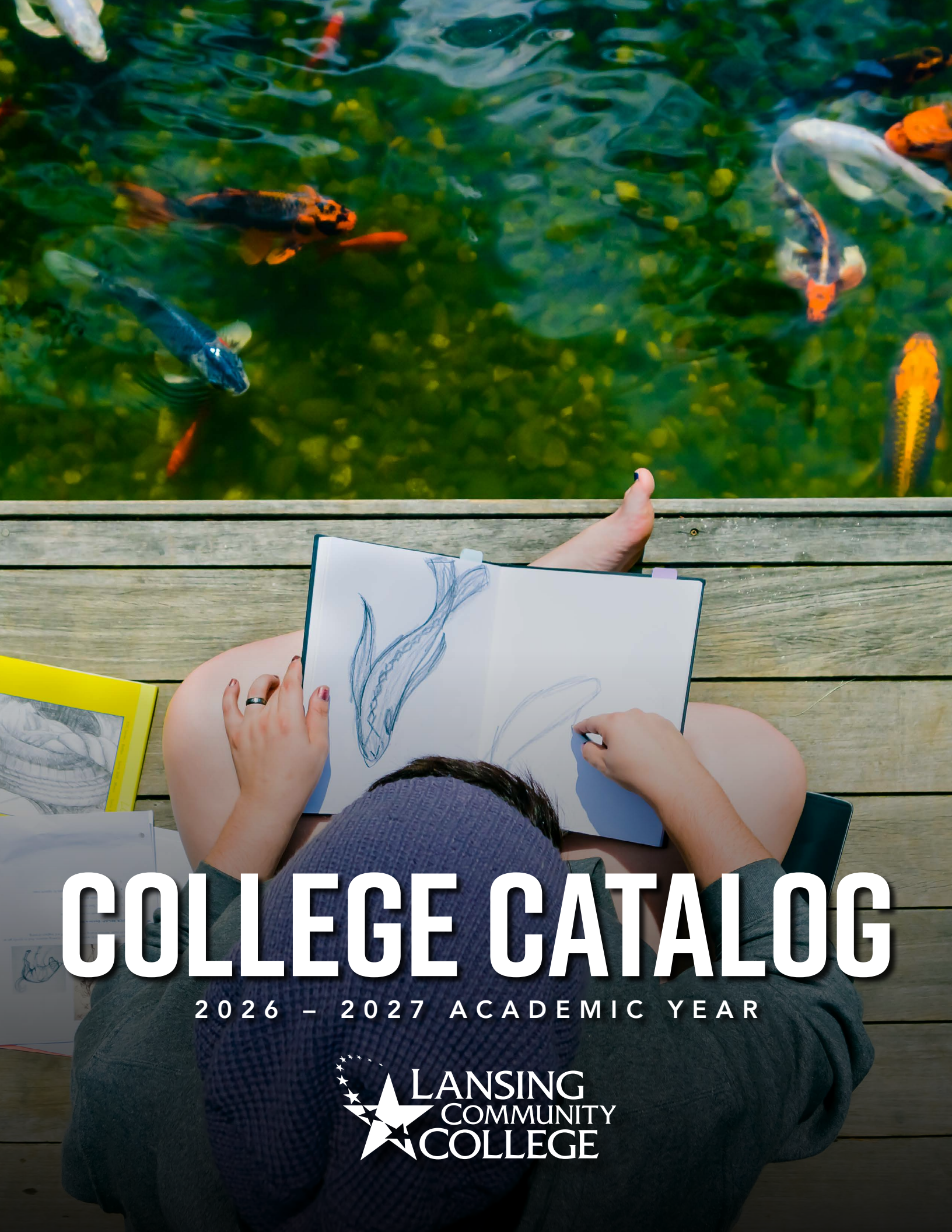

COLLEGE CATALOG

2026 – 2027 ACADEMIC YEAR

LANSING COMMUNITY COLLEGE

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Welcome Message

Message from the President

Hello from LCC:

Wherever you're starting from, Lansing Community College is ready to meet you there. Whether you're launching a new career, working toward a degree or certificate, transferring credits, or building a new skill, LCC is a place where you belong.

Finding the right path takes courage, and you don't have to find it on your own. At LCC, you'll have expert faculty, dedicated academic success coaches, and advisors matched to your program of study, all working to help you navigate your journey with confidence. With hands-on learning, flexible options, and a welcoming community, we're here to guide you toward your goals every step of the way.

LCC continues to rank among the best community colleges in the state and nation, and that's not by accident; it's because we truly care. Your success matters to us, and we remain committed to providing high-quality education in an environment where you feel valued, supported, and seen.

Inside this Course Catalog, you'll find a wide range of opportunities designed to help you take your next step. Whatever your goals, we're ready to help you reach them.

We're here when you're ready.

Go Stars!

Steve Robinson

Message from the Provost

Welcome to Lansing Community College!

On behalf of our faculty and staff, welcome to Lansing Community College. We're excited you've chosen LCC and look forward to being part of your educational journey.

Whether you're preparing for a career, planning to transfer to a four-year university, building new skills or exploring your options, you'll find opportunities to help you reach your goals. LCC offers nationally recognized programs in high-demand fields such as advanced manufacturing, robotics and automation, cybersecurity, software development, health care, public service, business, the arts and many more. You can also complete foundational coursework that transfers to universities across Michigan and beyond. Whatever path you choose, you'll gain the knowledge, skills and confidence to take your next step.

There has never been a better time to attend community college in Michigan. State-funded tuition assistance programs, along with LCC scholarships and grants, make a college education more affordable than ever for many students. Our financial aid team is here to help you explore every available opportunity and create a plan that fits your goals. Visit the Financial Aid webpage to learn more.

Beyond financial resources, I want to make sure you know about LCC's supportive resources. Of course, you can expect to learn from world-class instructors on the latest equipment and technology. But we also offer a wealth of services to ensure you have what you need to succeed - tutoring, academic advising, career advising, mental health counseling, veterans' resources, laptops for checkout, clubs and events - all of it at no additional charge to students. Plus, every student is assigned an Academic Success Coach, your personal mentor to make sure you are on track and thriving at LCC.

I hope this catalog is a useful guide as you get started at LCC. If you ever need help or have a question, please reach out to our StarZone at 517-483-1200 or via email.

Go Stars!

Sincerely,
Sally Welch
Provost

Where We Meet

- Downtown Campus
- West Campus
- LCC East
- Aviation Maintenance
- Job Training Center
- AIS Training Center

The Lansing Community College community spans six locations in the mid-Michigan area. Each provides learning spaces and staff dedicated to your academic success and positive college experience.

Within our more than 1.5 million square feet of learning facilities are student support spaces dedicated to celebrating cultural diversity, fostering equitable learning opportunities, catering to the needs of our student-veterans, engaging first generation and returning students, and welcoming international students.

Our diverse student body is our biggest asset; different views and ideologies challenge and open the minds of our LCC community.

Downtown Campus

411 North Grand Avenue, Lansing MI 48933

Click here for a printable map.

Gannon Building

422 North Washington Square, Lansing, Michigan 48933

LCC's tradition of success is a testament of our students, faculty and staff, and their unique blend of character, passion and drive. The redesign and modernization of the Gannon Building encompasses that uniqueness-setting us apart from our collegiate counterparts.

With interactive displays and modern technology, the Gannon Building is a welcoming and inspiring space for students. A distinctive, faceted glass wall runs along the building's eastern face, and the Commons includes fresh grab-and-go snacks, beverages and coffee. In addition, the building is an easily accessible, one-stop student services center for admissions, enrollment, registration, academic advising, counseling and more.

Learn about additional dining options on campus.

Arts & Sciences

419 North Washington Square, Lansing, Michigan 48933

Built in 1968, Arts and Sciences became the first new building the college constructed to manage with increasing enrollment. Throughout the 2012 - 2013 academic year, the Arts and Sciences Building underwent a complete renovation to enhance learner-centered space. It is an active, engaging, immersive place of teaching, learning, and personal growth that meets the college's current needs and anticipated future needs.

