

LUZERNE COUNTY COMMUNITY COLLEGE POLICY MANUAL

Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, John Sedlak, Dean of Human Resources, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7234 (jsedlak@luzerne.edu). Direct inquiries related to accessibility services for students to the Section 504 Coordinator, Rosana Reyes, Dean of Student Development and Enrollment Management, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7423 (rreyes@luzerne.edu). Luzerne County Community College has an open-door admissions policy. Admission to the college does not guarantee admission to academic programs or courses which have specific enrollment requirements. The College offers training and education in the health sciences, arts and sciences, and business and technology.

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BOARD OF **TRUSTEES**

TITLE: BOARD OF TRUSTEES BY-LAWS

REF #: 1.1

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: Approved September 25, 1997; June 5, 1973; February 5, 1973; November 17, 1972. Originally adopted March 20, 1967 to become effective April 1, 1967.

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.
- No trustee can travel to a conference within six (6) months expiration of term of appointment
- The following are additional guidelines for expenditures while at the seminar:
 - 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.
 - 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.

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

TITLE: ACTING PRESIDENT

REF #: 1.6.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 9, 2005; February 26, 2002

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:

TITLE: COLLEGE-FUNDED EVENTS HELD AT PRESIDENT'S RESIDENCE

REF #: 1.6.5.

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

- 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:

TITLE: BOARD OF TRUSTEES CONFLICT OF INTEREST

REF #: 1.7.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: October 5, 2010

ARTICLE I: PURPOSE

Members of the Board of Trustees of Luzerne County Community College (the "College") serve in a public interest role. In such capacity, each person has an obligation to conduct all affairs pertaining to the College in a manner consistent with the College's policies as adopted from time to time, including but not limited to the College's Purchasing Policy, and the following policy. The purpose of the policy is to protect the College's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Trustee of the College, to ensure the confidentiality of all matters pertaining to the College, to avoid the appearance of any impropriety in its business dealings, and to ensure the College's not-for-profit status is not jeopardized by any officer or Trustee of the College. It should be noted that this policy is intended to supplement but not replace any applicable Pennsylvania laws governing conflicts of interest applicable to the College including but not limited to the Pennsylvania Ethics Act.

ARTICLE II: DEFINITIONS

The following words and phrases when used in this policy shall have, unless the context clearly indicates otherwise, the meanings given to them in this section:

“Business.” Any corporation, partnership, limited liability company, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust or any legal entity organized for profit.

“Business with which he/she is associated.” Any business in which the person or a member of the person’s immediate family is a director, officer, owner, employee or has a financial interest.

“Conflict” or “conflict of interest.” Use by a Trustee of the authority of his/her position or any confidential information received through his/her position for the private pecuniary benefit of himself/herself, a member of his/her immediate family or a business with which he/she or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Trustee, a member of his/her immediate family or a business with which he/she or a member of his/her immediate family is associated.

“Contract.” An agreement or arrangement for the acquisition, use or disposal by the College of consulting or other services or of supplies, materials, equipment, land or other personal or real property.

“De minimis economic impact.” An economic consequence which has an insignificant effect.

“Financial interest.” Any financial interest in a legal entity engaged in business for profit which comprises more than 5% of the equity of the business or more than 5% of the assets of the economic interest in indebtedness.

“Gift.” Anything which is received without consideration of equal or greater value. The term shall not include a commercially reasonable loan made in the ordinary course of business.

“Honorarium.” Payment made in recognition of published works, appearances, speeches and presentations and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.

“Immediate family.” A parent, spouse, child, brother or sister.

“Income.” Any money or thing of value received or to be received as a claim on future services or in recognition of services rendered in the past, whether in the form of a payment, fee, salary, expense, allowance, forbearance, forgiveness, interest, dividend, royalty, rent, capital gain, reward, severance payment, proceeds from the sale of a financial interest in a corporation, professional corporation, limited liability company, partnership or other entity resulting from termination or withdrawal therefrom upon assumption of being a Trustee or any other form of recompense or any combination thereof. The term refers to gross income and includes prize winnings and tax-exempt income. The term does not include gifts.

“Person.” A business, governmental body, individual, corporation, limited liability company, union, association, firm, partnership, committee, club or other organization or group of persons.

“Represent.” To act on behalf of any other person in any activity which includes, but is not limited to, the following: personal appearances, negotiations, lobbying and submitting bid or contract proposals which are signed by or contain the name of a former or current Trustee.

ARTICLE III: RESTRICTED ACTIVITIES

No Trustee shall engage in conduct that constitutes a conflict of interest.

No person shall offer or give to a Trustee or a member of his/her immediate family or a business with which he/she is associated, anything of monetary value, including a gift, loan, contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Trustee would be influenced thereby.

No Trustee shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on any understanding of that Trustee that the vote, official action or judgment of the Trustee would be influenced thereby.

No Trustee shall accept an honorarium for anything related to the College.

No Trustee 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 College. If any agreement or contract shall be made in violation of this policy, the same shall be null and void and no action shall be maintained thereon against the College. Notwithstanding anything to the contrary contained in this section, this language shall not be applicable so long as the Trustee or a member of his/her Immediate Family does not own more than a one (1%) percent ownership interest in the company awarded the contract.

No former Trustee shall represent a person, with promised or actual compensation, on any matter before the College with which he/she has been associated for one (1) year after he/she leaves the Board of Trustees.

ARTICLE IV: PROCEDURES

Where voting conflicts are not otherwise addressed by the Constitution of Pennsylvania or by any law, rule, regulation, order or ordinance, the following procedure shall be employed. Any Trustee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written memorandum filed with the person responsible for recording the minutes of the meeting at which the vote is taken, provided that whenever the Board of Trustees would be unable to take any action on a matter before it because the number of members of the Board of Trustees required to abstain from voting under the provisions of this section makes the majority or other legally required vote of approval unattainable, then such members shall be permitted to vote if disclosures are made as otherwise provided herein.

ARTICLE V: CONFIDENTIALITY

Each member of the Board of Trustees acknowledges and agrees that the information which may have been disclosed to him or her during the course of his/her trusteeship may be deemed confidential and proprietary information, and each Trustee covenants and agrees, subject to applicable Pennsylvania law, including without limitation the PA Sunshine Act, that he/she will not disclose any proprietary information of any nature of the College (or any proprietary information of another person or entity which is in the possession of the College) to which he/she became exposed, had access or became familiar. No Board member shall disclose any of the aforesaid confidential information, directly or indirectly, nor use them in any manner in competition with or adversely affecting the College or any third party. Each Trustee's obligations under this paragraph shall not apply to confidential information which: (a) was in the public domain at the time it

was communicated to the Board member; (b) entered the public domain subsequent to the time it was communicated to the Board member through no fault of such Board member; (c) was in such Board member's possession free of any obligation of confidence at the time it was communicated to the Board member; (d) was rightfully communicated to the Board member free of any obligation of confidence subsequent to the time it was communicated to such Board member; (e) was communicated in response to a valid order by a court or other governmental body; (f) was otherwise required by law; or (g) was necessary to establish the rights of any person under this policy.

ARTICLE VI: PERIODIC REVIEWS

To ensure that the College operates in a manner consistent with its designated purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted on an annual basis by the finance committee of the Board of Trustees.

ARTICLE VII: ANNUAL STATEMENTS

Each member of the Board of Trustees, at the request of the chairman, shall annually sign a statement which affirms such person: (a) Has received a copy of the conflicts of interest policy; (b) Has read and understands the policy; (c) Has agreed to comply with the policy; and (d) Is in compliance with the policy.

Administration **of the College**

TITLE: POLICY DEVELOPMENT

REF #: 2.1

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 12, 2007; February 8, 2005; December 11, 2001

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

TITLE: CODE OF ETHICS FOR LCCC STAFF

REF #: 2.2

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

LCCC employees should recognize that they are at all times viewed as representatives of the College and have a special responsibility for their conduct in that regard. Therefore, the President and members of the administrative, faculty, security and classified staff should strive to promote the following core values both internally and externally:

- Trust and respect for all individuals
- Honesty in all actions
- Just and fair treatment of all people
- Integrity in all actions

As a member of the Luzerne County Community College administrative, security, faculty and classified staff, all employees shall:

- Support the mission, purpose and goals of the College
- Identify and avoid areas of potential conflict of interest and even the appearance of conflict of interest
- Agree that the College Relations Director, President or a designee serve as the official and sole spokespersons for the College
- Refrain from representing oneself as speaking for the College unless authorized
- Refrain from using undue influence to affect any program, position, purchase or service of the College
- Work harmoniously with other staff regardless of differences of opinion to encourage productive dialogue in open discussion while respecting the opinions of all staff
- Honor the division of responsibility between the Board of Trustees, President, administration, faculty, security and classified staff
- Request only authorized and legitimate reimbursement of expenses

- Engage in ongoing processes of professional development and continuous personal improvement to best serve the College
- Encourage the highest standards of excellence in teaching and learning
- Agree that any outside employment undertaken will not interfere with the individual's discharge of his/her duties at the College and will not be of such character as to adversely affect the prestige of the College
- Commit to a learning environment that fosters academic integrity and lifelong learning
- Maintain good stewardship of College resources and make effective and efficient use of them, thereby ensuring accountability to the state, the county and the communities we serve
- Maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so
- Not accept any gift, favor, loan, service, entertainment, preferential treatment, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of public duties
 - Course materials exception: Faculty members may accept free samples of textbooks and related teaching materials
 - Gifts of nominal value and recognition exceptions: Items with little or no marketable value such as keychains or coffee cups with a vendor's name or other trinket-type items may be accepted - plaques or similar items recognizing individual services in a field specialty or to a charitable cause are also acceptable gifts.
 - Honoraria/expenses exception: Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time, for which they are not compensated by the College, and which are not impermissible conflicts of interest
- Offer good faith and fair dealings to all those we serve and with each other
- Communicate in a civil and professional manner with all College constituents
- Adhere to all College policies and procedures
- Always act with the highest personal, professional and academic standards
- Inspire others through our own sense of dedication and high purpose
- Demonstrate concern for the interests and well-being of individuals affected by our actions
- Value the privacy, freedom of choice, and interests of all those affected by our actions
- Foster cultural diversity and pluralistic values, and treat all people with dignity and respect
- Show respect for College property
- Adhere to the spirit as well as the letter of all applicable laws, regulations and policies
- Advocate within the organization adherence to all applicable laws and regulations
- Not participate in activities that constitute the appearance of or actual criminal offense or professional misconduct
- Bring credit to the College through positive public demeanor
- Encourage colleagues to embrace and practice the ethical principles and standards of professional practice
- Not use the individual's position or the College system or resources to advance a political party or candidate
- Not participate in the hiring, supervision, performance review or compensation decision for any person who is a member of the individual's family or household or for any relationship which may constitute bias or a conflict of interest, to avoid any perception that College employment and employment-related decisions are based on favoritism and not on individual merit
- Violation of this policy may result in appropriate disciplinary action up to and including termination in accordance with relevant College policy and procedure and/or collective bargaining unit agreements

TITLE: AUDIO/VISUAL RECORDING AND PHOTOGRAPHING COLLEGE-SPONSORED EVENTS

REF #: 2.3

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: November 8, 2012; April 14, 2009

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 (for classroom photos), 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 above.

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, which may include but is not limited to marketing materials, online photo-sharing accounts and social networking sites. The College maintains ownership of all College photos and maintains the right to alter photos if necessary to meet publication standards. The College is not responsible for the use of College photos taken from online sources by other individuals or entities. The College expects that any staff or student with access to a College photo will not use it with malicious intentions and will follow all College policies with respect to code of conduct and ethical behavior. Any student or staff member who violates this policy shall be subject to disciplinary action in accordance with College policies and procedures and/or the appropriate bargaining unit agreement.

The use of video monitoring of public areas of the College campus and centers for safety and security purposes is governed by the Closed Circuit Television Video (CCTV) Policy.

TITLE: SIGNATURE AUTHORIZATION POLICY

REF #: 2.4.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

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

REF #: 2.6

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

RELATED PROCEDURES:

TITLE: HOURS OF OPERATION/OFFICE HOURS

REF #: 2.7

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

RELATED PROCEDURES:

TITLE: PATENTS AND COPYRIGHTS

REF #: 2.8

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

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.

RELATED PROCEDURES: Patents and Copyrights Procedure – found in LCCC Personnel Policy Manual, October 1993.

TITLE: INSTITUTIONAL REVIEW BOARD

REF #: 2.9

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 17, 2014; August 12, 2008

Luzerne County Community College (LCCC) encourages and supports scholarly endeavors. Pursuit of scholarly work and research may involve the use of human subjects for data collection and analysis, and may involve a request for data to be obtained through the College's records and data management systems. LCCC allows such research and data collection to be conducted through the College provided the following conditions are met: the rights and welfare of human subjects used in research studies are protected; risks have been considered and minimized; the potential for benefit has been identified and maximized; all human subject participation is voluntary, and subjects only volunteer to participate after being provided with legally effective informed consent; research is conducted in an ethical manner and in compliance with established standards, College policy, and local, state and federal regulations; and existing College resources, including staffing, are adequate to handle the request. All research and data collection conducted through LCCC must be approved by the LCCC Institutional Review Board (IRB). The IRB is authorized to review, approve, require modifications in, or disapprove research activities conducted by or through the College using human subjects. Requests to conduct research at LCCC will not be approved unless the research project has been approved by the researcher's home institution.

Those individuals seeking to conduct such research may not solicit subject participation or begin data collection until they have obtained clearance by the LCCC IRB. Contact with research subjects will be handled through the Institutional Research and Planning Office in most cases. Unless expressly granted permission by the IRB, researchers may not recruit or contact subjects on College property and/or at College-sponsored events.

The LCCC IRB has responsibility to oversee procedures for carrying out the College's commitment to protect human subjects in research. The Institutional Research and Planning Office serves as the liaison between the individual requesting research data and the College once IRB approval has been obtained. The role of the Institutional Research and Planning Office is to provide information and data needed as part of the research project and determine the appropriate method of contacting or surveying College constituents based on privacy regulations and other considerations.

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 scholarly literature. Rather, the IRB is charged with evaluating each project's compliance in regard to issues such as informed consent, confidentiality, protection of rights and welfare of subjects, the ethical implementation of the research methods, the availability of College resources, 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.

SUPPORTING PROCEDURE: Requests for Research Participation IRB Review and Data Collection Procedure

TITLE: CODE OF CONDUCT AND BEHAVIOR

REF #: 2.10

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

RELATED PROCEDURES:

TITLE: COLLEGE INVESTIGATIONS

REF #: 2.11

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 8, 2011

The College expects that all members of the College community, including students, staff, Trustees, members of the College’s Alumni Association and Foundation Board of Directors, and visitors, will conduct their affairs on and involving LCCC property in the highest ethical manner.

Should a member of the College community suspect that someone is acting in violation of College policy and/or federal, state and local statutes on any LCCC property or involving or impacting LCCC property, he/she is encouraged to notify the College of the suspected violation.

Individuals who report suspected violations can do so in a confidential manner without fear of reprisal. Information provided will be investigated internally to the degree possible, while maintaining objectivity, fairness and justice and ensuring an impartial investigation. Federal, state and local law officials will be notified if appropriate. The College will keep the identity of the individual(s) who reported the violation confidential whenever possible.

This policy does not replace or supersede any existing College policies or procedures, including but not limited to the Discrimination Complaint Procedure, which may outline the normal courses of reporting infractions related solely to employee work performance.

Investigation of Suspected Violations:

All College members are encouraged to report suspected violations of College policy and/or federal, state and local statutes in a timely manner. Reports of a suspected violation of College policy and/or federal, state

and local statutes will be individually reviewed and investigated in a systematic and timely manner under the direction of the College President, the Director of Safety and Security or the College Solicitor. Depending on the nature of the complaint and the findings of the investigation, the College will take appropriate action against those found to be in violation of College policy and/or federal, state and local statutes, which shall include notification of federal, state and/or local law officials when a violation of federal, state and/or local statutes has occurred.

The College is committed to keeping all aspects of the investigation confidential, including the identity of the individual(s) who reported the violation and the parties involved, whenever possible. All College members are entitled to legal and/or union representation at any time during the course of an investigation.

Whistleblower Protection:

This policy expressly prohibits any form of discrimination or retaliation against a Whistleblower. For the purpose of this policy, a Whistleblower is defined as anyone who exposes or calls attention to corruption, wrongdoing and/or violations of any law within the College in the hope of stopping it.

The College will use its best efforts to protect the identity of the reporting individual and will protect that person from any form of retaliation, provided that person is acting in good faith and that the information provided is accurate, to the best of his/her knowledge. The College cannot guarantee confidentiality if identification of the reporting person is necessary to College or law enforcement officials for the purposes of investigating the incident.

Method of Reporting:

A report of a suspected violation of College policy and/or federal, state and local statutes may be made in person, via email, via telephone or in a written correspondence. Reports shall be directed to the Office of the College President, to the Director of Safety and Security or to the College Solicitor. Reports should be factual and contain as much specific information as possible. The reporting person may remain anonymous. However, it may be necessary to disclose identity to relevant College or law enforcement personnel in order to facilitate an investigation. Therefore, the College does not guarantee that anonymous reports of suspected violations will be investigated.

Each report of a suspected violation for which the reporter is identified will be individually reviewed and investigated in a systematic and timely manner.

Investigation Compliance:

All College student and staff members are expected to fully comply with all investigative requests, including requests for documents, accountings, statements, or any other information needed. The Director of Safety & Security, acting under the direction of the College President or College Solicitor, has the authority to fully investigate all allegations of improprieties, possible College policy violations and/or criminal wrongdoing.

College Investigations Procedure

If a member of the College community suspects that someone is acting in violation of College policy and/or federal, state and local statutes on any LCCC property or involving or impacting LCCC property, he/she should notify the Director of Safety and Security or another division or department head of the suspected violation. The notification can be made via e-mail, telephone, written correspondence or in person.

If the notification is made to a division or department head, he/she will forward the information to the Director of Safety and Security.

The Director of Safety and Security will notify the President of the report unless the President is involved.

- If the President is involved, the Director of Safety and Security will notify the Provost, and the Provost will notify the appropriate College officials.
- For all other reports, the Director of Safety and Security will review the complaint with the President and they will determine a plan for investigating the report which will include a review of and research on the facts of the complaint.

The Director of Safety and Security will develop a chronological case file and will conduct the investigation in a timely manner.

Upon completion, the Director of Safety and Security will report the findings of the investigation to the President and any other College officials deemed necessary, which may include the Provost/Vice President for Academic Affairs, Dean of Human Resources, Dean of Finance and/or College solicitor so that further action to be taken can be determined.

- Further action to be taken will be determined in accordance with College policy and bargaining unit agreements.
- If violation of local, state or federal statutes is determined or suspected, the matter will be turned over to the appropriate external law enforcement agency.
- If violation of College policy occurs that does not constitute violation of legal statute, the matter will be turned over to the Human Resources Office and the individual's division leader for follow up action.

In the event that the matter is referred to an external law enforcement agency, the College will cooperate fully with that and any other agency that gets involved.

If it is determined that no further action is required, the investigation will be considered closed and the file will be closed. The Records Retention Act will be followed with regard to retention of the file.

At the conclusion of the investigation, the individual who submitted the original report of suspected violation will be informed of the disposition of the investigation.

TITLE: STRATEGIC PLANNING

REF #: 2.12

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 12, 2012

Luzerne County Community College utilizes a comprehensive strategic planning process to define institutional priorities. The process ensures data driven decision making at all levels of the College, links planning to allocation of resources, and requires systematic assessment of institutional effectiveness to ensure achievement of the College Mission and Goals.

