly for payment or deposit of any type.

RELATED PROCEDURES: Student Generated Funds

TITLE: CAFETERIA

REF #: 3.1.11.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 10, 2007

Luzerne County Community College will establish and maintain effective controls over the collection, deposit and recording of Cafeteria receipts to ensure that all funds are accounted for and can be audited by both internal and external parties.

RELATED PROCEDURES: Cafeteria

TITLE: DONATION REQUESTS

REF #: 3.1.12.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: to be developed

RELATED PROCEDURES:

**TITLE:** INSURANCE PROTECTION PROGRAM

**REF #:** 3.1.13.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 27, 2002

RELATED PROCEDURES:

**TITLE:** CELL PHONE USAGE

**REF #:** 3.2.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:

**TITLE:** COLLEGE VEHICLE USAGE

**REF #:** 3.2.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 8, 2009; June 14, 2005

College vehicles, including those vehicles that are owned, leased or rented by the College, are to be used only for official College business. Only College employees and members of the LCCC Board of Trustees are authorized to use College vehicles.

In order to operate a College vehicle, the employee / Trustee must:

- be at least 21 years of age;
hold a valid driver’s license, a copy of which will be filed with the College Security Office for insurance purposes,
complete a College Disclosure and Release Form;
receive an operator’s certification of safe driving record from the Security Office; and,
follow the established procedure for requesting and using a College vehicle.
complete a Travel Authorization Form or Student Activities Form (all off-site travel other than Registration, Security, Physical Plant operations, Central Supply operations, or Food Service/ECC operations).

A safe driving record is a condition of continued employment for any employee whose employment at the College depends on the ability to operate a vehicle (contingent upon any relevant bargaining unit contractual agreement.) Employees who routinely operate a College vehicle in the course of his/her job duties must advise the Security Office of any license suspension or revocation, or failure to meet safe driving record criteria as outline in the College Vehicle Usage procedure.

The following regulations must be followed by anyone operating a College vehicle:

the use of any substance which may interfere with the ability to operate a vehicle in a safe manner, including but not limited to alcohol, prescription medications, over-the-counter medications and controlled dangerous substances, is strictly prohibited;
smoking in College vehicles is strictly prohibited;
persons not engaged in college business are forbidden from being in college vehicles;
transportation of personal animals/pets in College vehicles is strictly prohibited;
seatbelts must be worn at all times; and,
drivers must refrain from using cell phones and other electronic devices, with the exception of GPS systems, while driving.

The following regulations must be followed by any non-driver occupying a College vehicle:

smoking in College vehicles is strictly prohibited; and,
seatbelts must be worn at all times.

Employees/Trustees operating a College vehicle must take ten (10) hours off after eleven (11) continuous hours of driving.

Individuals who have any moving violations relating to a DUI or DWI, an at-fault accident involving a fatality, or three (3) or more violations on their current three (3) year motor vehicle record, will not be authorized to operate a College vehicle. The College retains all rights and authority in withholding operator clearance when a prospective operator has less than three (3) moving violations on their three (3) year record if the College deems appropriate.

The College reserves the right to terminate an employee whose job requires the operation of a College vehicle, should that employee not meet the standards outlined in the College Motor Vehicle Operator policy and procedure. However, in the event employment is governed by the terms of a Collective Bargaining Agreement, the terms and conditions of the Collective Bargaining Agreement as it relates to disciplinary action will govern the terms of employment.

RELATED PROCEDURES: College Vehicle Usage Procedure
The following set of guidelines have been established to define proper and improper use of Luzerne County Community College’s Internet services. These guidelines apply to all individuals who use the Internet service (viewing web pages, using Internet e-mail, etc.), or maintaining web pages, through College related systems.

In addition to the guidelines presented below, all other College policies apply to Internet access at Luzerne County Community College. Use of the Internet is a privilege which can be revoked at any time. Any willful violation of this policy may result in suspension of access to the Internet and can result in disciplinary action.

General Guidelines:
1. Internet services may not be used for commercial purposes. Selling or advertising services/merchandise by any groups or individuals using College internet resources is not permitted unless pre-written approval is obtained from an appropriate College representative. The only exception to this rule is that the College does allow students and staff to sell personal items on the classifieds section of the student and staff intranet sites.

2. The College’s Internet services may not be used to gain, or attempt to gain, unauthorized access to remote computers.

3. Internet access is provided for educational and administrative purposes. Misuse or abuse of Internet access is prohibited.

4. Users may not attempt to uncover or exploit security loopholes in LCCC Internet servers/server software, routers, or other Internet related hardware.

5. Use of Internet services to post or access material of a profane or sexually explicit nature is not permitted.

6. Intentional distribution or acquisition of destructive computer software (for example viruses, etc.) is prohibited.

7. Students may not utilize more than a reasonable amount of space for file storage on the College’s Internet servers. If it is determined that a student is utilizing an excessive amount of space, the College reserves the right to limit this space.

8. Unauthorized accessing, monitoring or tampering with another user’s electronic communications (files, e-mail messages, etc.), or any attempt to do so, is not permitted. The College reserves the right for the appropriate authorized personnel to access electronic communications for administrative purposes or technical problem resolution.

9. Each user accepts responsibility for his/her use of the Internet. Users should take precautions against the misuse of their account. Selection of a password is an important security issue. Users are advised against selecting a password which may be easily guessed.

10. Luzerne County Community College is the owner of all data stored on all College-owned computers. This includes, but is not limited to, Internet electronic mail and web pages placed on its servers.

11. Backup copies of all data on LCCC Internet servers are created on a regular basis. Luzerne County Community College cannot, however, guarantee data will not be lost in the event of a system failure. Users are advised to keep backup copies of anything placed on the Internet servers.

12. Any activity which violates federal, state, or local laws is not permitted. In addition to the above general guidelines, the following additional guidelines apply to Internet electronic mail and web pages placed on Luzerne County Community College servers.

**Guidelines for web pages placed on Luzerne County Community College web servers:**

1. All official Luzerne County Community College web pages must adhere to a standard color scheme and layout. This layout and color scheme may be obtained from the Internet system administrator.

2. Luzerne County Community College provides the resources for staff and students to create “Unofficial” web pages (personal home pages, student web pages, etc.) The College, however, does not necessarily endorse these published sites and reserves the right to remove these sites.

3. Web pages may not be used to distribute copyrighted material without the express written consent of the copyright holder. This guideline applies to all copy written material including copy written computer software.

4. Web pages containing material that is offensive, profane, pornographic, or discriminatory are not permitted.

**Internet Electronic Mail Guidelines:**

1. Every Internet e-mail account is password protected and intended for use by a single individual unless prior approval is obtained. E-mail users should not share accounts or disclose their passwords to others.

2. While all electronic mail is considered private and confidential, Luzerne County Community College reserves the right to access electronic mail for administrative or other purposes.
3. Internet users may not employ a false identity through sending messages, which give the illusion the messages were sent by another party.

4. Electronic mail messages containing material that is offensive, profane, pornographic, or discriminatory are not permitted.

Luzerne County Community College reserves the right to make changes to this policy. The latest version is available on the College’s website at http://www.luzerne.edu/internetpolicy.

RELATED PROCEDURES:

**TITLE:** INFORMATION TECHNOLOGY ACCEPTABLE USAGE

**REF #:** 3.2.7.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** February 14, 2006

**RESPONSIBILITIES:** Users are responsible for their activities while using technology resources and services. By using the College's resources, users agree to abide by all relevant Luzerne County Community College policies and procedures, as well as all federal, state, and local laws. Additionally, each computing facility or service may have specific rules and regulations that govern the use of their systems and users must comply with those rules and regulations. Users are responsible for keeping up to date with this policy and other applicable College technology policies, procedures, and guidelines. Current technology policies are available on the College’s web page and from the Information Technology Office.

**Access:** Use of computing resources may be limited by issues of need, resources, or appropriate use. Access to computing resources is provided to support the daily operations and functions of the College. These activities should relate to the College's educational mission and institutional goals. Some applications may be actively discouraged due to the demand they place on limited resources. Please cooperate with College computing staff if asked to refrain from running applications such as these when resource use is heavy.

**Copyright:** Luzerne County Community College respects copyright laws and insists that its faculty, staff, and students do likewise. Copying proprietary software is theft and will not be tolerated on campus. Users should not distribute email document attachments or post information on the College website containing copyrighted material unless evidence exists that the College has the right to copy or distribute such material. Examples of copyrighted materials could include software, database files, documentation, articles, graphic or audio files, or downloaded information.

**Electronic Communication, College Network and Internet Usage:** The College provides a variety of electronic communication and storage channels such as web pages, the Internet, email, voice mail, network folders, messaging, chats, lists and newsgroups for use by students, faculty, and staff. The College encourages the appropriate use of these technologies to enhance its mission and goals. Personal use of email and network storage resources is discouraged. Users should assess the implications of their decision to use College information technology resources for personal use. Data resulting from such personal use may be subject to the archive and record retention requirements of the College. Data is also monitored on a routine basis in order to protect the College from potential problems relating to such things as viruses, storage constraints, and inappropriate content.
Users who purposely access sites or distribute electronic messages containing pornographic, lewd, sexually explicit, illegal, or other offensive material may expose the College to liability for sexual harassment or other unlawful discrimination. This includes information that contains sexual implications, racial slurs, gender-specific comments or any comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, intentional access or distribution of such information is not for business purposes and is not necessary for the performance of legitimate job duties and responsibilities. Such use of the Internet is strictly prohibited.

Security: Owners of technology system accounts are responsible for safeguarding their User IDs and passwords and are responsible for all activity generated from their accounts. Accounts should never be shared with others. Misuse of access rights should be reported to the appropriate department or division supervisor. Users should exercise good password management by always changing an initial password assigned by IT staff immediately upon receipt; changing passwords, where possible, at least every ninety days or when required to do so by the system being used; and never writing down a password and posting nearby a computer.

Users should create secure, hard-to-guess passwords. Secure passwords are at least eight (8) characters in length; contain a combination of upper and lower-case letters, numbers, and symbols; and do NOT consist of common names or words. Specific procedures to assist users on changing passwords on College systems are available from the office of Information Technology.

Misuse of Technology Resources: The College provides information technology resources for users to engage in activities that support the mission of the institution. Use of the College's resources for personal profit, non-College related fund-raising, or illegal purposes is not acceptable. Non-authorized solicitations on behalf of individuals, groups, or organizations are also prohibited. Examples of misuse include, but are not limited to:

- attempting to defeat or circumvent any security measures, controls, accounts, or record-keeping systems
- using systems for unauthorized access
- intentionally altering, misappropriating, dismantling, disfiguring, disabling, or destroying any computing information and/or services
- using information technology resources in any way or purpose that could cause, either directly or indirectly, excessive strain on computing facilities or cause interference with others’ use of information technology resources
- disrupting or attempt to disrupt system operations
- using technology resources or services for workplace violence of any kind.
- using technology resources or services for unlawful purposes including fraudulent, threatening, defamatory, harassing, or obscene communications
- invading the privacy rights of anyone
- disclosing or using non-public information for unauthorized purposes
- disclosing student records in violation of FERPA
- violating copyright law
- using another person's user ID, password, files or data without permission
- removing any college hardware, software, or data without permission

PRIVACY: Users should be aware that although the College takes reasonable measures to protect the security of its information technology resources and accounts assigned to individuals, the College does not guarantee absolute security and privacy. Information stored electronically may be made available in administrative or judicial proceedings. Users communicating data containing personal information or student record information must comply with Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA) guidelines. All student information must be treated as confidential. Release of information contained in a student's record without the student's consent is a violation of Sec. 438 Public Law 90-247. Any requests for disclosure of student information,
especially from outside the College, should be referred to the Registrar’s office or Student Development Office.

The College has the ability to access and monitor any electronic data that is stored or transmitted on College systems. The College reserves the right to monitor these College systems at any time and is currently doing so on a regular basis. This is necessary in order to protect the College from potential intrusions, viruses, or disruptive activity.

Information Technology staff have the ability to remote control the majority of personal computers that are owned by the College. This is primarily used for support and/or training purposes. It is an IT Policy that the IT staff member must first alert the end user that they will be connecting to and remote controlling their PC.

Data and files containing sensitive or confidential information should be destroyed securely. Media or documents with sensitive or confidential information should NOT be simply thrown into the trash. "Hard" copies such as paper, microfiche, microfilm, etc. should be shredded. Computer media such as floppies, zip disks, CD-ROMs etc. should be destroyed or reformatted to remove data.

Physical security of Information Technology resources is also very important. Users should always log-off or use some type of workstation lock method such as a password-enabled screen saver when stepping away from their computers for more than a moment. Media such as floppies, zip disks, and CD-ROMs should be stored in a lockable, secure area. Portables such as laptops, PDAs, cell phones, etc. should never be left unattended for any amount of time and should be stored in a lockable, secure area.

In general, the practice is to treat electronic data with as much privacy as possible. However, situations may arise where employees with legitimate business purposes may have the need to view information created by another staff member or monitor user activity on the network. The College will do so when it believes it is appropriate to prevent or correct improper use, satisfy a legal obligation, or insure proper operation of the electronic resources.

The President or his/her designee may authorize access to employee or student email or computer files in a number of circumstances including, but not limited to:

- situations involving the health or safety of people or property
- possible violations of College codes of conduct, regulations, policies, or laws
- termination of an employee
- other legal responsibilities or obligations of the College
- the need to locate information required for College business

SANCTIONS: Violations of the Acceptable Use Policy are treated like any other violation of College policy. The College reserves the right to discipline a user if it is determined, after an investigation by the appropriate Vice President or the President's designee, that the user violated federal or state law or College policy by misusing College technology resources or services. Procedures contained in the faculty, professional, support, and student handbooks will determine disciplinary action, up to and including termination and/or legal action.

AGREEMENT: All users of Luzerne County Community College information technology resources must read, understand, and comply with the policies outlined in this document. By using any of the College's information technology resources, users agree to comply with these policies.

RELATED PROCEDURES:
Equipment purchased, leased or otherwise acquired by Luzerne County Community College may be used only for the purposes of education and College related functions. Faculty and staff who need to use equipment off campus for the purposes identified above must complete an equipment usage form and have it on file with their department chair or supervisor. Students who need to use equipment outside of a supervised laboratory experience must have the approval of the faculty member for whom the project is due. Students who do not adequately care for borrowed equipment or who fail to return borrowed equipment will face financial, disciplinary and/or legal action at the discretion of the College.

A Memorandum of Understanding will be signed between LCCC and the affiliated educational institution.
This fee structure applies only to educational institutions using LCCC facilities to offer agreed upon programs and majors. Fees for other uses and other organizations are determined on an individual basis, based on the individual needs of the requester.

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Technology equipment loans may be granted to Luzerne County Community College personnel through the Information Technology department on a short-term or long-term basis. Loans of technology equipment, such as notebook computers or portable projectors, will be to supplement or replace equipment supplied for office usage as standard procedure. Such equipment will be supplied by the Information Technology Department provided the following conditions are met: the Technology Equipment Short-Term And Long-Term Loan procedure, which includes signing the Information Technology Services Equipment Assignment form, is followed; the equipment is available for use; and, the function of the equipment requested is relevant to the work duties of the requester. College equipment must only be used for educational or College-related purposes and may not be used for private or personal matters.

The College has the right at any time to request the return of loaned equipment. Staff members must return loaned equipment within five (5) work days of receipt of the request. Staff members who have College
equipment on loan upon the termination of their employment at LCCC must return the equipment within five (5) work days of their last day of employment. Individuals who fail to return loaned equipment in accordance with this policy will be held responsible for the replacement value of the equipment and may be subject to legal action.

Loaned equipment may not be shared with or transferred to other staff members or individuals. Under special circumstances, College equipment may be loaned to non-personnel individuals who are affiliated with the College and are working on College-related business. Those individuals will follow the same policy and procedure requirements as LCCC personnel in regard to borrowing technology equipment.

All College policies and procedures including but not limited to policies and procedures with respect to College property, electronic communications and confidentiality must be followed concerning the use of this equipment.

RELATED PROCEDURES: Technology Equipment Short-Term And Long-Term Loan procedure

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**TITLE: E-MAIL RETENTION**

**REF #:** 3.2.14.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** December 8, 2009

Luzerne County Community College is required to maintain electronic records that deal with substantive information. Substantive information includes e-mail messages that contain items such as policy drafts and comments, program development and review correspondence, reports of official activities, authorizations for expenditures, agreements, and negotiations. Generally speaking, e-mails that have substantive value are those that have future consequences, such as records that may be needed as the basis of future decisions or reports, or records that may be used as part of an audit trail or legal proceeding that documents and clarifies a decision. The College’s e-mail system is considered an official delivery system for electronic communication. The College’s e-mail system is backed up daily and all incoming and outbound e-mail messages with the exception of those messages that are filtered by the College’s e-mail system are archived for a minimum period of three (3) years. E-mail file attachments are also included in the archival process.

Staff should also maintain their own e-mail accounts relating to record retention requirements. Staff should retain substantive e-mail documents by printing them out or keeping them preserved within electronic email folders.

The College’s automated system cannot distinguish differences between information of limited or transitory value and that of lasting value. Many e-mail messages would be considered transitory records and normally would not be subject to archival; however, since the College’s automated archival system cannot distinguish between information of limited or transitory value, e-mail messages of transitory or limited value are also included in the archival process. Some common types of transitory records sent as e-mail include, but are not limited to, the following: acknowledgements, announcements, arrangements inquiries, courtesy correspondence, declined invitations, "for your information" copies on which no action is taken (including directives that are distributed widely), informational requests and responses, meeting notices, and unsolicited
resumes and inquiries. Staff can always opt to delete these types of messages from their e-mail accounts.

E-mails that are considered personal in nature are also included in all backups and archives. Staff should refer to the College’s Information Technology Acceptable Use Policy which addresses this type of message.

RELATED PROCEDURES: Technology Equipment Assignment

**TITLE:** PAYROLL
**REF #:** 3.3.1.
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** October, 1993


RELATED PROCEDURES:

**TITLE:** PAYROLL DEDUCTIONS
**REF #:** 3.3.2.
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** October, 1993


RELATED PROCEDURES:

**TITLE:** DIRECT DEPOSIT
**REF #:** 3.3.3.
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** October, 1993


RELATED PROCEDURES:

**TITLE:** HOLIDAY PAY
**REF #:** 3.3.4.
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed
RELATED PROCEDURES:

TITLE: EXECUTION OF CONTRACTS

REF #: 3.4.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:
TITLE: PURCHASING POLICY

REF #: 3.5.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 15, 2004 – Revision in process

1. PURCHASING AGENT
   The President of the College is authorized to act as Purchasing Agent with the Associate Dean of Finance and/or the Director of Purchasing to act as his agent(s).

2. PURCHASES COSTING LESS THAN $2,500
   Purchase of services, supplies, furniture and equipment costing less than $2,500 in total may be obtained without solicitation of quotations; however, the Purchasing Office may secure quotations at its discretion if it feels that a better price, quality, or delivery may be obtained by such quotations. Also, every attempt will be made to secure items at an advantageous price to the College.

3. PURCHASES COSTING BETWEEN $2,500 AND $19,999
   (A) Purchase of services, supplies, furniture and equipment costing between $2,500 and $19,999 will only be made after solicitation of written quotations from at least three (3) qualified vendors.
   (B) The Community College shall accept from a responsible vendor the lowest quotation or quotations, kind, quality and materials being equal, but the College reserves the right to reject any or all quotations or select a single item from any quotation.
   (C) A vendor list will be maintained by the Director of Purchasing, including all vendors who request to be included. When quotes are requested by the College, all firms on the vendor list who supply the goods or services sought will be invited to submit quotes.