Heath and Human Services

515 N. Washington Square, Lansing, MI 48933

The Health and Human Services Building opened for classes in August 2005. This 141,992 square foot facility is the home for the Health and Human Services Division programs that prepare highly-skilled healthcare and human services workers. In response to the local and national shortage of healthcare workers, LCC continues to lead in health and human services education by providing instruction with state-of-the-art equipment and improving classroom and laboratory facilities.

Technology and Learning Center (TLC)

400 North Capitol Avenue, Lansing, Michigan 48933

The 155,000 square-foot Technology and Learning Center was constructed in 1998 and is named for the college's second president, Abel B. Sykes, Jr.

TLC features The Library & Learning Commons with individual study spaces and group study rooms, state-of-the-art computers, flexible classrooms, multimedia sound rooms, and much more.

Studios for LCC Connect and 89.7FM are also located in TLC. LCC Connect presents original programming sourced from the voices, vibes and vision of Lansing's premier college, while 87.9 FM proudly broadcasts Michigan Public, a public radio service featuring National Public Radio (NPR), American Public Media (APM) and the BBC. The studios are located in the lower level of the building.

Dart Auditorium

500 North Capitol Avenue, Lansing, Michigan 48933

Built in 1980 the building was officially named the John H. Dart Center for the Performing Arts in honor of LCC's Board of Trustees charter member. The familiar usage to "Dart Auditorium" was quickly adapted. The 450-seat

auditorium is the stage for numerous performing arts events, guest speakers, and civic activities throughout the year.

Mackinaw Building

430 North Capitol Avenue, Lansing, Michigan 48933

Built in 1962, LCC acquired this building in 1967 from Bell Telephone. The building currently provides classroom space for a variety of programs. Additional information can be found on the Mackinaw Building (MB) webpage.

Administration

610 North Capitol Avenue, Lansing, Michigan 48933

The Administration Building, built 2005, consists of 34,670 square feet and houses administrative functions and board room.

Washington Court Place

309 North Washington Square, Lansing, MI 48933

The first floor of the Washington Court Place houses three departments: Center for Data Science (CDS), Educational Resource Development (ERD), Office of Student Compliance, and the Small Business Development Center (SBDC). Also on the first floor are the offices of AARP - a tenant of the college.

The second floor of Washington Court Place is the home of the Financial Services Division. The division includes the Purchasing Department, which has the responsibility and authority to make commitments for purchase; Office of Budget and Financial Analysis is responsible for managing the College's annual budget process; and the Controller's Office. The Controller's Office is comprised of Accounting and Accounts Payable, Payroll, and Grants Accounting.

Academic and Office Facility (AOF)

315 North Grand Avenue, Lansing, Michigan 48933

Built in 1924, the former Franklin DeKleine Building was purchased and remodeled by the college in 1976 for performing and creative arts offices and graphic services. AOF currently houses some of the college's administrative service areas, and classrooms. Additional information can be found on the AOF webpage.

Hermann House

520 North Capitol Avenue, Lansing, Michigan 48933

The Herrmann house (constructed in 1893 for John T. Herrmann, a local tailor) was acquired by the college in 1967. The home was designated as a historical site in 1987.

Rogers-Carrier House

528 North Capitol Avenue, Lansing, Michigan 48933

Sometimes referred to as the "Moon House," this Queen Anne style house was built in 1891 by architect Darius Moon for H. M. Rogers, a local realtor. Acquired by the college in 1967, it was used as a temporary bookstore. Architectural studies students at the college undertook restoration work on the house in 1982.

Huron Building

333 North Washington Square, Lansing, Michigan 48933

The Huron Building was built in 1976 and originally housed the Continental Cablevision offices. When the college purchased the building, it was refurbished for use by the Business and Community Institute. Today, the Work First offices are located here.

West Campus

5708 Cornerstone Dr, Lansing, MI 48917

Located in Delta Township, West Campus is home to the Technical Careers and Community Education and Workforce Development divisions of Lansing Community College, as well as the Michigan Technical Education Center (M-TEC) and Technical Training Center.

The 290,536-square-foot facility features the Center for Manufacturing Excellence, Mid-Michigan Police Academy, Regional Fire Training Center and much more.

LCC East

2877 Eyde Parkway, East Lansing, MI 48823

Located in East Lansing, LCC East offers convenience for those who live in Haslett, Okemos, East Lansing and Williamston areas with 12 classrooms, excellent instructors, free parking and a variety of academic and student support services. The location provides extensive support to guest students from other educational institutions looking to supplement their course schedule. For more information, visit the LCC East webpage.

Aviation Maintenance Technology Center

Mason Jewett Field - 661 Aviation Drive, Mason, MI 48854

The state-of-the-art Aviation Maintenance Technology Center is located at the Jewett Airfield in Mason. Considered top-notch by the industry, educators and the community, the facility is widely regarded as the best in the Midwest.

All Lansing Community College students learn on industry-current equipment and technology while working hands-on with large and small planes, turbine and jet engines, traditional aircraft construction and advanced composite materials. The facility is equipped with classrooms, a computer lab and separate bay workstations for 1-on-1 and group instruction.

Job Training Center

West Campus - 5708 Cornerstone Drive, Lansing, MI 48917

The Job Training Center (JTC) at Lansing Community College prepares individuals for local jobs that do not require formal education. It offers short-term training programs so those who are underpaid or underemployed can change their lives in two months or less. The JTC also provides opportunities for speakers of other languages to improve their English speaking, reading and writing skills relevant to specific careers or industries.

Enrolling in a traditional college program is not an option for everyone, often due to a lack of time, financial resources, or language barriers. The JTC aims to offer training that can be completed quickly and free of charge for eligible community members through partnerships, grants and scholarships.

AIS Training Center

3600 N Grand River Ave., Lansing, MI 48906

Lansing Community College trains its Heavy Equipment Repair students at the best heavy machinery training facility in Lansing, the AIS Training Center. Here LCC faculty offer real world hands-on training in machine operation, heavy equipment maintenance and technology, and safety. The AIS Training Center is located in North Lansing off Grand River Avenue and boasts the latest machinery and technology, as the AIS Company has been serving Michigan for more than 55 years in the heavy equipment industry.

For additional information about all LCC Locations, visit the Locations webpage.

Safety on Campuses

- LCC Police Department
- Emergency Management and Preparedness
- Emergency Response Guide
- LCC Alerts, driven by RAVE and RAVE Guardian
- RAVE GUARDIAN Safety app
- Occupational and Environmental Safety

LCC Police Department

Lansing Community College Police Department (LCCPD) consists of Police, Dispatch, and other services. LCC Police Department is charged with providing a safe environment at all LCC campuses, and maintains physical offices at the Downtown and West campuses. LCC Police provide services in areas of crime prevention and control, criminal investigations, traffic and parking violations, facilities security, and emergency first-aid treatment. LCC Police operates 24 hours, 7 days a week via police presence and Dispatch. They can be reached anytime at 517-483-1800 or via email. In an emergency call 911 for Police, Fire, and Emergency Medical Services. Also visit the LCC Police Department webpage for more information.

Services

Below is a list of services provided by LCC Police Department. Visit us by stopping the LCC Police Department office in the Gannon Building downtown or call 517-483-1800:

- Battery jump starts
- Directional assistance
- Lost & Found at Downtown and West campus.
    - Disposal of unclaimed items takes place at the end of every semester.
- Open locked vehicles
- Safety escort
- After hours building access, if necessary
- Emergency CPR, First Aid, or AED use during a medical emergency
- Regular check and servicing of fire extinguishers, AED batteries, and first aid kits
- Emergency notifications and timely warnings when warranted
- The development and delivery of safety and law enforcement talks, when requested.