The planning process includes involvement of internal and external College constituents through a continuous cycle of communication of goals and achievements. The Board of Trustees approves the Strategic Plan.

RELATED PROCEDURES: *Strategic Planning Procedure*

TITLE: INSTITUTIONAL EFFECTIVENESS

REF #: 2.13

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 6, 2011

Luzerne County Community College will annually assess the institution's effectiveness in achieving its mission, goals and plans, and in complying with standards of excellence as defined by the Middle States Commission on Higher Education, through a documented and sustained systematic process for evaluation. The process will involve the use of quantitative and qualitative data and will require the input and participation of appropriate constituents. The results of the assessment will be shared with the Board of Trustees, faculty and staff, and the President and his/her leadership team will ensure usage of the results to make improvements and to inform planning and resource allocation. Changes made as a result of the systematic evaluation process findings will be assessed to ensure their effectiveness in meeting the identified need(s). The systematic plan for evaluation will be assessed for its effectiveness on an annual basis. The Institutional Research and Planning Office will maintain procedures to document actions necessary to implement the systematic evaluation process.

TITLE: LCCC MISSION AND GOALS

REF#: 2.14

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 6, 2011

Luzerne County Community College maintains a mission and institutional goals developed through an inclusive process with input from all constituencies. The mission and goals will be approved through the College governance system with final approval by the Board of Trustees. All new College programs and services developed will support the mission and goals; College plans will document how the mission and

goals are supported. In accordance with the Collegewide Institutional Effectiveness Assessment policy and procedure, achievement of the mission and goals will be assessed annually; the mission and goals statements will be assessed for effectiveness every four years; improvements will be made in response to areas of need identified through the assessment practices; and, changes made will be reassessed. The mission and goals will be broadly communicated through numerous forums.

TITLE: CHILDREN ON CAMPUS

REF#: 2.15

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 6, 2011

In order to provide a friendly and safe campus while maintaining a disruption-free learning and work environment for students and employees Luzerne County Community College does not allow unsupervised minor children (under the age of 18) on LCCC property/campus.

LCCC does not provide child care services and does not supervise minor children. Minor children who are not enrolled in/signed up for a Luzerne County Community College program or activity are not allowed on College property (including in College buildings, on College grounds, or in a vehicle on College property) or at College-sponsored events unless under the direct supervision of a parent/responsible adult. If a child is left unattended, the parent/responsible adult will be contacted by a member of the College staff and requested to return to the child.

Children are not permitted in classrooms except with the specific approval of the faculty member responsible for the class, on an emergency basis, and for a specified period of time; children are not permitted at an employee's workplace (e.g., office, classroom, shop) in lieu of other childcare arrangements, during the employee's working hours except with the specific prior approval of the appropriate division leader, on an emergency basis and for a specified period of time. Under such circumstances, the parent/accompanying adult is solely responsible for the child and ensuring that the child does not disrupt the educational or work setting. Employees, agents, or students may not accept responsibility to supervise a child on behalf of the College.

At no time are children allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents, or any hazardous products are stored or used such as science laboratories unless as part of an approved course or program.

Minor children authorized to use the LCCC Fitness Center or James T. Atherton Gymnasium must be accompanied by a parent or guardian at all times when visiting the Fitness Center.

If a child on campus, authorized to be present in accordance with this policy, becomes disruptive, the situation will be handled in the same manner as situations in which an adult is disruptive.

Financial

Administration

TITLE: CHECK SIGNATURE

REF #: 3.1.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 27, 2013; December 18, 1997

Checks are processed through an electronic check processor system. Checks contain the electronically generated signature of the President and the Dean of Finance. All 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 authorization of payment in amounts less than \$5,000.00. In all cases in which an amount is \$5,000.00 or more, documentation shall be signed manually for authorization of payments.

The only persons authorized to sign checks for Luzerne County Community College shall be the following:

- President of the College
- Dean of Finance
- Provost and Vice President for Academic Affairs (in the absence of the President)
- Vice President of Workforce and Community Development (in the absence of the President)
- Director of Finance and Accounting (in the absence of the Dean of Finance)
- Controller (in the absence of the Dean of Finance)

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:

TITLE: COLLEGE BUDGET

REF #: 3.1.3.

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

RELATED PROCEDURES: Budget Development and Review

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:

TITLE: COLLEGE GAS CREDIT CARD USAGE

REF #: 3.1.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 14, 2005; April 23, 2002

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:

TITLE: PETTY CASH USAGE AND MANAGEMENT

REF #: 3.1.6.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 16, 2010

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:

TITLE: INVESTMENT

REF #: 3.1.7.

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

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 Deposit and Transportation Procedure

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:

TITLE: DONATION REQUESTS

REF #: 3.1.12.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

TITLE: CHANGE FUND POLICY

REF #: 3.1.13.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 23, 2013

The College will provide change funds upon request to be used solely for the purpose of making change while conducting College or student activity business. The Change Fund is to be solely used for the purpose stated in the request for making change and not used for petty cash or for making any purchases. Change funds will be disbursed to the Change Fund Custodian named on the Change Fund Request Form only. The Change Fund Custodian is personally responsible for taking all reasonable precautions to safeguard the funds and returning the funds to the Finance Office in accordance with the Change Fund Request and Approval Procedure. If any funds are stolen during the event or after the event prior to the change fund being returned to the Finance Office, the Custodian must immediately notify Campus Security and the Comptroller. Campus Security will conduct an investigation into the reported theft. The Change Fund Custodian will not be held responsible for funds if Security determines a theft did occur. Otherwise, the Change Fund Custodian is responsible for returning all funds to the Finance Office. Change fund requests must be made according to the Change Fund Request and Approval Procedure in order to be approved.

TITLE: DEPOSIT/RETURN OF UNEXPENDED FUNDS DISTRIBUTED FOR STUDENT ACTIVITIES

REF #: 3.1.14.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 8, 2010

All Student Activity funds distributed that are not expended for the approved purpose must be returned to the Comptroller within 10 work days along with a completed Miscellaneous Income form in accordance with the Deposit/Return of Unexpended Student Activity Funds Procedure.

RELATED PROCEDURES: Deposit/Return of Unexpended Funds Distributed for Student Activities Procedure

TITLE: RESOURCE ALLOCATION FOR BUDGET AND PERSONNEL REQUESTS

REF #: 3.1.15.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 28, 2012

Budget and personnel requests are made during the building of the annual budget and periodically through the fiscal year. College officials use appropriate forms, criteria and procedures to evaluate requests and recommend allocations. Criteria includes qualitative and/or quantitative data for the purpose of prioritization and decision making. All allocations support an LCCC Strategic Goal for the respective year and/or are necessary for the continued operation of the College. Resource allocation plans are made available to the public in accordance with the Budget Development Procedure. The Board of Trustees approves the annual College budget plan and significant reallocation of resources within the plan year.

Related Procedures:

Budget Development Procedure

Employee Recruitment Search & Selection Procedures (positions 19 hours and 20 hours or more)

Purchasing Procedure

TITLE: AUXILIARY DEPARTMENT COMMISSION DEPOSIT POLICY

REF#: 3.1.16

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 17, 2012

Luzerne County Community College maintains effective controls over the collection, deposit and recording of Auxiliary Department (Cafeteria, Bookstore and Student Activities) commission checks received to ensure that all funds are accounted for and can be audited by both internal and external parties.

RELATED PROCEDURES: Auxiliary Department Commission Deposit Procedure; Cafeteria Currency Deposit and Transport Procedure; Bookstore Currency Deposit and Transportation Procedure; Student Generated Funds Deposit and Transportation Procedure

TITLE: CURRENCY DEPOSIT AND TRANSPORT

REF#: 3.1.17.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 12, 2012

All monies generated through auxiliary, non-credit and dental department activities must be submitted to the College Finance Office for deposit along with the appropriate documentation.

Luzerne County Community College maintains effective controls over the collection, transportation, deposit and recording of currency to ensure that all funds are accounted for and can be audited by both internal and external parties.

RELATED PROCEDURES:

Cafeteria Currency Deposit and Transportation Procedure
Bookstore Currency Deposit and Transportation Procedure
Student Generated Currency Deposit and Transportation Procedure
Continuing Education Currency Deposit and Transportation Procedure
Public Safety Training Institute Currency Deposit and Transportation Procedure
Dental Health Department Currency Deposit and Transportation Procedure

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:

TITLE: DISPOSAL OF EXCESS AND SURPLUS PROPERTY

REF #: 3.2.3.

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

RELATED PROCEDURES:

TITLE: COLLEGE FACILITY AND PROPERTY USAGE

REF #: 3.2.4.

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

RELATED PROCEDURES:

TITLE: COLLEGE PROPERTY KEY DISTRIBUTION AND MAINTENANCE

REF #: 3.2.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 8, 2010

For the purpose of this policy, keys and locks refer to any mechanical or electronic system used by the College to secure its facility and property. This does not include keys to desks, filing cabinets, lockers, or other property within department offices.

The Director of Safety and Security is responsible for authorizing the issuance of all College keys and locks on campus and card-key access control systems. All other office keys must be approved by the Division Head and Director of Safety and Security. The Physical Plant Director is responsible for duplicating all keys and the installation and maintenance of all College locks.

The issuance of a campus grand master key to a College employee must be approved by the Division Head, President and Director of Safety and Security. The Security Office is responsible for distributing College keys that have received the necessary authorization and will maintain records of all College locks, those employees who have been authorized to receive a key for those locks, and those employees who have received a key for those locks. The Director of Physical Plant will maintain records of all College keys that have been duplicated. Any employee who is issued a key must sign a Key Receipt Form before receiving the key.

Division or Department Heads or their authorized representatives are the only College representatives authorized to request keys for members of the campus community. Requests for keys will be made in accordance with the College Property Key Distribution and Maintenance Procedure.

Employees will be issued the lowest level of key access required by position. No exterior door key will be issued to users of buildings that are secured with electronic card access systems.

Individuals shall not loan or give out their assigned keys to others, even members of the campus community. During periods of extended absence, upon termination of employment, or by request from the Director of Safety and Security, keys must be returned to the Security and Safety Department in accordance with the College Key Distribution and Maintenance Procedure. The Security and Safety Department will provide the employee with a written receipt documenting return of the key.

Unauthorized duplication and/or sharing of a College key and failure to return a key upon conditions stated above constitute serious violations of College policy. 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.

RELATED PROCEDURES:

TITLE: DISPOSAL OF EQUIPMENT AND MATERIALS PURCHASED WITH STUDENT ACTIVITIES FUNDS

REF #: 3.2.6.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 20, 2013

Equipment and materials purchased with Student Activities funds that are deemed by the Director of Student Life and Athletics to be outdated or otherwise no longer of use may be discarded with the approval of the Dean of Student Development and Enrollment Management. The discarding of Student Activities equipment and materials purchased through grant funds will be completed in accordance with the terms of the grant or contract and must additionally be approved by the Grants Specialist/Writer. The discarding of Student Activities equipment and materials received through donation will be completed in accordance with the terms of the donation and must additionally be approved by the Executive Director of Institutional Advancement. The discarding of computer hardware and peripheral equipment purchased with Student Activities funds must additionally be approved by the Chief Technology Officer.

Discarding of the equipment and materials may be achieved by disposal, storage, sale, donation or transfer to another College department. The Director of Student Life and Athletics may choose to have the item(s) stored for future use. If not, the Director must notify all staff of the availability of the item(s) to be discarded via broadcast message to see if it(they) can be used by other departments. Department heads may request that the item(s) be transferred to their department on a first come, first served basis. No employee may receive or purchase the item(s) at this point for personal use.

Items not stored or transferred may be donated or offered for sale to the general public by sealed bids, public auction, negotiated sale, pre-priced garage sale, the College Intranet classified ads, or non-sale by consignment, at the discretion of the Director of Student Life and Athletics. Donations must be approved by the President. Sales proceeds will be deposited into Student Activities funds.

Any items remaining after using one or more of the above options will be disposed of in the appropriate manner and in accordance with College policy by the Physical Plant department.

Proceeds from sales and non-sale by consignment must be made in the form of check or money order made payable to Luzerne County Community College unless the sale is sponsored by the Alumni Association, in which case the proceeds would be collected by the Alumni Association.

If the item(s) discarded have been inventoried, the Inventory Control Manager must be notified.

At no time shall disposal of equipment and materials result, directly or indirectly, in a monetary gain for a College employee, student or Trustee.

TITLE: INFORMATION TECHNOLOGY ACCEPTABLE USAGE

REF #: 3.2.7.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 8, 2011; 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 Guidelines: 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.

The following set of guidelines 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.

Internet Services - 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>.

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 College policy and/or federal, state or local statutes by misusing 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.

The effective implementation of this policy will be assessed on a periodic basis.

RELATED PROCEDURES:

TITLE: INFORMATION TECHNOLOGY DISASTER RECOVERY

REF #: 3.2.8.

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

RELATED PROCEDURES:

TITLE: EQUIPMENT USAGE

REF #: 3.2.9.

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

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.

RELATED PROCEDURES:

TITLE: EDUCATIONAL INSTITUTION USE OF COLLEGE FACILITIES

REF #: 3.2.10.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 9, 2008; April 8, 2008

Educational institutions may use the facilities of LCCC or its designated sites to offer courses in agreed upon programs and majors on a space available basis provided usage does not interfere with LCCC programming. An administrative fee of \$50 per student per credit hour will be paid to LCCC per semester for courses offered. The College reserves the right to make exceptions to this fee structure based on the program or major being offered and its benefit to LCCC students.

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.

RELATED PROCEDURES:

TITLE:

REF #: 3.2.11.

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

RELATED PROCEDURES:

TITLE: TECHNOLOGY EQUIPMENT POWER OFF

REF #: 3.2.12.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: In Process

RELATED PROCEDURES:

TITLE: TECHNOLOGY EQUIPMENT SHORT-TERM AND LONG-TERM LOAN

REF #: 3.2.13.

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

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:

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:

TITLE: CAPITAL PROJECT PLANNING

REF #: 3.2.15.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 12, 2011

The College reviews the need for capital improvements on an annual basis to assure compliance with state and local building codes, ADA requirements, and the needs of students, faculty and staff in accordance with the Capital Project Annual Assessment Procedure.

RELATED PROCEDURES: Capital Project Annual Assessment Procedure

TITLE: TECHNOLOGY PLANNING

REF# 3.2.16.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 17, 2012

The LCCC Technology Plan supports the College mission and strategic plan by ensuring excellence in education through state-of-the-art instructional technology, support services and administrative systems. The purpose of the Technology Plan is to ensure that College systems are maintained and upgraded on a periodic cycle, that the College offers technological systems that effectively support student learning outcomes, and that the College can stay current with higher education technology trends. The Technology Plan is annually reviewed and updated based on trends in information and instructional technology, faculty and staff needs, and assessment data. Upon revision, the Plan is regularly communicated to the College Community and to extended constituents as appropriate. The Plan is supported by Department Plans within the Information Technology division.

RELATED PROCEDURE: Technology Planning Procedure

TITLE: FUEL PUMP OPERATION AND MANAGEMENT

REF# 3.2.17.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 27, 2013

Luzerne County Community College maintains a fuel pump operation to fuel **only** College-owned and operated Security, Public Safety Training Institute, and Physical Plant vehicles and fuel-energized machinery such as lawnmowers and weed whackers. Only authorized security and physical plant staff will have access to keys to the electric switch box that operates the fuel pump. The fuel pump is kept locked when not in use by an authorized staff member. The Director of Physical Plant is responsible for monitoring fuel levels in the underground fuel tank, monitoring fuel usage, and making periodic reports to the supervising senior administrator on usage. Monitoring equipment is installed to detect leaks and fluid levels. Tank inspections are done in accordance with all local, state and federal regulations. Usage will be recorded in compliance with the Fuel Pump Operation and Management Procedure. Violation of this policy may result in appropriate disciplinary action up to and including termination in accordance with relevant College policy and procedure and/or collective bargaining unit agreements and may include referral to law enforcement authorities.

RELATED PROCEDURE: Fuel Pump Operation and Management Procedure

TITLE: PAYROLL

REF #: 3.3.1.

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

The basic requirements of the College's Payroll department are accuracy, compliance, management and administration, as well as keeping current with the ever-changing legal environment. Due to the nature of its duties and obligations, the payroll department serves as a liaison between the employees and administration. As new legislative or technological change impacts an employee's paycheck, the payroll department will inform the employee of such changes with the tax laws of the federal, state and local levels of government, the regulations of the Internal Revenue Service, the Social Security Administration, the U.S. Department of Labor, and the Federal Office of Child Support Enforcement.

RELATED PROCEDURES: Paychecks Procedure

TITLE: PAYROLL DEDUCTIONS

REF #: 3.3.2.

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

The College is required to deduct certain federal and state taxes from each paycheck. In addition, the College will also make employee authorized deductions such as retirement, SRA's, union dues, Christmas Clubs, credit union, United Way, savings bonds.

GARNISHMENT: The College is required to deduct any necessary payment as set forth by law.

RELATED PROCEDURES:

TITLE: DIRECT DEPOSIT

REF #: 3.3.3.

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

The direct deposit of payroll is the automatic deposit of an employee's net pay into an account at a bank or credit union of their choice. Instead of printing checks, the College produces an automated file containing direct deposit record, which is delivered through the Automated Clearing House (ACH) network and funds are credited directly to the employees account.

By using the ACH network for direct deposit, the College is protected by the rules of the National Automated Clearing House (NACHA) and Regulation E, the Consumer Regulation concerning electronic

funds transfer. The College does not endorse nor require that you have an account at one specific banking institution.

The direct deposit program at Luzerne County Community College is provided as a benefit to our employees and is not considered mandatory. Under current U.S. Labor Codes, direct deposit in Pennsylvania is allowed only when an employee has requested it in writing. [7 P.S. Sub. 6121, Sec. 1]. The College supports and encourages all eligible employees to participate in the direct deposit program.

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 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 its 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

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:

TITLE: LCCC PROPERTY CONTROL

REF #: 3.5.3.

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

RELATED PROCEDURES:

TITLE: ALLOWABLE CLOTHING/SAFETY EQUIPMENT PURCHASES

REF: 3.5.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: November 8, 2012

This policy identifies clothing and safety equipment items that may be purchased with College funds. Clothing and safety equipment items not cited in this policy are not considered allowable purchases, and no College funds will be expended for the purchase of these items. This includes requests submitted through purchase requisition, petty cash, and reimbursement. Revision of this policy is required to revise those items deemed allowable clothing and safety equipment purchases.

The following items are considered allowable clothing/equipment purchases for employees at LCCC:

1. Three (3) Security uniforms for full-time, two (2) for part-time; one (1) police boots/shoes and one (1) outerwear per Security staff per year;
2. Security equipment, including OC (pepper) spray, LED flashlights, safety vests, gloves, and any other items determined necessary by the President's Leadership Team for safety/protection/identification replaced as needed
3. For Physical Plant staff: goggles for eye protection; ear plugs and headphones for ear protection; gloves; respirator for painting; dust mask for sanding; disposable coveralls for painting, going into

tunnels, and going under buildings; rain suits for grounds crew; three (3) sweatshirts with LCCC staff logo per employee; three (3) t-shirts with LCCC staff logo per employee; and any other items determined necessary by the President's Leadership Team for safety/protection/identification

4. For Cafeteria and Conference Center Dining Room staff: three (3) golf shirts with LCCC staff logo per full-time employee; two (2) golf shirts with LCCC staff logo per part-time employee; aprons; rubber gloves; three (3) chef smocks and pants for staff with chef responsibilities per year
5. For PSTI staff: three (3) shirts with LCCC logo for PSTI instructors, three (3) shirts with LCCC logo for truck driving instructors
6. Rental of caps and gowns for appropriate College staff for graduation

TITLE: MILEAGE REIMBURSEMENT

REF #: 3.6.1.