4. PURCHASES COSTING $20,000 OR MORE
   (A) All purchases costing $20,000 or more shall be made only after due advertising as hereinafter provided:
      The term "Advertisement" whenever used in these regulations shall mean a notice published at least ten days before the award of any contract in one or more newspapers of general circulation published in Luzerne County.
   (B) Whenever bids are solicited in accordance with Section 4A, the said bid proposals shall be submitted by Certified Mail, return receipt requested, or must be delivered personally to the Purchasing Office prior to the time established in the bid form for bid openings. Bids must be submitted in a sealed envelope and properly addressed to identify it as a bid document. The bids will be opened publicly in the presence of the Purchasing Agent or other official designated by the President or Associate Dean of Finance, in accordance with the general conditions of bid and specifications prepared by the Community College.
   (C) The Community College shall accept from a responsible bidder the lowest bid or bids, kind, quality and materials being equal, but the College reserves the right to reject any or all bids or select a single item from any bid.
   (D) After the bids have been analyzed and reviewed, a recommendation will be made by the Director of Purchasing to the President, who will in turn make a recommendation to the Board of Trustees. Upon approval of the Board of Trustees a contract will be awarded.
5. PURCHASES MADE WITHIN A PURCHASING CONSORTIUM

Under the direction of the presidents of several local Colleges and Universities a purchasing consortium was formed. It is the goal of the consortium to share purchasing strategies and knowledge, identify and investigate new technologies and to explore the possibility of leveraging our combined purchasing volume while supporting individual school business requirements. It was determined that the group could maximize it's combined buying power through competitive bidding initiatives. Current consortium members include College Misericordia, King’s College, Luzerne County Community College and Wilkes University.

The consortium sends Request for Proposals to local and any other applicable vendors agreed upon by the members of the consortium. Formal bidding and advertising is not required.

While participating in the purchasing consortium and in the event that Luzerne County Community College's purchase exceeds the $20,000 bid requirement, the College may waive the bid requirement and take part in the purchase.

All purchases of $20,000 and over must be pre-approved Board of Trustees The President's signature on a purchase requisition will affirm that Board approval has been attained.

Bulk purchases through the consortium should, for the most part, be consumed by the College within one year of the purchase order date. Contracted services should not exceed three (3) years.

6. EXCEPTIONS TO BID PROVISIONS

The provisions as to quotations and bids set forth in these regulations shall NOT apply to the following:

(A) Purchase of patented and manufactured products offered for sale in a non-competitive market or solely by a manufacturer's authorized dealer or used equipment.

(B) Purchase of books and other instructional material for the library.

(C) Purchases for resale in the Auxiliary Enterprises, i.e., Bookstore, Student Activities.

(D) Contracts with public utility service companies under tariffs on file with the Public Utility Commission, contract made with another political subdivision of the Commonwealth of Pennsylvania, the Federal Government and any agency of the Commonwealth of Pennsylvania or any municipal authority.

(E) Contracts involving the services of members of the medical or legal profession, architects, educators, accountants or other personal services involving professional-expert advice.

(F) When the supplies or equipment required are for parts or components being procured as replacement parts in support of equipment specially designed by a manufacturer where data available is not adequate to assure that the part or component is identical with the part it is to replace or where contemplated procurement is to match or complement equipment or furniture components previously purchased.

(G) For supplies, furniture, or equipment needed immediately, for the beginning or continuous operation of the Community College. The President or, in the absence of the President, the Executive Committee of the Board of Trustees shall determine the existence of an emergency.

(H) When the contemplated purchase is for technical, non-personal services in connection with the assembly, installation or services (or the instruction of personnel therein) of equipment of a highly technical or specialized nature.

(I) Purchases made under the Commonwealth of Pennsylvania's Cooperative Purchasing Program, Act 31, signed into law on July 9, 1971.
7. BID BONDS
   (A) All bids procured under Section 4 shall, upon stipulation of the Community College, be
       accompanied by a certified check or bond with corporate surety of not less than ten per cent
       (10%) of the amount bid. In the event any bidder shall, upon award of the contract to him,
       fail to comply with the conditions of the contract guaranteeing the performance of the
       contract, such certified check or bid bond shall be forfeited to the Community College.
   (B) The Board of Trustees may require, where, in its opinion, it is deemed necessary, a
       performance bond to guarantee the performance of a contract. The Purchasing Agent shall
       prepare bid specifications and general conditions.

8. GENERAL PURCHASING REGULATIONS
   (A) The Purchasing Agent is authorized to establish charge accounts for College purchases, but
       no national charge cards, such as American Express, Master Card, Visa or gasoline charge
       cards, are to be secured in the name of the College without the specific authority of the
       Board of Trustees.
   (B) A Petty Cash Fund in the amount of $1,000 shall be authorized which will be administered
       under the direction of the Associate Dean of Finance.
   (C) A purchase order or a written contract shall be the only evidence of a contractual obligation
       between the Community College and a vendor, contractor, or supplier.
   (D) In the event any purchases made by the Community College are to be financed, the terms of
       such financing and the determination of whether or not the purchase shall be financed shall
       be approved by the Board of Trustees.
   (E) The Purchasing Agent of the College as defined herein-above is authorized to lease
       equipment each year provided the rental shall not exceed $45,000 per annum in total. The
       Board of Trustees must approve any lease rentals in excess of this amount.
   (F) No College Trustee, officer or employee thereof shall, directly or indirectly, be a party to or
       be in any manner interested in any contract or agreement with the College for any matter,
       cause or thing whatsoever, by reason whereof any liability or indebtedness shall in any way
       be created against the Community College. If any agreement or contract shall be made in
       violation of these regulations, the same shall be null and void and no action shall be
       maintained thereon against the Community College.

       Notwithstanding anything to the contrary contained in this section, this language shall not
       be applicable so long as the Trustee, officer or employee does not own more than a one
       percent ownership interest in the company awarded the contract.
   (G) No individual has the authority to enter into purchase contracts, or in any way to obligate
       the College, for procurement indebtedness unless specifically authorized to do so in writing
       by the Board of Trustees, President, Associate Dean of Finance or the Director of
       Purchasing. Any such negotiations are considered as unauthorized purchases and the
       individual will encounter a personal obligation to the vendor. Firms ordinarily doing
       business with the College will be advised that all purchases chargeable to the college must
       be authorized by an official college purchase order or contract signed by an authorized
       individual. Exclusive of the Petty Cash Procedures, the college will not reimburse officers
       or employees for the cost of any such purchases on behalf of the college unless previous
       arrangements to that end have been made.
9. CONSTRUCTION AND REPAIR CONTRACTS

The Board of Trustees of each college may perform any construction, reconstruction, repairs, or work of any nature by its own maintenance personnel or may have the work performed under contract in the following circumstances:

(A) If a contract exceeds $20,000, a college shall, with public notice, solicit competitive bids from at least three responsible bidders and shall award the contract to the lowest responsible bidder.

(B) If a contract exceeds $5,000 but is less than $20,000, a college shall solicit competitive bids from at least three responsible bidders and shall award the contract to the lowest responsible bidder.

(C) If a contract is less than $5,000, a college may award the contract without soliciting competitive bids.

(D) As the Title 22, Chapter 35, Community College State Board of Education Regulations are revised and updated, the College Purchasing policies will likewise be revised and updated.

(E) In an emergency in which any part of the college plant may become unusable, on the approval of the Department, a contract may be awarded without soliciting bids.

10. BIDS AND BID BONDS

(A) All bids under public notice shall be received in sealed envelopes at a designated place and time and shall be opened publicly and the contract awarded thereon.

(B) All bids under public notice shall be accompanied by a bond with corporate surety or certified check in such amount as the Board of Trustees shall determine, but not less than five per cent of the amount bid. In the event any bidder shall, upon award of the contract, fail to comply with the requirements as to a bond guaranteeing the performance of the contract, such bid bond or certified check shall be forfeited.

11. PERFORMANCE AND PAYMENT BONDS

The bidder to whom the contract is awarded shall furnish bonds to guarantee the performance of the contract and payment for labor and materials. Bonds shall be in compliance with the Public Works Contractors' Bond Law of 1967 (8 P.S. & 191 - 202). Failure to furnish bonds shall void the previous award.

RELATED PROCEDURES: Purchasing Procedure

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**TITLE: LCCC PURCHASE CARD**

**REF #: 3.5.2.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 14, 2006**

The College will obtain and utilize a Purchase Card for general procurement, with a credit limit of $10,000. The Purchase Card will be utilized in those cases where the Purchase Order/Check Payment system is not acceptable to vendors or in those cases where there is a payment deadline which cannot be met within the normal requisition/check processing timeframe, or in other exceptional instances.

RELATED PROCEDURES: Issuance/Security of LCCC Purchase Card; LCCC Purchase Card Usage
An Administrator may choose to use his or her personal credit card for College related travel expenses and request reimbursement. The following procedures will be followed for reimbursement of College related expenses:

1. The Administrator will complete the "TRAVEL EXPENSE REPORT AND REQUEST FOR REIMBURSEMENT FORM" (Form LCCC F-14) for reimbursement for College related expenses.
   a. The date and a brief explanation of the College related expense must be listed on the form. Since this is a personal credit card, a legible copy of the receipt should be attached to the form and should contain a brief explanation of the related charge and reason for the expenditure. The account number should be blacked out to ensure the confidentiality of the Administrator's Personal Credit Card.
   b. The original receipt(s) will be the property of the Administrator, since it is a personal credit card.
2. The completed document will be forwarded to the Finance Office within 30 days of the date of the receipt.
3. The Finance Office will review the documentation and process for payment. The Administrator will not receive reimbursement for any items that are deemed non-reimbursable.
4. The Finance Office will monitor the expenditures to ensure that the expenses do not exceed the Department's authorized travel budget. Monthly summary reports may (and
should) be obtained through the Datatel system by each Department. Reimbursement will not be made for expenses in excess of the authorized travel budget amount.

5. Administrators must also adhere to other existing College policies and procedures related to reimbursement for expenses.

RELATED PROCEDURES: Reimbursement of Expenses/Charges made on Employee’s Personal Credit Card

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**TITLE: ADMINISTRATIVE STAFF TRAVEL AND CONFERENCE**

**REF #:** 3.6.3.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** June 14, 2005

College administrators who travel on College business must follow the Administrative Travel and Conference procedure for requests for authorization for travel and approval for reimbursement of allowable associated costs. College funds will not be expended under any circumstances to reimburse individuals for attendance at events unless the sponsoring organization is affiliated with LCCC, or it can be shown that attendance can benefit the College. Maximum meal allowances are: Breakfast - $7.00; Lunch - $10.00; and Dinner - $23.00.

Allowable business and entertainment expenses related to official College business, as documented in the Administrative Travel and Conference Procedure, will be reimbursed with the proper supporting documentation. The expenses must be reasonable and may exceed the meal reimbursement amounts. Alcohol is a non-reimbursable expense.

All claims for the reimbursement of travel, conference and entertainment expenses must be accompanied by original receipts.

The Finance Office will monitor the expenditures to insure that the expenses do not exceed the Department's authorized travel budget. Reimbursement will not be made for expenses in excess of the authorized budget amount.

RELATED PROCEDURES: Administrative Staff Travel and Conference Procedure

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**TITLE: TUITION**

**REF #:** 3.7.1.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:**

See College Catalog

RELATED PROCEDURES:

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**TITLE: TUITION PAYMENT**

**REF #:** 3.7.2.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:**

See College Catalog
Students will be charged tuition on the basis of their residency at registration at the time they register. Once the student has gone through the registration process, the residency will not be changed throughout the course of the student’s continuous enrollment with LCCC unless and until the College receives notification that the student’s permanent residency has changed. (A student is considered to be continuously enrolled when he or she enrolls for the major semesters (Fall and Spring) of each year subsequent to their initial enrollment without interruption.)

Proof of residency must be submitted to the Admissions Office and, as noted above, will remain in effect for the term of continuous enrollment unless and until the College receives notification that the student’s permanent residency has changed.

It is the responsibility of the student to inform the College that his or her residency has changed. Proof of residency may be in the form of a driver’s license, vehicle registration, voter’s registration or a statement notarized by a notary public reflecting name and current address.
Residence must be established prior to the end of registration for the semester for which the student is enrolling. Residents of Luzerne County will be charged the in-county tuition rate for courses taken at the main campus in Luzerne and all off-campus sites. Student residents of Pennsylvania enrolled in distance learning courses will be charged the in-county rate; students enrolled in distance learning courses who are not residents of Pennsylvania will pay out-of-state tuition. The College may determine exceptions to this policy.

Residents of Pennsylvania counties other than Luzerne will be charged the out-of-county tuition for courses taken at the main campus in Luzerne and all off-campus sites. However, in-county tuition may be charged to residents of Pennsylvania counties other than Luzerne for courses taken at off-campus sites in the student’s home county when those counties have entered into appropriate agreements with Luzerne County Community College approved by the Board of Trustees.

Pennsylvania State Code (Chapter 35 {35.29b}) requires an out-of-state student to be a resident of the Commonwealth for twelve (12) months prior to registration in order to meet residency requirements. International students are considered out-of-state residents throughout their enrollment at the College.

RELATED PROCEDURES:

**TITLE:** SPONSORSHIP

**REF #:** 3.7.6.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** February 27, 2001

Luzerne County Community College does not participate in a sponsorship program for the purpose of sponsoring students to other community colleges. The College does accept students from other community colleges in a sponsorship program.

**RELATED PROCEDURES:** n/a

**TITLE:** SENIOR CITIZEN WAIVER FOR CREDIT COURSES POLICY

**REF #:** 3.7.7.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** June 26, 2001

The senior citizen status at the Community College is for those Pennsylvania residents who have reached the age of 62 years. Senior citizens will be given a tuition waiver for credit courses on a space available basis at the close of registration. Senior citizens may pay tuition for credit courses to secure enrollment. Enrollments secured with payment will be given preference for class entry, but will not be eligible for waivers. The senior citizen tuition waiver does not apply to fees and other costs incurred. Only tuition for credit courses can be waived for senior citizens according to this policy. Some courses and/or programs have a limited number of seats available, which may disallow any waivers for that class. The College secures the right to exempt any of its courses or programs from the senior citizen tuition waiver.
RELATED PROCEDURES:
HUMAN RESOURCES
TITLE: DEFINITION OF EMPLOYMENT CATEGORIES

REF #: 4.1.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES:

TITLE: ESTABLISHING A NEW POSITION

REF #: 4.1.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES: Establishing a New Administrative Position; Establishing a New Classified Position; Establishing a New Faculty Position

TITLE: RECRUITMENT, SEARCH AND SELECTION

REF #: 4.1.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES: Recruitment, Search and Selection of Employees 19 Hours or Less; Recruitment, Search and Selection of Employees 20 Hours or More; Recruitment, Search and Selection of Adjunct Faculty

TITLE: ANTI-NEPOTISM

REF #: 4.1.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES: Anti-Nepotism
TITLE: IMMIGRATION STATUS

REF #: 4.1.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES: Immigration and Naturalization Service Requirements for Employee Eligibility

TITLE: NEW EMPLOYEE ORIENTATION

REF #: 4.1.6.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES: New Employee Orientation Procedure

TITLE: TEMPORARY EMPLOYEE STAFFING

REF #: 4.1.7.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES: Temporary Employee Staffing Procedure

TITLE: NON-TEACHING STAFF TEACHING LCCC COURSES

REF #: 4.1.8.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:
TITLE: WORK SCHEDULES

REF #: 4.1.9.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES:

TITLE: ASSIGNMENT OF ACADEMIC RANK

REF #: 4.1.10.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES: Assignment of Academic Rank

TITLE: WAGE AND SALARY

REF #: 4.1.12.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 14, 2004

Wage and salary provisions are designed to ensure that the College’s compensation policies and practices comply with all applicable federal and state laws and regulations. The salary and benefits provided by the College to its employees are for the purpose of obtaining, motivating and retaining competent individuals to perform necessary services of the College.

Position Administration
The College will maintain a position description including its institutional classification for all positions. Institutional classifications are executive, administrative, faculty and classified. To create a new position, the position description and appropriate justification must be submitted to the leadership team and be approved by the President. The College will maintain a position classification system to provide a rational, consistent method for determining appropriate compensation for College jobs. The Human Resources Office develops position descriptions and classifications based on input from staff members, supervisors and division head.

Position Classification
Administrative positions are evaluated and assigned an administrative level using the LCCC Administrative Position Classification Guide. Administrative grade levels for new positions are assigned
by the Human Resources Office and approved by the College President and the Human Resources Committee of the Board of Trustees. Administrative grade level salary ranges have established minimum and maximum salaries, with identified midpoints.

Faculty and classified position descriptions are developed based on input from staff members, supervisors and division head, classified by the Human Resources Office and approved by the President and the Human Resources Committee of the Board of Trustees. The classification of faculty and classified positions are covered by their respective bargaining unit agreements.

**Position Reevaluation**

Positions may be reevaluated based upon a reorganization or realignment of activities, the addition of duties or responsibilities, or a change in the work process. Generally reevaluation is requested by the supervisor or division Leadership Team member; although employees may request a review in cases of apparent misclassification. Administrative reclassification requests that result in any grade level increase must be reviewed by supervisor, division head and the President and submitted to the HUMAN RESOURCES Committee of the Board of Trustees for approval.

If an administrative position is reviewed and evaluated at a lower grade level, the administrator does not receive a reduction in salary.

If an administrative position is reviewed and evaluated at a higher grade level, the administrator shall receive the minimum of the higher salary level. If an administrator’s salary is currently above the minimum of the higher salary level, the administrator will receive a 1% salary increase.

The salary adjustment for a position reclassification will not exceed ten thousand dollars ($10,000) in one year.

**Salary Structure**

Salaries for executive and administrative employees will be assigned within the designated salary grade level. Salaries of faculty and classified positions are covered by their respective bargaining unit agreements.

**Salary Range Conditions**

**New Hires Policy**

LCCC will establish salary for new administrative hires in accordance with the approved salary range for the classification of the position. Normally new hires will be placed at the minimum of the salary range. The President may approve placement within the salary range up to the first quartile of the range when justified by equated experience, education and/or skills above the minimum required for the position as documented through the HUMAN RESOURCES office.

The Board of Trustees may approve salaries above the 1st quartile of the salary range but below the midpoint upon the recommendation of the President and the Human Resources Committee of the Board of Trustees.

Salaries above the minimum salary must be requested in writing by the supervisor and a leadership team member, with appropriate justification; recommended by the Human Resources Office; and approved by the College President.

**Promotion**

When an employee is promoted to a new or vacant position at a higher administrative level, the administrative employee shall receive the minimum of the higher salary level. If an administrative employee’s salary is currently above the minimum of the higher salary level, the administrator will receive a 1% salary increase. An employee must have been in the current position for a minimum of 12 months.
**Transfer**

Faculty & Classified Employees. The transfer of faculty or classified employees is covered by their respective bargaining unit agreements. Transfer of an administrative employee to a position on the same grade level does not warrant an increase in salary. Transfer of an administrative employee to a position at a lower grade level, either by personal choice or by the elimination of the current position, the administrator is paid within the salary range of the lower grade level up to the lower grade level maximum rate. All noncompetitive transfers are requested in writing with appropriate justification and must be reviewed by the Human Resources Office and approved by the President.

**Salary Increments**

Faculty & Classified Employees. Salary adjustments for faculty or classified employees are covered by their respective bargaining unit agreements. Administrative salary increases will consist of a Cost of Living (COL) component and a Merit Pay component. Annually, the Board of Trustees will determine the amount available for the COL component and the Merit Pay component. Additionally, the board will determine whether the Merit Pay component will be added to administrative employee’s base salary. Administrative employees with less than a satisfactory performance rating will not receive any administrative salary increment. When an administrative employee’s salary is above the maximum for the position grade, the salary increase will be based on the cost of living increase as long as the employee’s performance is satisfactory, with no change in the base pay.