Please report suspicious behavior, unusual circumstances and any possible law enforcement crimes or offenses immediately by calling 517-483-1800. Anonymous reporting is acceptable.

Request a Police Escort

Police escorts are for LCC students, faculty or staff and not the general public. To request a police escort:

- Calling 517-483-1800
- Approaching an officer directly around campus grounds
- Coming to the Police Department Office located in the Gannon Building at 411 N Grand Ave.

Reporting Crimes and Emergencies

To facilitate the College's commitment in maintaining a secure and positive learning environment, students, staff, and visitors are encouraged to accurately and promptly report to LCC Police or other law enforcement agencies all crimes, suspicious activities, emergencies, and public safety incidents, including when the victim of a crime elects to, or is unable to make such report. To report a crime or incident to LCC Police call 517-483-1800. To report an emergency please dial 911 and emergency services will be dispatched. Dispatchers at LCCPD Office are available 24 hours/day, seven days/week to answer calls.

Any location:

- LCC Police Department (non-emergency) (517) 483-1800
- Main Campus: Lansing Police Department (non-emergency) (517) 483-4600
- East Campus: Meridian Township Police (non-emergency) (517) 332-6526
- West Campus: Eaton County Sheriff (non-emergency) (517) 543-3512
- Mason Jewett Airport: Ingham County Sheriff (non-emergency) (517) 676-2431

Emergencies Call 911

Emergency Management and Preparedness

The Emergency Management Department develops and administers an emergency management and preparedness program. Additional information can be found:

Emergency Response Guide

A college Emergency Response Guide with color through video

LCC Alerts, driven by RAVE and RAVE Guardian

LCC Emergency Alerts are used to warn people of an emergency that poses an imminent threat to life safety, such as violence or severe weather, ongoing criminal activity, or an urgent situation like a power outage.

There are three types of alerts, and three distinct email banners:

1. An **EMERGENCY NOTIFICATION** is an immediate threat to persons or property.
2. A **TIMELY WARNING** is based on a Clery crime(s) that pose(s) a serious or ongoing threat to the campus community.
3. **PUBLIC SAFETY NOTICES** are non-Clery incidents or situations that may impact campus safety or operations.

You can review or make changes to your RAVE profile by going to RAVE Mobile Safety webpage and specifying Lansing Community College.

Anyone in the community can also **register** for LCC Emergency Alerts by registering at the same site and specifying Lansing Community College.

To learn more LCC emergency communications, go to the Emergency Communications webpage.

RAVE Guardian Safety app

Find in the ITUNES STORE and GOOGLE PLAY.

Download it for all these cool features:

- Panic Button
- Tip Texting
- Personal Guardians & Safety Timer
- Safety Profile
- Personal safety timer
- LCC Police Department direct chat
- LCC Police Department direct call
- LCC Alert Notification direct to app
- Local 911 direct call
- Help/tip lines
- LCC web resource link

Occupational and Environmental Safety

LCC's Occupational and Environmental Safety (OES) Board Policy and The Occupational and Environmental Safety Framework guide divisions, departments, and programs in meeting local, state, and federal regulations related to the health and safety of our community. Working together, we can establish and maintain a comprehensive culture of safety at LCC. For more information, view the OES webpage, contact by telephone 517-483-1812, or by email.

Academic Calendars

- Fall 2026 Academic Calendar
- Spring 2026 Academic Calendar
- Summer 2026 Academic Calendar

Fall 2026 Academic Calendar

Fall Semester 2026 - Registration begins April 28, 2026

Teaching Periods - Fall Semester 2026

Length of Course	Dates
Full Semester	August 20 - December 14, 2026
First 7 Weeks	August 27 - October 14, 2026
First 12 Weeks	August 27 - November 18, 2026
15 Weeks	August 27 - December 14, 2026
Last 12 Weeks	September 17 - December 13, 2026
Last 7 Weeks	October 22 - December 13, 2026

Event	Date
Pre-Registration Tasks	Monday, April 20, 2026
Orientation - Required for new students - For more details visit our Orientation page.	Tuesday, April 21, 2026

Registration begins for Current and Returning Students	Monday, April 27, 2026
Registration begins for NEW Students	Tuesday, April, 28, 2026
Recommended Financial Aid FAFSA File Date	Tuesday, June 30, 2026
Recommended Financial Aid Document Submit Date	Wednesday, July 15, 2026
Financial Aid Book Vouchers Begin	Thursday, August 6, 2026
Financial Aid Supply Form Opens	Thursday, August 6, 2026
Fall Supply Advance Form Due	Wednesday, August 19, 2026
Labor Day - College Closed	Monday, September 7, 2026
Financial Aid Refunds for Grants, Scholarships	Tuesday, September 29, 2026
Last Day to Change Residency and Program of Study	Thursday, October 1, 2026
Last Day to Submit Associate Degree/Certificate Applications for Fall Semester Graduates	Sunday, November 15, 2026
Thanksgiving Holiday - College Closed	Thursday, November 26 through Sunday, November 29, 2026

Full Semester

Event	Date
Full Semester Teaching Period - Last Week for Waitlist	Tuesday, August 4, 2026
Full Semester Teaching Period Begins	Thursday, August 20, 2026
Full Semester Teach Period - Last Day to Add a Course	Wednesday, August 26, 2026
Full Semester Teaching Period - Last Date to Drop a Course with a 100% Refund	Wednesday, August 26, 2026
Full Semester Teaching Period - Last Date to Drop a Course with a 50% Refund	Wednesday, September 2, 2026
Full Semester Teaching Period - Last Date to Drop a Course with No Grade	Wednesday, September 2, 2026
Full Semester Teaching Period - Last Date to Change to Audit/Credit	Wednesday, September 2, 2026
Full Semester Teaching Period - Last Date to Drop Course with a Record of a W or Last Date to Drop Online	Monday, November 30, 2026
Full Semester Teaching Period Ends	Monday, December 14, 2026

First 7 Weeks

Event	Date
First 7 Weeks Teaching Period - Last Week for Waitlist	Tuesday, August 11, 2026
First 7 Weeks Teaching Period Begins	Thursday, August 27, 2026
First 7 Weeks Teaching Period - Last Day to Add a Course	Saturday, August 29, 2026
First 7 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Wednesday, September 2, 2026
First 7 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Wednesday, September 9, 2026
First 7 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Wednesday, September 9, 2026
First 7 Weeks Teaching Period - Last Date to Change to Audit/Credit	Wednesday, September 9, 2026
First 7 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Wednesday, October 7, 2026
First 7 Weeks Teaching Period Ends	Wednesday, October 14, 2026

First 12 Weeks

Event	Date
First 12 Weeks Teaching Period - Last Week for Waitlist	Tuesday, August 11, 2026
First 12 Weeks Teaching Period - Last Day to Add a Course	Wednesday, August 19, 2026
First 12 Weeks Teaching Period Begins	Thursday, August 27, 2026
First 12 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Wednesday, September 2, 2026
First 12 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Wednesday, September 9, 2026
First 12 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Wednesday, September 9, 2026
First 12 Weeks Teaching Period - Last Date to Change to Audit/Credit	Wednesday, September 9, 2026
First 12 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Saturday, November 7, 2026
First 12 Weeks Teaching Period Ends	Wednesday, November 18, 2026

15 Weeks

Event	Date
15 Weeks Teaching Period - Last Week for Waitlist	Tuesday, August 11, 2026
15 Weeks Teaching Period Begins	Thursday, August 27, 2026
15 Weeks Teaching Period - Last Day to Add a Course	Wednesday, September 2, 2026
15 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Wednesday, September 2, 2026
15 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Wednesday, September 9, 2026
15 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Wednesday, September 9, 2026
15 Weeks Teaching Period - Last Date to Change to Audit/Credit	Wednesday, September 9, 2026
15 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Tuesday, December 1, 2026
15 Weeks Teaching Period Ends	Monday, December 14, 2026