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

RELATED PROCEDURES:

TITLE: REIMBURSEMENT OF EXPENSES/CHARGES MADE ON EMPLOYEE'S PERSONAL CREDIT CARD

REF #: 3.6.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 27, 2013; August 28, 2001

An employee may choose to use his or her personal credit card for College related travel expenses and request reimbursement. The Reimbursement of Expenses/Charges Made on Employee's Personal Credit Card procedure must be followed for reimbursement of College related expenses.

RELATED PROCEDURE: Reimbursement of Expenses/Charges Made on Employee's Personal Credit Card procedure

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:

TITLE: TUITION

REF #: 3.7.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

Tuition and fees are charged as follows: Students who register for 12 to 18 credits will be charged a flat rate for tuition and fees, plus any course fees. Students registering from 1 to 11.99 credits will be charged the per credit charge for tuition (plus any course fees). Please refer to the tuition and fees chart. Note: The Flat Rate does not apply to students who are charged Variable Tuition Rates. Rates are subject to change. The College reserves the right to change without notice the tuition and fees.

RELATED PROCEDURES:

TITLE: TUITION PAYMENT

REF #: 3.7.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

Affordable Payment Option: Monthly Payment Plan (Only available for the Fall and Spring Semesters)

Luzerne County Community College offers students and their families the option of spreading Fall and Spring semester educational expenses over a period of four months. We recommend the TuitionPay Program Interest-Free Monthly Payment Plan to relieve the pressure of lump-sum payments due at the beginning of each semester. This is a budget plan, not a loan program, so there are no interest or finance charges. The only charge is a non-refundable semester enrollment fee. TuitionPay will assess an additional charge if a check is not honored by your bank. To encourage timely payments, a late fee may be assessed. All students with six or more credits per semester may participate. **The plan begins on July 15 for the Fall Semester and December 15 for the Spring Semester.** For more information and an application, you may contact TuitionPay Program directly at 1-800-635-0120 or www.TuitionPay.com.

RELATED PROCEDURES:

TITLE: DEREGISTRATION

REF #: **3.7.3.**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

TITLE: **TUITION REFUND**

REF #: **3.7.4.**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: **June 2002**

After classes commence, a student finding it necessary to withdraw from the College or change from full-time to part-time status for acceptable reasons, shall receive tuition refund as follows (**Fees, however, are not refundable**):

**Fall and Spring 15 Week Semesters
(Day, Evening, Off-Campus and Weekend Classes)**

Until the end of the first week of scheduled classes	75%
Until the end of the second week of scheduled classes	50%
Until the end of the third week of scheduled classes	25%
After the third week of scheduled classes	No Refund

**Summer Session
(Day and Evening Classes Scheduled 4 Days Per Week)**

Until the end of the second day of Regularly scheduled classes	75%
After the end of the second day and until the end Of the fourth day of regularly scheduled classes	50%
After the end of the fourth day of Regularly scheduled classes	No Refund

**Special Fall / Special Spring / Summer Session
(Day, Evening, Off-Campus and Weekend Classes Scheduled 1 Day Per Week)**

Until the end of the first week of scheduled classes	75%
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Until the end of the second week of scheduled classes 50%
After the second week of scheduled classes No Refund

Intermediate Summer and Non-Traditional Sessions

Refunds for Intermediate Summer and Non-Traditional Sessions (not listed above) will be made in compliance with Community College Regulations (At the end of 20% of the scheduled instruction for special sessions and irregularly scheduled sessions and courses.)

Please Note:

- (1) Students who withdraw *before* classes commence will be assessed a \$15.00 *Withdrawal Fee*.
- (2) Students who *alter* their registration form *after* they have gone through the registration process will be assessed a \$10.00 *per Course Change Fee*.

RELATED PROCEDURES:

TITLE: RESIDENCY

REF #: 3.7.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 8, 2011; April 23, 2002

LCCC adheres to the Pennsylvania State Code (35.29b) on residency, which defines domicile as “the place where one intends to and does, in fact, permanently reside.” Students are charged tuition on the basis of their residency at the time they register for classes. Students must be residents of Pennsylvania for a continuous 12-month period in order to receive in-state tuition rates. Fees are assessed separately.

A student’s residence is determined based on the information provided on the application for admission or readmission or on convincing evidence submitted to the Admissions Office. Convincing evidence of residency includes the following:

- Pennsylvania driver’s license.
- Lease or purchase of a permanent independent residence.
- Payment of appropriate state and local taxes. Special attention shall be given to payment of Commonwealth taxes on income earned during periods of temporary absence from this Commonwealth.
- Transfer of bank accounts, stock, automobile and other registered property to this Commonwealth.
- Agreement for permanent full-time employment in this Commonwealth.
- Membership in Commonwealth social, civic, political, athletic and religious organizations.
- Registration to vote in this Commonwealth.
- Statement of intention to reside indefinitely in this Commonwealth.
- Statement from the parents or guardian of a minor setting forth facts to establish the financial independence and separate residence of the minor.

Cases shall be decided on the basis of facts submitted, with qualitative rather than quantitative emphasis. No given number of factors may be required for domicile, since the determination in each case is one of the subjective intention of the student to reside indefinitely in this Commonwealth and/or in Luzerne County.

Residents of Luzerne County will be charged the in-county tuition rate for courses taken at the main campus in Luzerne County and all off-campus sites with the exception of specialized courses. Student residents of Pennsylvania enrolled in distance education courses will be charged the in-county rate.

Residents of Pennsylvania counties other than Luzerne County will be charged the out-of-county tuition for courses taken at the main campus and all off-campus sites in Luzerne County. Students who reside in school districts within Luzerne County will be charged tuition based on in-county rates. In-county tuition may be charged to residents of Pennsylvania counties other than Luzerne County for courses taken at off-campus sites when those counties have entered into appropriate agreements with Luzerne County Community College approved by the Board of Trustees.

Students who are not residents of Pennsylvania, including those who are enrolled in distance education courses, will pay out-of-state tuition. International students are considered out-of-state residents throughout their enrollment at the College. Permanent residents, refugees and asylum status are considered residents of the United States domicile in which they are living.

A minor under the age of 18 shall be presumed to have the domicile of parents or guardian. A minor may provide emancipation and independent domicile through convincing evidence.

It is the responsibility of the student to notify the Admissions Office of any changes in residency by completing a Change of Address form and providing proof of residency for the new address. Once a student has registered for classes, 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/she enrolls for the major semesters [Fall and Spring] of each year subsequent to his/her initial enrollment without interruption.) Changes in residency for out-of-county, Pennsylvania resident students will be reflected in the student's tuition for the subsequent semester for which he/she enrolls. Changes in residency for an out-of-state student will be reflected in the student's tuition for the subsequent semester for which he/she enrolls after the College verifies that he/she has been a resident of Pennsylvania for a continuous 12-month period. 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 for in-state tuition.

The College reserves the right to request additional information on a student's residence at any time there is reason to suspect that the student's address is incorrect. Any false statements or records concerning residency may result in additional tuition charges and disciplinary action.

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:

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 24, 2013; October 1993

Employees at this College are defined according to their position responsibility. Luzerne County Community College positions are either Administrative, Faculty, Security or Classified.

Administration: Professional employees whose main responsibility is supervising and / or managerial in nature.

Faculty: Professional employees included in the Faculty Collective Bargaining Unit. Such employees include teaching faculty, counselors, librarians and various instructional assistants. Faculty positions are designated as either 9-month or 12-month.

Classified: Employees included in the Classified Collective Bargaining Unit. Such employees include secretaries, technicians, custodians, maintenance workers, and various assistants.

Confidential Employees: Employees whose main responsibility exists within the context of classified position but whose positions also include responsibilities of a confidential nature as defined by the Public Employee Relation Act (195) of the Commonwealth of Pennsylvania, 1970.

Security: Employees serving as campus security officers.

Full-time: Employees who consistently work 35 or 40 hours per week (dependent upon position). Full-time administration and 12-month faculty employees work 35 hours per week. Full-time security staff work 40 hours per week. Full-time classified physical plant staff and full-time classified shipping and receiving staff work 40 hours per week.

Part-time: Employees who work less than 35 or 40 hours per week (dependent upon position). Part-time classified physical plant staff work 35 hours or less per week. All other part-time classified staff work less than 34 hours a week. Part-time administration staff and part-time 12-month faculty work less than 34 hours per week.

Adjunct: Faculty members who teach on a part-time basis.

Temporary Employees: Employees hired to either augment the permanent staff or replace permanent employees on temporary leave of absence.

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: August 28, 2012; April 12, 2011; October 1993

Luzerne County Community College endeavors to attract, identify, and hire the most qualified and diverse applicants for position vacancies. The College complies with all federal and state laws regarding hiring practices and with applicable collective bargaining agreements. Background checks will be conducted on any applicants extended contingent offers of employment at the College including a state and federal criminal court search, social security trace, educational verification and employment verification. Additionally, individuals seeking employment in the Health Sciences and Early Childhood Education departments must provide the College with verification of satisfactory clearance on the PA Child Abuse background check. For positions at the College for which educational degrees are required, only educational degrees from institutions accredited by A) a Regional Accrediting Organization that is recognized by the Council for Higher Education Accreditation (CHEA) or B) a recognized professional accrediting organization are acceptable. Appropriate and adequate funding is identified and approved for each position prior to vacancy posting. Confidentiality is maintained in the employment recruitment, search and selection process. Recruitment, search and selection practices are conducted in accordance with the Recruitment, Search and Selection of Employees 19 Hours or Less procedure; the Recruitment, Search and Selection of Employees 20 Hours or More procedure; and the Recruitment, Search and Selection of Adjunct Faculty

Equal Employment Opportunity and Anti-Discrimination

As supported by the LCCC Anti-Discrimination and Anti-Harassment policy, Luzerne County Community 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. The College strives 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.

Confidentiality

To protect the privacy of candidates and to preserve the integrity of the employment recruitment, search and selection process, all search committee members and staff involved in the process are required to maintain confidentiality throughout and after the conclusion of the recruitment process. Confidential information includes matters discovered or discussed during the recruiting process. All information relating to the search may only be discussed with other search committee members, the Human Resources Office or administrators in the chain of command of the hiring department. Employees who violate this requirement

for confidentiality will be subject to corrective or disciplinary action in accordance with collective bargaining unit agreements and/or the College administrative disciplinary action policy.

Compliance with Collective Bargaining Agreements

The College adheres to all provisions specified in the respective collective bargaining agreements.

RELATED PROCEDURES:

Recruitment, Search and Selection of Employees 19 Hours or Less (attached)

Recruitment, Search and Selection of Employees 20 Hours or More (attached)

Recruitment, Search and Selection of Adjunct Faculty (to be developed)

TITLE:

REF #: **4.1.4.**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

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**

New employees at Luzerne County Community College will be required to complete new hire paperwork on or before their first day of employment with the Personnel and Payroll Departments. This will ensure proper and timely payroll and benefits processing.

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:

REF #: **4.1.9.**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

TITLE: **ACADEMIC RANK**

REF #: **4.1.10.**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: **December 18, 2012; October 1993**

All Luzerne County Community College employees who accept teaching responsibilities are assigned rank based upon their academic credentials and experience. Determination of rank will be based upon the current academic rank criteria as denoted in the Faculty Association Bargaining Unit Agreement.

RELATED PROCEDURES:

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:

Executive Level	Position	Entry Salary	Equivalent Salary	Maximum Salary
EL1	Vice Presidents	\$84,000	\$95,000	\$111,000
EL2	Provost and VPAA	\$87,000	\$98,000	\$118,000

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

TITLE: REIMBURSEMENT OF CANDIDATE EXPENSES

REF #: 4.1.14.

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

RELATED PROCEDURES:

TITLE: HOLIDAYS

REF #: 4.2.1.

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

The College recognizes certain days during the year as paid holidays for its full-time regular employees.

Holidays Observed:

The following days are observed as paid holidays for the College:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day following
- Monday following Thanksgiving
- Good Friday and Easter Monday

Also, four days at Christmas time in accordance with the Classified Collective Bargaining Agreement. Other paid holidays can be established at the discretion of the President with the approval of the Board of Trustees.

Whenever any of the above holidays falls on a Saturday, the preceding Friday will be recognized as the holiday. Likewise, whenever a holiday occurs on a Sunday, the following Monday will be recognized.

RELATED PROCEDURES:

TITLE: FRINGE BENEFITS

REF #: 4.2.2.

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

Luzerne County Community College recognizes the responsibility to provide the availability of benefit options which protect the employees standard of living. As a result, various benefits are available for the employee and / or his / her family.

Many of the benefits outlined are contractually based for Faculty and Classified staff. Therefore, the provisions of these benefits will change according to the presently Negotiates Collective Bargaining Agreement. Faculty and Classified staff should refer to their respective Agreements for the exact specifications of the benefit.

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: August 27, 2013; October 1993

LCCC employees and their dependents (husband, wife, and/or dependent children) and current members of the Board of Trustees and their dependents are entitled to tuition waivers for any credit course offered by the College. Adjunct faculty members teaching a minimum of three credit hours per academic year or the equivalent number of classroom hours for non-credit faculty and part-time administrative, security or classified employees regularly working a minimum of twenty hours per week will be granted free tuition for the employee only during that academic year of employment for credit courses offered by the College.

The waiver recipient is responsible for paying all fees related to the course as well as paying for books and other materials required for the course.

The waiver recipient must follow the Credit Tuition Waiver Procedure in order to have tuition waived.

Members of the Classified Council Educational Support Personnel Association and Faculty Association should refer to their bargaining unit agreements.

RELATED PROCEDURE: Credit Tuition Waiver Procedure

TITLE: TUITION WAIVER FOR LCCC NON-CREDIT COURSES

REF #: 4.2.3.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 27, 2013; 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 non-credit courses offered by the College. Adjunct faculty members teaching a minimum of three credit hours per academic year or the equivalent number of classroom hours for non-credit faculty and part-time administrative, security or classified employees regularly working a minimum of twenty hours per week

will be granted free tuition for the employee only during that academic year of employment for non-credit courses offered by the College.

The waiver recipient will 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, the waiver recipient will be responsible for these costs also.

The general servicing fee of courses offered for employees only will be established by the non-credit department and paid by the waiver recipient.

If the class cost is less than \$15.00, the waiver recipient will pay the published course amount and will receive no discount.

Prior to enrollment, all employees and Trustees, on behalf of themselves and/or their eligible dependents, are responsible for obtaining a tuition waiver form from the Human Resources Office and presenting it to the non-credit department with the 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 Classified Council Educational Support Personnel Association and Faculty Association should refer to their bargaining unit agreements.

TITLE: TUITION REIMBURSEMENT FOR ADMINISTRATORS

REF #: 4.2.3.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 20, 2013; October 1993

A fixed \$10,000 fund will be established in the College budget each year to fund continuing education costs approved by the President for administrators who are registered in an undergraduate or graduate program leading to a degree, or who enroll in a course or sequence of courses to upgrade competencies as required by the person's position responsibilities. The College will allocate a maximum of \$5,000 for the Summer/Fall Semesters and \$5,000 for the Spring Semester.

An administrator who pursues academic study in an accredited institution while working full-time at the College and not on approved leave will be reimbursed, upon successful completion (C or better) of the course, a sum not to exceed sixty-five (65) percent of the tuition and books paid to that institution for a maximum of three (3) credits during the Summer/Fall semesters and (3) credits during the Spring semester. In the event the amount allocated for all administrators requesting reimbursement for each of the two application periods is less than five thousand dollars (\$5,000), reimbursement of more than three (3) credits will be considered. The residual, if any, from the Summer/Fall period will be added to the Spring maximum. Funds will not be carried from one fiscal year to another.

Prior to enrollment, the administrator must obtain written approval through the "Application of Tuition Reimbursement for Administrators." Reimbursement will be paid upon proof of successful completion (C or better) of the course(s). Applicants must have three years of service to be approved for reimbursement unless it was determined, after review by the College President, that support of courses taken would be of specific immediate value to the College.

TITLE: COMMUNITY SERVICE LEAVE

REF #: 4.2.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 17, 2012; February 7, 2008

All LCCC employees are entitled to seven (7) hours community service leave time per fiscal year to participate in approved community service activities within the LCCC service region. Community service leave time must be taken in approved hourly 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.

RELATED PROCEDURES: Leave Time Request Procedure

TITLE:

REF #: 4.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

TITLE:

REF #: 4.3.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

TITLE:

REF #: 4.3.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

TITLE: RESIGNATION

REF #: 4.3.3.

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

This type of termination refers to those that occur at the employee's request.

The College requests at least two (2) weeks notice of intended resignation. Senior management and faculty should provide at least 30 days notice so that an appropriate replacement can be obtained.

A letter of resignation should be sent to the immediate supervisor then forwarded from the division to the wing level and finally to the President who will inform the Board of Trustees. The letter of resignation should then be forwarded to the Personnel Department to initiate exit processing and for inclusion in the employee's personnel file.

An employee who resigns is eligible for payment of unused vacation and personal time. All college paid medical insurance, group life and disability insurance remains in effect until the first day of the month following the employee's final paycheck.

Employees are also eligible to continue their health benefits for an additional 18 months under COBRA regulations. Under these regulations, it is the employee's responsibility to reimburse the College for such premiums. Contributions made by the College to an employee's retirement plan ends with the final paycheck.

Any employee who fails to return from an approved leave of absence or fails to provide medical documentation necessary to support medical leave and / or disability will be considered to have resigned.

RELATED PROCEDURES:

TITLE:

REF #: 4.3.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

TITLE: ADMINISTRATIVE AND SECURITY PERFORMANCE EVALUATION

REF #: 4.4.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 17, 2012; June 22, 1999

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

For newly hired employees, transfer employees, and employees with an unacceptable evaluation, the supervisor must complete the Administrative and Security 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 the Administrative and Security Performance Evaluation procedure

RELATED PROCEDURES:

TITLE: EQUAL EMPLOYMENT OPPORTUNITY

REF #: 4.5.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 27, 2014

Luzerne County Community College is an equal employment opportunity employer. It is the continuing policy of the College to prohibit discrimination and to provide equal employment opportunity to all employees and applicants without regard to race, creed, color, sex, age, national origin, ancestry, religion, physical or mental disability, marital status, sexual preference, veteran status, political affiliation, and the use of a guide or support animal because of the blindness or disability of an individual or any other factor protected by law. All employment opportunities, including but not limited to recruitment, hiring, job placement, compensation, benefits, promotion, transfer, training, education programs, demotion, discipline, and all other terms, conditions and privileges of employment, are and shall be open to all qualified individuals, solely on the basis of their experience, aptitudes, abilities, performance, education and experience.

TITLE: ACCESS TO AND MAINTENANCE OF PERSONNEL FILES

REF #: 4.5.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 23, 2013; October 1993

The College will secure an official Personnel file for all College staff. Contents of a personnel file may include the following: any application for employment, wage or salary information, notices of commendations, warning or discipline, authorization for a deduction or withholding of pay, benefit information, leave records, employment history with the employer, including salary information, job title, dates of changes, retirement record, attendance records and performance evaluations. Medical and benefit information will not be released to anyone other than the employee.

The College, at reasonable times, upon written request of an employee, will permit that employee or an agent designated by the employee to inspect his or her own personnel files used to determine his or her own qualifications for employment, promotion, additional compensation, termination or disciplinary action. The College's Human Resources Office shall make these records available during the regular business hours of the office, when sufficient time is available during the course of a regular business day, to inspect the personnel files in question.