Annually, the President will design an allocation system to distribute the administrative salary increase for approval of the Human Resources & Finance Committee of the Board of Trustees. The College President may recommend salary adjustments for administrative and executive employees based on a cost of living and merit based components.

Administrative and executive employees must have at least satisfactory performance to be eligible for any salary increase.

Annually, the Finance Committee of the Board of Trustees will establish parameters for cost of living increases and a pool of dollars for merit based compensation. The President will recommend a strategy for distribution of merit increases for approval of the Human Resources Committee of the Board of Trustees.

**RELATED PROCEDURES:**

| TITLE: EXECUTIVE LEVEL COMPENSATION |
| REF #: 4.1.13. |
| DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 14, 2004 |

The Executive Level salary range will include an EL1 and EL2 salary range as follows:

<table>
<thead>
<tr>
<th>Executive Level</th>
<th>Position</th>
<th>Entry Salary</th>
<th>Equivalent Salary</th>
<th>Maximum Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL1</td>
<td>Vice Presidents</td>
<td>$84,000</td>
<td>$95,000</td>
<td>$111,000</td>
</tr>
<tr>
<td>EL2</td>
<td>Provost and VPAA</td>
<td>$87,000</td>
<td>$98,000</td>
<td>$118,000</td>
</tr>
</tbody>
</table>
The Board of Trustees will approve the initial salary offers for all Executive Level positions. Executives will be hired at a salary $3,000.00 below the equivalent salary.

Executive Level salary ranges may be increased based upon a review and approval of the Board of Trustees.

Executive Level Salary Equivalency Raise
The Executive Level Salary Equivalency Raise is used to bring all the executive level salaries to approximately equal amounts. The President, upon recommendation of the HR Committee of the Board and approval of the Board of Trustees, will establish the equivalent salary amount for each Executive Level. Effective July 1, 2004, the amount of the Executive Level 1 Equivalent Salary is established at $95,000.00, and the amount of the Executive Level 2 Equivalent Salary is established at $98,000.00.

Upon completion of their probationary period, Executive Level employees are eligible for Executive Level Salary Equivalency Raises. During the first three years, they are eligible for annual successive increases in the amount of $1,000.00 per year to bring the executive salary to the equivalent salary amount. The Executive Level Salary Equivalency Raise is conditional upon a performance rating of exceeds standards. The President will consider performance outcomes, merit and performance equity and recommend the annual successive increase for Executives.

During the period the executive is receiving the Executive Level Salary Equivalency Raise, the only additional increment he/she will receive will be the Cost of Living (COL) raise.

Executive Level Review of Performance
Annually, the President will review the performance of Executives utilizing the Executive Performance Appraisal policy. This review will include how well the executive accomplished the objectives established for the evaluation plan year and set objectives for the coming year.

RELATED PROCEDURES: Executive Level Compensation Transition Plan Procedure

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TITLE: REIMBURSEMENT OF CANDIDATE EXPENSES

REF #: 4.1.14.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:

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TITLE: HOLIDAYS

REF #: 4.2.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993

RELATED PROCEDURES:

**TITLE: FRINGE BENEFITS**

REF #: 4.2.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES: Fringe Benefits (See LCCC Personnel Policy Manual, Edition 1, October 1993, for most current version of procedure)

**TITLE: TUITION WAIVER FOR LCCC CREDIT COURSES**

REF #: 4.2.3.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES:

**TITLE: TUITION WAIVER FOR LCCC NON-CREDIT COURSES**

REF #: 4.2.3.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 12, 2007

Luzerne County Community College employees and their dependents and members of the Luzerne County Community College Board of Trustees and their dependents are entitled to tuition waivers for all non-credit courses offered by the College. Employees will only be responsible for a non-credit general servicing fee of $15.00, which will be assessed for non-credit trainings offered through the College to enroll the student and process all forms. Other materials, books, testing, meals, etc. that may be required in a specific course are not included in
published tuition fees; therefore, employees and Trustees (and their dependents) will be responsible for these costs also.

Prior to enrollment, all employees and Trustees, on behalf of themselves and/or their eligible dependents, are responsible for obtaining a tuition waiver from the Human Resources Office and presenting it to the non-credit department with the $15 processing fee to be registered in the class.

Enrollment in any non-credit program offered is subject to each particular training meeting a predetermined minimum number of full paying students required for a particular class. LCCC reserves the right to exempt any of its courses or programs from the tuition waiver.

Members of the Luzerne County Community College Classified Council Educational Support Personnel Association should refer to their bargaining unit agreement.

RELATED PROCEDURES:

**TITLE:** TUITION REIMBURSEMENT  
**REF #:** 4.2.3.3.  
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** October, 1993


RELATED PROCEDURES:

**TITLE:** COMMUNITY SERVICE LEAVE  
**REF #:** 4.2.4.  
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** February 7, 2008

For a pilot project term of one year, effective upon the approval of this policy, all LCCC employees are entitled to seven (7) hours community service leave time to participate in approved community service activities within the LCCC service region. Community service leave time must be taken in full or half-day increments. Community service related activities shall include those activities that are sanctioned and promoted by nonprofit organizations that engage in such service. The College's Community Service Committee shall be responsible for determining whether an activity qualifies under this policy and objective. The annual United Way Day of Caring community service activity will be excluded from the seven (7) hours
community service leave time allotment for those who participate. Employees who wish to take Community Service leave time must follow the Community Service Leave Procedure.

RELATED PROCEDURES:

TITLE: EMPLOYEE DEPARTURE
REF #: 4.3.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES: Exit Interview; Equipment, Property, Technology and Data Retrieval; Computer Storage Removal Following Employee Departure

TITLE: EMPLOYEE DISMISSAL FOR CAUSE
REF #: 4.3.1.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES:

TITLE: TERMINATION OF “AT WILL” EMPLOYEES
REF #: 4.3.2.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 26, 2001

The President will recommend to the Board of Trustees for approval, the termination of employment or the non-renewal of continued employment of College “at will” personnel and will inform the Board of the employee’s right to due process.

The President will establish and implement administrative procedures regarding the termination of employment of “at will” personnel which will include providing terminal pay for accumulated leave to full-time and part-time employees at Luzerne County Community College or their beneficiaries.

RELATED PROCEDURES:
TITLE: RESIGNATION

REF #: 4.3.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES:

TITLE: RETIREMENT

REF #: 4.3.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

TITLE: ADMINISTRATIVE PERFORMANCE APPRAISAL

REF #: 4.4.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 22, 1999

The Board of Trustees authorizes the President of the college to establish and conduct an administrative employee performance evaluation procedure. The performance review and evaluation is conducted annually to evaluate the performance of all administrative employees. It is also used to review the performance of new, transferred or employees with unacceptable evaluations.

For newly hired employees, transfer employees, and employees with an unacceptable evaluation, the supervisor must complete the Administrative Performance Evaluation Form one (1) year after hire, transfer or evaluation to determine an employee’s progress. The probationary period may be adjusted at the discretion of the College.

ANNUAL performance evaluations are used to determine an employee’s performance.

Immediate supervisors are responsible for conducting probationary, transfer and annual employee performance evaluations at established intervals and in accordance with procedures. Evaluations must be discussed with and approved by the evaluator’s immediate supervisor prior to being conducted with the employee. Evaluations are also approved by the appropriate Vice President and the President, then forwarded to the human resources office. Implicit in this process is the right of an employee to meet with some or all of the signatories of the evaluation to discuss the evaluation.

RELATED PROCEDURES: Administrative Performance Appraisal
TITLE: ACCEPTANCE OF PERSONAL GIFTS

REF #: 4.5.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:

TITLE: ACCESS TO AND MAINTENANCE OF PERSONNEL FILES

REF #: 4.5.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES: Access To and Maintenance of Personnel Files Procedure

TITLE: CONFLICT OF INTEREST

REF #: 4.5.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:

TITLE: DISCIPLINARY ACTION

REF #: 4.5.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993


RELATED PROCEDURES:
Luzerne County Community College, in compliance with the Drug Free Work Place Act, prohibits the unlawful manufacture, distribution, dispensation, possession or use of drugs and alcohol on the college campus and facilities used by the college for educational programs and sponsored activities. The college is committed to providing a drug-free environment for the entire college community.

Consumption or possession of alcoholic beverages on or about the campus at any time is forbidden by College regulations. Consumption, possession, distribution of illicit drugs by members of the College Community is prohibited by federal, state and College regulations. Consumption of tobacco products is prohibited in College facilities. Each member of the College Community is expected to be familiar with state law as it pertains to underage drinking and the liability associated with possession or consumption of alcoholic beverages.

Intoxication and/or alcohol abuse shall not be a permissible excuse for unlawful behavior or misconduct. Public drunkenness as commonly defined by slurred speech, erratic behavior and physical coordination difficulties is prohibited. In addition, disorderly conduct, property destruction, intimidation, or other infringements of the rights of others as a result of alcohol use is prohibited.

RELATED PROCEDURES: Employee Drug and Alcohol

Memberships in business and professional organizations as a representative of the College and/or for which College funding is requested must be recommended by the appropriate Vice President and approved by the President.

Membership Costs and Allowability: If the membership meets the criteria as listed below, membership dues and the associated required costs of participation (such as travel and meals) are an allowable expenditure from the appropriate line item of the appropriate College department budget. College expenditure applies to basic dues only and does not include add-ons to the basic dues for such items as insurance, political action contributions, or fund raising. If these items are included in the basic dues and cannot be priced out separately, they must not reasonably represent a significant portion of the basic dues. If meals (e.g., noon luncheons) are included in the dues, per diem travel reimbursement would not be allowable.

If membership in any professional or business organization is a condition of employment, the College will pay the annual membership fees and associated costs of participation.

All business and professional memberships for which faculty and staff members serve as representatives of the College and/or which are funded by the College must be reported to the Vice President for Finance and Administration who will maintain a college-wide list of professional and business memberships of the institution and individual staff members. The Vice President of Finance and Administration will oversee institutional memberships to ensure that no duplication of efforts occurs. If more than one faculty or staff member will be a member of the same organization and must pay separate dues, a rationale for having multiple memberships to the same organization must be provided.

**Types of Organizations**

1. Business Associations
These include local or state organizations such as the Economic Development Council of Northeastern Pennsylvania. The functions and/or purpose of the organization must be related to the professional area of interest of the faculty or staff member applying for membership and membership must be directly related to the College’s efforts to fulfill its mission, goals and objectives which are defined in the College catalog. The cost of the membership (if any) must be reasonably related to the value of the services or benefits received.

2. Professional Organizations
These include local, state and national organizations such as the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT) and other groups organized for a specific educational profession or purpose, such as the National Association of Presidential Assistants in Higher Education. Membership in professional organizations is an allowable expenditure of College funds only under the following conditions:
The membership should be an institutional membership. If institutional membership is not possible, a membership which includes the employee name as a representative of the College is acceptable. The functions and/or purpose of the organization must be related to the professional area of interest of the faculty or staff member applying for membership and membership must be directly related to the College’s efforts to fulfill its mission, goals and objectives which are defined in the College catalog. The cost of the membership (if any) must be reasonably related to the value of the services or benefits received. The membership cannot be in any organization that devotes a substantial part of its activities to political candidate endorsement. The membership cannot provide the employee with any additional personal fringe benefits other than those directly related to the membership itself and attendance at meetings. Examples of additional personal fringe benefits might include such items as life insurance, social club/activities, and purchase discounts.

3. Leadership Programs
Leadership Wilkes Barre and other Chamber-sponsored Leadership programs are designed for individuals with potential leadership roles in the community. Only faculty or administrative staff member will be authorized to participate in any one given Chamber-sponsored Leadership program unless special permission for more than one College representative is granted by the President. The College will make every attempt to ensure that a representative participates in the Leadership Wilkes Barre program each year. Participation in other Chamber-sponsored Leadership programs will be considered on an individual basis. Faculty and administrative staff wishing to participate in any Chamber-sponsored Leadership program must submit a request as explained in the Membership in Professional Organizations procedure. All participants in Wilkes Barre Leadership and other Chamber-sponsored Leadership programs must be recommended by the appropriate Vice President and approved by the President. All provisions of this policy are subject to budgetary constraints.

RELATED PROCEDURES: Membership in Professional Organizations

TITLE: NON-DISCRIMINATION

REF #: 4.5.10.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 26, 2001

Personnel at Luzerne County Community College have a moral and legal obligation to provide equal access and equal opportunity to all members of the community. The administration will ensure that this
moral and legal commitment is fully implemented through compliance with relevant Federal laws, state statutes, and municipal ordinances prohibiting discrimination.

The institution will implement procedures and measures designed to ensure that students, applicants and employees are not discriminated against on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, marital status, political affiliation, ancestry, union membership, use of a guide or support animal because of the blindness, deafness, or physical handicap of any individual, or any other protected classification in the administration of its educational programs, activities, admission or employment practices.

RELATED PROCEDURES: Discrimination Complaint Procedure

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**Luzerne County Community College (hereinafter referred to as the “College”) is committed to a work and academic environment in which all individuals are treated with respect and dignity. Each individual has the right to work and study in a professional atmosphere that promotes equal employment and educational opportunities and prohibits discriminatory practices, including harassment. Therefore, the College expects that all relationships among persons at the College will be professional and free of bias, prejudice and harassment.**

It is the policy of the College to ensure equal employment and academic opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. No employee, student, vendor, visitor to the College or any other individual, either male or female, is expected to have to endure insulting, degrading or exploitative sexual treatment, or any other type of discrimination, by other employees, supervisors, other students, or non-employees present in the workplace. The College therefore prohibits any form of discrimination, including sexual harassment, as well as any retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

**DEFINITION OF UNLAWFUL HARASSMENT**

**Sexual Harassment**

The College is committed to (1) assuring that no employee’s job, continued employment, evaluation, promotion or other aspect of career development will be dependent upon a favorable response to sexual advances or demands; (2) assuring that no student’s status, grade, or other aspect of his/her education, will be dependent upon a favorable response to sexual advances or demands; (3) providing a means of resolving what is considered by the employee or student to be sexual harassment; and (4) taking prompt and appropriate action to correct any such situations.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. It is defined as unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal and/or physical conduct of a sexual nature that is unwelcome, personally offensive, lowers morale and, therefore, interferes with work or academic effectiveness. It also includes conduct that is not overtly sexual but is directed to an employee or student because of his or her gender. It generally refers to situations in which one or more of the following are present (this list is not all-inclusive):
Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace/academic environment of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. It also includes conduct that is not overtly sexual but is directed to an employee or student because of his or her gender.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive to the recipient or others who are witness to the behavior.

Other Unlawful Harassment
Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, such harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work/academic environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s work or academic performance; or (iii) otherwise adversely affects an individual’s employment/educational opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that which is placed on walls or elsewhere on the employer’s premises or circulated in the workplace/academic environment.

INDIVIDUALS AND CONDUCT COVERED
This policy applies to all applicants for employment, employees, students and visitors to the College, and to conduct engaged in by fellow employees, supervisors, managers, students or anyone not directly connected to the College, including but not limited to customers, consultants, and outside vendors.

Conduct prohibited by these policies is unacceptable in the workplace/academic environment and in any work- or academic-related setting outside College property, such as during business trips, business meetings, and business-related social events, field trips, sporting competition events and other College-related activities.

REPORTING HARASSMENT, DISCRIMINATION, AND RETALIATION
The College will not tolerate sexual or other types of harassment and/or discrimination and will take action to eradicate problems as they arise. Although the College is committed to protecting individuals from harassment, discrimination, and retaliation, it cannot protect individuals from such behavior if it is unaware that it is occurring. It is the responsibility of anyone who has been the subject of harassment, discrimination, or retaliation, or has become otherwise aware of its occurrence, to report the incident(s) immediately.

Anyone who feels that he or she has been a victim of harassment, discrimination, and/or retaliation should immediately report such incidents to his or her supervisor, department head, or the Dean of Human Resources. In addition, the College encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The College recognizes, however, that an individual may prefer to pursue the matter through a complaint procedure. The College’s detailed Discrimination Complaint Procedure can be found on the College’s Intranet under College Forms and Resources/Human Resources.

The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

INVESTIGATION OF COMPLAINTS

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Individuals are assured that this policy has been established for their benefit to allow them the freedom of expressing their feelings and/or complaints. No employee or student should fear that he or she will be penalized for making use of the policy, as the College’s primary concern is that harassment be reported so that it can be stopped.

CONCLUSION

The College has developed this policy to ensure that all of its employees, students, vendors and all visitors to the College can work and study in an environment free from harassment, discrimination, and retaliation. The College will make every reasonable effort to ensure that all individuals are familiar with this policy and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about this policy should talk with the Dean of Human Resources.

False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may also be the subject of appropriate disciplinary action.

Finally, this policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related and/or academic-related social activities or discussions. In other words, no one should make the mistake
of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of the College prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, and privileges of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.
Luzerne County Community College is committed to the education and development of our students, staff and local community regarding the use and abuse of illicit drugs and alcohol. With abuse at epidemic proportions in our communities, the federal government implemented the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989 which require implementation of certain regulations in workplaces and educational institutions that receive federal grant monies.

The following information is critical to the ongoing efforts at Luzerne County Community College to rid our community of drug and alcohol abuse. The College encourages every employee and student to read the following materials very carefully, keeping in mind that the College is committed to helping its employees and students confront drug and alcohol abuse, while implementing stringent enforcement of federal, state, and local laws together with College policy in combating such conduct.

The College prohibits the unlawful possession, use, distribution, dispensation and/or manufacture of any controlled substance on campus and/or in facilities being used for educational programs and/or college-sponsored activities.

Likewise, all students and employees must adhere to the laws of the Commonwealth of Pennsylvania with respect to the possession and consumption of alcohol. The consumption or possession of alcoholic beverages on or about the campus at any time is prohibited (with limited exceptions), as is being under the influence of alcohol during any part of the employee work day or in students' educationally-related activities. The specific exceptions for permitted alcohol usage relate to the following circumstances:

Educational Purposes: alcohol may be used in the classroom for educational purposes and with the express written consent of the Provost/Vice President of Academic Affairs and the College President. Additionally, consent will not be given for such use unless the course description reflects alcohol usage for educational purpose prior to the beginning of the semester; and

Special Circumstances: alcohol may be used for special circumstances with the written consent of the College President. A request must be made in writing at least one (1) month prior to the event. Determinations of special circumstance will be made by the President on a case-by-case basis, with a specific reservation of right to deny any request. Where a determination has been made by the President that special circumstances do exist, alcohol consumption shall still be governed by all regulations and laws related to alcohol consumption.

**DRUG FREE WORKPLACE ACT**
As a precondition for receiving federally funded grants or contracts, the College must certify that it demands and provides for the implementation of a drug free workplace. In that vein, the College must insure that its workforce is notified of College policy regarding the prohibition of drug and alcohol abuse on campus, and establish a drug-free awareness program.

Additionally, the Act requires all College employees who are paid from federally funded grants or contracts to notify the College (supervisor and Human Resources Office) of any criminal drug conviction for a violation occurring at the College no later than five (5) days following the conviction. Within ten (10) days of receipt of this notice, the Act requires that the College advise appropriate government agencies of any such conviction. Within thirty (30) days of receiving such notice, the College will take appropriate action with respect to said employee, ranging from mandatory participation in a rehabilitation treatment program up to and including termination of employment. If employment is governed by a collective bargaining agreement, the terms and conditions of that agreement will govern any and all disciplinary action imposed.

If the College fails to follow the mandates of the Act, it risks loss of eligibility for federal grant monies.

**DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The U.S. Department of Education has also issued regulations implementing the Drug Free Schools and Communities Act Amendments of 1989. These regulations require the College to annually distribute the College's drug and alcohol policy to employees and students alike, with a summary of sanctions that could be imposed for violation(s) of federal, state and local laws, together with College policy.