Last 12 Weeks

Event	Date
Last 12 Weeks Teaching Period - Last Week for Waitlist	Tuesday, September 1, 2026
Last 12 Weeks Teaching Period Begins	Thursday, September 17, 2026
Last 12 Weeks Teaching Period - Last Day to Add a Course	Saturday, September 19, 2026
Last 12 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Wednesday, September 23, 2026
Last 12 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Wednesday, September 30, 2026
Last 12 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Wednesday, September 30, 2026
Last 12 Weeks Teaching Period - Last Date to Change to Audit/Credit	Wednesday, September 30, 2026
Last 12 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Wednesday, December 2, 2026
Last 12 Weeks Teaching Period Ends	Sunday, December 13, 2026

Last 7 Weeks

Event	Date
Last 7 Weeks Teaching Period - Last Week for Waitlist	Tuesday, October 6, 2026
Last 7 Weeks Teaching Period Begins	Thursday, October 22, 2026
Last 7 Weeks Teaching Period - Last Day to Add a Course	Saturday, October 24, 2026
Last 7 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Wednesday, October 28, 2026
Last 7 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Wednesday, November 4, 2026
Last 7 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Wednesday, November 4, 2026
Last 7 Weeks Teaching Period - Last Date to Change to Audit/Credit	Wednesday, November 4, 2026
Last 7 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Monday, December 7, 2026
Last 7 Weeks Teaching Period Ends	Sunday, December 13, 2026

To view on LCC's Website, go to the Fall 2026 Academic Calendar.

Spring 2027 Academic Calendar

Spring Semester 2026 - Registration begins October 12, 2026

Teaching Periods - Spring Semester 2027

Length of Course	Dates
Full Semester	January 11 - May 10, 2027
First 7 Weeks	January 11 - March 1, 2027
First 12 Weeks	January 11 - April 12, 2027
15 Weeks	January 11 - May 3, 2027
Last 12 Weeks	February 2 - May 3, 2027
Last 7 Weeks	March 16 - May 3, 2027

Event	Date
Orientation - Required for new students - For more details visit our Orientation page.	Monday, October 5, 2026
Pre-Registration Tasks	Monday, October 5, 2026
Registration begins for Current and Returning Students	Monday, October 12, 2026
Registration begins for NEW Students	Tuesday, October 13, 2026
Recommended Financial Aid FAFSA File Date	Sunday, November 1, 2026

Recommended Financial Aid Document Submit Date	Sunday, November 15, 2026
Financial Aid Book Vouchers Begin	Monday, December 21, 2026
Financial Aid Supply Form Opens	Sunday, January 10, 2027
Martin Luther King Jr Day - College Closed	Monday, January 18, 2027
Spring Supply Advance Form Due	Tuesday, January 19, 2027
Financial Aid Refunds for Grants, Scholarships	Tuesday, February 16, 2027
Last Day to Change Residency and Program of Study	Monday, February 22, 2027
Spring Break - No Classes	Monday, March 8 through Sunday, March 14, 2027
Last Day to Submit Associate Degree/Certificate Applications for Fall Semester Graduates	Monday, March 15, 2027
Commencement	TBD

Full Semester

Event	Date
Full Semester Teaching Period - Last Week for Waitlist	Monday, December 28, 2026
Full Semester Teaching Period Begins	Monday, January 11, 2027
Full Semester Teach Period - Last Day to Add a Course	Sunday, January 17, 2027
Full Semester Teaching Period - Last Date to Drop a Course with a 100% Refund	Sunday, January 17, 2027
Full Semester Teaching Period - Last Date to Drop a Course with a 50% Refund	Sunday, January 24, 2027
Full Semester Teaching Period - Last Date to Drop a Course with No Grade	Sunday, January 24, 2027
Full Semester Teaching Period - Last Date to Change to Audit/Credit	Sunday, January 24, 2027
Full Semester Teaching Period - Last Date to Drop Course with a Record of a W or Last Date to Drop Online	Monday, April 26, 2027
Full Semester Teaching Period Ends	Monday, May 10, 2027

First 7 Weeks

Event	Date
First 7 Weeks Teaching Period - Last Week for Waitlist	Monday, December 28, 2026
First 7 Weeks Teaching Period Begins	Monday, January 11, 2027
First 7 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Monday, January 11, 2027
First 7 Weeks Teaching Period - Last Day to Add a Course	Wednesday, January 13, 2027
First 7 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Sunday, January 24, 2027
First 7 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Sunday, January 24, 2027
First 7 Weeks Teaching Period - Last Date to Change to Audit/Credit	Sunday, January 24, 2027
First 7 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Tuesday, February 2, 2027
First 7 Weeks Teaching Period Ends	Monday, March 1, 2027

First 12 Weeks

Event	Date
First 12 Weeks Teaching Period - Last Week for Waitlist	Monday, December 28, 2026
First 12 Weeks Teaching Period - Last Day to Add a Course	Wednesday, January 13, 2027
First 12 Weeks Teaching Period Begins	Monday, January 11, 2027
First 12 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Sunday, January 17, 2027
First 12 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Sunday, January 24, 2027
First 12 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Sunday, January 24, 2027
First 12 Weeks Teaching Period - Last Date to Change to Audit/Credit	Sunday, January 24, 2027
First 12 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Thursday, April 1, 2027
First 12 Weeks Teaching Period Ends	Monday, April 12, 2027

15 Weeks

Event	Date
15 Weeks Teaching Period - Last Week for Waitlist	Monday, December 28, 2026
15 Weeks Teaching Period Begins	Monday, January 11, 2027
15 Weeks Teaching Period - Last Day to Add a Course	Sunday, January 17, 2027
15 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Sunday, January 17, 2027
15 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Sunday, January 24, 2027
15 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Sunday, January 24, 2027
15 Weeks Teaching Period - Last Date to Change to Audit/Credit	Sunday, January 24, 2027
15 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Tuesday, April 20, 2027
15 Weeks Teaching Period Ends	Monday, May 3, 2027

Last 12 Weeks

Event	Date
Last 12 Weeks Teaching Period - Last Week for Waitlist	Monday, January 18, 2027
Last 12 Weeks Teaching Period Begins	Tuesday, February 2, 2027
Last 12 Weeks Teaching Period - Last Day to Add a Course	Thursday, February 4, 2027
Last 12 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Monday, February 8, 2027
Last 12 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Monday, February 15, 2027
Last 12 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Monday, February 15, 2027
Last 12 Weeks Teaching Period - Last Date to Change to Audit/Credit	Monday, February 15, 2027
Last 12 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Thursday, April 22, 2027
Last 12 Weeks Teaching Period Ends	Monday, May 3, 2027

Last 7 Weeks

Event	Date
Last 7 Weeks Teaching Period - Last Week for Waitlist	Monday, March 1, 2027
Last 7 Weeks Teaching Period Begins	Tuesday, March 16, 2027
Last 7 Weeks Teaching Period - Last Day to Add a Course	Thursday, March 18, 2027
Last 7 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Monday, March 22, 2027
Last 7 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Monday, March 29, 2027
Last 7 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Monday, March 29, 2027
Last 7 Weeks Teaching Period - Last Date to Change to Audit/Credit	Monday, March 29, 2027
Last 7 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Tuesday, April 27, 2027
Last 7 Weeks Teaching Period Ends	Monday, May 3, 2027

To view on LCC's Website, go to the Spring 2026 Academic Calendar.