TITLE:

REF #: **4.5.3.**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

TITLE:

REF #: **4.5.4.**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

TITLE: **EMPLOYEE GRIEVANCES**

REF #: **4.5.6.**

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

RELATED PROCEDURES:

TITLE: EMPLOYEE POLITICAL ACTIVITY

REF #: 4.5.7.

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

It is the intention of the College to safeguard the freedom of speech, thought, and action of faculty and staff members and to avoid impairment of the significant contributions they are capable of making toward improved local, state, and federal government.

RELATED PROCEDURES:

TITLE: EMPLOYEE RECOGNITION

REF #: 4.5.8.

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

RELATED PROCEDURES:

TITLE: MEMBERSHIP IN BUSINESS AND PROFESSIONAL ORGANIZATIONS

REF #: 4.5.9.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 23, 2002

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:

REF #: 4.5.10.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

TITLE: ANTI-DISCRIMINATION AND ANTI-HARASSMENT

REF #: 4.5.11.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 17, 2014; April 23, 2013;
December 8, 2009; October 1993

Luzerne County Community College (hereinafter referred to as the “College”) is committed to a work, academic and public environment in which all individuals are treated with respect and dignity. The College and its employees 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 commitment is fully implemented through compliance with all relevant federal, state, and municipal laws, statutes and ordinances prohibiting discrimination, including, but not limited to the First Amendment to the United States Constitution; the Constitution of the Commonwealth of Pennsylvania; Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991 ("Title VII"); Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973; the Vietnam Era Veterans Readjustment and Assistance Act (“VEVRAA”); the Genetic Information Nondiscrimination Act (“GINA”); the Age Discrimination in Employment Act (“ADEA”); The Older Workers Benefit Protection Act (“OWBPA”); the Americans with Disabilities Act (“ADA”); the Pennsylvania Human Relations Act (“PHRA”); the Family and Medical Leave Act (“FMLA”); the Employee Retirement Income Security Act of 1974 (“ERISA”); the Sarbanes-Oxley Act, the Fair Credit and Reporting Act (“FCRA”); and any amendments to these laws. The institution will implement procedures and measures designed to ensure that employees, students, applicants and visitors to the campus or any site or program of the College are not discriminated against on the basis of race, color, gender, transgender status, gender identity/gender expression, sexual orientation, disability, age, veteran status, national origin, religion, marital status, political affiliation, ancestry, union membership and use of a guide or support animal because of blindness, deafness, or physical, emotional or mental handicap in the administration of its educational programs, activities, admission or employment practices. Any acts of reprisal, retaliation or harassment taken against an individual because he/she has filed a discrimination complaint, testified about matters related to a complaint, or otherwise assisted a complaint inquiry are forbidden and may result in severe disciplinary action. Inquiries may be directed to the Dean of Human Resources at 800-377-5222 extension 7234. The College takes any allegation of discrimination as serious. Any individual who knowingly or intentionally makes a false allegation or complaint, will be disciplined, up to and including termination of employment.

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):

- (1) submission to such conduct is made an implicit or explicit term or condition of one's employment or academic status;
- (2) submission or rejection of such conduct is used as a basis for employment or academic assessment decisions; and
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work environment

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/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.

SUPPORTING PROCEDURE: Discrimination Complaint Procedure

TITLE: DRUG FREE COMMUNITIES AND DRUG FREE WORKPLACE

REF #: 4.5.12.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 4, 2009; April 14, 2009

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

Commonly Abused Drugs and Related Health Risks (see National Institute on Drug Abuse website, www.nih.gov)	
Substances: Category and Name	Potential Health Consequences
Cannabinoids	
Hashish Marijuana	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
Depressants	
Barbiturates Benzodiazepines Flunitrazepam GHB Methaqualone Alcohol	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 <i>Also,</i> For barbiturates – sedation, drowsiness/depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal For benzodiazepines – sedation, drowsiness/dizziness For GHB – drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma, death For Methaqualone – euphoria/depression, poor reflexes, slurred speech, coma
Dissociative Anesthetics	
Ketamine PCP and analogs	Increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting <i>Also</i> For ketamine – at high doses, delirium, depression, respiratory depression and arrest For PCP and analogs – possible decrease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression
Hallucinogens	
LSD Mescaline Psilocybin	Altered states of perception and feeling; nausea; persisting perception disorder (flashbacks) <i>Also</i> 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
Opioids and Morphine Derivatives	
Codeine Fentanyl and Fentanyl analogs Heroin Morphine Opium Oxycodone HCL Hydrocodone, bitartrate, acetaminophen	Pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death <i>Also</i> For Codeine – less analgesia, sedation, and respiratory depression than morphine For Heroin – staggering gait
Stimulants	
Amphetamine Cocaine MDMA (methylenedioxymethamphetamine) Nicotine	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 <i>Also</i> 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
Other Compounds	
Anabolic steroids Dextromethorphan (DXM) Inhalants	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 DXM – dissociative effects, distorted visual perceptions to complete dissociative effects 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

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

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

Northumberland 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

Susq County Drug and Alcohol Comm

PO Box 347, Seven Lake Ave, 2nd Fl
Montrose, PA 18801
570-278-1000

Serento Gardens

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

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 Request Procedure

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
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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:

TITLE:

REF #: 5.2.3.

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

RELATED PROCEDURES:

**TITLE: STUDENT USAGE OF BOOKSTORE ACCOUNTS ESTABLISHED
THROUGH LCCC FINANCIAL AID OFFICE**

REF #: 5.2.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 18, 2012; June 12, 2007

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 after the purchase of their textbooks. Clothing, 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.

RELATED PROCEDURES:

TITLE: EMERGENCY RESPONSE/HEALTH AND SAFETY MANUAL

REF #: 5.3.1.

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

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:

TITLE: PARKING AND TRAFFIC REGULATIONS AND VIOLATIONS

REF#: 5.3.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:: April 17, 2012

The Campus Safety and Security Department is responsible for the implementation, maintenance and enforcement of the parking and vehicle registration policy.

The College provides parking and maintains roadways on the main campus in Nanticoke. The College does not provide parking nor maintain roadways at or near its dedicated, off-campus sites. All information contained within this policy relates to the College's main campus in Nanticoke, including the Downtown Nanticoke facilities. Luzerne County Community College Parking and Traffic Regulations are enacted to increase the safety of everyone on campus and to provide an orderly process for the operation of motor vehicles on College-owned and College-operated property. The cooperation of everyone will help to reduce difficulties stemming from the use of College roads and parking areas, especially during times of heavy usage. LCCC Parking and Traffic Regulations are in effect at all times.

Operation of a vehicle on College-owned and College-operated property is a privilege. Vehicle operators must follow all posted speed limit and traffic direction signs.

A. REGULATIONS

All students and employees and Board of Trustees who operate and/or park motor vehicles on the LCCC main campus must register their vehicle(s) with the Office of Campus Safety and Security and must display a valid parking permit when parked. Student permits must be displayed on the lower left inside corner of the rear window of the vehicle. Employee and Board of Trustees parking placards must be hung behind the rear view mirror. Students and employees and Board of Trustees who use a leased, rented or borrowed vehicle must obtain a temporary permit from the Office of Campus Security before parking the vehicle on campus.

The Office of Campus Safety and Security distributes parking permits to qualified individuals upon request. Parking permits are non-transferable. There is no charge for parking registration and placards.

1. Students and employees and Board of Trustees may register as many vehicles as needed.
2. Student parking is permitted in Lots A, B, C, D, and E and in the Downtown Nanticoke Lower Broadway lot. Students are not permitted to park in lots designated for employee parking.
3. Employees and Board of Trustees must park in their assigned parking spot. If not assigned a spot, employees must park in employee parking lots in spaces not otherwise reserved. Employee and Board of Trustees vehicles must have placards displayed at all times.
4. Visitors are permitted to park in student parking areas and parking spots marked "Visitors." Visitors who plan to be on campus for an extended period should obtain a Visitor Parking Permit from the Office of Campus Safety and Security.

5. Vehicles parked in Handicapped Parking spots must have handicapped license plate, handicapped parking placards or a special temporary handicapped parking permit from the Office of Campus Safety and Security displayed. Unauthorized parking in Handicapped Parking spaces will result in a fine.

B. VIOLATIONS

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 parking violations.....	\$10.00
9. Double parking or parking on a crosswalk.....	\$25.00
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.....	\$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
- Parked in such a manner as to constitute a safety hazard or impede the normal traffic flow, and/or
- Three (3) or more unpaid parking violations exist

C. FINES

All fines are to be paid within 14 calendar days of the date of violation. Unpaid fines will automatically double and will result in the holding of grades, transcripts, graduation privileges and class registration.

Fines must be paid at the Business Office located in Building 5 between the hours of 9:00 a.m. and 4:30 p.m., Monday thru Friday.

All College parking and traffic violation fines that are not paid within 14 days from the date of issue will automatically double. All parking violations accrued by any driver operating a motor vehicle will be charged to the registered owner of the vehicle. Upon issuance of a fourth violation notice, a student will be referred to the Dean of Enrollment Management and Student Development and may face disciplinary action along with driving and parking privileges on campus potentially being revoked.

D. TOWING

The College reserves the right to remove any vehicle which is parked in a driveway, blocking a loading dock, in a fire lane, or illegally parked in such a way as to constitute a hazard to vehicle or pedestrian traffic or the movement or operation of emergency equipment.

The vehicle owner shall be responsible for the costs of removing and storing such a vehicle. The college is not responsible for damage to a vehicle resulting from towing.

E. DISABLED VEHICLES

Disabled vehicles are to be immediately reported to the Office of Campus Safety and Security. Disabled vehicles must be removed within the time period specified by Campus Security.

F. OVERNIGHT PARKING

Parking on campus between the hours of 10:00 p.m. and 6:00 a.m. is prohibited, except with prior approval from the Office of Campus Safety and Security. Permission will be granted for disabled vehicles and vehicles belonging to staff / students/Board of Trustees on College sponsored trips. In all cases, the owner is responsible for contacting the Office of Campus Safety and Security.

G. MISCELLANEOUS

1. Motorists on college-owned and College-sponsored property are advised that all Pennsylvania laws and regulations pertaining to the use of motor vehicles apply to all drivers and vehicles on the campus of the College.
2. Vehicle owners are advised to lock parked vehicles. The College is not responsible for vehicle damage or property theft.

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:

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:

TITLE: CLOSED CIRCUIT TELEVISION (CCTV) VIDEO MONITORING

REF #: 5.3.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 8, 2010

The College will use video monitoring of public areas of its campus and centers for safety and security purposes only. Such monitoring is limited to locations that do not violate the reasonable expectations of privacy as defined by applicable law. All video camera installations will be clearly visible.

Information obtained through CCTV is considered confidential and will be used only for campus security and law enforcement purposes and for compliance with College regulations. Information obtained through video recording / monitoring will only be released to appropriate authorities when authorized by the President or Provost according to the Closed Circuit Television (CCTV) Video Monitoring procedure. In the event of suspicion of a crime, this information may be released to police and/or court authorities. All staff members, including the Department of Campus Safety and Security employees, are prohibited from improperly using and/or disseminating any information acquired from the video equipment.

The College strictly prohibits video monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.).

RELATED PROCEDURES: CCTV Procedure

TITLE: LCCC SAFETY AND SECURITY DEPARTMENT USE OF FORCE

REF #: 5.3.6.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 18, 2012; August 12, 2008

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, using only that force that is authorized and necessary to effectively ensure the safety and security of lives and property. 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 Spray

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.

Firearms

LCCC Safety and Security Officers who have a valid Pennsylvania Lethal Weapons Certification (Act 235f) and meet the current qualifications of the Municipal Police Officer Education Training Commission may be authorized to carry a College-issued firearm in the performance of their duties at the discretion of the Director of Safety and Security. The Director of Safety and Security is responsible to ensure that only those officers who have met the necessary qualifications be permitted to carry a firearm.

Other than as stated above, firearms are prohibited by all students, staff, Board of Trustees 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 noted in the LCCC Firearms and Other Prohibited Weapons policy and include authorized on-duty LCCC Campus Safety and Security Officers, 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).

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 as a last resort, only to protect human life, and only when other lower levels of force have been ineffective or would be inappropriate under the circumstances and given the threat level confronting the Officer. When a firearm or other deadly force is used, it is with the realization that the death of another person may occur.

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

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

Each location should include the following items:

- Medtronic LIFEPAK 500AED with battery installed (1)
- Carrying Case (1)
- Defibrillation Pads (2 sets)
- Accessories (scissors, towel, razor, pocket mask, gloves)

TITLE: FIREARMS AND OTHER PROHIBITED WEAPONS

REF #: 5.3.8.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 18, 2012; August 12, 2008

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 excluding those used in Culinary
- 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)
- Ammunition
- Any other item deemed as such by a LCCC Security Officer or appropriate staff member

This prohibition against firearms and dangerous weapons applies to all persons, including those with government-issued permits or licenses. The only exceptions are authorized LCCC campus security officers, 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 disciplinary action in accordance with College policies and procedures and/or the appropriate bargaining unit agreement. 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.

TITLE: SEXUAL ASSAULT

REF #: 5.3.9.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 16, 2010

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.

TITLE: THREAT ASSESSMENT MANAGEMENT

REF #: 5.3.10

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 16, 2010

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.

TITLE: SOCIAL DISTANCING

REF #: 5.3.11

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

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, 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 disease, the seriousness of the disease, high rate of illness among staff and students, financial aid considerations, and guidance from county and state authorities.
- 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.

TITLE: CONFINED SPACE

REF #: 5.3.12.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 12, 2011

To protect employees from the hazards inherent to entry into and work within confined spaces and to ensure that all activities in a confined space are conducted in a manner that does not jeopardize employee health and safety, the College will comply with the Occupational Safety and Health Administration (OSHA) Standard for Confined Space Entry, 29 CFR 1910. Permit spaces will be identified and permit-required entry procedures will be provided in training for employees. The College shall ensure that all employees who are authorized for entry receive the appropriate training to perform their assigned duties. No employee will be authorized to enter a confined space unless and until the following three conditions have been met: the employee has received appropriate training; atmospheric testing has been completed; and, the Director of Campus Safety and Security or his/her designee has authorized the employee to enter the confined space. No individual will be authorized to enter a confined space unless atmospheric testing has been completed and the Director of Safety and Security or his/her designee has authorized the individual to enter. Entry into confined spaces will be conducted in accordance with the Confined Space Entry Procedure.

RELATED PROCEDURES: Confined Space Entry Procedure

TITLE: LOST AND FOUND

REF #: 5.3.13.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 12, 2011

The College is not responsible for any items left unattended in or on College-owned or College-leased property or in facilities being used for educational programs and/or college-sponsored activities. However, the College will attempt to identify the owner of lost and found property and return it to its rightful owner.

The Campus Security Department is the official repository for all property lost and found on the main campus in Nanticoke. All items found on the main campus should be turned in to Campus Security. The administrative office is the official repository for all property lost and found at the dedicated, off-campus sites. All items found at the dedicated, off-campus sites should be turned in to the site's Administrative Office. Items found at non-dedicated sites should be turned in to the central administrative office at the site.

The office/department serving as the official repository will be responsible for maintaining an inventory of all property in its possession and a record of the disposition of all property received. All property found and turned in to Campus Security will be held for a minimum of 90 days prior to disposal. All property found and turned in to Administrative Offices at the dedicated, off-campus sites will be held for a minimum of 90 days, after which they will be turned in to the Campus Security Office at the end of the semester. Items found and turned in to administrative offices at non-dedicated sites will be handled in accordance with the Lost and Found policy of that institution.

Found property owners are required to describe the lost item accurately and must sign the property report in order to claim the lost and found item.

Misappropriation of found items may be treated as theft or fraud under College policies and the relevant Pennsylvania Crimes Code.

RELATED PROCEDURES: Lost and Found Procedure

TITLE: MANDATORY REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT AND STUDENT ABUSE

REF#: 5.3.14.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 18, 2012

This policy is adopted to affirm the obligation of College employees to assist in identifying suspected child abuse or neglect and student abuse, and to establish procedures for reporting such abuse in compliance with the Pennsylvania Child Protective Services Law. This policy was created to comply with the requirements of the Pennsylvania Child Protective Services Law and does not supersede or alter any individual's obligations/requirements under the Pennsylvania Child Protective Services Law.

DEFINITIONS: The following definitions are for the purpose of this policy.

Perpetrator shall mean one of the following:

- Parent of the child (biological parent, adoptive parent, stepparent, legal guardian)
- Person(s) responsible for the child's welfare (babysitter, day care provider, foster parent). College employees do not fall into this category.
- Individuals residing in the same home as the child
- A significant other of one of the child's parents (does not have to reside in the household)

Child Abuse shall mean any of the following:

- Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under 18 years of age.
- Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
- Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
- Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers the life or development of a child under 18 years of age or impairs the child's functioning.
- In accordance with Title 23 Pa. C.S.A., Chapter 63, no child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

Sexual Abuse shall mean any of the following:

- The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct.
- The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in simulation of sexually explicit conduct for the purpose of producing visual depiction, including photographing, videotaping, computer depicting and filming.
- Any of the following offenses committed against a child: (i) Rape, (ii) Sexual assault, (iii) Involuntary deviate sexual intercourse, (iv) Aggravated indecent assault, (v) Molestation, (vi) Incest, (vii) Indecent exposure, (viii) Prostitution, (ix) Sexual abuse, (x) Sexual exploitation.
- Sexual abuse includes contacts and interactions between a child and an adult when the child is being used as an object of sexual gratification for the adult, including the production of visual or other depictions. A child is sexually abused whether or not this activity involves explicit force, whether or not it involves genital or physical contact, or whether or not it is initiated by a child, and whether or not there is a discernible harmful outcome.

Student Abuse shall mean any of the following:

- Serious bodily injury to an LCCC student under the age of 18 by a College employee, vendor or person who is under contract with the College individually or through his/her employer.
- Threatened serious bodily injury to an LCCC student who is under the age of 18 by a College employee, vendor or person who is under contract with the College individually or through his/her employer.
- Sexual abuse or exploitation to an LCCC student who is under the age of 18 by a College employee, vendor or person who is under contract with the College individually or through his/her employer.

The **College Mandatory Reporting Administrator** is the College administrator deemed responsible for receiving reports of suspected abuse or neglect from College employees and submitting those reports to ChildLine and/or other appropriate agencies.

ChildLine - ChildLine accepts calls from the public and professional sources 24 hours per day, seven days per week, including calls of suspected child abuse or neglect or student abuse. ChildLine provides information, counseling, and referral services for families and children to ensure the safety and well-being of the children of Pennsylvania. ChildLine can be reached at **800-932-0313**.

Recent Act shall mean an abusive act committed within two years from the date of the Department of Public Welfare's ChildLine is called or the act is reported to College Mandatory Reporting Administrator. Sexual abuse has no time limit.

Reasonable Cause shall mean the sort of common-sense conclusion about human behavior upon which practical people are entitled to rely. Further, reasonable cause is more than an unarticulated hunch; it requires facts or circumstances that give rise to more than a bare imaginary or purely conjectural suspicion.

GUIDELINES:

College Mandatory Reporting Administrator

The Director of Safety and Security serves as the College Mandatory Reporting Administrator. In the absence of the Director, the Deputy Director of Safety and Security will serve as College Mandatory Reporting Administrator. In the absence of both the Director and Deputy Director, the College President will serve as the Mandatory Reporting Administrator.