**Legal Sanctions**

The legal ramifications of the unlawful use of alcohol and/or controlled substances can be serious and varied, depending on the circumstances. Convictions for many offenses can have long-lasting effects on an individual's education and employment opportunities together with many consumer-related actions.

The following is a listing of the most common alcohol and drug related violations, together with the related penalties. For a more detailed description of these offenses, the appropriate federal, state and local criminal laws should be reviewed and legal counsel should be consulted.

**Alcohol** - In the Commonwealth of Pennsylvania, the PA Crimes Code and the PA Liquor Code govern the consumption, distribution and sale of alcohol.

- A person less than 21 years of age commits a summary offense if he or she attempts to purchase, consume, possess or knowingly and intentionally transports any liquor or malt or brewed beverage. Violations are punishable by fines and suspension/loss of driving privileges.
- Misrepresentation of age to purchase alcohol is a violation of law, and violations are punishable by fines and suspension/loss of driving privileges.
- Altering, selling or manufacturing false identification is a violation of law, and violations are punishable by fines and suspension/loss of driving privileges.
- Selling or furnishing alcoholic beverages to those under 21 is considered a misdemeanor and is subject to a mandatory fine of not less than $1000 for the first offense and $2500 for each subsequent violation.
- It is a crime to drive or operate any vehicle under the influence of alcohol (or any controlled substance or drug). Penalties for violations include fines, loss/suspension of driving privileges, participation in and completion of counseling programs and could include imprisonment.
- The sale of alcohol without a license and/or the purchase of alcohol from an unlicensed source are prohibited.
- It is a crime to sell, furnish or serve alcohol to any person who is visibly intoxicated.
- All persons are subject to Pennsylvania law while in the Commonwealth of Pennsylvania.
Drugs - Both federal and state law prohibits the unauthorized manufacture, sale, delivery and possession of controlled substances. Penalties and sentences range from misdemeanors subject to up to 30 days in prison and a $500 fine (for simple possession of marijuana), to the most serious federal punishment of up to 40 years in prison and one (1) million dollar fines. Such penalties vary according to the type and quality of the drug, existence of prior offenses and the seriousness of the injuries that result.

HEALTH RISKS

<table>
<thead>
<tr>
<th>Commonly Abused Drugs and Related Health Risks</th>
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<tbody>
<tr>
<td>(see National Institute on Drug Abuse website, <a href="http://www.nih.gov">www.nih.gov</a>)</td>
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</table>

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<thead>
<tr>
<th>Substances: Category and Name</th>
<th>Potential Health Consequences</th>
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<tbody>
<tr>
<td><strong>Cannabinoids</strong></td>
<td></td>
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<tr>
<td>Hashish</td>
<td>Euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety, panic attacks; tolerance, addiction</td>
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<tr>
<td>Marijuana</td>
<td></td>
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<tr>
<td><strong>Depressants</strong></td>
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<tr>
<td>Barbiturates</td>
<td>Reduced anxiety; feelings of well-being; lowered inhibitions; slowed pulse and breathing; lowered blood pressure; poor concentration/fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death</td>
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<tr>
<td>Benzodiazepines</td>
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<tr>
<td>Flunitrazepam</td>
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<tr>
<td>GHB</td>
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<tr>
<td>Methaqualone</td>
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<tr>
<td>Alcohol</td>
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<tr>
<td><strong>Dissociative Anesthetics</strong></td>
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<tr>
<td>Ketamine</td>
<td>Increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting</td>
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<tr>
<td>PCP and analogs</td>
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<tr>
<td><em>Also</em></td>
<td>For ketamine – at high doses, delirium, depression, respiratory depression and arrest</td>
</tr>
<tr>
<td><em>Also</em></td>
<td>For PCP and analogs – possible decease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression</td>
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<tr>
<td><strong>Hallucinogens</strong></td>
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<tr>
<td>LSD</td>
<td>Altered states of perception and feeling; nausea; persisting perception disorder (flashbacks)</td>
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<tr>
<td>Mescaline</td>
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<tr>
<td>Psilocybin</td>
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<tr>
<td>Drug Class</td>
<td>Also</td>
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<tr>
<td>Opioids and Morphine Derivatives</td>
<td>For LSD and mescaline – increased body temperature, heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors, persistent mental disorders For psilocybin – nervousness, paranoia</td>
</tr>
<tr>
<td>Codeine</td>
<td>Pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death Also For Codeine – less analgesia, sedation, and respiratory depression than morphine For Heroin – staggering gait</td>
</tr>
<tr>
<td>Fentanyl and Fentanyl analogs</td>
<td>Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness/rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia Also For amphetamine – rapid breathing/tremor, loss of coordination; irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis For cocaine – increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks For MDMA – mild hallucinogenic effects, increased tactile sensitivity, empathic feelings/impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity For methamphetamine – aggression, violence, psychotic, behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction For nicotine – additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</td>
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<tr>
<td>Heroin</td>
<td>For Heroin – staggering gait</td>
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<tr>
<td>Morphine</td>
<td>For Heroin – staggering gait</td>
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<tr>
<td>Opium</td>
<td>For Heroin – staggering gait</td>
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<tr>
<td>Oxycodone HCL</td>
<td>For Heroin – staggering gait</td>
</tr>
<tr>
<td>Hydrocodone, bitartrate, acetaminophen</td>
<td>For Heroin – staggering gait</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Also</td>
</tr>
<tr>
<td>Amphetamine</td>
<td>For amphetamine – rapid breathing/tremor, loss of coordination; irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis For cocaine – increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks For MDMA – mild hallucinogenic effects, increased tactile sensitivity, empathic feelings/impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity For methamphetamine – aggression, violence, psychotic, behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction For nicotine – additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</td>
</tr>
<tr>
<td>Cocaine</td>
<td>For cocaine – increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks For MDMA – mild hallucinogenic effects, increased tactile sensitivity, empathic feelings/impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity For methamphetamine – aggression, violence, psychotic, behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction For nicotine – additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</td>
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<tr>
<td>MDMA (methylenedioxymethamphetamine)</td>
<td>For cocaine – increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks For MDMA – mild hallucinogenic effects, increased tactile sensitivity, empathic feelings/impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity For methamphetamine – aggression, violence, psychotic, behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction For nicotine – additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</td>
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<td>Nicotine</td>
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</tr>
<tr>
<td>Other Compounds</td>
<td>Also</td>
</tr>
<tr>
<td>Anabolic steroids</td>
<td>Anabolic Steroids – hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression; acne; in adolescent, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics</td>
</tr>
<tr>
<td>Dextromethorphan (DXM)</td>
<td>Anabolic Steroids – hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression; acne; in adolescent, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics</td>
</tr>
<tr>
<td>Inhalants</td>
<td>Anabolic Steroids – hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression; acne; in adolescent, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics</td>
</tr>
<tr>
<td>DXM – dissociative effects, distorted visual perceptions to complete dissociative effects</td>
<td>Inhalants – stimulation, loss of inhibition; headache; nausea or vomiting; slurred speech, loss of motor coordination; wheezing/unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, sudden death</td>
</tr>
</tbody>
</table>

COMMUNITY-WIDE COUNSELING/TREATMENT OPTIONS

As part of LCCC's ongoing commitment to the prevention of drug and alcohol abuse in our community, the College established a Substance Abuse Education and Training Institute in 2007 which facilitates greater understanding of alcohol and drug abuse prevention, treatment and recovery programs at the College and in our community. In addition to the College's campus-wide efforts, the following community-based programs are available:

Columbia/Montour/Snyder/Union Counties
Drug and Alcohol Program
PO Box 219, Terrace Building, State Hospital
Danville, PA 17821
570-275-5422

Catholic Social Services
33 East Northampton Street
Wilkes-Barre, PA 18701
570-822-7118

Lackawanna County Commission on Drug and Alcohol Abuse
135 Jefferson Avenue, Second Floor
Scranton, PA 18503

CHOICES
Nesbitt Memorial Medical Center
562 Wyoming Avenue
Kingston, PA 18704
570-283-2388

Catholic Social Services
33 East Northampton Street
Wilkes-Barre, PA 18701
570-822-7118

LUZERNE/WYOMING COUNTIES
Drug and Alcohol Program
Penn Place Building, Suite 218,
20 North Pennsylvania Avenue
Wilkes-Barre, PA 18701
570-826-8790

Clearbrook, Inc.
1003 Wyoming Avenue
Kingston, PA 18704
570-288-6692

Catholic Social Services
33 East Northampton Street
Wilkes-Barre, PA 18701
570-822-7118

NORTHUMBELD COUNTY
Drug and Alcohol Program
Human, Senior & Social Svc Bldg
217 North Center Street
Sunbury, PA 17801
570-495-2154

Clem-Mar House
PO Box 2028
Kingston, PA 18704
570-288-0403

Clearbrook, Inc.
1003 Wyoming Avenue
Kingston, PA 18704
570-288-6692

Serento Gardens
Alcoholism & Drug Services
145 West Broad St, 2nd Fl
Hazleton, PA 18201
570-455-9902

Susq County Drug and Alcohol Comm
PO Box 347, Seven Lake Ave, 2nd Fl
Montrose, PA 18801
570-278-1000

Clem-Mar House
PO Box 2028
Kingston, PA 18704
570-288-0403

Wayne County Drug and Alcohol Program
318 Tenth Street
Honesdale, PA 18431
570-253-6022

Wyo Vly Alcohol & Drug Services, Inc.
437 North Main Street
Wilkes-Barre, PA 18705-1613
570-820-8888
For Information about Local Self-Help Meetings Contact:

Wyoming Valley Helpline 570-829-1341 or 800-432-8007
Alcoholics Anonymous 570-654-0488
Alanon/Alateen 866-231-2650
Nicotine Anonymous 570-472-9232
Narcotics Anonymous 877-871-9281
CODA (Co-Dependents Anonymous) 570-287-7110
Family Service Association 570-823-5144
PA Department of Health 877-PAH-EALT
LCCC Substance Abuse and
Training Institute 570-740-0244

DISCIPLINARY SANCTIONS

For students, sanctions imposed by the College for violations of this policy may range from mandatory attendance and completion of an education and/or counseling program up to and including probation, suspension or dismissal from the College, in accordance with College policy related to disciplinary action for students.

For employees, sanctions imposed by the College for violations of this policy may range from mandatory attendance and completion of an education and/or counseling program up to and including termination of employment. If employment is governed by a collective bargaining agreement, the terms and conditions of that agreement will govern any and all disciplinary action. Disciplinary action for those individuals whose employment is not governed by the terms of a collective bargaining agreement will be in accordance with College policy related to disciplinary action of employees.

FOR INFORMATION CONTACT:

For students:
Student Development Office
Luzerne County Community College
Building 5
1333 South Prospect St.
Nanticoke, PA 18634
570-740-0344

For employees:
Human Resources Office
Luzerne County Community College
Building 5
1333 South Prospect St.
Nanticoke, PA 18634
570-740-0235

This policy will be distributed to all College employees and students on an annual basis. The College will also review the effectiveness of this policy on a biennial basis in order to effectuate change if needed.
ADMINISTRATIVE AND AUXILIARY SERVICES
TITLE: FOOD SERVICE USAGE

REF #: 5.1.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: January 13, 2009; April 8, 2008; February 26, 2002

Authorized employees (department heads or his/her designee) may charge catering services and other food service purchases from the College food service operation to their departmental budget provided the following conditions are met: funds are available in the department budget of the employee making the request; the approved College procedure for requesting and charging food services has been followed which includes documentation of either the names of participants or the names of those invited; the event or activity for which the food service catering or purchase is requested is directly related to the College’s efforts to meet its mission, goals and objectives which are listed in the College catalog; and the meeting or event for which food service is requested involves external parties. The only exception to the last condition is for staff meetings for which the length and nature of the meeting prohibits attendees from personally obtaining refreshments at normal meal times, such as professional development day, negotiation meetings and Commencement programs. Allowable food service expenses include breakfast, lunch, dinner, refreshment breaks, hors doeuvres, desserts and beverages, excluding alcoholic beverages. Alcohol is not an allowable usage of food service for College-sponsored events.

These guidelines shall also apply to events funded by the Office of the President’s Special Activities budget.

College staff are authorized to contract for food services from outside vendors in special cases with the approval of the appropriate vice president or senior administrator. Prior to contracting with outside vendors, the staff member must present his/her justification for doing so, which may include restrictions on location for the specified event.

RELATED PROCEDURES: Food Service Requisition

TITLE: TEXTBOOK AND OTHER MATERIAL PURCHASES AND RETURNS

REF #: 5.2.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 4, 2009; June 12, 2007

PURCHASES
Textbooks are available for purchase at least two weeks before the start of class in the College Bookstore on the main campus in Nanticoke and online through the College’s website. Students eligible to receive financial aid may purchase textbooks once the financial aid information is provided to the College Bookstore by the Business Office. In the event the textbook for a course is not in stock, the College Bookstore will re-order and attempt to have the textbook in stock at the earliest date possible.

RETURNS
Textbook returns will be refunded as follows:

Fall & Spring Semester
Until the end of the 2nd week of scheduled classes 100%
Until the end of the 3rd week of scheduled classes 50%
Until the end of the 4th week of scheduled classes  25%
After the 4th week of scheduled classes  No Refund

Summer Session
Until the end of the 1st week of scheduled classes  100%
Until the end of the 2nd week of scheduled classes  50%
After the 2nd week of scheduled classes  No Refund

In order to receive a refund, the textbook must be in its original package or condition (all shrink-wrapped packages are non-returnable if opened) and accompanied by a receipt. The salesperson has exclusive judgment whether the book is in “new” or “used” condition. Textbooks that were purchased with a credit card or third party payment can only be refunded to that source. Cash refunds will not be given on credit card or third party payment purchases. Refunds for textbooks purchased by check will be processed nine days after receipt date.

A $10.00 re-stocking fee will be charged for all textbook returns with the exception of those books returned for classes that the College has canceled and for classes that the student has dropped, with appropriate documentation that the class has been dropped. The fee is assessed per return, not per textbook. Therefore, the fee for returning multiple texts in one visit will be $10.00.

Merchandise is refunded only for exchange or store credit and must be returned within two weeks after purchase. Reference materials are refunded only for exchange or store credit and must be returned within three days.

Textbooks that are purchased outside of the College Bookstore may not include access codes and/or other supplemental materials necessary for the accompanying class. The College assumes no responsibility for textbooks or other materials, including access codes, purchased outside the College.

RELATED PROCEDURES:

**TITLE**: TEXTBOOK BUY-BACKS  
**REF #**: 5.2.2.  
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS**: June 12, 2007

The College Bookstore will conduct textbook buybacks through an approved vendor. An approved book company representative is available at the LCCC Bookstore to purchase used textbooks from students for cash payment. The schedule for book buy-backs is announced in advance through student communication channels.

RELATED PROCEDURES:
Students receiving financial aid that is processed through the Luzerne County Community College Financial Aid Office may have accounts established in the LCCC Bookstore when applicable. The amount of money allotted for a Student's Bookstore account is determined by the student's financial aid less tuition and fees up to a predetermined amount set by the Financial Aid Office. These accounts will be available for student use thirty (30) minutes after being processed by Financial Aid.

Students may access their Bookstore account established by the LCCC Financial Aid Office to make purchases at the Bookstore by presenting their student ID to the Bookstore cashier at the register. All students using Bookstore accounts must use the available balance to purchase textbooks first and foremost. Students who have Bookstore accounts through a Pell grant or loan may make additional purchases for educational supplies and clothing after the purchase of their textbooks. Food and beverages and items such as stuffed animals and greeting cards are not eligible for payment through the student’s Bookstore account established by the LCCC Financial Aid Office.

Special Bookstore account types such as WIA/TAA, Disvet, New Choices/New Options are restricted from additional purchases by the Bookstore System. The Bookstore staff will inform students if they are accessing an account that is restricted.

Refunds for purchases made by students using their Financial Aid account must be returned to that account.
Luzerne County Community College promotes, implements and maintains effective health and safety practices and emergency response preparedness and compliance with all local, state and federal laws at all College locations as documented in the LCCC Emergency Response Plan/Health and Safety Manual governing College faculty, staff, students and visitors.

The LCCC Emergency Response Plan/Health and Safety Manual includes all Health and Safety, Universal Precautions and Emergency Preparedness rules, regulations, practices and procedures. The Emergency Response Plan/Health and Safety Manual will be reviewed annually by the College Safety Committee and updated as needed.

All College administrators and department chairpersons are provided with copies of the document, and it is also available to all College staff at their request. The Emergency Response/Health and Safety Manual is also available for viewing at www.luzerne.edu/security. All new employees are oriented to the rules, regulations, practices and procedures contained within in general, and specifically as they apply to their position function. New employees are also provided with an Emergency Response Desk Reference outlining the rules, regulations, practices and procedures in general.

Periodic staff development will be conducted on the rules, regulations, practices and procedures contained in the document. All items pertinent to students will be included in the College Student Handbook and relayed to students by the appropriate faculty.

**RELATED PROCEDURES:** Handling Psychological Crisis; Emergency and Disaster Reaction – Nanticoke Main Campus; Emergency and Disaster Reaction – Berwick; Emergency and Disaster Reaction – CLC; Emergency and Disaster Reaction – Hazleton; Emergency and Disaster Reaction – Kulpmont; Emergency and Disaster Reaction – Northumberland

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**TITLE:** PARKING VIOLATION

**REF #:** 5.3.2.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** April 19, 2005

All fines must be paid before an appeal can be filed, and all appeals must be filed within 14 days of the date of the violation issue. All parking violations accrued by any driver operating a motor vehicle will be charged to the registrant of the vehicle. Upon receipt of the fourth violation, a student will be referred to the Vice President of Student Development and may face disciplinary action along with driving and parking privileges on campus being revoked. Fines will be assessed for the following violations:

1. Parking in an unauthorized stall or area $10.00
2. Parking in a no parking zone $10.00
3. Parking in posted or yellow zones $10.00
4. Parking on roadways or road berms $10.00
5. Parking outside designated lines $10.00
6. Parking against the flow of traffic $10.00
7. Driving or parking on grass areas $10.00
8. Other (specify________________) $10.00
9. Double parking or parking on a crosswalk $25.00
LCC Policy Manual, Updated 2/22/2010, Page 81

10. Obstructing driveways, delivery entrances, or creating a hazard by parking in unauthorized areas $25.00
11. Running or removing a blockade / barrier $25.00
12. Parking within 15 feet of a fire hydrant $25.00
13. Failure to register vehicle and display decal $25.00
14. Disregarding a security officer directive $25.00
15. Driving or parking on paths or sidewalks $25.00
16. Operating a vehicle in a reckless manner (i.e., speeding, stop sign violations and similar violations of the PA Vehicle Code) $25.00
17. Unauthorized parking in handicapped areas $50.00

Vehicles may be towed without prior warning, and at the owners’ expense, when:

- Parked illegally in a marked handicap parking space
- Parked overnight on campus without prior approval
- Three (3) or more unpaid parking violations exist
- Parked in such a manner as to constitute a safety hazard or impeding the normal traffic flow.

FINES
All of the previously stated fines which are not paid within 14 days from the date of issue will automatically double. Fines must be paid at the business office located in Building 5 between the hours of 9 a.m. and 4:30 p.m., Monday through Friday. Failure to pay fines will result in the holding of grades, transcripts, graduation privileges, and registration for classes.

APPEALS
All fines must be paid before an appeal can be filed and all appeals must be filed in writing within 14 days of the date of the violation issue. Fines may be appealed in writing to the Director of Safety and Security. If a fine is not paid or an appeal filed within 14 days it automatically doubles, and the registrant is liable for all fines and costs. Appeal forms are available from the Security Department, located in Building 1, or from the Finance Office and Switchboard, both located in Building 5.