Summer 2027 Academic Calendar

Summer Semester 2026 - Registration begins March 29, 2027

Teaching Periods - Summer Semester 2027

Length of Course	Dates
Full Semester (12 Weeks)	May 17 - August 9, 2027
First 6 Weeks	May 17 - June 28, 2027
8 Weeks	June 4 - August 2, 2027
Last 6 Weeks	June 29 - August 9, 2027

Event	Date
Pre-Registration Tasks	Monday, March 15, 2027
Orientation - Required for new students - For more details visit our Orientation page.	Monday, March 22, 2027
Registration begins for Current and Returning Students	Monday, March 29, 2027
Registration begins for NEW Students	Tuesday, March 30, 2027
Recommended Financial Aid FAFSA File Date	Thursday, April 1, 2027
Recommended Financial Aid Document Submit Date	Thursday, April 15, 2027
Financial Aid Book Vouchers Begin	Monday, May 3, 2027
Financial Aid Supply Form Opens	Thursday, May 20, 2027

Last Day to Change Residency	Monday, June 28, 2027
Financial Aid Refunds for Grants, Scholarships	Thursday, July 1, 2027
Summer Supply Advance Form Due	Thursday, July 3, 2027
Last Day to Change Program of Study	Wednesday, July 14, 2027
Last Day to Submit Associate Degree/Certificate Applications for Fall Semester Graduates	Thursday, July 15, 2027

Full Semester

Event	Date
Full Semester Teaching Period - Last Week for Waitlist	Monday, May 3, 2027
Full Semester Teaching Period Begins	Monday, May 17, 2027
Full Semester Teach Period - Last Day to Add a Course	Wednesday, May 19, 2027
Full Semester Teaching Period - Last Date to Drop a Course with a 100% Refund	Saturday, May 23, 2027
Full Semester Teaching Period - Last Date to Drop a Course with a 50% Refund	Saturday, May 30, 2027
Full Semester Teaching Period - Last Date to Drop a Course with No Grade	Saturday, May 30, 2027
Full Semester Teaching Period - Last Date to Change to Audit/Credit	Saturday, May 30, 2027
Full Semester Teaching Period - Last Date to Drop Course with a Record of a W or Last Date to Drop Online	Wednesday, July 29, 2027
Full Semester Teaching Period Ends	Sunday, August 9, 2027

First 6 Weeks

Event	Date
First 6 Weeks Teaching Period - Last Week for Waitlist	Monday, May 3, 2027
First 6 Weeks Teaching Period Begins	Monday, May 17, 2027
First 6 Weeks Teaching Period - Last Day to Add a Course	Wednesday, May 19, 2027
First 6 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Saturday, May 23, 2027
First 6 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Saturday, May 30, 2027
First 6 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Saturday, May 30, 2027
First 6 Weeks Teaching Period - Last Date to Change to Audit/Credit	Saturday, May 30, 2027
First 6 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Tuesday, June 22, 2027
First 6 Weeks Teaching Period Ends	Monday, June 28, 2027

Last 6 Weeks

Event	Date
Last 6 Weeks Teaching Period - Last Week for Waitlist	Tuesday, May 15, 2027
Last 6 Weeks Teaching Period Begins	Tuesday, June 29, 2027
Last 6 Weeks Teaching Period - Last Day to Add a Course	Thursday, July 1, 2027
Last 6 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Monday, July 6, 2027
Last 6 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Monday, July 13, 2027
Last 6 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Monday, July 13, 2027
Last 6 Weeks Teaching Period - Last Date to Change to Audit/Credit	Monday, July 13, 2027
Last 6 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Monday August 3, 2027
Last 6 Weeks Teaching Period Ends	Sunday, August 9, 2027

8 Weeks

Event	Date
8 Weeks Teaching Period - Last Week for Waitlist	Tuesday, June 15, 2027
8 Weeks Teaching Period Begins	Friday, June 4, 2027
8 Weeks Teaching Period - Last Day to Add a Course	Thursday, July 1, 2027
8 Weeks Teaching Period - Last Date to Drop a Course with 100% Refund	Wednesday, June 10, 2027
8 Weeks Teaching Period - Last Date to Drop a Course with a 50% Refund	Wednesday, June 17, 2027
8 Weeks Teaching Period - Last Date to Drop a Course with No Grade	Wednesday, June 17, 2027
8 Weeks Teaching Period - Last Date to Change to Audit/Credit	Wednesday, June 17, 2027
8 Weeks Teaching Period - Last Date to Drop Course with a Record of a W & Last Date to Drop Online	Monday, July 27, 2027
8 Weeks Teaching Period Ends	Monday, August 2, 2027

To view on LCC's website, go to the Summer 2026 Academic Calendar.

About LCC

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Vision

Serving the needs of our diverse community through relevant educational and training opportunities.

Mission

Lansing Community College provides accessible, high-quality education through relevant and innovative instructional methods to equip and empower a diverse community of learners to complete their educational goals while becoming engaged global citizens.

Values

These embody our culture of empowerment and create the standards for our team efforts toward each other and every student we serve:

Integrity: We believe that integrity is our foundation, guiding us to act honestly and ethically, treating everyone with respect and doing the right thing even when no one is watching.

Learning Focused: We are dedicated to a learning-centric culture that embraces continuous education as a vital, shared journey for students, staff, faculty, and the

broader community. Every member of our community is both a learner and a contributor to the collective wisdom that shapes our future.

Relevant: We continuously adapt to the evolving needs of the community and workforce, ensuring our curriculum and approach remain relevant and responsive while meeting the changing needs of our students.

Supportive Environment: We foster a diverse, equitable, and inclusive environment, ensuring accessibility and tailored support for the unique needs of our entire community. By actively fostering an atmosphere of care and understanding, we strive to create a community where everyone feels empowered and supported.

Transformative: We offer a transformative educational experience, combining academic excellence with a forward-thinking vision that inspires innovation and positive change.

A History of LCC

Lansing Community College is one of the largest community colleges in Michigan, serving more than 13,000 students each year. It offers a multitude of associate degrees and certificate programs in addition to career and workforce development and personal enrichment options. The college was founded in 1957 and has since grown from its flagship campus in downtown Lansing to include locations in Delta Township, East Lansing, and Mason. LCC is consistently named one of Michigan's best community colleges, and students enjoy unsurpassed instruction, beautiful facilities, cutting-edge technology and comprehensive support services to help them succeed.

Accreditation

Lansing Community College (LCC) is accredited by the Higher Learning Commission (HLC), an agency approved by the U.S. Department of Education to accredit degree-granting institutions of higher education throughout the United States. Accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution, including its academic offerings, governance and administration, mission, finances, and resources. Institutions that HLC accredits are evaluated against the Commission's Criteria for Accreditation, a set of standards that must be met in order for the institution to receive and/or maintain accredited status. HLC's Criteria for Accreditation reflect a set of guiding values. Accreditation is largely a peer-based review and evaluation process. HLC decision-making bodies are comprised of institutional representation from colleges and universities accredited by the Commission; public members are also sometimes involved.

Board of Trustees

LCC is governed by a Board of Trustees, consisting of seven members, elected at large in the community college district on a nonpartisan basis. Elected members retain positions for 6-year terms. For more information, view the Board of Trustees webpage.

LCC Board of Trustees and Administration

Position	Name
Board of Trustees	Angela L. Mathews, Chair Terrence L. Frazier, Vice Chair Robert E. Proctor, Treasurer LaShunda Thomas, Secretary Noel Garcia, Jr., Trustee Hope M. Lovell, Trustee Chatum Taylor, Trustee
President	Steve Robinson
Provost and Senior VP of Academic Affairs	Sally Welch
Senior VP of Business Operations	Seleana Samuel
Associate Vice President of External Affairs	Toni Glasscoe
Chief Diversity Officer (Interim)	Tanya McClain
Chief Financial Officer	Donald Wilske
Chief Information Officer (Interim)	Christopher MacKersie
Dean, Arts & Sciences	Andrea Hoagland
Dean, Community Education and Workforce Development	Lee Gardner

Dean, Health & Human Services	Elizabeth Burger
Dean, Student Affairs	Ronda Miller
Dean, Technical Careers	Shon'ta Dwyer
Administrative Services Executive Director	Christopher MacKersie
Center for Data Science Executive Director	Matthew Fall
Human Resources Executive Director	Kristi Dawley

Board Policies

Students are responsible for adhering to all applicable Board Policies. To view Board Policies, go to the Board of Trustees' Policies webpage.