Child Abuse by Perpetrator Duty to Report

LCCC employees who in the course of their employment, occupation or practice of their profession come into contact with children under 18 years of age shall immediately report to the College Mandatory Reporting Administrator when they have reasonable cause to suspect, on the basis of their medical, professional, or other training and/or experience, that a child they are aware of in their professional or official capacity is an abused child in accordance with the Mandatory Reporting of Suspected Child Abuse or Neglect and Student Abuse Procedure. An individual making a report to the College Mandatory Reporting Administrator is also encouraged to file a report with the Department of Public Welfare by calling ChildLine at 1-800-932-0313. If it is suspected or disclosed that an individual was abused while under the age of 18, it must be reported.

LCCC employees who are informed by a student that the student observed a case of suspected child abuse must report the incident in accordance with the Reporting Suspected Child Abuse or Neglect or Student Abuse procedure.

Privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report. In other words, privileged communication is not justification for not reporting suspected child abuse.

All suspected abuse must be reported to the College Mandatory Reporting administrator. It is the responsibility of the College Mandatory Reporting administrator to report to ChildLine.

Report summaries and written reports of child abuse as well as any other related information obtained concerning alleged instances of child abuse in the possession of the College shall be confidential.

The Child Protective Services Law states that a) any person required to report suspected child abuse

who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions; and b) a person or official required to report a case of suspected child abuse who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.

College employees who willfully fail to report suspected child abuse or neglect may be subject to disciplinary action in accordance with the appropriate bargaining unit agreement and/or College policy.

Child Abuse by Perpetrator Investigation

Employees shall cooperate with the Department of Public Welfare or the county children and youth agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance.

Student Abuse by School Employee, Vendor or Contracted Individual Duty to Report

A College employee shall immediately contact the College Mandatory Reporting Administrator when the College employee has reasonable cause to suspect, on the basis of his/her professional or other training and/or experience, that a College employee, vendor or person who is under contract with the College individually or through his/her employer is committing child abuse or student abuse.

If the accused College employee is the College Mandatory Reporting Administrator, the school employee shall immediately report to the President who will act as the College Mandatory Reporting Administrator.

The College Mandatory Reporting Administrator who receives a report of suspected student abuse of a child under 18 years of age from a College employee or student, or who has independent cause to suspect injury or abuse, will immediately file an oral report with the Department of Public Welfare by calling ChildLine at 1-800-932-0313 and will immediately report to law enforcement officials and the appropriate district attorney. The Administrator shall exercise no discretion, but has an absolute duty to report when receiving notice from a College employee.

Report summaries and written reports of student abuse as well as any other related information obtained concerning alleged instances of student abuse in the possession of the College shall be confidential.

The Child Protective Services Law states that a) a College employee who refers a report of suspected student abuse shall be immune from civil and criminal liability against the College arising out of the report; b) a College employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report may be subject to punishment by law; and c) a College Mandatory Reporting administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of suspected serious bodily injury or sexual abuse or exploitation alleged to have been committed by a College employee, vendor or contracted individual against a student or child commits a misdemeanor of the third degree.

College employees who willfully fail to report suspected student abuse may be subject to disciplinary action in accordance with the appropriate bargaining unit agreement and/or College policy.

A College Mandatory Reporting Administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of suspected serious bodily injury or sexual abuse or exploitation alleged to have been committed by a College employee, vendor or contracted individual against a student or child may be subject to disciplinary action in accordance

with the appropriate bargaining unit agreement and/or College policy.

Student Abuse by School Employee Investigation

College officials shall cooperate with law enforcement officials, the district attorney, the Department of Public Welfare or the county children and youth agency investigating a report of suspected student abuse or child abuse, including permitting authorized personnel to interview a student while in attendance at school.

Law enforcement officials and the county children and youth agency may conduct joint interviews with students, but law enforcement officials shall be given an opportunity to interview school employees prior to the county children and youth agency.

Reports of suspected injury or abuse of a student 18 years or older will be investigated by College Safety and Security in accordance with the College Investigations policy.

Reporting Suspected Child Abuse or Neglect and Student Abuse

LCCC employees shall follow the Mandatory Reporting of Suspected Child Abuse or Neglect and Student Abuse Procedure to report suspected child abuse or neglect or suspected student abuse.

Imminent Danger

If a child is in imminent danger, the employee and/or the College Mandatory Reporting Administrator should contact police at 911 to obtain immediate protection for the child and then notify Campus Safety and Security.

Other Cases of Suspected Physical or Sexual Assault

All other cases of suspected, disclosed or observed physical or sexual assault should be reported immediately to Campus Safety and Security in accordance with the Zero Tolerance for Threats, Threatening Behavior and Violent Acts policy.

RELATED PROCEDURE: Reporting Suspected Child Abuse or Neglect and Student Abuse Procedure

TITLE: CAMPUS SEX CRIMES PREVENTION ACT POLICY

REF #: 5.3.15

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 27, 2014

The Campus Sex Crimes Prevention Act of 2000 ("CSCPA"), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Pennsylvania, convicted sex offenders must register with the Megan's Law registry maintained by the Pennsylvania State Police. In accordance with CSCPA, the Luzerne County Community College Safety and Security Department is providing a link to the Pennsylvania State Police Megan's Law Web site. In addition, the information regarding the enrollment or employment of convicted sex offenders provided to the College by the State

is available at the Luzerne County Community College Safety and Security Office.

Pennsylvania's Megan's Law, 42 Pa.C.S § 9799.32(1), requires the Pennsylvania State Police to create and maintain a registry of persons who reside, or are transient, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or have been adjudicated delinquent of certain sexual offenses in Pennsylvania or another jurisdiction. Pursuant to 42 Pa.C.S. § 9799.28, the Pennsylvania State Police has established the Megan's Law Website to provide timely information to the public on registered sexual offenders who reside, or are transient, attend school, or are employed/carry on a vocation, within the Commonwealth of Pennsylvania. Pennsylvania's General Assembly has determined that public safety will be enhanced by making information about registered sexual offenders available to the public through the internet. Public access to information about registered sexual offenders is intended solely as a means of public protection, and any other use is prohibited. Any person who uses the information contained in the Megan's Law Web site to threaten, intimidate, or harass a registrant or their family, or who otherwise misuses such information, may be subject to criminal prosecution or civil liability.

The Pennsylvania State Police is responsible for maintaining the Megan's Law Web site registry. The link below provides access the Megan's Law Website: <http://www.pameganslaw.state.pa.us/entrypage.aspx>.

TITLE: USE OF OPEN FLAME ON COLLEGE PROPERTY

REF #: 5.3.16

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 17, 2014

In order to promote the safety and well-being of students, staff, faculty and guests of Luzerne County Community College, the College prohibits the use of open flames and the possession of items intended to use open flames on College property and/or at College-sponsored events with the exception of those approved for educational purposes, for operational purposes, or for special circumstances as approved by the Director of Safety and Security. Cigarette lighters, matches and lit cigarettes within the smoking area are also exempt from this policy.

Items considered to use open flames include, but are not limited to, the following: candles, incense, fueled lamps, barbeque grills, etc. Generally, this includes anything that utilizes a wick or flame or consumes flammable substances.

If the use of open flames is necessary for educational purposes, such as in science, culinary or automotive course activities or Public Safety Training Institute training sessions, the course instructor or other College representative responsible for the educational activity must monitor the open flame usage for the duration of the activity.

When open flames are necessary for operational purposes, such as for Food Service or Physical Plant functions, a member of the appropriate staff must be present to monitor the open flames for the duration of their use.

Other uses of open flames may be allowed in special circumstances, but only with the written consent of the Director of Safety and Security.

At all times when open flames are utilized, a fire extinguisher must be immediately available. Fuels and open flame devices must be transported, stored and maintained in appropriate fire-safe containers.

Violations of this policy should be reported to the Safety and Security Office. Anyone found using or allowing the unauthorized use of any open flame device will be issued a verbal notification to remove the item immediately. The Security Office will maintain a list of individuals who have violated this policy. Repeated violations may result in appropriate disciplinary action in accordance with relevant College policy and procedure and/or collective bargaining unit agreements.

TITLE: FITNESS CENTER USAGE

REF #: 5.4.1.

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

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:

TITLE: COMPUTER LAB APPROPRIATE 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: **GROUPS**

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: June 8, 2010

All proposed space modification and/or renovations, regardless of size, type, or funding source, that are not included in the College's Master Plan must be reviewed and managed within the Physical Plant Department. The President's Leadership Team must approve all space modifications and renovations. Space modifications are defined as wall, flooring, and ceiling changes; window and door changes; painting, carpentry, electrical, plumbing, heating and ventilation changes; and/or fixed cabinetry modifications.

All proposed space modification and/or renovations must adequately address and be executed in accordance with standards and codes, HVAC and air quality control, and safety and fire code requirements. All bidding policies and procedures must be followed.

Proposals for space modifications and renovations will be submitted to the President's Leadership Team through the appropriate Division Head and will include the full expense of the project and confirmation that the necessary funds are available.

RELATED PROCEDURES: Space Modification and Renovation Request and Approval Procedure

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

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

TITLE: CONSTRUCTION CHANGE ORDER APPROVAL

REF #: 5.4.8.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 8, 2010; April 10, 2007

All construction 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. The President will inform the Board immediately upon his/her approval of Change Orders less than \$5,000. Approval by the President and the Board of Trustees is required where the Change Order exceeds \$5,000. If approval is needed before the next scheduled Board meeting, as determined by the President after a review of the rationale outlined in the Change Order Procedure, a special meeting of the Board of Trustees will be called. Otherwise, the Change Order will be presented to the Board for approval at its next scheduled meeting.

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.

TITLE: FACILITY PAINTING

REF #: 5.4.11.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 8, 2010

College offices will be painted on a cyclical painting schedule. Offices will be considered for painting outside of this schedule, with the approval of the division head, if:

- a person is moving into a new office;
- the office requires painting because of remodeling or renovation work
- the office requires painting due to unsightly damage to the existing paint; and/or,
- other special considerations apply, with the approval of the President's Leadership Team.

In order to control costs, the type and color of paint used on campus will be standardized, and will be available for department or division heads to choose from.

Painting will be done based upon a priority list maintained by the Physical Plant Department and based on the availability of personnel. Painting of public areas will be prioritized and managed by Physical Plant/Facilities staff.

All painting work done on College owned property will be done by the Physical Plant Department staff except in the case of major renovation/repair work performed by outside contractors. The College will make every effort to schedule painting jobs at a time that will minimally disrupt College operations.

TITLE: MASTER PLANNING

REF #: 5.4.12.

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

ACADEMIC AFFAIRS

TITLE: PROGRAM ADDITION/MODIFICATION/DELETION

REF #: 6.1.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 17, 2012

This policy sets the minimum requirements to approve a new credit program and modify/delete an existing credit program in order to ensure that the College meets the requirements of Pennsylvania Department of Education regulations as defined by Chapter 35 and 335 (effective July 1, 1997), Middle States Commission on Higher Education accreditation standards, and the College's quality assurance needs.

All credit programs must reside in an academic department and all proposed additions, modifications and deletions must be reviewed and approved through the College governance system following the Program Addition/Deletion/Modification procedure. All program additions, modifications and deletions are approved by the Board of Trustees.

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

RELATED PROCEDURES: Program Addition/Modification/Deletion procedure

TITLE: COURSE ADDITION/DELETION/MODIFICATION

REF#: 6.1.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 17, 2012; August 27, 2002

This policy sets the minimum requirements to approve a new credit course and modify/delete an existing credit course in order to ensure that the College meets the requirements of Pennsylvania Department of Education regulations as defined by Chapter 35 and 335 (effective July 1, 1997), Middle States Commission on Higher Education accreditation standards, and the College's quality assurance needs.

All credit courses must reside in an academic department and all proposed additions, modifications and deletions must be reviewed and approved through the College governance system following the Course Addition/Deletion/Modification procedure. All course additions, modifications and deletions are approved by the President.

Provisions will be made to ensure enrolled students will not be negatively impacted by a proposed credit course addition, modification or deletion.

RELATED PROCEDURE: Course Addition/Deletion/Modification Procedure

TITLE: GENERAL EDUCATION PROGRAM AND COMPETENCIES

REF #: 6.1.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 17, 2012

Luzerne County Community College ensures students who graduate from the College's associate's degree programs have received a broad educational experience through the development and implementation of General Education Program and Competencies that support the mission and goals. General Education Competencies are delivered through a range of learning opportunities designed to provide students with a broad scope of knowledge and skills necessary to succeed in the workforce and educational environment.

Instruction in the General Education Program is received through required courses identified to specifically address General Education Competencies, and through program-related courses where the competency-based education is embedded.

The General Education Competencies are continually assessed to ensure student learning outcomes are being met. Weaknesses identified through the process are addressed through careful planning and thoughtful action on changes for improvement. The changes are reassessed for effectiveness in meeting goals. The Dean of Institutional Effectiveness and Assessment and program faculty participate in the process in accordance with the Outcomes Assessment Procedure.

The General Education Program is periodically assessed, revised as needed, and reassessed in accordance with the Collegewide Institutional Effectiveness Procedure. Designation of General Education Outcomes and curriculum design for requirements to ensure graduates successfully achieve the competencies are approved through the College governance system with final approval by the President. General Education Outcomes are broadly communicated to the College community.

RELATED PROCEDURE: General Education Program Periodic Review, Revision and Communication

TITLE: DISTANCE EDUCATION

REF #: 6.1.4.

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

RELATED PROCEDURES:

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:

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: TOTAL ACADEMIC CREDIT FOR KNOWLEDGE FROM LIFE EXPERIENCE (TACKLE) PROGRAM

REF #: 6.1.7.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 17, 2010

Luzerne County Community College students may receive credit for prior learning through the Total Academic Credit for Knowledge from Life Experience (TACKLE) program, administered through the Academic Affairs Distance Education Office. Through the TACKLE program, students may request credit for select courses by submitting a narrative portfolio and/or by taking a comprehensive exam. Evaluation of the portfolio/exam is based on learning outcomes and course objectives as defined by Pennsylvania Department of Education requirements, contained in the standard course syllabus for the course credits sought. Evaluation is conducted by the academic department chair or his/her designee. The TACKLE portfolio/exam will be evaluated on a pass/fail basis. Students who receive a "Pass" grade on their portfolio/exam will receive the appropriate credit.

Students are eligible to receive a total of up to thirty (30) credits through the TACKLE program, CLEP program and/or transfer credit. The Distance Education Office maintains the list of courses approved for TACKLE credit. Modifications to this list are approved annually by academic department chairs.

In order to receive TACKLE credit, students must register through the Distance Education Office for the course for which credit is sought and follow all policies related to tuition and fee payment. A student registered to challenge the content of a course must submit his/her portfolio or complete the testing process within the semester he/she is registered for. Fees for TACKLE courses are based on a percentage of the current per credit tuition and fee structure; an additional capital fee is assessed for out-of-county students.

TITLE: WRITING COMPETENCY EXAM

REF #: 6.1.8.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 8, 2010

Every Luzerne County Community College student who is registered for English Composition 101 must take and pass the Writing Competency Examination (WCE) during the semester for which the student is enrolled for the course. The purpose of this examination is to ensure that LCCC students are able to express themselves clearly, functionally and effectively in writing without extended time for prewriting, planning, drafting and rewriting.

The WCE is evaluated by one reader, an instructor in the English department other than the student's own. The test is administered during a regular English 101 meeting time during the second half of the semester at a time announced by the course instructor.

Students who are not present in class on the day the WCE is administered are responsible for completing the exam at another time. The exam may be taken in the Student Support Services Learning Lab or at another location arranged with the course instructor, provided a College official is present to proctor the exam. All exams and retakes must be completed prior to the last day of classes.

Students who do not pass the WCE on their first attempt may retake the exam one time.

If the student passes the examination, the English 101 grade given by the English 101 course instructor will be posted on the student's transcript. Students will receive a grade of "F" for English 101, regardless of the grade assigned by their course instructor, if:

1. they do not pass the exam on the second attempt;
2. they do not pass on the first attempt and do not retake the exam prior to the last day of classes; or,
3. they do not take the WCE prior to the last day of classes.

Students who apply to graduate following the completion of the semester in which English 101 is taken will be ineligible for graduation if they do not successfully pass the WCE prior in accordance with this policy. Students may not register for courses for which English 101 is a prerequisite until they pass English 101; those who have preregistered for any such class who do not pass English 101 as a result of failing the WCE will need to adjust their schedule.

PROCEDURES: Administration, Documentation and Communication of Writing Competency Exam

TITLE: EARLY COLLEGE

REF #: 6.1.9.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 27, 2014

The LCCC Early College program provides qualified high school students with the opportunity to obtain college credits and to gain first-hand experience in campus life prior to graduation from high school. In order to qualify for participation, students must meet all of the following requirements:

- be a high school junior or senior;
- meet course prerequisites by standardized tests scores or college placement test;
- have written permission from their secondary school;

- have written parental permission (for students under 18 years of age);
- have a high school GPA of at least 2.0; and,
- maintain a grade of C or better in each college course.

Students not meeting the above criteria will be evaluated on a case-by-case basis.

Students accepted into the Early College program are responsible for tuition and are eligible for reduced tuition. In order to be approved for the Early College program, the student's school district must have a formal, signed agreement with the College. Tuition and fees are established annually by the College. Through the Early College program, students may enroll for any semester and may enroll for up to 12 credits per semester, in any of the courses approved for the Early College program. Students may earn a maximum of 48 credits throughout the two-year enrollment at LCCC.

Students enrolled through the LCCC Early College program must follow all applicable College policies and procedures.

The College reserves the right to deny admission to any applicant.

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.

Total Credits Attempted	Academic Probation	Satisfactory Progress
0 - 18	1.5	1.51
19 - 36	1.69	1.7
37 - 54	1.89	1.9
55 - or more	1.99	2

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

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 his/her 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:**TITLE: GRADING SYSTEM****REF #: 6.2.3.****DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 6, 2011; April 24, 2001**

All students officially enrolled in a class by the end of the semester must be assigned a final grade for the class by the course instructor. The primary purpose of any grading system is to document evaluation of student learning and inform the student of his or her academic progress. Luzerne County Community College uses the following schedule of letter grades, definitions and grade point equivalents as its official marking system. Students may access semester grades and transcripts via WebAdvisor.

Letter Grade	Definition	Grade Points
A	Academic achievement of superior quality	4.0
B+	Academic achievement above high quality	3.5
B	Academic achievement of high quality	3.0
C+	Academic achievement above satisfactory quality	2.5
C	Academic achievement of satisfactory quality	2.0
D+	Academic achievement above the minimal quality required for course credit	1.5
D	Academic achievement of minimal quality required for course credit	1.0
F	Academic achievement below the minimum required for course credit. Failure.	0.0
W	Official Withdrawal (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.)	
I	Incomplete	—
	(Refer to Incomplete Grade Policy for details.)	
IE	Incomplete Writing Competency Examination	--
S	Audit (No Credit)	--
P	Successful Completion of Course	--
R	Unsuccessful Completion of Course-	--
	Re-Take	--

- A. Final grades are posted on WebAdvisor each semester after the closing of the 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 one time; the approval of an Academic Dean is required for the student to repeat the course more than once. The final grade earned in the repeat course 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 repeat the course but only 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.

TITLE: ACADEMIC HONESTY

REF #: 6.2.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 6, 2011

Student Responsibilities: All Luzerne County Community College students must maintain honest and ethical standards in all assigned academic work. Academic work submitted or otherwise presented by students will honestly represent their personal effort to meet the requirements of the course. The LCCC Library provides assistance on how to cite sources, both in person and via the *Citing Sources* link of the LCCC Library Web page at <http://depts.luzerne.edu/library/citing.jsp>.