RELATED PROCEDURES:

TITLE: ZERO TOLERANCE FOR THREATS, THREATENING BEHAVIOR & ACTS OF VIOLENCE

REF #: 5.3.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 11, 2001

Luzerne County Community College values the safety and security of its employees, students and facilities. Threats, threatening behavior, or acts of violence against employees, students, visitors, guests, or other individuals by anyone on LCCC property or by telephone or through LCCC electronic systems will not be tolerated. Violations of this policy can lead to disciplinary action which may include suspension, dismissal, expulsion, or criminal prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on LCCC property or through LCCC’s phone or electronic systems shall be subject to removal from the
premises as quickly as safety permits, and shall be prohibited from all on- and off-campus College property and events pending the outcome of an investigation.

Following receipt or report of substantial threats, threatening behavior, or violent acts on LCCC property or through LCCC’s phone or electronic systems, LCCC will initiate an appropriate response. This response may include investigation, disciplinary suspension or expulsion of students, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All LCCC personnel are responsible for notifying the appropriate party or parties designated in the College procedure on handling threats of any threats which they have witnessed, received, or have been told that another person has witnessed or received.

Even without an actual threat, personnel should also report any behavior they have witnessed which could be perceived as threatening or violent, when that behavior is job related or might be carried out at the College, or is connected to College employment or academic study. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated management representatives are not available, personnel should report the threat to their supervisor or another senior administrator.

The College will not tolerate any retaliatory acts against any individual who reports such an incident. Unless necessary as part of the investigation, the identity of the person reporting the incident will not be revealed to the individual or individuals about whom the report was made.

All individuals who apply for or obtain a protective or restraining order which lists College locations as being protected areas, must provide to the designated management representatives a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. The designated management representative for students is the Vice President for Student Development. The designated management representative for administrative and classified staff is the Vice President of Finance and Administration, and for faculty, the Vice President of Academic Affairs.

LCCC understands the sensitivity of the information requested and will respect the confidentiality of the reporting employee(s) to the extent permitted by law.

RELATED PROCEDURES: Reporting and Handling Threats, Threatening Behavior and Acts of Violence

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**TITLE:** PETS

**REF #:** 5.3.4.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** April 19, 2005

With the exception of service animals (see Service Animals on College Facilities) accompanying persons with disabilities, or animals approved for educational demonstration/use in designated areas, no pets (dogs, birds or other animals) are allowed inside any college office, building or vehicle. Any animals on college grounds must be on a leash at all times and must be properly licensed and vaccinated. With the exception of service animals, no animals shall be allowed in any area used for the conduct of food service operations or education.

**Service Animals on College Facilities:** in accordance with the Americans with Disabilities Act (ADA), service animals are permitted to accompany a person with a disability everywhere on college facilities, except where safety may be compromised. Service animals are animals trained to assist people with disabilities in the activities of daily living. The (ADA) definition of service animals is: “...any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are
hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Service animals may be asked to leave College facilities or grounds under circumstances that may include the following:

- The animal is unruly or disruptive or exhibits aggressive or fearful behavior. An animal that engages in such disruptive behavior shows that it has not been successfully trained to function as a service animal in public settings. Therefore, you are not required to treat it as a service animal, even if the animal is one that performs an assistive function for a person with a disability.
- The animal is destructive.
- The animal is ill. Service animals which are ill should not be taken into public areas.
- The animal is not clean.

RELATED PROCEDURES:

<table>
<thead>
<tr>
<th>TITLE: CLOSED CIRCUIT TELEVISION (CCTV) VIDEO MONITORING</th>
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<tr>
<td>REF #: 5.3.5.</td>
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<td>DATE(S) OF POLICY AND POLICY REVISION APPROVALS: In process</td>
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RELATED PROCEDURES:

<table>
<thead>
<tr>
<th>TITLE: LCCC SAFETY AND SECURITY DEPARTMENT USE OF FORCE</th>
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<tr>
<td>REF #: 5.3.6.</td>
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<tr>
<td>DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 12, 2008</td>
</tr>
</tbody>
</table>

Additional References: Section 505 of the Crimes Code (Title 18); Section 506 of the Crimes Code (Title 18); and, Section 507 of the Crimes Code (Title 18)

The Pennsylvania Crimes Code is specific in regard to the use of force for protection. It is less specific in regard to the use of force other than deadly force. In addition to the above-referenced Sections of the Crimes Code, all officers of the LCCC Safety and Security Department are required to read and understand this policy governing the use of force. This understanding is to be expressed by each officer signing a statement which will be included as part of his/her personnel file.

Use of Force in Effecting an Apprehension

LCCC Safety and Security Officers will make all apprehensions with a minimum of exposure and a maximum of safety to the community and themselves. If a violation is observed where the offender is known, and immediate apprehension would provide no quieting effect, but may create a further disturbance, a citation or a complaint is to be filed or a warrant sought for service at a more appropriate time. When a legal apprehension has been attempted and is met with resistance, the officer may be justified in using force to protect others or themselves from bodily harm.
Use of the Police Baton

The only authorized baton for members of the LCCC Safety and Security Department is the issued ASP Expandable Baton. No batons other than those issued by the LCCC Safety and Security Department are to be carried. Only security officers who have been certified in the use of batons for safety and security purposes will be permitted to carry the baton. Each security officer is required to attend the course of instruction on baton use and annually demonstrate proficiency. The police baton will only be used in overcoming resistance to a lawful apprehension or in defense of the officer or another person. A blow to the head, kidneys, neck, solar plexus, or the tailbone is presumed to be deadly force and must be justified according to the section of this policy concerning the use of deadly force. The circumstances and justification for the use of the baton will be included in the incident report. The Safety and Security Officer will notify the Director of Campus Safety and Security immediately any time a person is struck with a baton.

Pepper Mace

The only chemical mace irritant authorized for use by members of the LCCC Safety and Security Department is pepper spray. Pepper spray is a non-lethal weapon which can cause injury. Pepper spray may only be used when force is justified by law to: 1) incapacitate an individual who represents an immediate danger to the LCCC Safety and Security Officer or other persons; 2) overcome resistance to an apprehension; or 3) prevent the unlawful forcible entry to College property by persons who are an immediate danger to persons or property. Pepper spray should only be used when it is unlikely that physical restraint alone would be sufficient force or when the use of physical restraint alone would expose the LCCC Safety and Security Officer or others to substantial risk of injury.

The discharge of pepper spray by a member of the LCCC Safety and Security Department is to result in a complete report of such use in the incident report and a notification to the Director of Campus Safety and Security. Personnel shall be authorized to carry pepper spray only after receiving instruction in its use and first aid measures for exposure to the irritant.

Other

No weapon, unless specifically identified above, is permitted to be carried by LCCC Safety and Security Officers on campus. Such items include Nunchakus, billies, blackjacks, saps, loaded gloves, etc.

Policy on the Use of Deadly Force

The use of deadly force by a member of the LCCC Safety and Security Department is justified only in defense of the life of another or the life of the officer, and only after other means have been attempted and failed or when other means would clearly be ineffective.

Firearms
No employee of the LCCC Safety and Security Department is permitted to carry a personal firearm on or off duty while on the campus. Firearms are prohibited by all students, staff and visitors on all LCCC campuses. This prohibition against firearms and dangerous weapons applies to all persons, including those with government-issued permits or licenses. The only exceptions are authorized law enforcement officers acting in an official capacity and members of the United States armed forces when on-duty (see LCCC Firearms and Other Prohibited Weapons Policy).

RELATED PROCEDURES:

**TITLE: LCCC AUTOMATED EXTERNAL DEFIBRILLATOR**

**REF #: 5.3.7.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 12, 2008**

Luzerne County Community College maintains an Automated External Defibrillator (AED) program utilizing employees who serve as trained responders in CPR and AED response in the event of a medical emergency to provide a rapid response to sudden cardiac arrest for students, staff and visitors on the LCCC main campus. The AED is an automated computerized medical device programmed to analyze heart rhythm, recognize rhythms that require defibrillation, and provide visual and voice instructions for the device operator, including, if indicated, to push the button to deliver an electric shock.

This policy establishes a consistent guideline for application, location, maintenance, and various other components involving the College AED program. A response time of six minutes from time of incident to first shock is the intended goal whenever possible, in order to increase the likelihood of survival in the event of sudden cardiac arrest (SCA).

AED Program procedures will provide the AED Responders with general guidance in response to an incident of sudden cardiac arrest (SCA). (AED Responders are those trained in AED use and available to respond to SCA emergencies on campus.) All AED Responders must operate within the parameters of this early defibrillation program. Annual review of this document will be conducted by the Director of Safety and Security for content and guideline modifications to meet Federal, State, and local standards.

The LCCC Safety and Security Department will develop, maintain and annually review the AED emergency response plan and policies and procedures related to the AED program that are in compliance with state and local regulations regarding AED use. The Site AED Coordinator will also participate in oversight of the AED program as defined in the AED Program Procedures.
AED Responders are required to successfully complete all required AED training, respond to emergency calls related to AED use, and follow the guidelines of the AED program.

The equipment provided in support of the AED program is to be used in the event of an SCA at the LCCC Campus location. This equipment shall not be used outside the parameters of the AED program. The device will be maintained according to LCCC policy and procedure and following manufacturer’s guidelines.

The equipment provided in support of the early defibrillation program is to be used in the event of an SCA at the LCCC Campus location. This equipment shall not be used outside the parameters of the AED program. The device will be stored and maintained according to the AED procedure and following manufacturer’s guidelines. This equipment will be housed in the following locations:

**BUILDING AED LOCATION**

<table>
<thead>
<tr>
<th>#</th>
<th>AED LOCATION</th>
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<tbody>
<tr>
<td>1</td>
<td>Campus Security Office, Room 101</td>
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<tr>
<td></td>
<td>Main Corridor, near Bldg. 3 exit, wall cabinet</td>
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<tr>
<td>2</td>
<td>Main Corridor, Outside Rm 311A, wall cabinet</td>
</tr>
<tr>
<td>3</td>
<td>Main Corridor, Outside Rm. 421, wall cabinet</td>
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<tr>
<td>4</td>
<td>Switchboard Operators Office, wall cabinet</td>
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<tr>
<td>5</td>
<td>Entrance Lobby, wall cabinet</td>
</tr>
<tr>
<td>6</td>
<td>Main Entrance Lobby, wall cabinet</td>
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<tr>
<td>7</td>
<td>Gym Floor, near Coach's Office, wall cabinet</td>
</tr>
<tr>
<td>8</td>
<td>Front Entrance, Center Doors, wall cabinet</td>
</tr>
<tr>
<td>9</td>
<td>Continuing Ed Counter, wall cabinet</td>
</tr>
<tr>
<td>10</td>
<td>Front Lobby, Outside Office Suite, wall cabinet</td>
</tr>
<tr>
<td>11</td>
<td>Main Lobby, Atrium upper level, wall cabinet</td>
</tr>
<tr>
<td>12</td>
<td>Main Lobby, wall cabinet</td>
</tr>
<tr>
<td>13</td>
<td>3rd level hallway, outside Bookstore, wall cabinet</td>
</tr>
<tr>
<td>14</td>
<td>Fitness Center Desk, second level, wall cabinet</td>
</tr>
<tr>
<td>20</td>
<td>PSTI Apparatus Bay</td>
</tr>
</tbody>
</table>

Each location should include the following items:
- Medtronic LIFEPAK 500AED with battery installed (1)
- Carrying Case (1)
Firearms or other dangerous weapons are not permitted on any property owned, leased or otherwise controlled by the College. For the purposes of this policy, firearms or other dangerous weapons are any device designed to produce death or bodily injury, including, but not limited to:

- Firearms of all types, whether loaded or unloaded, functional or replicas
- Pellet, flare, tranquilizer, stun, paintball, spear or dart guns
- Knives with blades in excess of 3 inches
- Striking instruments, including clubs, blackjacks, metal knuckles
- Martial Arts weapons, including nunchakus and throwing stars
- Bow and arrow combinations
- Explosive devices, including hand grenades, fireworks, blasting caps and primers
- Chemical sprays, including CS and CN (other than sprays used for personal protection in amounts of one (1) ounce/22 grams or less)
- Any other item deemed as such by a LCCC Security Officer

This prohibition against firearms and dangerous weapons applies to all persons, including those with government-issued permits or licenses. The only exceptions are authorized law enforcement officers acting in an official capacity and members of the United States armed forces when on-duty. Persons who possess weapons on College property in violation of this policy will be required by Campus Security to immediately remove the weapons and/or themselves from College property.

It is recognized that there may be activities related to the educational mission of the college (e.g.; PSTI training exercises, physical fitness activities, theatrical productions, etc.) that may appear to violate the letter but not the intent of the policy. In such cases, the department or organization coordinating the activity is responsible for obtaining advance written approval from the Director of Campus Safety and Security to conduct the activity.

Any College student, faculty or staff member who violates this policy shall be subject to action in accordance with College disciplinary policies and procedures. Further, possession of prohibited weapons in violation of federal, state or local laws will be referred to the appropriate law enforcement authorities and may result in criminal prosecution.
Any act of sexual violence, including but not limited to sexual assault (Pa. Title 18 Section 3124.1) and rape (Pa. Title 18 Section 3121), violates Pennsylvania law as well as the standards of conduct of Luzerne County Community College and is prohibited on any College campus or facility as well as facilities used by the College for educational programs and/or sponsored activities. LCCC is committed to the education of students, faculty, and staff about sexual violence, to the prevention of sexual assaults involving members of the campus community, and to the provision of an appropriate response when a sexual assault occurs.

The College strongly encourages the reporting of any incident of sexual assault. All reported incidents of sexual abuse will be fully investigated, with appropriate disciplinary and or legal action taken with the consent of the victim. Any person who violates this policy shall be subject to action in accordance with College policies and procedures and/or the appropriate collective bargaining agreement and/or local, state and federal laws. All information will be held as strictly confidential and legal action taken only with the victim’s knowledge and permission.

The victim will be advised of his/her option to contact local law enforcement. The College will also maintain information on both internal and external services available to students who are victims of sexual assault, and the victim will be notified of those services upon reporting an incident of sexual assault.

If an incident of sexual assault is reported to any employee of the College, but the individual who reported the incident doesn't want any action taken, the person receiving the report is still obligated to report the incident to Security and/or the Student Development Office. The College is obligated under law to report any sexual assault incidents to local law enforcement.

An individual criminally charged with sexual assault may be subject to prosecution under Pennsylvania law. College employee and peer confidentiality is not protected in a court of law. College sanctions will be imposed in accordance with College Disciplinary Procedures for persons found to have violated this policy. Sanctions include, but are not limited to, suspension and expulsion. An employee committing a sexual assault is subject to internal disciplinary proceedings with sanctions up to employment termination in accordance with the College Disciplinary Procedure and/or collective bargaining agreements as relevant to the employee.

All cases involving accusations of sexual assault must afford both the accuser and the accused the following rights; the accuser and the accused have the same right to have others present during proceedings; the accuser and the accused shall be notified of the outcome of College disciplinary proceedings.

I. Definition of Terms per Pennsylvania Statutes
Rape: A person commits a felony of the first degree when he or she engages in sexual intercourse with a complainant:
1. By forcible compulsion
2. By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution
3. Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
4. Where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.
5. Who suffers from a mental disability which renders the complainant incapable of consent.

Sexual Assault: A person commits a felony of the second degree when the person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent.

Other Related Offenses: Aggravated Indecent Assault (18 Pa.C.S. 3125)
Indecent Assault (18 Pa.C.S. 3126)
Indecent Exposure (18 Pa.C.S. 3127)
Involuntary Deviate Sexual Intercourse (18 Pa.C.S. 3123)

II. Complaint Procedure

A student or staff member who has been sexually assaulted is encouraged to contact any trusted person at the College. The Student Development Office (570-740-0344) is available to victims of sexual assault to coordinate efforts to meet their needs throughout the crisis.

Victims are encouraged to notify the Student Development Office, any member of the Campus Safety and Security Department, the Counseling Department and/or the Human Resources Office. (Any College person who is contacted about a sexual assault shall contact the Vice President of Student Development, any member of the Campus Safety and Security Department, the Counseling Department and/or the Human Resources Office.)

The decision to report the crime to law enforcement is the decision of the victim. If the assault occurred on campus, the victim or the staff member who was notified of the assault shall report the incident to the College’s Campus Safety and Security Department (570-740-0304) and/or the Vice President of Student Development (570-740-0345). If the assault occurred off campus, it may be reported to the Nanticoke Police Department or other local law enforcement authorities by dialing 911.

III. Intervention and Response:

If an incident of sexual assault is reported to an administrator or faculty member, but the individual who reported the incident doesn't want any action taken, the person receiving the report is still obligated to report the incident to Security and/or the Student Development Office. The reporting individual will remain anonymous if requested. In the event that the reporting individual wishes to maintain confidentiality, it shall be respected. Since initial information
regarding assault may come from a variety of college and community resources, it is necessary that the Student Development Office be notified to coordinate college services.

The Student Development Office staff, Campus Safety and Security officials, Counseling staff and/or Human Resources Office staff who is/are informed of the incident of sexual assault will:

- use reasonable best efforts to ensure the victim is no longer in danger and is in a safe locale.
- advise the victim of his/her option to contact local law enforcement.
- assure the victim that he/she will be in control of decisions regarding formal charges.
- use reasonable best efforts to ensure safety and confidentiality of the victim.
- advise the victim of all resources and support services available for victims of sexual assault both internally and externally.
- assist the victim in dealing with legal and medical authorities and provide necessary emotional support and information as needed.

The College’s Campus Security Department (570-740-0304) will assist with transportation to the hospital if needed. If desired, the College staff will contact the Victims Resource Center (570-823-0765) so that a supportive individual may be with the victim throughout the procedure.

The victim will be advised of:

- All referral resources on campus and in the community
- The need for medical intervention
  - Rape victims will be advised to have a complete medical exam. This will help identify physical injury and disease. The victim will be advised not to bathe as this will destroy evidence that supports a legal case against an assailant if there is a choice to prosecute.
- The preservation of evidence that may be needed as proof of criminal assault
- Counseling options
- The need for a safe environment
- Possible College disciplinary action regarding students/staff who are accused of sexual assault
- Possible College sanctions for students/staff who are found guilty of sexual assault
- Legal/prosecution information
- Reporting options
- Procedures for help with academic difficulties that result from the sexual assault

The Student Development Office will initiate a follow-up inquiry to ascertain if the victim has received/ is receiving appropriate psychological, medical or general support.
This policy is intended to protect the rights, safety, welfare and property of members of the College community and support the maintenance of a safe and secure learning environment during College-sponsored events and/or on College property. All Luzerne County Community College constituents (students, staff, Trustees, visitors) contribute to creating and maintaining a community of respect, free of all forms of harassing and threatening behaviors.

The College will respond to threats or other concerning behavior based on the recommendation of a Threat Assessment Team, when deemed necessary, and the decision of the President, following appropriate legal consultation. The College has established protocols designed to help students, staff and other College constituents identify persons whose behavior and/or other factors may potentially endanger themselves or others during College-sponsored events and/or on College property (See Threat Assessment Indicators Guidelines).

Faculty, staff, students and other constituents should immediately report any situation/observance of an activity or behavior that they believe indicates a potential for creating a safety or security concern. Examples of such behaviors and activities include, but are not limited to, the following: arguments; verbal threats; discriminatory remarks; bullying and cyberbullying; and, a fascination with and/or demonstration of writings, pictures or other representations of violence against others, him/herself or property. (See Threat Assessment Indicators Guidelines for a detailed list of indicators.) Any member of the College community who observes or becomes aware of a person or situation that is causing anxiety, stress, or fear should report the occurrence to the Director of Campus Safety and Security, the Office of the Vice President for Student Development and/or the Human Resources Office. The person reporting the incident may be asked to provide additional information if needed.