Program Accreditations

The following occupational programs are accredited, approved, certified, licensed, or regulated by the association, agency, or governmental agency identified. For the most current list, please visit our Program Accreditation website.

Program Area	Accrediting Agency	Date of Next Review	Status
Automotive Technology	National Automotive Technicians Education Foundation (NATEF) 1503 Edwards Ferry Rd., NE Suite 401 Leesburg, VA 20176	12/01/2028	Accredited
Aviation Technology	Federal Aviation Administration (FAA)	Quarterly	Certified

	Federal Aviation Administration 800 Independence Ave, SW Washington, DC 20591		
Child Development & Early Education	National Association for Education of Young Children (NAEYC) 1401 H St. NW, Suite 600 Washington, D.C. 20005	03/2032	Accredited
Computer Information Technologies - Computer Networking Technology	National Security Agency 9800 Savage Rd., Suite 6272 Ft. Meade, MD 20755-6000	2029	Designated
	National Centers of Academic Excellence in Cyber Defense (CAE-CD) 9800 Savage Road Ft. Meade, MD 20755-6804	2029	Designated
Construction Management	Accreditation Council for Construction Education (ACCE) 300 Decker Drive, Suite 330 Irving, TX 75062	07/2026	Accredited
Criminal Justice - Correctional Officer Certificate	Michigan Department of Corrections (MDC) Grandview Plaza 206 E. Michigan Ave. P.O. Box 30003 Lansing, MI 48909	Annual Report 07/01/2026	Certified
Criminal Justice - Local Corrections Officer Academy	Michigan Sheriffs Coordinating & Training Council 600 S. Capital Ave. Lansing, MI 48933	Annual Report 7/1/2026	Certified

Dental Hygiene	Commission on Dental Accreditation (CODA) 211 East Chicago Ave. Chicago, IL 60611	2032	Accredited (Approval without Reporting Requirements)
Diagnostic Medical Sonography	Commission on Accreditation of Allied Health Education Program (JRCDMS-CAAHEP) 9355 - 113th St. N, #7709 Seminole, FL 33775	2027	Accredited
Emergency Medical Services	Michigan Department of Health & Human Services, Bureau of Emergency Preparedness, EMS, and Systems of Care (MDHHSBEPESoC), Division of EMS and Systems of Care 333 S. Grand Ave P.O. Box 30195 Lansing, Michigan 48909	07/2027	Approved
EMS/Paramedic	Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professionals (CoAEMSP) To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088	2026	Accredited
	Commission on Accreditation of Allied Health Programs	2026	Accredited

	(CAAHEP) 9355 - 113th St. N, #7709 Seminole, FL 33775		
	Michigan Department of Health & Human Services, Bureau of Emergency Preparedness, EMS, and Systems of Care (MDHHSBEPESoC), Division of EMS and Systems of Care 333 S. Grand Ave P.O. Box 30195 Lansing, Michigan 48909	2027	Approved
Fire Academy	Michigan Firefighters Training Council (MFFTC) 3101 Technology Blvd, Suite H Lansing, MI 48910	Annual Report 12/30/2026	Approved Training
Heavy Equipment Repair Technician	Associated Equipment Distribution (AED) Foundation 650 E Algonquin Rd., Ste 305 Schaumburg, IL 60173	2029	Accredited
Legal Studies	American Bar Association (ABA) Chicago Headquarters American Bar Association 321 North Clark Street Chicago, IL 60654	08/2026	Approved
	Washington DC Office American Bar Association 1050 Connecticut Ave. N.W.	08/2026	Approved

	Suite 400 Washington, D.C. 20036		
Massage Therapy	Commission on Massage Therapy Accreditation (COMTA) 900 Commonwealth Place Suite 200-331 Virginia Beach, VA 23464	2031	Accredited
Neurodiagnostic Technology through the EPiC Consortium	Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 - 113th St. N, #7709 Seminole, FL 33775	2031	Accredited
Nursing	Society for Simulation in Healthcare (SSH) Accreditation 2021 L Street, NW Suite 400 Washington, DC 20036	2029	Accredited
	Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326	2026 *(pending)*	Accredited
Police Academy	Michigan Commission on Law Enforcement Standards (MCOLES) 927 Centennial Way Lansing, Michigan 48909	Annual Report 12/31/2026	Approved
Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT)	2029	Accredited

	20 N. Wacker Dr, Ste. 2850 Chicago, IL 60606-3182		
Surgical Technology	Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway 19 North Suite 158 Clearwater, FL 33763	2029	Accredited

To review LCC's most up-to-date accreditations, go to the Program Accreditation webpage. To review LCC's accreditation documents, contact the Academic Affairs Office at 517-483-1618 or via email.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA): FERPA is a federal law that sets forth requirements regarding the privacy of student education records. FERPA governs the release of and access to education records that are maintained by an educational institution.

LCC is prohibited from sharing student education records with parents, spouse, guardians, or any other third party without a release (consent) on file. Students may submit a Release of Information (FERPA) request form directly to the Registrar's Office in order to authorize the College to share education records with named designee(s). This form can also be used to cancel, add, remove, or change the designee(s) on the release. Paper copies are available by visiting the StarZone or by accessing the Registrar's Office public shared drive.

When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. The FERPA statute is found at 20 U.S.C § 1232g, and the FERPA regulations are found at 34 CFR Part 99 on the U.S. Department of Education FERPA webpage.

LCC Registrar's office will communicate students' rights under the Family Educational Rights and Privacy Act (FERPA) with all registered students through their LCC student email every semester.

Directory information may be released at the discretion of College officials for any student who has not submitted a completed Request to Prevent Disclosure of Directory Information form. Students may submit the form at any time. The disclosure prevention

form remains in effect until the student provides a written release to the Registrar's Office.

LCC defines directory information as the following:

- Name of student
- Dates of attendance
- Enrollment status
- Awards, degrees, or certificates received
- Participation in officially recognized activities
- Sport, weight, and height of members of an athletic team
- Previous educational agency or institution attended
- LCC email address

Under the provisions of the FERPA of 1974, as Amended, students have the right to withhold the disclosure of the Directory Information. To request to prevent disclosure, students must submit a Request to Prevent Disclosure of Directory Information. Students may submit this form at any time. The form remains in effect until the student provides a written release to the Registrar's Office requesting the form to be canceled.

Care Team

The Care Team, formerly named the Behavioral Intervention Team (BIT), works to promote the sharing of information internally when significant circumstances pertaining to the health and safety of LCC's students arise. The team links students of concern to appropriate services either on or off campus while balancing the individual's rights with the rights of all others for safety. For more information, view the Care Team webpage.

Title IX Resources

LCC prohibits sex discrimination, sex-based harassment, and sexual misconduct in its employment and educational programs. The Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy can be found on the LCC Title IX and Sexual Misconduct Resources webpage along with additional resources and forms to file a complaint. Students, employees, and visitors are encouraged to report any allegations of sex discrimination, sex-based harassment, and sexual misconduct to:

TO REPORT A STUDENT	TO REPORT AN EMPLOYEE	TO FILE AN EEO COMPLAINT
Student Complaint Form	Employee Complaint Form	(Harassment based on race, religion, disability, or other non-gender-based issues)
Robert Eadie Director of Student Compliance & Student Title IX Coordinator 309 N. Washington Square, Suite 115 Lansing, MI 48933 517-483-9631 Email	Elizabeth Cahill Associate Director of Risk Management & Legal Affairs, Employee Title IX Coordinator 309 N. Washington Square, Suite 150 Lansing, MI 48933 517-483-1759 Email	JR Beauboeuf Director of Risk Management, Equal Opportunity Officer, & Employee Title IX Coordinator 309 N. Washington Square Lansing, MI 48933 517-483-1730 Email
Anonymous complaints regarding an employee, guest, or vendor should be completed by calling the Human Resources direct line at 517-483-1870, faxing to 517-483-1883 or by email. Anonymous reports may result in the College conducting an investigation, but the College's ability to deal with an incident may be limited by a lack of necessary information.		