Violations of academic honesty include but are not limited to the following:

1. **Cheating on examinations and assignments, which includes:**
 - Purchasing, selling, stealing or otherwise improperly obtaining examinations or assignments;
 - Using aids, materials or resources not authorized by the instructor when completing an examination or assignment;

- Providing or receiving assistance not authorized by the instructor when completing an examination or an assignment;
 - Copying another person's work or presenting another person's work as one's own; and/or,
 - Employing any other form of deceit in completing examinations and assignments.
2. **Plagiarism or falsification of the origin of data, which includes:**
- Failing to provide appropriate documentation for another person's original idea, words, opinion, theory, fact, statistic, graph or drawing, including oral, print, electronic, et cetera;
 - Failing to present quoted language properly, with documentation of source;
 - Copying part or all of an assignment, such as a research paper, lab report, or workbook from another person or resource, including print, electronic, et cetera, and presenting it as one's own work;
 - Purchasing an assignment and submitting it as one's own work;
 - Listing sources that were not consulted in the completion of the assignment; and/or,
 - Submitting previously submitted work without the approval of the instructor.
3. **and/or, Misconduct, which includes:**
- Providing a false reason for failure to meet class requirements, including absence from class, tardiness in completing assignments, unverifiable illness, et cetera;
 - Completing an exam intended for another student, or allowing another person to pose as one in taking the exam;
 - Using electronic communications devices during class or when completing examinations or assignments without instructor authorization; and,
 - Employing or assisting another in any other form of deceit in completing course requirements.

Instructor Responsibilities: Every LCCC instructor shall:

1. Create and maintain an environment conducive to academic honesty;
2. Reference his/her own definition of plagiarism and cheating and penalties for committing plagiarism and for cheating or reference the LCCC Academic Honesty Policy in every course syllabus;
3. Uphold the "LCCC Academic Honesty Policy" in her/his own work;
4. Communicate with any student suspected of violating the policy to discuss the concerns, charge and consequences; and,
5. Upon deciding to submit a formal report, inform the appropriate supervisor about the issue, and follow the procedures as outlined under "Consequences."

Written documentation regarding offenses of plagiarism/cheating must be reported by the instructor to the Student Development Office, to the instructor's department chair and academic dean, as well as to the student. The Student Development Office creates and retains a disciplinary record. The instructor bringing the charge will decide the consequences as indicated below for each case of academic dishonesty. The instructor will notify the student of the action that s/he is taking.

Consequences - Consequences for a formal report of a violation of academic honesty which may be imposed by the instructor include the following:

First Offense in the Course in Question – The student will receive a failure (F grade) for the individual assignment/project/examination in question.

Second Offense in the Course in Question – The student will receive a failure (F grade) for the course and will no longer be allowed to attend class for that course.

Penalties for multiple instances of cheating by a student (offense(s) in two or more classes) will be left to the discretion of the College, and such penalties may range from suspension to expulsion from school.

Appeals - Appeals to charges of violation of academic honesty for credit and non-credit courses must be submitted in writing to the Student Development Office within five (5) working days of receipt of the charge. Appeals to the charge regarding both credit and non-credit courses are reviewed through the Academic Grievance Procedure for Credit Programs.

Repeated Violations - In addition to the consequences imposed by the course instructor, if a student is found to have committed an additional violation of academic honesty in a different class, s/he may be subject to immediate suspension from the College. The student will not be allowed to re-enroll without reinstatement approval from the Student Development Office.

RELATED PROCEDURES:

TITLE: STUDENT ATTENDANCE

REF #: 6.2.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 7, 2012

Since regular attendance is essential to academic success, students are expected to attend all scheduled classes and laboratory sessions for which they are registered. Distance education students are expected to actively participate in all online courses and activities for which they are registered. Active participation/engagement in the class or other academically-related activity is considered attendance for online classes; logging into an online class without active participation does not constitute attendance. Students should refer to their course syllabi for the individual attendance policy of each instructor. Attendance guidelines in this policy will apply for students in any class for which the instructor did not provide his/her own attendance policy.

- For the purpose of this policy, attendance/absence refers to participation/non-participation in online classes (as noted in previous paragraph) as well as attendance/non-attendance in the traditional classroom setting. Also for the purpose of this policy, an excused absence is an absence that is beyond the student's control to prevent, and significant enough to reasonably prohibit attendance in

class. Neither excused nor unexcused absence relieves the student of responsibility for class work or assignments that are missed.

- Students cannot be penalized for any absence due to schedule changes during the first week of the semester. However, students who add a class are responsible for all work missed prior to entering the class.
- Excused absence will be considered for the death of a loved one (family member or close friend), extended illness, representing the College in an official capacity as determined by the appropriate division or department, or other unavoidable circumstances. Students should notify their instructor in advance when they expect to be absent due to such circumstances. The instructor may require documentation to verify the reason for the absence. Students are responsible for class work and/or assignments that are missed for excused absences. The College expects instructors to provide students with excused absences with the opportunity to make up work, if feasible.
- Students in the armed forces who are called to active duty must notify the Registrar's Office, their counselor and their course instructor(s).
- Otherwise, when a student anticipates being absent for an extended period of time (more than one week), he or she should notify the Academic Affairs Office who will then notify the student's instructors and counselor/advisor and any other relevant staff.
- Students with excessive absences should consult with their counselor/advisor and instructor to determine if the missed classes/participation will impact the student's ability to succeed in the course and whether withdrawing from the course is the best option. Financial aid award course load requirements should be considered.
- Students in Health Science programs who, because of excessive absences, receive a grade of "I" (incomplete) and have to make up clinical time at the end of a semester, will be charged a make-up fee for the clinical time to help offset additional costs incurred for faculty coverage of clinical time.

All instructors should document individual attendance policies for every course taught (day, evening, main campus, off-campus and online) in the course syllabus. Instructors who do not do so must adhere to this college-wide policy for student attendance and should reference this policy in their course syllabus. Instructors are responsible for keeping accurate attendance records.

- Instructors must notify the Registrar's Office of student/s registered in their course(s) who have not attended class as of the 3rd week of the regular semester (4th week for Corporate Learning Center students) as per the Attendance Verification procedure. Attendance in an online course must be verified through active participation, such as submission of an assignment; completion of a quiz or exam; participation in an interactive tutorial or computer-assisted instruction; participation in online discussion about academic matters; and/or initiating contact with the instructor to inquire about the academic subject being studied in the course. The Registrar's Office must be notified of attendance verification for financial aid purposes.
- For academic and student success purposes, instructors should submit Early Alerts for students who have not attended/participated online or do not regularly attend/participate in class during the semester.

RELATED PROCEDURES: Attendance Verification Procedure

TITLE: FINAL EXAMINATION

REF #: 6.2.6.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 6, 2011

Students are required to take the final examinations (which may be in the form of a test, final project, research paper or other assignment) given in every course for which they are registered. The College determines a schedule for final examinations each semester. Dates for final examinations are published in the College Catalog; the final examination schedule is posted each semester on the Student Intranet. Students should consult their course syllabi and/or outlines for more detailed information about specific course final examinations. Students must notify their instructor(s) if they are unable to complete the final examination on the scheduled date. Administration of make-up exams is at the discretion of the course instructor.

RELATED PROCEDURES:

TITLE: ACADEMIC SUSPENSION/DISMISSAL

REF #: 6.2.7.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

1. While on academic probation, students must maintain a 2.0 semester average in each subsequent major semester following probationary status.
2. Students not meeting this minimum requirement will be suspended for the next major semester. Upon re-admission and acceptance the student will be required to maintain a minimum 2.0 semester average for each major semester.
3. Students failing to meet the 2.0 major semester average after a suspension will be academically dismissed.
4. Academic dismissal renders a student ineligible for re-admission for a period of two years from the point of dismissal. At the time of re-admission all F grades will be deleted from G.P.A. calculations.

NOTE: Students may appeal their suspension status through the Office of the Academic Vice President. If accepted the student will receive a hearing with the Suspension / Appeals Board.

RELATED PROCEDURES:

TITLE: INCOMPLETE GRADE

REF #: 6.2.8.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 7, 2012

All students who are officially enrolled in a course by the end of the semester must be assigned a final grade by the course instructor. A temporary (Incomplete or “I”) grade may be assigned at the discretion of the course instructor, provided the following conditions are met:

- The student cannot continue to fulfill the course requirements due to unforeseeable conditions and/or justifiable reasons;
- The student is passing the course at the time that he/she is no longer able to continue fulfilling the course requirements; and,
- The student has completed the majority of the course requirements at the time he/she has informed the instructor of his/her inability to continue to fulfill the course requirements.

Exceptions to these conditions may be made **in consultation with** ~~only with the approval of~~ the department chair.

The course instructor is expected to discuss with the student before issuing the “I” grade a plan for the student to fulfill the remaining course requirements and to ensure the student understands what is expected of him/her and by what date it is expected. The “I” grade may be made up no later than one major semester (Fall/Spring) following the end of the semester (Fall/Spring/Summer) for which the grade was assigned.

If the instructor agrees to issue an “I” grade, he/she must submit a completed Request for Incomplete Grade form to the Registrar’s Office in addition to submitting the grade through the end-of-semester grading process. The Request for Incomplete Grade form must document remaining course requirements that the student must fulfill to receive a permanent grade and must be signed by both the instructor and student. If the student is unable to sign the form due to extenuating circumstances, some form of written documentation (e.g., email or letter with student signature) must be attached to the Request for Incomplete Grade form signed by the instructor and submitted to the Registrar’s Office.

The course instructor must submit the student’s permanent grade to the Registrar’s Office by the end of the next major (Fall/Spring) semester following the end of the semester for which the grade was assigned; otherwise, the grade will automatically revert to a failing grade (“F”).

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: ACADEMIC PLANNING

REF #: 6.3.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 17, 2012

The LCCC Academic Plan supports the College mission and strategic plan by ensuring excellence in education and programming that fosters student success and meets the needs of business and industry while also fulfilling the requirements of transfer institutions. The purpose of the Academic Plan is to guide the College in planning for academic program and service initiatives. The Academic Plan is periodically reviewed and updated based on trends in academic programming, business and industry and community needs, and assessment data. Upon revision, the Plan is communicated to the College Community and to extended constituents as appropriate. The Plan is supported by Department Plans within the Academic Affairs division.

RELATED PROCEDURE: Academic Planning Procedure

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

All contacts with both print and electronic media are to be channeled through the College's Public Information Office. The logical reason for this is that it is important for an institution as diverse as LCCC to speak with "one voice" in order to maintain a coherent organizational image.

Procedure:

(1) External Contacts:

If contacted directly by the media, obtain the reporter's name and publication or station he or she represents. If you feel the request is reasonable, give your full cooperation. If, for any reason, you feel uncomfortable about responding, explain to the reporter that you are uncertain about the propriety of giving a response and refer them to the Public Information Office. Please keep in mind that some situations are sensitive and caution should be taken to protect the rights of the College, its students and staff. After receiving any type of media inquiry, please inform the Public Information Office.

(2) Internal Contacts:

Students involved in the College's media relations activities may approach employees as they research stories. It should be understood that this is a learning experience for students, and employees are encouraged to give their fullest cooperation. In the event that you feel questions are inappropriate and/or you are concerned with the student approach, please contact the advisor of the Broadcast Communications Department or The Outlook.

For further information, call the Public Information Office.

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: LCCC INTERLIBRARY LOAN

REF #: 6.4.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 7, 2012

The Luzerne County Community College Library participates in an interlibrary loan service. Current LCCC students and staff may request items that are not available in the LCCC Library through the Interlibrary Loan service. The Library does not guarantee the availability of any material through this service. Textbooks, audiovisual materials, reference works and recently published books are typically not available from other libraries. All requests are subject to copyright restrictions.

Interlibrary Loan resources must be retrieved from and returned to the reference desk of the LCCC Library. Unreturned, lost or damaged resources are the financial responsibility of the borrower.

The LCCC Library reserves the right to limit or restrict requests for Interlibrary Loan services. Users who borrow resources through the Interlibrary Loan service must abide by this policy and any related procedure.

STUDENT

DEVELOPMENT

TITLE: ADMISSIONS

REF #: 7.1.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 8, 2011; August 27, 2002

Luzerne County Community College has an open-door admissions policy. Any student with a high school diploma or graduate equivalency diploma (GED) will be accepted to the college. Individuals who are 18 years of age or older, without a high school diploma or GED will be accepted based on their ability to benefit from pursuing a postsecondary education. Students eligible for the Early College Program will also be accepted to the college. Entrance examinations, such as the SAT and ACT are not required for admission. Admission to the college does not guarantee admission to academic programs or courses which have specific enrollment requirements.

Any person who is not a citizen or permanent resident of the United States is considered an International Student. International students applying for F-1 student visa must meet the requirements for international admission.

RELATED PROCEDURES: Health Science Program Admissions Procedure; Admissions Procedure; Enrollment Procedure; Placement Testing Procedure; Ability to Benefit Procedure

TITLE: TRANSFER – ADVANCED STANDING

REF #: 7.1.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 8, 2010; August 27, 2002

The policy of Luzerne County Community College is to accept for advanced standing credits earned at another college or university if the institution is accredited by a Regional Accrediting Organization that is recognized by the Council for Higher Education Accreditation (CHEA). Credits for advanced standing from institutions not regionally accredited will be accepted if the College has an approved articulation agreement with the organization.

A student entering from another college or university should request the institution from which he / she is transferring to forward an official transcript of credits to the LCCC Registrar's Office. Full credit will be considered for all work taken at another accredited college or university, provided the course applies toward the program of study being pursued at LCCC; the course content remains current/relevant to the program of study; and, the student earned a grade of "C" or better. (However, only credits earned at LCCC will be used in computing the student's grade-point average.)

Acceptable credits from another college or university may be applied to a major field of concentration at LCCC to the extent that acceptance of the credits would not preclude further work in the major field of study. No more than one-half of the credit requirements for a degree, certificate or diploma at LCCC shall be completed at another institution. For purposes of advanced standing, no more credits will be accepted in physical education than are required by LCCC.

Credits for Microbiology, Anatomy and Physiology I and II and Developmental Psychology will be accepted in transfer to a Health Sciences Program provided the courses are completed within five years of entry into the program. All required science courses must be four credits, and have a comparable lab component. Anatomy and Physiology I and II must be completed at the same college for acceptance.

RELATED PROCEDURES: Advanced Placement Procedure

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: COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

REF #: 7.1.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 8, 2010

The College-Level Examination Program (CLEP) is a national program run by The College Board (www.collegeboard.com) through which students may earn college credit for knowledge acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or

internships. Students are eligible to earn up to 12 credits through CLEP at Luzerne County Community College. The CLEP program at LCCC is administered through the Career Services Office.

The administration of CLEP exams and the CLEP fee structure at LCCC precisely follows College Board guidelines. Transferability of CLEP credits into LCCC curriculum is subject to departmental approval. All students taking the CLEP test to receive credit for English Composition 101 at Luzerne County Community College must first take, and pass, the Writing Competency Exam (WCE).

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: April 12, 2011

In addition to any other academic and non-academic requirements mandated by College policy, students must also receive and provide the College with verification of satisfactory clearance on the following background checks for final acceptance into Luzerne County Community College's Nursing, Respiratory Therapy, Surgical Technician, Emergency Medical Services, Phlebotomy, EKG, and Re-entry into Nursing-Health Science Professional Programs: Pennsylvania (PA) criminal background check; PA Child Abuse background check; 10-panel drug screening; FBI fingerprint-based background screening; Office of Inspector General background screening for suspension or disbarment from Federal Programs; and Department of Motor Vehicle driver license screening for any prior or current history of DUI (Driving Under the Influence). Notification of satisfactory clearance of all screenings must be completed prior to acceptance into the above-mentioned LCCC Health Science Professional Programs. Supplemental or additional background checks may be required during the course of the educational program to meet the requirements of clinical affiliation sites. Applicants' initial acceptance into LCCC Health Science Programs will not be finalized until all LCCC and Health Science requirements have been met.

A satisfactory clearance means no criminal history. If any of the above-noted background checks indicate any criminal history, the student will be prohibited from entrance into the LCCC Nursing, Respiratory Therapy, Surgical Technician, Emergency Medical Services, Phlebotomy, EKG, and Re-entry into Nursing-Programs. If a student incurs any conviction while enrolled, the student will be immediately dismissed from the program. Any resultant tuition refund requests will be handled in accordance with the LCCC tuition refund policy.

Because many states require a criminal background check for licensure, and many of the College's affiliated hospitals and clinical sites require a criminal background check on any student who will participate in a clinical rotation or experience at that site, students are strongly encouraged to review the licensure requirements of any state in which they intend to seek licensure and to review all information available from a state's licensing agency regarding the effect of criminal convictions on licensure.

Students are responsible for payment of all costs for background checks. Students who apply for acceptance into the LCCC Nursing, Respiratory Therapy, Surgical Technician, Emergency Medical Services, Phlebotomy, EKG, and Re-entry into Nursing-programs at Luzerne County Community College are required to sign off that they agree to follow this policy, and that they certify that all of the information they provide relative to background checks is true and correct to their knowledge. Any

falsified information will result in denial of acceptance or dismissal from the above-mentioned Health Science professional programs. Once enrolled in these programs, students have an affirmative obligation to notify the College in writing, through the appropriate Program/Department Chair or Director, of any criminal conviction incurred during the course of enrollment.

RELATED PROCEDURES: Health Science Professional Program Admission Background Check;
Health Science Professional Program Admissions

TITLE: READMISSIONS POLICY

REF #: 7.1.7.

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

RELATED PROCEDURES: Health Science Program Admission Procedure

**TITLE: VERIFICATION OF GED AND HIGH SCHOOL DIPLOMAS/
CERTIFICATES/CREDENTIALS**

REF#: 7.1.8.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 28, 2012

Luzerne County Community College Admissions Office staff review all high school diplomas, transcripts and GED certificates and credentials to confirm their authenticity. If the Admissions Office staff have reason to suspect the validity of such documentation, the staff will request an official document from the respective institution to validate the document. If such a request is made, all official documents must be provided to the Admission Office from the school/institution in a sealed envelope with the institution's logo or faxed from the school/institution where the student received the transcript or official document.

If the student informs the Admissions Office that his or her high school cannot locate his or her official document(s), the student will be required to provide the Admissions Office staff with a written confirmation verifying completion of high school or GED requirements from the institution that graduated the student. If a student received his or her GED through the Military or a Correctional Facility, the Admissions Office staff will review the official documentation and validate that it meets the high school graduation requirements. Home schooled students will be required to provide a transcript from their local school district or a transcript certified by a parent. A student who submits a diploma or official document from a foreign country must have the document translated by an appropriate official to verify that the diploma is a valid high school diploma.

TITLE: DROP/ADD

REF #: 7.2.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

A student may drop a course by completing the Course Change Form, copies of which may be obtained at the Registrar's Office. A student may drop a course according to the following schedule:

Fall and Spring Semesters – First through tenth week of the semester;

Summer Semester (Main Campus) – First day of classes in the fourth week;

Summer Semester (Extension Centers) – First through seventh week of semester.

A grade of "W" for each course is recorded on the student's transcript if the withdrawal is completed after the refund period. If a student fails to complete a course change form or does not adhere to the above deadline, a grade of F will be recorded on the student's transcript. Students are permitted to enter day and evening courses until the end of the first week of the semester.

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:

TITLE: WITHDRAWAL FROM COLLEGE

REF #: 7.2.5.

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

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:

TITLE: CREDIT COURSE WAITLIST

REF #: 7.2.6.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 12, 2011

Luzerne County Community College will waitlist closed credit course sections to allow students to be placed on a prioritized waiting list for a seat in a specific section of a course that addresses an identified academic need. Students will be permitted to register for that section if a seat becomes available. Students on waitlists are NOT considered registered for the course.