The College will maintain a Threat Assessment Management Team (TAMT), appointed by the President, which will, when deemed necessary, evaluate potentially threatening situations within the College community and make recommendations to the President on the proper course of action to be taken. The TAMT shall be composed of administrative College staff members with relevant expertise and training, including but not limited to, the Director of Safety and Security; the Provost and Vice President of Academic Affairs; the Vice President of Student Development; the Associate Dean of Counseling and Student Support Services; and the Dean of Human Resources. The TAMT will work collaboratively to systematically assess and address behavior perceived as disruptive, intimidating, threatening or violent.

The TAMT will assist in clarifying and controlling the management of incidents/situations, including legal and psychological issues, coordination of internal and external communication, and monitoring solutions. All TAMT information shall be considered strictly confidential and will only be released in conformance with established College procedures and legal mandates as necessary to accomplish a resolution.

Assessing a possible threat cannot ever be 100% accurate. Information on “red flags, warnings, and indicators” as well as other recommended actions from the Virginia Tech Review Panel Report, August 2007 will be used to help guide decision making, keeping in mind that threat assessment focuses on helping persons of concern solve problems that may cause them to consider harming themselves or others, and connecting them with the necessary resources to solve those problems. Those resources may include mental health counseling agencies, domestic violence / victim’s resource agencies, local and state law enforcement, College solicitor and other College staff members.

The TAMT will annually assess its performance to identify any necessary improvements in policy, procedure or implementation of same.
Social distancing is intended to limit human-to-human contact on LCCC main and dedicated campuses, at non-dedicated sites, and at College-sponsored events, with the intention of preventing or slowing the spread of communicable disease. Luzerne County Community College will implement varying degrees of social distancing in the event of pandemic health occurrences in the national, regional and campus environments.

This policy has been developed with primary concern for the health and well-being of students, staff and the community, and with the primary goals of minimal disruption to education. Consideration has been given to the size, diversity, and mobility of students, faculty, and staff; locations and physical facilities; financial aid and other financial issues; and, programs, services and personnel necessary for the continuation of service and operations.

The implementation of this policy, and determination of the appropriate category, will be decided by the President after input from the Provost/Vice President for Academic Affairs, Director of College Safety and Security, Dean of Human Resources, Associate Dean of Finance, and Vice President for Student Development.

**Category 1 (disease occurring nationally, regionally or locally but not at LCCC)**

- The College will provide education to students and staff periodically on the status of the pandemic situation and methods for preventing the spread of communicable disease.
- The College will increase the level of communication and education to students and staff on the status of pandemic situation and methods for preventing the spread of communicable disease.
- Employees will be encouraged to take the following precautions if possible: avoid shaking hands with others; maintain a distance of at least 6 feet from other people; clean work area with sanitizer before leaving work for the day and throughout the work day; open windows to air out office areas; and, conduct meetings via conference call.
- The College will allow flexibility in leave policies.

**Category 2 (disease officially confirmed occurring at LCCC site(s) in limited isolated areas)**

- The College will continue the increased level of communication and education to students and staff on the internal and external status of pandemic situation and methods for preventing the spread of communicable disease. Media will be notified of internal occurrences upon request. Department of Health and other relevant government bodies will be notified of occurrences on LCCC campuses.
- Employees will be encouraged to take the following precautions if possible: avoid shaking hands with others; maintain a distance of at least 6 feet from other people; clean work area with sanitizer before leaving work for the day and throughout the work day; open windows to air out office areas; and, conduct meetings via conference call.
- Staff may be required to cancel meetings not necessary for the continuation of College operations and service, and may be required to hold these meetings via conference call unless it is not possible to do so.
- Student activities outside of the classroom may be limited.
- Students and employees will be encouraged to stay home when ill.
• The Human Resources office will review daily absence reports, and faculty/department chairs will be encouraged to supply student absences to VPAA.
• The Food Service Department will consider additional precautions based on Department of Health guidelines.
• Students and staff who exhibit fever and other serious flu-like symptoms will be asked to return home. Students will be given opportunities to make up academic work due to absences. Employees will be allowed to use leave time for absence, provided the employee has time available. If no time is available, the employee will be allowed to take unpaid work days.
• Sanitizing efforts on campus will be increased.
• Physical Plant staff may be required to wear masks and latex gloves during the performance of work duties.
• The College will communicate the occurrence of the pandemic disease to College staff and students.
• Faculty will be asked to develop plans for providing education through alternative means in the event of multiple occurrences on campus, and will be encouraged to share those plans with students.

Category 3 (incidents of disease officially confirmed occurring at LCCC site(s) steadily increasing)

• The College will continue to increase the level of communication and education to students and staff on the internal and external status of pandemic situation and methods for preventing the spread of communicable disease. Media will be notified of internal occurrences upon request. Department of Health and other relevant government bodies will be notified of occurrences on LCCC campuses.
• Employees will be encouraged to take the following precautions if possible: avoid shaking hands with others; maintain a distance of at least 6 feet from other people; clean work area with sanitizer before leaving work for the day and throughout the work day; open windows to air out office areas; and, conduct meetings via conference call.
• Staff will be required to cancel meetings not necessary for the continuation of College operations and service, and will be required to hold these meetings via conference call unless it is not possible to do so.
• Student activities outside of the classroom will be limited.
• Students and employees will be encouraged to stay home when ill.
• The Human Resources office will review daily absence reports, and department chairs should supply daily student absence reports to VPAA.
• The Food Service Department menu will be limited to prepackaged and cooked items.
• Students and staff who exhibit fever and other serious flu-like symptoms will be asked to return home. Students will be given opportunities to make up academic work due to absences. Employees will be allowed to use leave time for absence, provided the employee has time available. If no time is available, the employee will be allowed to take unpaid work days.
• Sanitizing efforts on campus will be increased.
• Physical Plant staff will be required to wear masks and latex gloves during the performance of work duties.
• Faculty will be asked to develop plans for providing education through alternative means in the event of multiple occurrences on campus, and will be encouraged to share those plans with students.

Category 4 (disease occurring at LCCC site(s) in multiple areas)

• The College will suspend classes and may be forced to close offices at the main and/or dedicated off-campus sites. The decision to close will depend on the proximity and rate of spread of the
• Appropriate signage noting the implementation of the Category 4 Social Distancing Policy will be posted throughout campus
• Only Essential Employees will be allowed on campus. Non-essential employees will be charged sick, vacation or personnel leave time for absence. If no time is available, employees will be able to take unpaid leave time. Non-essential employees may be called upon to perform other essential duties when those responsible for those duties are unable to complete due to illness. All employees on campus will be required to wear protective masks when coming in contact with others on campus.
• The College will not reopen until meeting the requirements established by the Department of Health.
• In the event the College closes due to pandemic health issues, a checkpoint may be established at the main entrances to the main and dedicated sites and access will be given only to authorized staff. No students will be allowed on campus.
• Faculty will be asked to implement plans for providing education through alternative means. Students will be provided with ample opportunity to make up work should they be unable to participate in distance education academic work for non-distance education courses.

会员卡

Membership for the LCCC Fitness Center is provided as a benefit to LCCC students, faculty, staff and retirees. Non-registered students who are not employed by the College may obtain membership by registering for HPE-FLS (Fitness Lifestyles). (The HPE-FLS course will not apply towards graduation requirements and will not be limited to the current repeat policy for credit courses.) Guest Cards are available under certain conditions. Guest Card distribution must be authorized by the Director of Student Activities and Athletics or the Physical Education Department Chair or their designee.

Membership includes the use of locker rooms, fitness room, aerobic room, pool table and ping pong table.

LCCC Fitness Center users must present a valid student or staff member I.D. for admittance to Fitness Center facilities. Users under the age of sixteen must be accompanied by a parent or guardian at all times when visiting the Fitness Center.

Lockers are for temporary use only. Users are required to remove their property from Fitness Center lockers immediately following fitness center usage. The College reserves the right to remove items left in lockers. Those items, as well as any unattended items left in any Fitness Center area, will be forwarded to the LCCC Security Office and will be subject to the Security Office lost and found policy.
All College policies regarding appropriate conduct on College property applies to usage of the Fitness Center. In addition, users must follow all safety and health guidelines posted in the facility. Chewing gum, food and soda cans/bottles are prohibited in the Fitness Center. Appropriate athletic footwear is required in all areas.

Users may be required to reimburse the College for damaged, lost, or stolen equipment that has been signed out in their name.

If found violating the posted Fitness Center usage rules and guidelines, users will be asked to refrain from that activity and to comply with College policy. Continued or repeated violation will be reported to campus security and may result in revocation of Fitness Center privileges and/or other disciplinary measures as defined in the Student and/or Employee Conduct Code.

RELATED PROCEDURES:

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**TITLE: COMPUTER LAB STUDENT USAGE**

**REF #:** 5.4.2.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** June 12, 2007

LCCC Computer Labs are provided for use by registered LCCC students to conduct LCCC course-related or other academic work. Computer games and other recreational use of equipment in student computer labs are discouraged, and are prohibited during heavy usage periods and/or when computers are needed for course-related or other academic work by others. Determination of appropriate usage is at the discretion of LCCC staff.

The following rules must be followed while using the student computer labs:

- Students will display their student ID for verification purposes when requested to do so by an LCCC staff member;
- Visitors and guests are allowed in the labs only with the expressed consent of an LCCC staff member;
- To prevent the inadvertent damage to student computer lab equipment, food and drinks are not permitted in student computer labs;
- During peak usage times, students are asked to respect the needs of their peers by limiting their time using the computer equipment to one hour.

The intentional disabling of computer hardware or software, including modification of computer settings, is prohibited. Students who require the use of software that is necessary to fulfill an academic assignment must request, through their instructor or the appropriate LCCC staff, that the software be downloaded by a College official.
All College policies regarding appropriate conduct on College property apply to use of the Computer Labs. In addition, users must follow all other guidelines posted in the lab.

If a student is found in violation of College policy regarding use of the Computer Labs, he or she will be directed to refrain from the activity in question and to comply with College policy. Continued or repeated violation will be reported to campus security and may result in revocation of lab privileges and/or other disciplinary measures as defined in the Student Conduct Code.

RELATED PROCEDURES:

**TITLE: GROUNDS**

**REF #: 5.4.3.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed

RELATED PROCEDURES:

**TITLE: NEW CONSTRUCTION**

**REF #: 5.4.4.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed

RELATED PROCEDURES:

**TITLE: SPACE MODIFICATIONS AND RENOVATIONS**

**REF #: 5.4.5.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** in process

RELATED PROCEDURES: Approval for Space Modification and Renovation

**TITLE: CONTRACTOR / VENDOR CHECK-IN**

**REF #: 5.4.6.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** June 14, 2005
All outside contractors and vendors, upon arrival to and departure from the Campus, will be required to check in with the Security Department to verify the authorization of their services on the premises. In order for the College to maintain control of who is on Campus at any time, a procedure will be established to monitor and keep track of outside contractors and vendors.

RELATED PROCEDURES: Contractor / Vendor Campus Check-In Procedure

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**TITLE:** CONTRACTOR / VENDOR WORK ACCEPTANCE  
**REF #:** 5.4.7.  
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** June 14, 2005

All outside contractors and vendors will be required to have the authorizing department verify their performance of services on the premises (quality, completion and duration) and the Physical Plant Department shall perform a visual inspection of the service area to ensure that no damage occurred to the physical area. The College will establish a procedure to monitor and track work performance of outside contractors and vendors and to track any resultant contractor damage and restoration to the College property. In addition, if the contract was awarded through the LCCC advertised bid process, the work acceptance procedure and payment process shall be as defined in the approved specifications. Verification of acceptable work may include review by a third party contractor.

RELATED PROCEDURES: Contractor/Work Acceptance Procedure

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**TITLE:** CONSTRUCTION CHANGE ORDER APPROVAL  
**REF #:** 5.4.8.  
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** April 10, 2007

All contract changes shall be documented by an approved Change Order. Change Orders shall be used to add or delete work from a vendor or construction contract only when the work is within the contractual “Scope of Work”. Change Orders shall not be used to add work to a contract that is outside of the contractual "Scope of Work" unless it is accompanied by a procurement waiver.

Approval by the President is required where the Change Order is less than $5,000 or where the total cumulative Change Orders total less than $25,000. Approval by the President and the Finance Committee of the Board of Trustees are required where the Change Order is more than $5,000 or where the total cumulative Change Orders exceed $25,000.

RELATED PROCEDURES:
TITLE: EDUCATIONAL CONFERENCE CENTER AND ADVANCED TECHNOLOGY CENTER USAGE

REF #: 5.4.9.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: September 15, 2009

All parties interested in securing usage of Luzerne County Community College Educational Conference Center (ECC) and the Advanced Technology Center (ATC) (Rooms 209A and 209B) facilities for non-college-sponsored events, equipment rental, food service and/or other miscellaneous charges shall be required to execute and deliver to LCCC a Release Agreement in form and substance satisfactory to LCCC two (2) weeks prior to the date of usage. Any additional documentation required as per the contract and a deposit of 50% of the estimated room/food service balance made payable to Luzerne County Community College must also be submitted to the College two (2) weeks prior to the date of usage.

Deposits will be refunded for cancellations made at least two weeks prior to the date of the event. Deposits for events cancelled less than two weeks prior to any event will not be refunded. Although the College may close for inclement weather, the ECC/ATC remains open to service clients scheduled during that time. If the College must close the ECC or ATC facility due to an emergency situation (e.g. power outage), paid deposits for that event will be refunded to the client.

All facility reservations are subject to change at the discretion of the College. If a room change is deemed necessary, the client will be notified with as much advance notice as possible.

ECC/ATC clients who enter into contracts which involve multiple dates of service [i.e., several bookings throughout a single or multiple semester(s)] will be bound by contract to remit total payment of combined facilities charge if they elect to cancel their contract.

Clients will be subject to a late fee of $100 which will be added to the total cost of the contract when payment for services has not been received by the College within 30 calendar days from the date of service. The late fee will be increased by $100 for every additional month that payment is not received. Future use of the facility may be suspended until outstanding balance has been paid.

All food service provided in these locations must be contracted through LCCC Food Services. The possession, use or distribution of alcohol or illicit drugs on or about Luzerne County Community College property is strictly prohibited. Smoking is only permitted in designated areas.

The client is responsible for any and all damages resulting from misuse of facilities or equipment.

TITLE: GYMNASIUM AND ATHLETIC FIELD USAGE FOR NON-COLLEGE-SPONSORED EVENTS

REF #: 5.4.10.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 4, 2009

All parties interested in securing usage of the Luzerne County Community College Gymnasium or either of the Athletic Fields for non-college-sponsored events, equipment rental, and/or other miscellaneous charges...
shall be required to execute and deliver to LCCC a License Agreement in form and substance satisfactory to LCCC two (2) weeks prior to the date of usage. Any additional documentation required as per the agreement and the fee made payable to Luzerne County Community College must also be submitted to the College two (2) weeks prior to the date of usage.

Any payments made for use of the facilities will be refunded for cancellations made at least two weeks prior to the date of the event. Payments for events cancelled less than two weeks prior to any event will not be refunded. Although the College may close for inclement weather, the Gymnasium and Athletic Fields remain open to service clients scheduled during that time. If the College must close the Gymnasium or Athletic Fields due to an emergency situation (e.g. power outage), paid deposits for that event will be refunded to the client.

All facility reservations are subject to change at the discretion of the College. If a change is deemed necessary, the client will be notified with as much advance notice as possible.

Clients who enter into contracts which involve multiple dates of service [i.e., several bookings throughout a single or multiple semester(s)] will be bound by contract to remit total payment of combined facilities charge if they elect to cancel their contract.

Clients will be subject to a late fee of $100 which will be added to the total cost of the contract when payment for services has not been received by the College within 30 calendar days from the date of service. The late fee will be increased by $100 for every additional month that payment is not received. Future use of the facility may be suspended until outstanding balance has been paid.

Minors must be supervised at all times when visiting the LCCC Gymnasium and Athletic Fields.

The possession, use or distribution of alcohol or illicit drugs on or about Luzerne County Community College property is strictly prohibited. Smoking is only permitted in designated areas.

The client is responsible for any and all damages resulting from misuse of facilities or equipment.

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**TITLE:** FACILITY PAINTING

**REF #:** 5.4.11.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** in process
To ensure that Luzerne County Community College meets the requirements of Pennsylvania Department of Education (PDE) regulations defined by Chapter 35 and 335 (effective July 1, 1997), Middle States Accreditation requirements, and the College’s quality assurance needs, the Course Addition, Modification, Deletion policy sets the minimum requirements and process to approve a new credit course and modify/delete an existing credit course.

All proposed new credit courses and deletions of and modifications to existing credit courses must have the endorsement of the appropriate College officials as denoted in the Course Addition, Deletion, Modification procedure. All new credit courses and deletions of and modifications to existing credit courses will be submitted to the LCCC Board of Trustees Academic Committee for review and submission to the LCCC Board of Trustees for approval annually within the approval of the College catalog.

Provisions will be made to ensure that students already enrolled in a course of study are not prevented from completing that course of study as a direct result of the requirements implemented as a result of the course addition, modification or deletion.

Any faculty, administrator or classified staff member may introduce a proposal for adding, modifying or deleting a credit course. Newly proposed credit courses and modifications to and deletions of existing credit courses cannot be disapproved without documented justification.

To maintain quality courses, all courses must reside within an academic department. Credit course modifications/deletions will not be accepted by the Academic Affairs Committee of the Senate without the knowledge of the academic department in which the course resides. No new credit course proposals will be accepted by the Academic Affairs Committee of the Senate without the identification of an academic department in which the course will reside. If the proposed new course will not reside in an existing academic department, the proposal must contain information on the new academic department to be created which will house this new course. In these situations, approval of the new credit course will be conditional upon the approval of the new academic department which will occur through the Curriculum Addition, Deletion, Modification procedure.

Faculty, administrators and classified staff and the Board of Trustees must be informed of all newly approved courses and modifications to and deletions of existing courses following their adoption. Formal adoption of course additions, deletions and modifications will occur upon the approval of the President.
**TITLE:** GENERAL EDUCATION REQUIREMENTS  
**REF #:** 6.1.3.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed

See College Catalog

**RELATED PROCEDURES:**

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**TITLE:** DISTANCE LEARNING  
**REF #:** 6.1.4.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** Academic Affairs developing

**RELATED PROCEDURES:**

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**TITLE:** HEALTH AND PHYSICAL EDUCATION EXEMPTION  
**REF #:** 6.1.5.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** June 12, 2007

Veterans and members of the Armed Forces who have completed basic training may be exempted from Physical Education requirements indicated by their specific curriculum upon request. To qualify for this exemption, Veterans and members of the Armed Forces must submit the appropriate paperwork verifying that they qualify for this exemption to the Assistant to the Vice President of Academic Affairs/Provost. If exempted from the Physical Education requirements of their curriculum, Veterans and members of the Armed Forces will be given credit for Physical Education.

**RELATED PROCEDURES:**

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**TITLE:** OFFICIAL GED TEST CENTER  
**REF #:** 6.1.6.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** January 13, 2009
As an official GED Test Center, LCCC follows the policies and regulations as mandated by the GED Testing Service, Washington, DC, and the Pennsylvania Department of Education GED Office, Harrisburg, Pennsylvania. These policies and regulations, which are on file in the LCCC GED Test Center, include, among others, the certification of examiners, the appointment of the Chief GED Examiner, handling of the test batteries, confidentiality of scores, testing accommodations, inventory of batteries, and adhering to criteria for test candidates.