Equal Opportunity & Nondiscrimination, Harassment & Retaliation

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or any other factor as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College. For more information, please visit the Title IX and Sexual Misconduct Resources webpage.

The College prohibits retaliation or reprisals against any individual because they have filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

TO REPORT A STUDENT	TO REPORT AN EMPLOYEE	TO FILE AN EEO COMPLAINT
Student Complaint Form	Employee Complaint Form	(Harassment based on race, religion, disability, or other non-gender-based issues)
Robert Eadie Director of Student Compliance,Student Title IX Coordinator 309 N. Washington Square Lansing, MI 48933 517-483-9631 Email	Elizabeth Cahill Associate Director of Risk Management, Equal Opportunity Officer, Employee Title IX Coordinator 309 N. Washington Square Lansing, MI 48933 517-483-1759 Email	JR Beauboeuf Director of Risk Management, Equal Opportunity Officer, & Employee Title IX Coordinator 309 N. Washington Square Lansing, MI 48933 517-483-1730 Email
Anonymous complaints regarding an employee, guest, or vendor should be		

completed by calling the Human Resources direct line at 517-483-1870, faxing to 517-483-1883 or by email.

Anonymous reports may result in the College conducting an investigation, but the College's ability to deal with an incident may be limited by a lack of necessary information.

Consumer Information Notices and Disclosures

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires that postsecondary institutions participating in federal student aid programs make certain disclosures. In compliance with federal laws, LCC discloses the following information to enrolled and prospective students, employees, parents, and the public.

- General Institutional and Student Information
- Financial Information
- Student Outcomes
- Health and Safety Information
- Athletic Student Information

For any questions or a paper copy of a disclosure, please contact the Office of Compliance at 517-483-5298 or via email. Additional information can be found on the Consumer Information webpage.

Annual Security Report

The Jeanne Clery Campus Safety Act ("Clery Act") requires colleges and universities that receive federal funding to disseminate a public Annual Security Report (ASR) to all current students and employees and make its availability known to prospective students and employees. The purpose of this report is to provide an overview of the College's security resources, policies and procedures.

The Annual Security Report (ASR) is published annually on or before Oct. 1st in accordance with the requirements of the Jeanne Clery Campus Safety Act (Clery Act). The report is required by federal law to certify our good-faith effort, to ensure you are aware of your surroundings and have the information you need to keep yourself safe. The Annual Security Report contains statistics from the previous three years concerning crimes that occurred on campus, on non-campus buildings, on properties owned or controlled by the College, and on public property. The report also includes College policy statements concerning campus security, crime prevention, reporting of crimes; timely warnings; emergency response and evacuation; alcohol use, drug use, and sexual offenses.

The Annual Security Report is available on the LCC Police Department website. A hard copy of the report is available upon request by contacting the LCC Police Department Office at 517-483-1800, or in person in the Gannon Building, 411 N. Grand Avenue, Room 2110, Lansing, Michigan.

Drug and Alcohol Abuse Prevention Program (DAAPP)

In compliance with the Drug-Free Schools and Communities Act the College maintains a DAAPP that is distributed annually and on an ongoing basis to all employees and students. The DAAPP contains descriptions of the health risks of drug and alcohol abuse; drug and alcohol counseling, treatment, and rehabilitation programs; and the legal and College sanctions for violations of College policies, local, state or federal laws relating to illicit drugs and alcohol. A biennial review of the DAAPP is also conducted. A printed copy of the DAAPP is available upon request by contacting the LCC Police Department at 517-483-1800 or in person at 411 N. Grand Avenue, Gannon Building, Room 2110, Lansing, MI 48933.

State Authorization

LCC offers postsecondary distance education and on-ground educational activities across state lines for students and is an institutional participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA), a voluntary and regional method to oversee distance education. The State Authorization webpage discloses the following information to enrolled and prospective students, employees, parents, and the public.

- Accreditation Information
- Student Compliant Information
- Professional Licensure and Certification

- Refund Policy
- Adverse Actions
- Approved States &Territories
- Location & Residency Status
- International Students

Disclaimer

This document is for informational purposes only and is not to be construed as a binding offer or contract between the College and the student. This document is subject to change without prior notice. The listing of instructors' names in the Banner class schedule is for informational purposes only and does not constitute a contract of employment or offer to employ any named instructor. Instructional assignments are subject to change in accordance with College policies as needs of the College may require. The College reserves the right to cancel classes. Students enrolled in classes which are canceled will have the opportunity to add another class. Classes may be held in a different room or at an off-campus location if there is insufficient space. This document is intended to be used alongside the Banner registration system, which provides complete information on courses.

How to Get Started

- Admission to the College
- International Admissions
- Selective Admissions
- Honors Program
- Academic Advising
- StarCard Student IDs
- StarZone
- Access to College Buildings
- Testing Services
- Placement Levels
- New Student Orientation
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- Course Offering formats
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- Online Degrees and Certificates
- Eligibility for In-District, In-State, Out-of-State, or International Tuition
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- Mandatory Fees
- About Billing Hours
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- Financial Aid
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- Payment of Tuition & Fees
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- Tuition and Fees Refund Policy
- Textbooks
- LCC Email Account
- Payments

Admission to the College

LCC is an open-admissions college. Prospective students must complete an admissions application before registering for classes. Please visit the Pre-Orientation Checklist for more information. For a paper application, call the Registrar's Office. All accepted applicants will receive a letter confirming their admission to LCC. Applicants who do not receive a letter within two weeks of applying should call the Registrar's office or email. For further information, call 517-483-1200, option 2. Certain programs,

however, require students to complete a selective admissions application. Please see the Selective Admissions webpage for additional information.

Admissions Team

The Admissions department participates in college fairs, classroom presentations, application and scholarship workshops, and more. They meet with future students and families to answer questions and assist with the admissions process. The team also regularly hosts groups on campus for tours and informational sessions.

To schedule an appointment, or to view available orientation sessions, please go to the Admissions Team webpage, contact us via email, or call 517-483-1200.

International Admissions

F, J, M Visa Holders

International students are students admitted to the United States on an F, J, or M visa to study at LCC as well as international students interested in transferring to LCC from another US institution and international students applying to the English for Speakers of Other Languages Program at LCC.

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

Additional information can be found on the M1 and F1 Admissions webpage.

Other Visa not F-1/M-1

For individuals who wish to study at LCC while holding a non-resident status other than M-1 or F-1, additional information can be found on the Other Visa not F-1/M-1 webpage.

International Guest Student

For individuals with an F-1 or M-1 visa who currently attend another US college/university and intend to take a small number of classes at LCC (less than full-time enrollment), additional information can be found on the International Guest Students webpage.

For questions regarding any International Admissions, please view the International Admissions Forms and FAQ webpage, contact the StarZone at 517-483-1200 option 2 (toll-free 800-644-4522).

Selective Admissions

Admission to selective admission programs is on a competitive basis, and these programs have program admission requirements beyond those required for admission to the College. Admission to LCC does not guarantee admission to a selective admission program.

Students wishing to apply for admission to a selective admission program should visit the Selective Admissions Programs webpage or contact the Selective Admissions office at 517-483-1182 or email.

Honors Program

The Honors Program at LCC offers enriched courses, special advising services, community service options, and other enhanced learning opportunities for students.

Each year, the program offers Honors Program Awards to new students who have demonstrated outstanding academic achievement and plan to complete a two-year transfer curriculum at LCC to pursue a bachelor's degree at a four-year institution. For more information, view the LCC Honors Program webpage or please contact us at 517-483-1061 or via email.