Waitlists of four seats will be created for credit course sections unless appropriate academic or student development staff determine additional waitlist seats are needed. Waitlists will not be placed on courses with special enrollment restrictions.

Only students on the waitlist for a specific course section may register for that section if/when seats become available unless and until no student remains on the waitlist. If no students are on the waitlist for a waitlisted course section, registration will open up to the general student population. Waitlists will only be overridden for extenuating circumstances as determined by appropriate academic or student development staff. Students may not register for and waitlist for the same course in the same semester.

It is the student's responsibility to clear up any registration blocks which would prevent them from registering for the waitlisted course section within the stated timelines.

RELATED PROCEDURES:

TITLE: NEVER ATTENDED STUDENT

REF#: 7.2.7

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:: December 18, 2012

Students who have not attended at least one class meeting or have not logged into an online class by the census date of the course (the date by which attendance verifications are completed) will be administratively dropped from the course by the Registrar's Office and removed from the official roster with no history on their transcript. Only those students approved by the Dean of Enrollment Management and Student Development and the Provost and Vice President for Academic Affairs will be eligible to remain in a class if they have not attended/logged on by the census date of the course. A student must drop the course before the first day of the semester in order to receive 100% tuition refund as per the College's refund policy. Never Attended students will be charged 50% of their tuition. Fees are non-refundable.

TITLE: STUDENT WITHDRAWAL FOR MILITARY DEPLOYMENT OR REASSIGNMENT

REF#: 7.2.8.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 25, 2013

Luzerne County Community College students who are registered for courses and who have been deployed or reassigned for military service may withdraw from a course(s) through one of the following options:

- Once the student provides copies of deployment orders and submits a request for withdrawal, regardless of whether the request is made during or after the Drop/Add period, the Registrar's Office may backdate the student's registration so that no charges are assessed for the term and no courses appear on an official transcript.

- If the student does not have deployment orders, the student must follow standard College withdrawal policy and procedures. However, the student can make a retroactive appeal to the Registrar's Office to have the courses and charges removed from his/her record upon receipt of the required deployment orders.
- Students who withdraw before any Federal or State Financial Aid has been posted to their account and have been approved for a retroactive withdrawal will have all aid cancelled and with no penalty to the student. If the student withdraws before 60% of the semester has been completed and his/her aid has been posted, he/she will be subject to the Federal Return of Title IV and State Aid refund policy as stated in the college catalog which may result in a balance to the College to compensate for financial aid refunds disbursed and/or to the College bookstore for financial aid book balances used.
- After the Drop/Add period but prior to the end of the semester, the student can request an incomplete grade with the course instructor in accordance with the Incomplete Grade policy. Students pursuing an incomplete grade will not have the course or tuition removed from their records.

TITLE: GRADUATION

REF #: 7.3.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 10, 2007; April 11, 2006

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.

RELATED PROCEDURES:

TITLE: HONORARY DOCTORATE AWARD

REF #: 7.3.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 6, 2011

Luzerne County Community College was awarded the right to confer the honorary degree of Doctor of Public Service (D.P.S.) by the Commonwealth of Pennsylvania Department of Education in 1988, as confirmed in a letter dated April 15, 1988, from then Secretary of Education Thomas K. Gilhool. Upon the recommendation of the President and resolution of the Board of Trustees, the College may award the Honorary Doctorate degree to outstanding leaders on the basis of meritorious service and contributions to mankind.

RELATED PROCEDURE: Awarding the Honorary Doctorate Procedure

TITLE: ADDITIONAL DEGREE

REF #: 7.3.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 27, 2013

Students may pursue as many diplomas, certificates of specialization and associate's degrees as their circumstances permit. In order to receive an additional diploma, certificate of specialization and/or associate's degree, the student must complete the following:

- a) Associate's Degree – minimally 30 additional unique credits not applied to the original associate's degree/certificate of specialization/diploma
- b) Certificate of Specialization– minimally 15 additional unique credits not applied to the original associate's degree/certificate of specialization/diploma
- c) Diploma – minimally 8 additional unique credits not applied to the original associate's degree/certificate of specialization/diploma

In addition, students must fulfill all prerequisite, major and related course requirements for the program. Additional unique credits, described above, may be transfer credits or LCCC credits in accordance with the Transfer Advanced Standing Policy.

TITLE: ARTICULATION

REF #: 7.4.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 17, 2002

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:

A student who changes educational objectives and wishes to alter the program of studies in order to pursue a new curriculum should obtain the Change of Curriculum Form from his / her counselor. A change of curriculum is not official until the student has received the written consent of his / her counselor and the form has been processed by the Registrar's Office.

RELATED PROCEDURES:

TITLE: CLASSIFICATION OF STUDENTS

REF #: 7.4.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

Freshman – Any student who has completed fewer than thirty semester-hours of course work is classified as a Freshman.

Sophomore – Any student who has completed at least thirty semester-hours of course work is classified as a Sophomore.

Special – Any student who has not enrolled in a specific curriculum or any student who has not satisfied all conditions for admission is classified as a Special Student.

RELATED PROCEDURES:

TITLE: EARLY ALERT

REF #: 7.4.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 20, 2013; August 27, 2002

All faculty, full and part time, will notify the Counseling Department through the Early Alert system of students who are in danger of receiving a failing grade in their course(s) or experiencing academic or personal issues. The “Attendance Alert” is a scripted email sent out by faculty during the first two weeks of the semester. The “Early Alert” is utilized by faculty from the 3rd week of the semester until two weeks before the last day to drop a class for the semester. The referral (personal issues) is in place until the end of the semester. All Counselors will respond to Early Alert notices received by making every effort to contact the students and inform them of issues identified by the faculty member which are placing the student in danger of failing. The Counselor will also be available to work with the student to provide him or her with the appropriate support necessary to help resolve the issues. Counselors will provide the faculty member from whom the Early Alert notice was received with follow-up information on contact with the student(s). If the follow-up information is of a confidential nature, Counselors will indicate to the faculty member that the student was seen and the issue addressed.

TITLE: EARLY COLLEGE PROGRAM

REF #: 7.4.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 8, 2010

The LCCC Early College Program provides qualified high school students the opportunity to obtain college credits and gain first-hand experience in campus life prior to their graduation from high school.

In order to qualify for participation, students must meet the following requirements:

- be a high school junior or senior;
- meet course prerequisites by standardized tests scores or college placement test;

- have written permission from the secondary school;
- have written parental permission (for students under 18 years of age); and
- maintain a grade of C or better in each college course.

The LCCC Early College Program is offered through the following four (4) formats:

1. Dual Enrollment – Students accepted into this program are sponsored by their school district and must have a high school GPA of at least 2.0. In order to be approved for this program, the student's school district must have a formal, signed agreement with the College. Tuition and fees are assigned annually by the College based on the agreement with the school district. Through the Dual Enrollment program, students may enroll in the major semesters (Fall and Spring) and may enroll for up to 12 credits per semester, in any of the courses approved for the Dual Enrollment program. Students may earn a maximum of 48 credits throughout a 4-semester enrollment.
2. Young Scholars - Students accepted into this program are responsible for their tuition, must have a high school GPA of at least 2.0, and are eligible for reduced tuition. In order to be approved for this program, the student's school district must have a formal, signed agreement with the College. Tuition and fees are established annually by the College. Through the Young Scholar program, students may enroll for any semester and may enroll for up to 12 credits per semester, in any of the courses approved for the Young Scholar program. Students may earn a maximum of 48 credits throughout their two-year enrollment at LCCC.
3. In School Youth – Students accepted as In School Youth select a college program and are responsible for their tuition at the current established tuition rate and must have a high school GPA of 2.0. Through the In-School Youth program, students may take evening and weekend courses only unless their high school releases the FTE student reimbursement to LCCC on a pro rata basis. In-School Youth students may take any course at the College for which they are eligible, may be enrolled as full-time students, and may take developmental courses if approved by the high school.
4. Early Admission – Students accepted as an early admission are responsible for their tuition, have successfully completed their high school requirements at the end of their junior year of high school and upon entry to the college select a college program. Through the Early Admission program, students may take evening and weekend courses only unless their high school releases the FTE student reimbursement to LCCC for day classes. Early Admission students may take any course at the College for which they are eligible, may be enrolled as full-time students, and may take developmental courses.

Students enrolled through the LCCC Early College Program must follow all applicable College policies and procedures.

The College reserves the right to deny admission 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: TRANSFER FROM LCCC TO ANOTHER COLLEGE OR UNIVERSITY

REF #: 7.4.6.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 8, 2011

Luzerne County Community College (LCCC) provides students with counseling/advising and other resources with regard to transfer from LCCC to another college or university. LCCC academic transfer programs are noted as such in the LCCC catalog. The College maintains transfer agreements with numerous baccalaureate institutions, a list of which may be obtained from the Counseling Department or from the LCCC Web site (www.luzerne.edu). It is the sole responsibility of the student to make decisions and take actions necessary in order to complete the transfer process.

RELATED PROCEDURES: Articulation Agreement Development, Review, Revision and Communication

TITLE: FINANCIAL AID

REF #: 7.5.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

Luzerne County Community College participates in five basic programs to help students offset the cost of higher education. These include the Federal Pell Grant, PA State Grant (PHEAA), Federal Stafford Loan, both subsidized and unsubsidized, Federal College Work Study, and Federal Supplemental Education Opportunity Grant (SEOG).

All students who wish to be considered for financial aid must complete the Free Application for Federal Student Aid and the Luzerne County Community College Financial Aid Application. If these applications are not received by the recommended deadline of June 30, the Financial Aid Office cannot guarantee the aid will be processed in time to help pay the tuition. There is no charge for processing these applications, and these applications are available in the Financial Aid Office at the College. You can also complete the Free Application for Federal Student Aid on-line at www.fafsa.ed.gov. The Financial Aid Office will mail the LCCC Financial Aid Application to all full-time students.

If you have questions regarding your particular circumstances, contact the Financial Aid Office at (800) 377-5222 (ext. 7389). Luzerne County Community College's Financial Aid Office is located in Building 5, Room 508. Office hours are normally 8:00 a.m. to 5:00 p.m., Monday through Friday. Summer hours for appointment purposes may vary. Please call first.

Please refer to the Student Handbook and our website at www.luzerne.edu/financialaid for more details on financial aid programs and deadlines, verification process, consortium agreements, return of Title IV funds policy, ability to benefit, tuition assistance and scholarship opportunities, veterans benefits, transfer students, and academic progress.

RELATED PROCEDURES:

TITLE:

REF #: 7.5.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

RELATED PROCEDURES:

TITLE: CAREER SERVICES RECRUITMENT

REF #: 7.5.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 17, 2010

Luzerne County Community College makes career services and assistance available to students, alumni and community members through the Career Services Office. The College does not place students in employment or guarantee employment after graduation.

The LCCC Career Services Office maintains a Job Announcement service through which external employers may make job vacancy announcements available to LCCC students, alumni and the community. The College, operating under the guidelines of the National Association of Colleges and Employers, acts as a referral only and is not responsible for the contents of these postings, terms of employment, wages or working conditions after employment. Vacancies submitted to the LCCC Career Services Office will be considered public information and will be posted for public access. In accordance with the equal opportunity employment provisions, LCCC will not post openings that are in violation of any state or federal laws. The College also reserves the right to prohibit posting positions that it deems unacceptable, including those that are deemed potentially harmful, involve inappropriate or questionable situations, or do not reflect the mission, goals and objectives of the College.

The LCCC Career Services Office does not release any personal or educational information about students to employers, recruiters, or other third parties. In accordance with the Family Education Rights and Privacy Act, employers or recruiters may not disclose any information they receive from students to another employer or third party, or use that information for purposes of promoting their own goods and services to the student, without the student's written consent.

RELATED PROCEDURES:

TITLE: PROJECT RISE

REF #: 7.5.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 7, 2012

Project RISE (Reinforcing Instruction in Secondary Education) is an educational enrichment program offered by Luzerne County Community College (LCCC) for secondary school students in grades 7 through 12. Instruction is provided in both remedial and enrichment courses and offered in partnership with secondary schools. Remedial instruction is designed to help students who have had academic difficulty to remain at grade level and stay on target for high school graduation. Remedial courses can be taken to recover secondary school credits as accepted by local school districts. Students can also elect to take remedial courses as a review of secondary courses already completed. Enrichment instruction is offered to academically talented and gifted students to provide advanced topics of study not available in most secondary settings. Enrichment courses may be taught by college faculty and provide an introduction to the college classroom setting. Students electing to register for enrichment courses must meet any designated pre-requisites.

Admission: Students must register during the designated RISE registration period as advertised annually by LCCC in local newspapers, flyers to secondary schools and on the College's Web site. Students enrolling in remedial courses for credit recovery must submit the RISE Authorization Form signed by an authorized secondary school representative in order to participate in the RISE program. Students enrolling in enrichment courses must demonstrate pre-requisite courses have been met via a high school transcript. A student cannot register for more than three courses in an academic year. No student may register for a class after the first day of class unless waived by the project director with agreement of the instructor.

Tuition & Fees: **Tuition** shall be defined as payment required for instruction and related services and shall be charged to all students. An annual registration fee is charged to all students regardless of the number of courses in which the student is enrolled.

Tuition and Fee Payment: Payment for tuition and fees is required at registration. Acceptable payment methods include cash, credit card, and money order. Payment must be made directly to LCCC Business Office personnel. Students who may be eligible for financial aid must still cover payment for tuition according to this policy. If the student receives financial aid subsequent to paying tuition, the College will issue a refund.

Financial Aid: Select school districts and other entities may offer financial aid to students for the Project RISE program. Eligibility criteria are established by the organization providing the financial aid. Families must complete any applications, which may include a financial aid application, and submit any supporting materials, such as tax and income documentation, as set forth by the funding source. The funding source will determine assistance awards in order to be considered for financial aid. Incomplete applications may result in denial of aid.

Aid is in the amount of one course, is based upon financial need, and if awarded, is provided directly to LCCC from the aid source.

LCCC requires that tuition payment be made by all students regardless of potential financial aid determination. If aid is subsequently awarded, a refund will be issued in the same amount.

Refunds: LCCC will refund tuition to students who drop a RISE class in accordance with the following schedule:

Prior to start of classes through 3rd day of classes . . . 75%
 4th through 6th day of classes . . . 50%
 After 6th day of classes No Refund

Fees are refundable only when a course is canceled by the College. Fees are non-refundable in all other cases. All costs are fully refunded when the College refunds a course. A parent/guardian must complete the RISE drop/withdrawal form in order for a refund to be processed.

Attendance: Since regular and prompt attendance is essential to scholastic success and growth, students are expected to attend all classes and laboratory sessions for which they are registered. Absence does not excuse a student from the responsibilities for class work or assignments that are missed. Students may be required to make up any missed time even for excused absences.

An excused absence will be considered when there is a death in the family or illness. A student must bring written verification of excused absence to the next class period.

Two or more violations of attendance may result in dismissal from class. No refunds will be given to students dismissed from class.

Grading: RISE grading for remedial courses are on a 100 point scale. LCCC does not provide a passing grade score as this is determined by each individual school. Grading for enrichment courses are Pass/Fail.

Staffing: All staff involved in teaching, supervising or support services to remediation students (credit recovery) must possess secondary certification in the appropriate area. All staff must submit current documentation of their qualifications to the Project RISE Office for processing by the Human Resources Office in order to be eligible to teach.

Salary: Staff salary may be adjusted annually by the College in accordance with program needs. Payment is made in accordance with the College Adjunct summer pay schedule which is announced each year. Any revised hours must be submitted to the RISE manager no later than one week prior to the second scheduled payment.

Center Coordinator salary is allocated based on a sliding scale depending upon center enrollment. Once a Center enrollment reaches 100 student seats, a part- time Program Assistant position may be filled to assist the Center Coordinator with administrative functions. If enrollment increases beyond 250 student seats, the Program Assistant position may become a full-time position. The Program Assistant can be an additional stipend to an instructor during non-teaching periods. Salaries are as follows:

# student seats	Center Coordinator Salary	Program Assistant Salary
Less than 100	85.5% full salary	N/A
100-149	78% full salary 85.5% if no assistant)	50% full salary
150-249	91.5% full salary	50% full salary
Greater than 250	Full salary	50% or 100%

The College requires a minimum number of enrolled students in a section to be considered fully rostered. For RISE the full roster number is eight (8) students. For sections with less than eight students the instructor salary will be pro-rated in a manner consistent with College policy as follows. If the College is unable to identify an instructor who is willing to teach at the pro-rated salary, the section will be cancelled and students re-assigned as appropriate. Likewise, for classes larger than the optimal max of 18, instructors will be paid an additional stipend as follows

# of students	# of students
7 = 7/8 full salary	19 = 9/8 full salary
6 = 6/8 full salary	20 = 10/8 full salary
5 = 5/8 full salary	21 = 11/8 full salary
4 = 4/8 full salary	>22 = 12/8 full salary
3 = 3/8 full salary	
2 = 2/8 full salary	
1 = 1/8 full salary	

Program Documentation: All RISE staff must provide any required program documentation at the request of the RISE director in order to manage and improve program delivery. This may include, but is not limited to, course outlines, samples of instructional material, and/or administrative documentation used to manage student progress or behavioral issues.

Behavior: The College reserves the right to deny admission and/or employment to any applicant when appropriate ideals of scholarship, traits of good citizenship, character or deportment may indicate unfavorable adjustment to the College's program. Violation of behavior or other unfavorable conduct shall be subject to disciplinary procedures, up to and including dismissal or termination of employment in

accordance with College policy and bargaining unit agreements, if applicable. RISE program students and staff must adhere to relevant College policies and procedures.

The Project Rise Director has final discretion in all matters related to implementation and administration of the Project RISE program in accordance with College policy.

RELATED PROCEDURES: Project RISE Administration Procedure

TITLE: ACCESSIBILITY SERVICES

REF #: 7.5.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 20, 2013; December 11, 2007

Luzerne County Community College (LCCC) is committed to promoting equal access to education for students with disabilities in an environment that respects and promotes academic success while encouraging self-advocacy and self-determination. LCCC provides equal access and services to 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, and the Pennsylvania Human Relations Act.

Reasonable accommodations that do not present an undue hardship or significant curriculum modification will be provided to any qualified student with a documented disability. Students requesting accommodations will need to self-disclose and make their requests to the Counselor of Accessibility Services in the Counseling and Student Support Office. To request an accommodation, the student must provide documentation of his/her disability as outlined in LCCC's Guidelines for Documentation of a Disability listed in the LCCC Student Handbook and on the College web site. All students are encouraged to discuss their accommodation needs with the Counselor of Accessibility Services.

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/Student Handbook, 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.

RELATED PROCEDURES: Student Accessibility Services Grievance Procedure; Documenting, Requesting and Receiving Accommodations for Accessibility Services 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: ELECTRONIC RECORDING IN THE CLASSROOM

REF#: 7.5.7.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:: August 28, 2012

Luzerne County Community College prohibits the use of electronic recording devices in the classroom unless the class instructor has provided permission in writing and all students and guests in the class have been informed that electronic recording may occur.

Students who have been determined to be entitled to special accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 must be granted permission to record classroom lectures and presentations provided the need is formally documented with the special needs coordinator and verification has been provided to the class instructor. The student, instructor and special needs coordinator must sign the Electronic Recording Lecture Agreement to make permission to record the classroom lecture official.

It is at the class instructor's discretion as to whether to allow recording of classroom lectures and presentations by students without documented special needs. The electronic recording of classroom activities other than for use by special needs students is solely authorized for the purposes of individual study or group study with other students enrolled in the same class.