**TITLE:** TACKLE CREDIT PROGRAM  
**REF #:** 6.1.7.  
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** in progress

**TITLE:** WRITING COMPETENCY EXAM  
**REF #:** 6.1.8.  
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** in progress

**TITLE:** ACADEMIC PROBATION  
**REF #:** 6.2.1.  
**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** August 4, 2009; August 9, 2005

**Academic Standing**

Academic Standing determined by Cumulative GPA & total credits attempted.

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Academic Probation</th>
<th>Satisfactory Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 18</td>
<td>1.5</td>
<td>1.51</td>
</tr>
<tr>
<td>19 - 36</td>
<td>1.69</td>
<td>1.7</td>
</tr>
<tr>
<td>37 - 54</td>
<td>1.89</td>
<td>1.9</td>
</tr>
<tr>
<td>55 - or more</td>
<td>1.99</td>
<td>2</td>
</tr>
</tbody>
</table>

Students must maintain a cumulative GPA in accordance with the Satisfactory Progress column in the above table to remain in good standing. Students who do not maintain such a cumulative GPA will be placed on academic probation. After each 12 credits attempted, part-time students who do not maintain such a cumulative GPA will be placed on academic probation. The first semester that a student is placed on academic probation, the student’s credit load will be limited to 12 hours for the following semester. If the student’s cumulative GPA does not reach Satisfactory Progress as identified above, the following semester the student’s credit load will not be allowed to exceed 9 semester-hours for any one semester.
While on academic probation the student must meet with a counselor or advisor at least once per month during the semester. Students on academic probation will not be allowed to participate in any school sponsored extra-curricular activities once he/she is reduced to the 9 credit limit. Students who continue on academic probation could be subject to suspension or dismissal in accordance with the college's Suspension/Dismissal Policy.

RELATED PROCEDURES: Academic Probation; Suspension/Dismissal

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**TITLE: ACADEMIC HONORS**

**REF #:** 6.2.2.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** April 8, 2008

Students are eligible for academic honors at the conclusion of the Fall and Spring Semesters according to their Grade Point Average (GPA). A student will be recognized for honors upon the completion of each segment of twelve credits to a maximum of one hundred twenty (120) credits. A student must complete 75 percent of their attempted credits with a grade of “C” or higher to be eligible for honors. A “W” or “S” grade would not disqualify a student from achieving honors. A student earning an Incomplete Grade will be recognized upon successful completion of the “I” grade.

Students will be recognized for honors according to the following criteria: President’s List for a 4.0 GPA; Dean’s List for 3.50 to 3.99 GPA; and, Honor’s List for 3.25 to 3.49 GPA.

RELATED PROCEDURES:

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**TITLE: GRADING SYSTEM**

**REF #:** 6.2.3.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** April 24, 2001

Luzerne County Community College uses the following schedule of letter grades, definitions and grade point equivalents as its official marking system. The primary purpose of any grading system is to inform the student of his or her academic progress. Grade reports are sent to students at the end of each semester or session.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Academic achievement of superior quality</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Academic achievement above high quality</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Academic achievement of high quality</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Academic achievement above satisfactory quality</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Academic achievement of satisfactory quality</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>Academic achievement above the minimal</td>
<td>1.5</td>
</tr>
</tbody>
</table>
### Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Academic achievement of minimal quality required for course credit</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Academic achievement below the minimum required for course credit</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td><strong>Official Withdrawal</strong>&lt;br&gt;(A student may withdraw from a course up to and including the tenth week of the semester with a “W” grade on his/her record. “W” grades do not affect the student’s GPA.)</td>
<td>--</td>
</tr>
<tr>
<td>I</td>
<td><strong>Incomplete Work</strong>&lt;br&gt;(A temporary grade given in cases when the student is unable to complete the semester’s work or the final examination because of illness or other circumstances beyond his or her control. The student must present valid reasons as determined by the College for the work missed and must arrange with the instructor to make up the work during the following semester; otherwise the “I” automatically becomes an “F”. Students should initiate the request for Incomplete grades)</td>
<td>--</td>
</tr>
<tr>
<td>IE</td>
<td>Incomplete Writing Competency Examination</td>
<td>--</td>
</tr>
<tr>
<td>S</td>
<td>Audit (No Credit)</td>
<td>--</td>
</tr>
<tr>
<td>P</td>
<td>Successful Completion of Course</td>
<td>--</td>
</tr>
<tr>
<td>R</td>
<td>Unsuccessful Completion of Course</td>
<td>--</td>
</tr>
<tr>
<td>Re</td>
<td>Re-Take</td>
<td>--</td>
</tr>
</tbody>
</table>

### Policy

A. Each student receives a final grade report for the semester after the closing of each semester. Grades may be withheld if all financial commitments to the College have not been met.

B. A student who earns a grade of “D, D+, or F” in a course may repeat the course. These grades will be counted on the transcript but only the most recent grade will count toward the G.P.A. (grade point average).

C. A student who earns a “B” or a “C” in a course may be allowed to repeat the course with an Academic Dean’s approval. The second grade will be recorded on the transcript; however only the first grade will be calculated into the G.P.A. In addition, the repeat credits will not be considered for fulfillment of programs and/or graduation requirements. Please be reminded that a course taken at the College may only be repeated once, unless an exception is approved by an Academic Dean.

D. Students who receive “W” and/or “F” in more than fifty percent of their courses after having attempted a minimum of 21 hours shall be required to submit a letter to the Academic Affairs Office explaining why they should be allowed to continue at the College. The Academic Affairs Office will review these petitions and then recommend one of three actions be taken:

1. The student be suspended for lack of satisfactory progress.
2. The student be placed on academic probation, limited to a maximum of nine semester hours of work, and complete these semester hours with a minimum of a “C” in each course. The student must spend a reasonable amount of time in counseling or advising sessions (what is reasonable will be determined by the counselor or advisor).
3. No action be taken due to extenuating circumstances.

### RELATED PROCEDURES:
TITLE: ACADEMIC HONESTY
REF #: 6.2.4.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: revision in process

See College Catalog

RELATED PROCEDURES:

TITLE: CLASS ATTENDANCE
REF #: 6.2.5.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

See College Catalog

RELATED PROCEDURES:

TITLE: FINAL EXAMINATION
REF #: 6.2.6.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: In process

See College Catalog

RELATED PROCEDURES:

TITLE: ACADEMIC SUSPENSION/DISMISSAL
REF #: 6.2.7.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

See College Catalog
RELATED PROCEDURES:

**TITLE: ACADEMIC FREEDOM**

**REF #:**  6.3.1.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed

RELATED PROCEDURES:

**TITLE: INTELLECTUAL PROPERTY**

**REF #:**  6.3.2.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed

RELATED PROCEDURES:

**TITLE: PROFESSOR EMERITUS**

**REF #:**  6.3.3.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** August 28, 2001

Professor Emeritus rank may be granted to retiring and retired faculty who meet the established criteria as defined in the Professor Emeritus procedure with the approval of the Board of Trustees.

Retiring and retired faculty granted Professor Emeritus rank receive the following privileges in addition to those privileges normally available to retired faculty:

1. Listing in the College Catalog as Professor Emeritus.
2. Office space, when available, for personal academic work.
3. Parking privileges as granted to full-time faculty.
4. Photo duplication, telephone, and mailing privileges for personal professional reasons.
5. Invitation from the President to participate in the annual academic procession at Commencement.
6. Payment for adjunct teaching at faculty rank (full professor).
7. Library privileges as granted to full-time faculty.
8. Attendance in credit and non-credit courses without tuition charge, as long as their enrollment does not displace a tuition-paying student and provided the course has rostered with tuition-paying students.
9. Access on campus to the College's Intranet, Internet and e-mail server.
10. Bookstore discount to equal that which is stated in the Luzerne County Community College Association of Higher Education collective bargaining agreement.

RELATED PROCEDURES: Professor Emeritus

**TITLE:** FAIR USE OF COPYRIGHTED AUDIO VISUAL MATERIALS

**REF #:** 6.4.1.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** August 27, 2002

Luzerne County Community College has the right under Title 17 of the US Code to produce one copy of an audio visual work, under some circumstances as defined by Title 17. Title 17 states that “…….the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified….. for purposes such as criticism, comment, news reporting, teaching….., scholarship, or research, is not an infringement of copyright.” (section 107) “Except as otherwise provided in this title……, it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, or to distribute such copy or phonorecord, under conditions specified by this section, if (1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage; (2) the collections of the library or archives are open to the public…….; and (3) the reproduction or distribution of the work includes a notice of copyright…….” (section 108) “(reproduction/duplication is allowed)…….if the existing format in which the work is stored has become obsolete and if the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price. The format shall be considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace.” (section 108)

Luzerne County Community College is allowed, under Copyright Law, to produce one copy of a piece of media material (slide presentation, 16 mm film, filmstrip, compact disc, video tape, etc.) which is owned by LCCC, for instructors to utilize for teaching purposes. For example: A biology videotape purchased by and housed in the LCCC library may be copied for use by instructors in our biology department, while the original remains in the library. If a copy of a mediated work owned by LCCC is deteriorating, or if the format is no longer in use at the College, the College is authorized to make one copy of the existing mediated piece in the same or another acceptable format if the information cannot be purchased on a new mediated piece. For example: A 16 mm history film is brittle and could easily break during a classroom presentation. The College may copy this film onto videotape, since the College no longer purchases 16 mm projectors, because the same historical information is not available for purchase on videotape.

Any faculty or staff member needing assistance in obtaining information on purchasing new mediated materials or obtaining copyrights for alternative uses of media currently in the College’s possession should contact the Media or Library staff. Any request for copying copyrighted materials that does not
meet the guidelines expressed above must be accompanied by written permission from the publisher/copyright owner before Media Services proceeds with the assignment.

Luzerne County Community College cannot, without permission under US Copyright Law: make multiple copies of a mediated work; alter, delete parts of, or insert material into mediated works; make copies of mediated works for students; excerpt sections of a mediated work to produce a new work; copy rented materials; copy mediated works in our possession for use by other institutions; engage in systematic reproduction of all mediated materials in our possession; or, copy musical works, motion pictures, etc. except those of an educational nature.

RELATED PROCEDURES:

TITLE: MEDIA SERVICES ALLOWABLE USAGE
REF #: 6.4.2.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October, 1993

RELATED PROCEDURES:

TITLE: COLLEGE AUDIO/VISUAL RECORDING SERVICES
REF #: 6.4.3.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 14, 2009

Requests to have a College-sponsored event or activity recorded by the Media Services Department must be made to the Library Director at least two (2) weeks in advance of the event, in accordance with the Media Services Department Videotaping Services procedure. Individuals who are to be recorded directly (not incidentally as attendees at an event or activity) must give written permission to be recorded. This written permission authorizes the College to use the produced material as it deems appropriate, providing it is utilized without malice.

Students and children under the age of eighteen (18) who will be directly recorded must have the permission of their parent or guardian; however, this permission is not required for incidental recording and photographing as defined in the Videotaping and Photographing College Events policy.

Related Procedures: College Videotaping Services Procedure

TITLE: COLLEGE ARCHIVES
REF #: 6.4.4.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed
RELATED PROCEDURES:
**TITLE:** ADMISSIONS

**REF #:** 7.1.1.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:**

See College Catalog

**RELATED PROCEDURES:** Health Science Program Admissions Procedure

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**TITLE:** TRANSFER – ADVANCED STANDING

**REF #:** 7.1.2.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** August 27, 2002

See College Catalog

**RELATED PROCEDURES:** Advanced Placement Procedure

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**TITLE:** PLACEMENT TESTING

**REF #:** 7.1.3.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** August 27, 2002

Placement testing is the process by which the College evaluates incoming students to determine their reading, writing, mathematical and other basic skills and abilities. The placement test results, along with the students’ high school transcripts or GED, are used by the counseling staff to determine appropriate placement in courses that will maximize students’ opportunities to succeed academically.

Placement testing is mandatory for full-time and part-time students. Students may be deemed exempt from the placement testing requirement according to the provisions outlined in the Placement Testing procedure. Exemptions may be granted:

1. for students who have earned a minimum of 500 in the verbal and a minimum of 500 in the math sections on the SAT exams;
2. for students who have an earned degree (associate’s or higher) from an accredited institution;
3. for students who are degree candidates at another institution (visiting students);
4. for students who have transferred 12 or more credits to LCCC from another institution where they received a GPA of 2.0 or above;
5. for students who are readmitted to LCCC and have received a GPA of 2.0 or above upon the completion of 12 or more credits at LCCC; or,
6. in special cases with the recommendation of all of the following: the student’s counselor, academic dean, the Vice President of Academic Affairs and with the approval of the President.

**RELATED PROCEDURES:** Placement Testing Procedure
TITLE: EARLY ADMISSIONS

REF #: 7.1.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: revision in process – being replaced by “LCCC Early College Program” policy

See College Catalog

RELATED PROCEDURES: Early Admissions Procedure

TITLE: COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

REF #: 7.1.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: in process

RELATED PROCEDURES: CLEP Credit Request, Review and Approval Procedure

TITLE: HEALTH SCIENCE ADMISSIONS BACKGROUND CHECK REQUIREMENT

REF #: 7.1.6.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: in process

RELATED PROCEDURES: Health Science Program Admission Procedure

TITLE: DROP/ADD

REF #: 7.2.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:
See College Catalog

RELATED PROCEDURES: Drop Add Procedure

**TITLE: DE-REGISTRATION**

**REF #: 7.2.2.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed

RELATED PROCEDURES:

**TITLE: GRADE REPORT**

**REF #: 7.2.3.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** February 16, 2010; August 8, 2006

Final course grades are available on WebAdvisor within two weeks of the final examination period for each semester. Students may receive printed copies of their final grades if requested. Grade information is not released by telephone. Grades will be withheld if all financial commitments to the College have not been met.

RELATED PROCEDURES:

**TITLE: TRANSCRIPTS**

**REF #: 7.2.4.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** August 8, 2006

Official transcripts of student records will only be forwarded to a person or organization for whom the Registrar has received an official request in writing from the student/alumnus and for which any required fees have been paid. Unofficial student transcript information can be accessed by students through Webadvisor.

RELATED PROCEDURES:
A student withdrawing from College, whether by request or by his/her own desire, must obtain the official withdrawal form and must discuss with his/her counselor or an appropriate official of the College. A counselor, Registrar’s Office representative, and Financial Aid representative must authorize the withdrawal in writing. Unless this is done, the withdrawal is not official, and will not be recorded as such on the student’s official transcript.

Tuition refunds are only issued to students who “officially” withdraw during the refund period in accordance with College refund policy.

Official withdrawal must be done by the completion of two-thirds (2/3) of the course meeting time. The deadline for withdrawal will be posted for each semester.

RELATED PROCEDURES:

In order to graduate from Luzerne County Community College upon completion of a credit program and receive a degree, certificate or diploma, students must apply for Graduation by the published deadline. Applications are not accepted after the deadline date. Each student must complete an application whether he/she is attending or is not attending the Commencement ceremony. Luzerne County Community College grants degrees, certificates and diplomas in credit programs only at the end of the Spring Semester and at the close of the Summer Session in August.

One formal Graduation ceremony is held annually, at the close of the Spring Semester in May. Students who have completed their requirements at the end of the previous summer or fall, in addition to those who have completed their requirements in the Spring semester, are invited to take part in the annual Commencement ceremony. Students granted their degree, certificate or diploma at the end of the Summer Session in August are forwarded their diplomas by mail.

In order to qualify for a degree, certificate or diploma, a student must attain a minimum G.P.A. of 2.0 and satisfy all requirements of his/her program of study.

In the event a student meets the minimum grade point average of 2.0 and meets all but six credits or less of his/her degree, certificate or diploma program requirements, he/she may participate in the May commencement provided the following conditions are met:
1. the student has registered for the required course(s) for the subsequent summer session by May 1.
2. the student has paid the tuition for the required course(s) for the subsequent summer session by May 1.

The Vice President of Student Development may approve registration for the required course(s) for the fall term if the College does not offer the required course(s) in the subsequent summer session.

In the event a student is enrolled in one of the Health Sciences programs that ends in the subsequent summer session (precluding him/her from completing the program in the Spring), and that student meets the minimum grade point average for his/her curriculum, he/she may participate in the annual Commencement ceremony in May.

Students who participate in the annual Commencement Ceremony in May prior to completion of their program will be granted their degree, certificate or diploma upon the successful completion of their program and will be forwarded their diplomas by mail at the end of the Summer Session in August.

Students enrolling in a program may follow the catalog in place at the time of their initial enrollment to determine their qualification for graduation providing they have not missed two or more consecutive semesters. Students may always select the catalog in place at the time of their graduation.

**RELATED PROCEDURES:**

| TITLE: EVALUATION AND CERTIFICATION OF DEGREE, CERTIFICATE AND DIPLOMA PROGRAMS |
| REF #: 7.3.2. |
| DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 22, 2003 |

The Board of Trustees establishes graduation requirements for degree, certificate and diploma programs. The President will certify the list of candidates who have met requirements for graduation.

**RELATED PROCEDURES:**

| TITLE: GRADUATION HONORS DISTINCTION |
| REF #: 7.3.3. |
| DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 4, 2009 |

Students who qualify for a degree, certificate or diploma who have achieved a cumulative grade point average of 3.50 or above will be graduated with honors as follows: cumulative grade point average of 4.00 - Summa Cum Laude; between 3.75 and 3.99 – Magna Cum Laude; between 3.50 and 3.74 – Cum Laude. If there is no student with a cumulative grade point average of 4.00, then the student with the highest cumulative grade point average above 3.75 will receive the Summa Cum Laude distinction. Students who have not completed all requirements for graduation will not be eligible for graduation honors distinction.
The College will develop articulation agreements that formally document the alignment of curricula between LCCC and secondary schools, other community colleges, four-year colleges and universities, and business and industry training programs. The College is committed to maintaining, expanding, and improving existing agreements with a special emphasis on program-to-program articulation that reflects a continuous curriculum that flows smoothly across the public schools, the College, senior colleges and universities, and business and industry.

The College will grant credit to students who have completed high school curricula that are specified within a formal articulation agreement approved by the College. The College will grant a maximum of thirty (30) credits for courses from another accredited post secondary institution if those courses have been evaluated as being college level and appropriate to the student's LCCC program of study. The College will grant credit to students who have completed a business and industry training program that is part of a formal articulation agreement approved by the College. Credit for articulation will be evaluated and posted on the student's transcript only after the student has completed one or more credits at LCCC. After the credit has been posted, it may be used to meet graduation requirements.

The College will seek to develop 2+2 post secondary program articulation agreements that maximize the number of associate degree program credits that transfer toward a Bachelor's degree.
All articulation agreements must be approved by the Director of Counseling, Vice President of Student Development, Vice President of Academic Affairs and the President. Information on new articulation agreements will be submitted to the LCCC Board of Trustees for informational purposes through the LCCC Board of Trustees Academic Committee.

**RELATED PROCEDURES:** Articulation Procedure

**TITLE:** CHANGE OF CURRICULUM

**REF #:** 7.4.2.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:**

See College Catalog

**RELATED PROCEDURES:** Change of Curriculum Procedure

**TITLE:** CLASSIFICATION OF STUDENTS

**REF #:** 7.4.3.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:**

See College Catalog

**RELATED PROCEDURES:**

**TITLE:** EARLY ALERT

**REF #:** 7.4.4.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** August 27, 2002

All faculty, full and part time, should notify the Counseling Department through the Early Alert Program system of any students who are in danger of receiving a failing grade in their course(s) or experiencing academic difficulty, if possible by the end of the third (3rd) week of the semester but no later than the fifth week. All counselors are required to respond to Early Alert notices received by making every effort to contact the students and inform them of the issues identified by the faculty member which are placing the student in danger of receiving a failing grade. The counselor must also be available to work with the
student to provide him or her with the appropriate guidance and support necessary to help them to resolve these issues. Counselors will also provide the faculty member from whom the Early Alert notice was received with follow-up information on their contact with the student(s). If the follow-up information is of a confidential nature, counselors will indicate to faculty that the student has been seen and the issue addressed.