Permission to allow the recording is not a transfer of any copyrights of the recording. Information contained in the recordings is protected under federal copyright laws and may not be published, quoted, reproduced, uploaded to publicly accessible web environments and social media sites, such as Facebook and YouTube, or in any way shared with other people without the written consent of the instructor. Recordings may not be used in any way against a faculty member, other lecturers, or students whose classroom comments are recorded as part of this activity.

Students are expected to destroy recordings at the end of the semester in which they are enrolled in the class unless they receive the instructor's written permission to retain them or are entitled to retain them as an accommodation for their documented special need.

Any individual who wishes to be omitted from such electronic recordings should make his/her request known to his/her instructor, the Academic Affairs Office or the Student Development Office.

Violation of this policy may subject a student to disciplinary action.

TITLE: DISCIPLINARY ACTION FOR STUDENTS

REF #: 7.6.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April 23, 2013; June 25, 2002

Luzerne County Community College provides a safe and comfortable environment for members of the College community. The College expects all students to act in accordance with the Student Code of Conduct to maintain that environment. All acts of student misconduct and violations of the Student Code of Conduct in non-academic matters are referred to the President's Office and/or Campus Safety and Security. The Disciplinary Action Procedure will be implemented to address these matters. Disciplinary actions may include, but are not limited to, the following: verbal warning; written warning; denial of college privileges; restitution; removal of the student from the course or activity in progress; probation; suspension; or dismissal. Students have the right to appeal disciplinary actions through the appeal process in accordance with the Disciplinary Action Procedure.

RELATED PROCEDURES: Disciplinary Action for Students

TITLE: STUDENT CLASSROOM CONDUCT

REF #: 7.6.2.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 25, 2013

All students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning.

Towards this end LCCC has developed the following Code of Classroom Conduct. Students should be in class, in their seats, and ready to participate at the scheduled class start time. Acts of classroom misconduct will not be tolerated, and students guilty of such misconduct may be subject to classroom and institutional disciplinary actions.

Classroom misconduct is any behavior which disrupts or interferes with the learning experience. Students are required and expected to conduct themselves as mature, considerate adults. Students should conduct and express themselves in a way that is respectful to all persons. This includes respecting the rights of others to comment and participate fully in class.

Classroom misconduct includes, but is not limited to, the following:

- Engaging in behavior that disrupts or interferes with the learning experience. Behavior such as but not limited to talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.
- Using cell phones, pagers, or other electronic devices that disrupt the learning process or teaching environment is not allowed under most circumstances unless there is an approved accommodation. The use of personal laptop computers may be acceptable in some classes; however, laptop computers must be used only for note-taking or activities in direct support of the course objectives. Faculty members reserve the right to ask students to shut down any electronic devices.
- Leaving the classroom prior to the end of class is considered a disruption to the learning process and should be avoided unless exceptional circumstances arise.

Consequences of Classroom Misconduct at LCCC

Students who commit acts of classroom misconduct are subject to classroom and College sanctions. According to College policy, disciplinary action may be applied in cases of classroom misconduct. In all cases, students will have a right to use the student disciplinary appeal procedure. Withdrawal from a course does not exempt a student from any pending charges of classroom misconduct.

The following sanctions may be imposed by the faculty member for any violation of classroom misconduct:

- Giving a warning – an oral explanation by a College official of violation and possible consequences if misconduct continues;
- Dismissal from the remaining class time during which the infraction occurs;
- Assignment of a reduced or failing grade on an assignment, paper, project or exam;
- Reduction in the final grade for the course;
- Required meeting with the faculty member and/or a college official if necessary;
- Referral for disciplinary action.

RELATED PROCEDURES: Student Disciplinary Action Procedure

TITLE: CONCUSSION MANAGEMENT FOR STUDENT ATHLETES

REF #: 7.6.3.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 17, 2014

At any time that a coach or athletic trainer observes that an LCCC athlete has incurred serious trauma to the head, or exhibited signs or symptoms of a possible concussion, during the course of participating in play or practice, that student will be removed immediately from participation by the coach. The athlete will not under any condition be allowed to return to play for a minimum of 24 hours

following the incident, nor will he/she be permitted to drive home. The on-site athletic trainer, or a qualified physician, will utilize the Standard Assessment of Concussion (SAC) evaluation form for sideline cognitive testing and concussion evaluation.

Athletes who demonstrate no evidence of a concussion as outlined in the SAC and determined by the on-site athletic trainer or a qualified physician will be allowed to return to participation after 24 hours. Athletes who demonstrate any degree of evidence of a concussion will be instructed to seek medical attention. That athlete must provide the coach with written medical clearance from a licensed physician (other than an Emergency Room physician) who is trained in the evaluation and management of concussions or a licensed or certified health care professional trained in the evaluation and management of concussions and designated by such licensed physician before returning to participation.

In addition, athletic coaches will not allow a student athlete to participate in play or practice if they are aware that the student received a concussion from another activity, outside of the team's activity. That student, also, must provide written medical clearance from a licensed physician (other than an Emergency Room physician) who is trained in the evaluation and management of concussions or a licensed or certified health care professional trained in the evaluation and management of concussions and designated by such licensed physician before returning to participation.

Any athlete who has symptoms of a concussion or who experienced serious trauma to the head is to be transported immediately to the nearest emergency department via emergency vehicle if the individual exhibits any of the following: instability (i.e. condition is changing or deteriorating); deterioration of neurological function; decreasing level of consciousness; decrease or irregularity in respirations; unequal, dilated, or unreactive pupils; seizure activity; inability to walk or coordinate movements; or any signs or symptoms of associated injuries, spine or skull fracture, or bleeding.

LCCC athletic coaches must report all head injuries to the Director of Student Life and Athletics as soon as possible after the injury occurs. Coaches will seek assistance from the host site's administrator in charge of the athletic program if the injury occurs at an away contest.

SUPPORTING PROCEDURE: Standard Concussion Assessment Tool (SCAT)

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: April 23, 2013; June 25, 2002

The Student Code of Conduct supports the mission of Luzerne County Community College to provide excellence in education and foster student success in achievement of goals. The objective of the code is to educate students as to their rights and responsibilities as members of the LCCC community, and to maintain a safe and comfortable environment for all members of the College community. The standards outlined in the Student Code of Conduct reflect the philosophy that an educational environment promotes the academic, civil, social and cultural development of all members of the College community.

The College expects honesty in all aspects of the learning experience. Further, LCCC students are expected to respect the rights of others and are not to infringe upon the privacy or safety of other persons. In order to ensure that the rights of all members of the College community are protected, the actions and activities below are prohibited on all LCCC campuses and at all College-sponsored events. In addition, the College reserves the right to discipline students for actions outside of this policy that in any way disrupt the learning and working environment on LCCC campuses and at College-sponsored events.

1. Use or possession of firearms, explosives, dangerous chemicals, or other items commonly used primarily for the purpose of inflicting harm on human beings or causing damage to property, except to the extent that permission to possess the same is pre-authorized for the purpose of teaching and learning.
2. Physical abuse of or detention of any person, including the detention of any person by the threat of serious bodily harm or the destruction of property, or conduct which unreasonably endangers the health or safety of any person.
3. Physical obstruction of or interference with College activities, any person participating in such activities, and/or any person going to and from such activities.
4. Physical or sexual assault in any form.
5. Harassment in any form, including verbal, physical, cyber or sexual abuse or harassment and bullying, either in written or verbal form, and stalking.
6. Any form of discrimination on the basis of race, color, gender, sexual orientation, disability, age, veteran status, national origin, religion, marital status, political affiliation, ancestry, union membership and use of a guide or support animal because of blindness, deafness, or physical handicap.
7. Misconduct which includes, but is not limited to, behavior that disrupts or interferes with the teaching and learning process and/or daily business operations.
8. Refusal to comply with the reasonable directions of College officials or law enforcement officers, acting in the performance of their duties.
9. Misrepresentation or attempts to defraud, such as violations of FERPA or Red Flag policy.
10. Plagiarism/copyright infringement.
11. Theft of College-owned property or that of any person lawfully on the campus.
12. Destruction of or damage to College-owned property or that of any person lawfully on the campus.
13. Willful violation of any duly published rule or regulation of the College after notice that continued violation thereof will result in disciplinary action.
14. Willful and persistent conduct, by noise or other action, which unreasonably interferes with any lawful activity. In the enforcement of this regulation, care shall be exercised to avoid inhibiting rights guaranteed in the First Amendment of the United States Constitution.
15. Indecent or obscene behavior.

16. The sale, distribution, manufacture and/or possession of alcohol except for educational purposes as defined in the Drug Free Communities and Drug Free Workplace policy.
17. The unlawful possession, use, distribution, dispensation and/or manufacture of any controlled substance.
18. Entrance into unauthorized facilities or on unauthorized property.
19. Gambling, with the exception of raffles approved by a College official.
20. Violation of campus parking regulations.
21. Smoking anywhere on campus other than the designated smoking areas.
22. Littering.
23. Inappropriate use of technology resources as defined in the Information Technology Acceptable Usage policy.
24. Misuse or abuse of College-sponsored social media sites.
25. Safety violations.
26. Complicity in violating the Student Code of Conduct.
27. Any and all activities prohibited by College policy.
28. Violations of local, state and federal laws.

Students in some academic programs may be required to also follow a specialized code of conduct specific to the program. Students in these programs will be informed of those requirements upon enrollment, and will be required to follow those guidelines, in addition to those listed above.

All violations of the Student Code of Conduct should be reported to the Director of Campus Safety and Security and/or the President. Violators are subject to disciplinary action up to and including dismissal, and may be subject to criminal prosecution.

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:

REF #: **7.6.8.**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

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**

REF #: **7.6.10.**

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

RELATED PROCEDURES:

TITLE: **STUDENT IDENTIFICATION BY SOCIAL SECURITY NUMBER**

REF #: **7.6.11.**

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

RELATED PROCEDURES:

TITLE: **CELL PHONE AND OTHER PERSONAL ELECTRONIC DEVICES STUDENT USAGE**

REF #: **7.6.12**

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

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.

TITLE: STUDENT RIGHTS OF PRIVACY AND ACCESS

REF #: 7.6.14

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 22, 2011

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Luzerne County Community College complies with FERPA in the management of student education records by restricting the release of and access to those records.

Students have the right to inspect and review their education records in accordance with the Student Access to Education Records Procedure. Students may request that a record be amended if they believe information contained within their records is inaccurate or misleading. The decision to amend records is made by the Director of Enrollment Management. Students have the right to appeal decisions. Appeals will be reviewed and final decisions made by a committee consisting of a representative from Student Development, Academic Affairs and a faculty member. The committee will make its decision within fifteen business days. The decision of the committee will be final.

The College will not release information from a student's record (with the exception of directory information as explained below) unless given prior consent in writing by the student, with the following exceptions: 1) requests by College officials other than those charged with safeguarding the information when review of the record is required for the requestor to fulfill his or her professional responsibilities; 2) requests by parents of dependent students; 3) requests by accrediting organizations; 4) requests by appropriate federal, state and local authorities; 5) requests made for the purpose of health or safety emergencies; and 6) in response to subpoena or court order.

The College may disclose directory information without student consent. However, students may prevent the release of directory information by submitting a request in writing in accordance with the Student Education Records and Directory Information Access, Revisions and Release Limitations Request Procedure. The College does not promote the release of "directory information" but may do so in conducting college business.

Student directory information includes the following information:

- Student name, address, telephone listing
- E-mail address
- Date of birth
- Major field of student at Luzerne County Community College
- Participation in official recognized activities and sports
- Dates of attendance at Luzerne County Community College
- Degree and awards received
- Photographs
- Education institution most recently attended
- Full or part-time enrollment status
- Academic level (i.e. Freshman or Sophomore)

Students have the right to file a complaint concerning alleged failure by the College to comply with FERPA regulations and/or this policy in accordance with the Student Education Records and Directory Information Access, Revisions and Release Limitations Request Procedure.

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.

TITLE: LCCC ALUMNI PRIVACY POLICY

REF #: 8.5.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 20, 2013

The Luzerne County Community College Alumni Association and Alumni Office are required by law to protect the privacy of personal information of the College's alumni. Alumni personal information maintained by the Alumni Office includes personal data (name, address, phone number, email address, donor history, employment information, etc.) and information from public sources including newspaper clippings or personal submissions. This policy ensures the protection of alumni data and provides alumni with appropriate control over the use, accuracy and availability of their data.

Use and Sharing Restrictions

- a) The LCCC Alumni Office will use alumni data only for College and alumni-oriented outreach, service, development, and engagement such as communication of alumni events, distribution of college-related magazines or publications, fundraising activities, building relationships, and online community activities.
- b) Alumni data will be shared only with LCCC staff for use with departmental surveys or other degree - related functions; with authorized users in the case of directory information in online community activities; and with approved partners of the College for the purpose of advancing a program designed to serve LCCC alumni. The Alumni Office will not share personal information with third parties for their use independent of authorized College alumni activities.
- c) The Luzerne County Community College Alumni Association may also partner with organizations that offer products and services that provide a significant and desired benefit to alumni. The Alumni Office may provide these organizations with personal information data for approved programming purposes, consistent with privacy preferences expressed by alumni and provided that these organizations agree in writing to specific privacy and security requirements.
- d) The Luzerne County Community College Alumni Office may disclose alumni personal information as required by law.
- e) The Luzerne County Community College Alumni Office may disclose personal information if, in the College's sole judgment, such disclosure is necessary to protect the health, safety or property of any person.

Opting Out of Communications

- a) Alumni who want to discontinue receiving mail from LCCC must notify the Alumni Office. Opt-out preferences will be processed immediately and will be effective within 90 days of receipt.

Alumni to Alumni Contact

Periodically the Alumni Office is contacted by a former student for contact information on a classmate. The Alumni Office will never release alumni personal information to a peer. The Alumni Office will contact the person in question and provide him/her with the contact information of the person who made the initial request.

Requests

Any requests to obtain alumni data must be made in writing. Requests will be evaluated and approved by the Alumni Director. Valid requests will be processed at the earliest opportunity.

TITLE: IN-HOUSE INFORMATION DISSEMINATION

REF #: 9.1.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 12, 2012

The College maintains a variety of communication systems through which information is shared with staff and students, including but not limited to the digital monitor system, College voice mail system, College Web site, staff and student Intranet sites, text message notification system, College broadcast email system, social media sites and publications such as Campus News. Faculty and staff are authorized to submit College-related announcements of importance to staff and/or students through these forums and are responsible for the content of their postings. The College maintains the right to refuse publication of any announcement deemed inappropriate. Members of the College Board of Trustees, Alumni Association, Foundation Board and students may submit College-related announcements of importance to staff and/or students through these forums through the appropriate College staff. The In-House Information Dissemination procedure must be followed in order to publish announcements through these

college-wide systems. Information submitted must be directly related to LCCC (with the exception of Classified Ad postings); information posted cannot conflict with any College policies. As part of the College's green initiatives, the College limits distribution of college-wide communications via paper copy. College staff and students are responsible for monitoring electronic communications to stay informed on employment benefits, policies and procedures, and College events, programs and services.

RELATED PROCEDURES: In-House Information Dissemination

TITLE: **MEDIA**

REF #: **9.2.**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:

All contacts with both print and electronic media are to be channeled through the College's Public Information Office. The logical reason for this is that it is important for an institution as diverse as LCCC to speak with "one voice" in order to maintain a coherent organizational image.

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: August 17, 2010; 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 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 publish the College's Graphic Standards manual.

Any deviation from the Graphic Standards Policy and Manual must be approved in writing 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.

TITLE: Social Media Policy

REF#: 9.7

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:: June 12, 2012

Luzerne County Community College will maintain a presence on social media sites (such as Facebook, LinkedIn, Twitter, etc.) in order to enhance communication with the College community. This policy and related procedures are established to ensure the best interests of the College are protected.

The Social Media policy only applies to social media accounts established by an official representative of the College, to represent the College, and approved by the Director of Marketing. The College takes no responsibility for Social Media accounts not approved by the Director of Marketing.

College departments, groups, clubs, athletic teams and other individuals or groups may establish social media accounts as representatives of the College with the approval of the Director of Marketing. The account must be used for professional, College-related purposes; it may not be used to promote an individual or group opinion, product, cause or political candidate or party. An administrator must be named as responsible for maintenance of the page. The Director of Marketing must be listed as an administrator for all College-related social media accounts. All College-related Facebook pages other than the College's official Facebook page will be listed on the official College page under "favorite pages" which creates a link from the College page to the group page.

Social media accounts may be used for professional, College-related purposes; they may not be used to promote an individual or group opinion, product, cause or political candidate or party. The accounts are used by the Marketing and College Relations departments to communicate information to and receive feedback from the College community. Content and information on social media sites is considered equivalent to information distributed to the public via the media or any other channel.

The Director of Marketing determines acceptable content for any social media account established to represent the College and has the right to remove inappropriate content from College-related social media accounts. The President has final decision-making authority on acceptable content for any social media account. The Director of Marketing is also authorized to approve or disapprove requests for the dissemination of information via College social media accounts. All content and activity on College social media accounts must be in compliance with College policies and procedures and local, state and federal laws, including but not limited to those related to privacy, confidentiality, fair use and intellectual property.

The following User-generated Content and Disclaimer, Disclaimer for Content on Linked Sites, Terms of Use, Copyright and Reporting Abuse statements will be posted on all College-related social media sites.

User-generated Content and Disclaimer

Luzerne County Community College accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages, or any other materials whatsoever ("Content") generated by users ("the Users") and publicly posted on this page.

Disclaimer for Content on Linked Sites

Luzerne County Community College accepts no liability or responsibility whatsoever for the contents of any target site linked from this page.

Terms of Use

By posting Content on this page you agree to comply with the terms and conditions of _____ and Luzerne County Community College's Internet Usage policy. In particular, you represent, warrant and agree that no Content submitted, posted, transmitted, or shared by you will infringe upon the rights of any third party, including but not limited to copyright, trademark, privacy; or contain defamatory or discriminatory or otherwise unlawful material.

Luzerne County Community College reserves the right to alter, delete or remove (without notice) the Content and remove or ban fans at its absolute discretion for any reason whatsoever.

Copyright

The Content on this page is subject to copyright laws. Unless you own the rights in the Content, you may not reproduce, adapt or communicate without the written permission of the copyright owner nor use the Content for commercial purposes.

Reporting Abuse

This social media site and Luzerne County Community College encourage all users to report abusive content. To make a report, [click here](#).

Luzerne County Community College reserves the right to modify this Disclaimer. If we decide to change our Disclaimer, we will post those changes on this page. Any modification is effective as of the posting of the change.

RELATED PROCEDURES: In-House Information Dissemination; Creating Social Media Account

TITLE: Promotion of College-Related Public Information

REF#: 9.8

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:: February 27, 2014

Promotion of College-related news, programs, services and activities and requests for photography services must be submitted in accordance with the Promotion Request Procedure. Only subjects that directly relate to the operation of the College will be approved for promotion and/or photography. Publicity services will not be provided for individuals or organizations external to the College. The College maintains the right to refuse to promote any information deemed inappropriate. Information being promoted cannot conflict with any College policies.

NON-CREDIT

TITLE: NON-CREDIT CANCELLATION AND REFUND

REF #: 10.1

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: February 8, 2011; August 4, 2009

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 for all career training courses except those for the Nurse Aide program; refunds for the Nurse Aide program will not be given after the start of the first day of class. .

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; e-mail is acceptable. The date the withdrawal is received by the non-credit 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 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 non-credit 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.

**TITLE: NON-CREDIT CAREER TRAINING PROGRAM
ADDITION/MODIFICATION/DELETION**

REF #: 10.3

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