RELATED PROCEDURES: Early Alert Procedure

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**TITLE: YOUNG SCHOLARS PROGRAM**

**REF #:** 7.4.5.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** August 27, 2002 – revision in process – being replaced by “LCCC Early College Program” policy

The purpose of the Young Scholar Program is to allow qualified high school students to obtain college credits at Luzerne County Community College prior to their graduation from high school, and to provide them with college experience.

A. LCCC’s Young Scholar Program is open to qualified students currently enrolled as a junior or senior in a private or public secondary school, or who are being home-schooled; a student who has graduated high school or has earned his or her GED may not participate in the Young Scholar Program. Seniors may participate until the end of their spring semester.

B. In order to qualify for consideration for the Young Scholars program, interested students must meet the following criteria:

1. Recommendation from the high school guidance counselor. Home-schooled students who have not worked with a high school guidance counselor must have a letter of recommendation from the supervisor of the home education program who is responsible for the provision of instruction.

2. To document academic preparedness for this program, students must have obtained either “high honors” or an “A” average in high school, OR, in the event students who have not met this grade average want to be considered for the program, they must submit two written recommendations from high school personnel other than their guidance counselor. Home-schooled students who have not obtained either “high honors” or an “A” average must submit letters of recommendation from the teacher or administrator who evaluates the student’s home-school portfolio and one other individual who has had professional interaction with the home-schooled student, such as a tutor, advisor of an organized extracurricular activity, or coach.

3. Parental or guardian permission if under the age of eighteen (18).

4. Take the Placement Test at LCCC and qualify for college-level courses according to the results of the placement process.

C. Qualified students may take a maximum of six (6) college credits per semester at LCCC at a reduced tuition rate established by the College at the beginning of each academic year and subject to the same provisions as the regular tuition rate.

D. Students accepted into the Young Scholar Program must maintain a minimum GPA of 2.0 and a grade of “C” or better in each course attempted through the program in order to be accepted for future courses through the Young Scholar Program.

E. Students enrolled in LCCC courses through this program must take evening or weekend courses at LCCC’s main campus in Nanticoke or at any one of the off-campus sites. However, if the
participating high school releases the FTE student reimbursement to LCCC on a pro rata basis, Young Scholar participants will be eligible to take day courses at LCCC’s main campus in Nanticoke or at any off-campus site. (This provision does not apply to home-schooled students, as their high schools do not receive FTE reimbursement for their education.)

F. All instructors contracted to provide instruction through the Young Scholars Program will be selected in accordance with existing College policies and procedures.

G. The College reserves the right at its sole discretion to deny admission to the Young Scholars Program to any applicant when appropriate ideals of scholarship, traits of good citizenship, character or deportment may indicate unfavorable adjustment to the College’s program.

RELATED PROCEDURES:

TITLE: FINANCIAL AID

REF #: 7.5.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

See College Catalog

RELATED PROCEDURES:

TITLE: NEW CHOICES/NEW OPTIONS CAREER DEVELOPMENT

REF #: 7.5.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

See College Catalog

RELATED PROCEDURES:

TITLE: CAREER SERVICES

REF #: 7.5.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

See College Catalog
The College provides equal access to programs, opportunities and activities at LCCC for qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Title I and Title II of the Americans with Disabilities Act of 1990, the Pennsylvania Human Relations Act, and Luzerne County Community College's Nondiscrimination Policy.

Any Luzerne County Community College (LCCC) student with a documented disability can receive a reasonable accommodation that will provide him/her with equal access to programs, opportunities or activities at LCCC.

Students requesting accommodations should make their requests to the Coordinator of Special Needs, Anna Mary McHugh (Campus Center, main campus in Nanticoke, 1333 South Prospect Street, Nanticoke, PA 18734, 1-800-377-5222, ext. 771). To request an accommodation, the student must provide documentation of his/her disability as outlined in LCCC's Guidelines for Documentation of a Disability. Reasonable accommodations that do not present an undue hardship will be provided to any qualified student with a
documented disability. All students are encouraged to discuss their accommodation needs with the Special Needs Coordinator.

All documentation pertaining to a student's disability will be maintained in accordance with the Family Education Rights and Privacy Act (FERPA).

LCCC has adopted an Internal Discrimination Complaint Procedure outlined in the College Catalog, which provides for a prompt and reasonable resolution to complaints alleging discrimination on the basis of age, sex, disability, race, religion, creed, national origin, veteran status, or political affiliation. Complaints of discrimination based on disability may be addressed by contacting the Section 504/ADA Coordinator, Richard Amico, located in Room 517 of the Administration Building, Luzerne County Community College, 1333 S. Prospect Street, Nanticoke, PA 18634, or by calling 1-800-3777-5222.

RELATED PROCEDURES: Students with Disabilities Reporting Disabilities Procedure; Students with Disabilities Requesting and Receiving Accommodations Procedure

**TITLE: KEYS COMPUTER LOANS**

**REF #: 7.5.6.**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** April 8, 2008

Students actively enrolled in the Keystone Education Yields Success (KEYS) grant program at Luzerne County Community College qualify for special allowances through the County Assistance Office as well as through the KEYS grant program. Computer loans are available through KEYS to students actively enrolled in the program. Computer loans are available for students with non-traditional schedules or with other personal circumstances that may make it difficult for them to travel to the LCCC campus to use computer labs.

There are a limited number of computers available through this program. Therefore, KEYS students are not guaranteed a computer. Each student’s personal circumstances are taken into consideration by program administrators in order to identify the students with the most need. The decisions of program administrators shall be determined in their sole discretion.

To qualify for a computer loan through KEYS, a student must:

- Be enrolled at LCCC full time (12 credits or over), or have a combination of work and school equivalent to the student’s minimum requirement needed for compliance with County Assistance Office guidelines. This will be reviewed on a case by case basis by the Program Coordinator since each student has a unique set of circumstances.
- Have completed one semester at Luzerne County Community College with a minimum G.P.A of 2.0.
- Sign an agreement to use the equipment responsibly and return it upon semester’s end. Use of the computer for the next semester is not automatic.
- Be compliant with the KEYS program guidelines. Termination from KEYS will result in a request to return the computer immediately.

Students are expected to return the computer borrowed through the KEYS program upon semester’s end, upon termination from the KEYS program, and/or at any other time they are requested to do so by
College officials. Non compliance will result in consequences from the College which can include suspension, financial liability for the equipment, and/or criminal prosecution.

Computers are made available to students based on the individual need of the student. Discretion is used in lending out this equipment.

**TITLE: DISCIPLINARY ACTION FOR STUDENTS**

**REF #:** 7.6.1.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:**

See Student Handbook

**RELATED PROCEDURES:** Disciplinary Action for Students

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**TITLE: DRUG AND ALCOHOL USE - STUDENTS**

**REF #:** 7.6.2.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** to be revised in coordination with employee drug and alcohol policy

Luzerne County Community College, in compliance with the Drug Free Work Place Act, prohibits the unlawful manufacture, distribution, dispensation, possession or use of drugs and alcohol on the college campus and facilities used by the college for educational programs and sponsored activities. The college is committed to providing a drug-free environment for the entire college community.

Consumption or possession of alcoholic beverages on or about the campus at any time is forbidden by College regulations. Consumption, possession, distribution of illicit drugs by members of the College Community is prohibited by federal, state and College regulations. Consumption of tobacco products is prohibited in College facilities. Each member of the College Community is expected to be familiar with state law as it pertains to underage drinking and the liability associated with possession or consumption of alcoholic beverages.

Intoxication and/or alcohol abuse shall not be a permissible excuse for unlawful behavior or misconduct. Public drunkenness as commonly defined by slurred speech, erratic behavior and physical coordination difficulties is prohibited. In addition, disorderly conduct, property destruction, intimidation, or other infringements of the rights of others as a result of alcohol use is prohibited.
RELATED PROCEDURES:

**TITLE:** HANDLING PSYCHOLOGICAL CRISIS

**REF #:** 7.6.3.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed

RELATED PROCEDURES:

**TITLE:** INCLEMENT WEATHER AND OTHER EMERGENCY CANCELLATIONS

**REF #:** 7.6.4.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed

RELATED PROCEDURES: Inclement Weather And Other Emergency Cancellations

**TITLE:** MARKETING TO STUDENTS ON CAMPUS BY EXTERNAL ORGANIZATION

**REF #:** 7.6.5.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** To be developed

RELATED PROCEDURES:

**TITLE:** STUDENT CODE OF CONDUCT

**REF #:** 7.6.6.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:**

See Student Handbook

RELATED PROCEDURES:

**TITLE:** FIRST YEAR EXPERIENCE

**REF #:** 7.6.7.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** April 20, 2004
All first time, first year students are required to complete the FYE Program within their first year of enrollment. The credit received upon successful completion of the one-credit course will be applied to degree requirements.

The following will be considered to have met this requirement:

- Students who have an earned degree (associate’s or higher) from an regionally accredited institution;
- Students who are degree candidates at another institution (visiting students);
- Students who have transferred 12 or more credits accepted by Luzerne County Community College with an earned GPA of 2.0 or above;
- Students who are readmitted to Luzerne County Community College and have received a GPA of 2.0 or above upon completion of 12 or more credits;
- Students who are Young Scholars

RELATED PROCEDURES:

TITLE: STUDENT GRIEVANCE
REF #: 7.6.8.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: See Student Handbook

RELATED PROCEDURES:

TITLE: STUDENT AWARDS AND RECOGNITIONS
REF #: 7.6.9.
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES:

TITLE: STUDENT IDENTIFICATION CARDS
The carrying and use of cell phones, pagers, and other personal electronic devices are allowed on the Luzerne County Community College main campus and dedicated Centers off-campus. Users of these devices, however, must be attentive to the needs, sensibilities, and rights of other members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College overall and its classrooms and laboratories. Students participating in off-campus course related activities must follow the electronic devices policies of the agency or organization where they are visiting or working.

Cell phones, pagers, and other personal electronic devices must be either turned off or set to vibrate in classrooms, laboratories, the library, study spaces, and other academic and administrative settings and during such events as plays, concerts, lectures, and College ceremonies. The term “laboratories” includes computer and health science laboratories. In addition, cell phones and other personal electronic devices incorporating a camera must be turned off and out of sight in any area in which an individual has a reasonable expectation of privacy such as restrooms, locker rooms, showers and other locations.

Beyond the basic College policy stated herein, faculty members, at their discretion, also may have strict individual policies related to cell phones, pagers, and other personal electronic
devices outlined in their syllabi in order to provide and maintain a classroom environment that is conducive to learning and the respect of others. These policies may include penalties for violation. If cell phones, pagers, calculators, recorders, digital cameras, PDA’s, MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Policy on Plagiarism and Cheating at Luzerne County Community College.

**TITLE:** STUDENT EMERGENCY CONTACT

**REF #:** 7.6.13

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** August 4, 2009

The College will attempt to locate students on any LCCC campus to relay messages only in emergency situations.
RESOURCE DEVELOPMENT
TITLE: GRANT SUBMISSION, ACCEPTANCE AND ADMINISTRATION

REF #: 8.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October 12, 2004

The College will develop and submit applications to public and private funding sources in support for authorized activities, facilities or other purposes consistent with and in support of the mission of the College. Funding sources can include national, state, local, private and public entities, and applications can be made through the College or the LCCC Foundation. The Board of Trustees will annually approve the administrative grant submission process. Grant application proposals and renewals will be reported to the Board of Trustees through the appropriate Board committee upon submission. The Board of Trustees must approve all new grant awards upon official notification of award receipt from the funding source.

RELATED PROCEDURES:

TITLE: IN-KIND DONATIONS

REF #: 8.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 9, 2008

Luzerne County Community College will accept in-kind donations based on the appropriateness of the gift to the mission of the College. Estimated value of any in-kind gift of $1000 or greater must be provided by the donor at the donor’s expense at the time of the gift and prior to a receipt being issued. College staff seeking to accept an in-kind donation valued at $1000 or more on behalf of the College must follow the In-Kind Donations Acceptance Procedure. In accordance with that procedure, acceptance of gifts with value of $1000 or greater must be approved in advance by the Executive Director of Resource and Alumni Development and the College President or his/her designee. The Executive Director of Resource and Alumni Development must be notified of in-kind gifts of $999 or less in order for the donor to receive an acknowledgement for tax purposes.

In-kind gifts shall include, but not be limited to, equipment, supplies, artwork, books, services, vehicles and property. The naming of buildings or components of buildings in return for in-kind gifts will be negotiated on an individual basis and approved by the President and College Board of Trustees in compliance with the Facilities Naming Policy.

RELATED PROCEDURES: In-Kind Donations
TITLE: NAMING COLLEGE FACILITIES AND PROPERTY

REF #: 8.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 17, 2008; August 9, 2005

Luzerne County Community College facilities and property, including buildings, parts of buildings, and roads, may be named in honor of or as requested by friends of the College, benefactors and persons who have made substantial contributions of non-public resources to the College, to education in Luzerne County, the Commonwealth or the nation. Unless otherwise approved by the LCCC Board of Trustees, the College will name buildings in honor of or as requested by only those contributing private donations equaling $1 million or more to the College. College facilities and property may only be named upon the recommendation of the President with the approval of the Board of Trustees. Once named, a facility or property shall remain in that name indefinitely and may only be changed if the name may cause harm to the College or if the change is deemed necessary by local, state or federal regulations and only with the approval of the Board of Trustees.

RELATED PROCEDURES: n/a

TITLE: CONTRIBUTIONS BY LCCC TO NON-COLLEGE ORGANIZATIONS POLICY

REF #: 8.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 8, 2005

The College will contribute sponsorships and in-kind contributions to non-College, non-profit organizations that support the mission of the College. Contributions can be, but are not limited to, sponsorships, program ads or merchandise. Requests for donations from individual departments must be approved by the appropriate department head and senior Leadership Team member. Advertisements or sponsorships must be approved by the Director of Marketing, with final approval by the College President.

RELATED PROCEDURES:

TITLE: IN-HOUSE INFORMATION DISSEMINATION

REF #: 9.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: To be developed

RELATED PROCEDURES: In-House Information Dissemination
**TITLE: MEDIA**

**REF #:** 9.2.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:**


**RELATED PROCEDURES:**

**TITLE: WEB SITE DEVELOPMENT AND MAINTENANCE**

**REF #:** 9.3.

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** February 6, 2007

Luzerne County Community College will only host official web pages from the College, from academic and administrative departments and from programs (those that may not be easily identified by a department).

All official web pages will follow the graphic standards developed by the Marketing Department and Informational Technology Department.

Official LCCC web pages must be approved by the appropriate person or persons as defined in the College’s Web Page Procedures. The College’s Marketing Department and Informational Technology Department will determine the content and links for official College pages in conjunction with the appropriate division/department and will be responsible for maintaining the accuracy and appropriateness of this information.

LCCC web pages must not contain illegal material (including but not limited to copyrighted material) nor be used for commercial gain. All web pages associated with Luzerne County Community College including all sites with “luzerne.edu” as part of their URL and classroom management systems should not contain any material which undermines the College’s mission.

**TITLE: GRAPHIC DESIGN STANDARDS**

**REF #:** 9.4

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** October 9, 2007

All marketing communications used through Luzerne County Community College are to be produced in accordance with the LCCC Graphic Standards Manual and Graphic Standards Policy developed by the College to establish and maintain a consistent public image that reinforces the mission and vision of LCCC. The Graphic Standards Manual is designed to assist faculty, staff and students in maintaining a unified graphic image of consistency, professionalism, and quality of the College.
The guidelines within the manual were developed to ensure understanding of LCCC’s graphic image to be applied across all print communications, signage, multimedia presentations and web communications.

The Marketing Department and Printing and Publications Department publishes the College’s Graphic Standards manual.

Any deviation from the Graphic Standards Policy and Manual must be approved by the Director of Marketing.

TITLE: PRINTING AND PUBLICATION SUBMISSION
REF #: 9.5
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October 9, 2007

All printing/duplication requests and requests for new publications must be submitted to the LCCC Printing and Publication Department in accordance with the Printing and Duplication Submission procedures. Prior to being printed, a final proof of the submitted printing/publication piece must be approved by its originator. If the item is to be used as a marketing piece outside of the College, it must be approved by the Director of Marketing prior to being printed.

Any printing/duplication of 25 or more copies should be sent to LCCC’s Printing & Publication Department to be processed. If a printing or design request is submitted that does not allow for adequate processing time, as outlined in the Printing and Duplication procedure, it may be sent off-campus to be completed, and the cost of such will be charged to the submitting department.

The Printing and Publications Department will not copy or print copyrighted material without written consent of the copyright holder.

TITLE: RIGHT TO KNOW OPEN RECORDS
REF #: 9.6
DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 8, 2009

Luzerne County Community College will follow the Pennsylvania Right-To-Know Law (Act 3 of 2008, as signed by Gov. Edward G. Rendell on February 14, 2008, effective January 1, 2009) regarding public access to a record or an agency's written notice to a requester granting, denying or partially granting and partially denying access to a record and for insuring a prompt response to a request when appropriate.
Tuition will be refunded 100% for all LCCC non-credit courses canceled by the College. Other refund information varies dependent upon the course classification.

Tuition for Career Training Courses will be refunded 100% if withdrawal occurs one week or more before the first class session. A $50 fee will be deducted from tuition if withdrawal occurs within one week of the first class session and prior to the second class session to cover registration and administrative fees. No refunds will be given for withdrawals occurring after the start of the second class session. Following are exceptions for Career Training Course refunds:
- Nurse Aide – no refund after the start of the first day of class. Program requires students to attend the entire 96 hours of training.

Tuition for on-line courses will be refunded 100% if withdrawal occurs at least 2 business days (Monday through Friday) prior to the beginning of the class and/or after receiving access to the course.

All other non-credit programs, courses and trainings (excluding on-line courses): No refund is given for any withdrawals that occur after the start of the first class session. Cancellation must be made at least 2 business days (Monday through Friday) prior to the start of the first class.

If the tuition is paid by credit card, the refund will be credited to the customer’s account within one week of the cancelled course or written withdrawal. Payments made by check or money order will be refunded within 4-6 weeks of the course cancellation or withdrawal. The refund is paid to payer of record.

Luzerne County Community College reserves the rights to cancel, combine, or divide any programs advertised. Alterations of the schedule may be necessary due to holidays, weather conditions, school functions, or other conflicts. The College also reserves the right to make any revision in the curriculum, instructor, tuition and fees, location, or any other phase of activity necessary without further notice and without incurring obligations.

Due to the structure and content of occupational and professional continuing education courses, some programs/courses may have deadline dates and different refund policies than those listed here. That information will be provided upon request.

Withdrawals must be submitted in writing. The date of receipt office is the date by which the refund will be calculated. Non-attendance does not constitute a withdrawal.

Note: The word “course” refers to all tuition/fee programs offered through the College.
TITLE: NON-CREDIT SENIOR CITIZEN WAIVER

REF #: 10.2

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 4, 2009

A senior citizen age 62 or older will be given a tuition waiver for non-credit continuing education courses when the College meets a predetermined minimum number of paid enrollments for the class. Senior citizens may pay the tuition to secure enrollment. Those enrollments secured with payment will be given preference for class entry; paid enrollments will not be eligible for a waiver for that particular course. Material fees are never waived.

Due to the structure and content of LCCC’s occupational and professional continuing education courses, some programs or courses may be ineligible for the senior citizen waiver.

There is a $25 general service fee, per course, payable upon registration for receiving a tuition waiver. Proof of age is required at time of registration.