Academic Advising

The Academic Advising team supports and guides students during their academic journey here at LCC, whether it's to achieve a degree or certificate at LCC or transfer to a four-year university. A few of the many topics that the Advising team can assist with include:

- **Choosing the Right Major:** Advisors help you pick a program that fits your career goals.
- **Course Planning and Course MAP (My Academic Pathway):** Advisors guide you on the right classes to take and in the right order.
- **Transferring to a Four-Year School:** Advisors help you with the transfer process and ensure your credits count.
- **Graduation Check:** Advisors can help ensure you're meeting all requirements for graduation.
- **Changing Majors:** Want to change your major? You can do this at any time here. It's also a good idea to talk with an Academic Advisor about how this change may impact your courses.

- **Michigan Transfer Agreement (MTA):** Advisors make sure you meet transfer requirements for Michigan schools.

Academic Advisors are available virtually, in-person, and by phone to meet your advising needs. For more information, please visit the LCC Academic Advising webpage. Schedule an appointment here, or call 517-483-1200, and select option 4.

There is a $20 non-refundable application fee to a selective admission program.

StarCard Student IDs

The LCC StarCard is a student identification card that also provides students access to campus buildings and services. A StarCard is required at all building doors on LCC's Downtown Campus, West Campus, LCC East Campus, and Aviation Maintenance Technology Center.

StarZone

The StarZone is LCC's student services hub. Located in the Gannon Building at the Downtown Campus, the Enrollment Support Specialists can assist with registration, financial aid, student finance, and general questions. For more information, go to the StarZone webpage, contact by telephone at 517-483-1200, or email.

Access to College Buildings

StarCards are required to enter all LCC buildings on Downtown Campus, West Campus, LCC East and Aviation Maintenance Technology Center.

Access to College buildings after normal hours of operation is restricted. Contact LCC Police Department at 517-483-1800 for access outside of normal hours of operation.

Testing Services

Testing Services provides exam administration and related services to prospective and current students, faculty, and community members. The Testing Center is located in the Gannon Building, Room 2228. For more information, please contact us at 517-267-5500 or via email, or visit the Testing Services webpage.

- Course Testing
  - Testing Services proctors LCC course exams for online and hybrid courses, lecture makeup exams and for students with accommodations for testing.
  - Some online/hybrid courses, even if the class is completely online, may require students to come in person to take an exam in a proctored environment. View courses with required in-person testing. You can also

check your syllabus or contact your instructor to determine if you will be required to do so.
    - Exams for online courses can be taken at Downtown Campus, West Campus, East Campus or an approved non-LCC testing site.
- Placement Levels
    - Most courses at LCC have minimum skill level requirements in reading, writing, and/or math that must be met before a student can enroll in the class.
- Other Testing Services
    - Proctoring Services (Non-LCC), CLEP, WorkKeys, and Certification Testing
- Waiver Information
    - All LCC students are required to meet individual course prerequisites before they can register. The waiver form can be used to obtain placement levels in Reading, Writing, and Math or to receive a prerequisite override based on previous college-level coursework.

Placement Levels

Most courses require basic skills proficiency levels which must be met prior to enrolling in courses that require specific placement levels. Students are strongly encouraged to establish their placement levels, complete orientation, and meet with an advisor prior to registration. Placement levels may be established through high school transcripts documenting required GPA or through ACT, SAT, CLEP, ASVAB, or GED test scores, or through placement testing. Levels may also be established through previously completed college coursework. For additional information, view the Placement Levels webpage.

New Student Orientation

Orientation is required for new-to-college students. Transfer, guest, or dual-enrolled students are not required but may find it helpful. See the Getting Started webpage for your next steps.

Orientation covers:

- Academic Programs
- Resources on campus
- Paying for classes
- Student success

Need assistance with getting access?

Please email or call the Help Desk for assistance with logging in at 517-483-5221.

You must have reading and writing levels to access online orientation. If you do not have test levels yet, please visit the Placement Levels webpage.

After completing online Orientation, you will be invited to attend an on-campus **Registration/Resource Fair** for help with registering for classes and getting started. To view the dates and sign-up for a new student Registration/Resource Session please see the next-steps portion at the end of Orientation.

Register for Class(es)

To register, click on the Banner link to drop or add course(s). For assistance on how to register online, please check out LCC's "How to Register Online" instruction guide.

Note: Prerequisite overrides are managed within each division/department.

Students can add classes based on the teaching periods. For important deadline details, see the charts:

- Fall - Registration begins Monday, April 27, 2026
- Spring - Registration begins Monday, October 12, 2026
- Summer - Registration begins Monday, March 29, 2027

Register early for best class selection! For additional information, call LCC at 517-483-1957 or toll-free at 1-800-644-4522. Refer to variable-date options list for classes beginning throughout the semester.

Many LCC courses are offered in a shorter timeframe than the traditional full-semester teaching period and provide the same amount of credit. See the list above for the various start and end dates of the teaching periods.

Students must be admitted to the College and complete the required steps prior to registering.

Students should determine that all the required course prerequisites have been met and seats are available.

Course Offering Formats

Course offerings fit into six types:

- **In-Person/Face-to-Face:** Courses with all instruction delivered in-person in the classroom, clinical, or worksite. Look for sections with the Format "In-person/Face-to-Face."
- **HYF - Hyflex:** Students have the flexibility to choose how they will participate for each class session: in-person, online during the class meeting time, or online

asynchronously. Look for sections with the Format "HYF:Flex In-person or Online." *

- **ON - Online:** Asynchronous online courses with no class meeting dates/times. Look for sections with the Format "ON: Online." *
- **ORT - Partial Schedule Lecture:** Online real time (ORT)/live online courses with some regularly scheduled online meeting day(s) and times. Look for sections with the Format "ORT: Online Part Scheduled Time."
- **ORT - Full Scheduled Lecture:** Online real time (ORT)/live online courses where all instruction is delivered online during designated meeting day(s) and times. Look for sections with the Format "ORT: Online at Scheduled Times."
- **OH - Online Hybrid:** Required in-person instruction with online coursework and activities. Look for sections with the Format "OH: In-person and Online."

*Courses offered in an online format may require students to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) for proctored exams. For more information, including the courses that require onsite proctored exams, please visit the Online Course Testing webpage.

Late Registration and Scheduling Adjustments

Students are allowed to enroll in classes and change their schedule in Banner without faculty approval or staff assistance through the first week of the part of term for 16-, 15- and 14-week courses. For 12-, 8- and 6-week courses, students have up to three days of the part of term to enroll or change their schedule.

For those late enrollment or schedule adjustment requests **after** the first week of the part of term for 16-, 15- and 14-week courses or **after** the first three days of the part of term for 12-, 8- and 6-week courses, special circumstances may be considered after consultation with and approval from faculty and with final approval from the Academic Dean.

Procedure for Schedule Adjustments and Late Registration Requests

1. The student must complete the Student Section of the Drop & Add Form, found on the Registrar's Forms page.
    - Schedule adjustments **after** the first week of the part of term for 16-, 15- and 14-week courses or **after** the first three days of the part of term for 12-, 8- and 6-week courses only requires approval from both the instructor and the Academic Dean.
2. The student will submit the form via email to the respective department for processing. The department will coordinate with faculty and dean to obtain the required signatures for the student.
    - Please note that some requests may be denied after obtaining approvals from the instructor and/or the Academic Dean due to seat availability,

registration holds, or prerequisite errors. Students will be notified either in person or via LCC email if a request is denied.

3. The student will be notified either in person or via LCC email once request is approved and processed.

WHAT IS REGISTRATION ACTIVITY?

Examples of registration activity include:

- A student is registered in a section for the current semester
- A student dropped a section during the current semester
- A student was on a waitlist for a section during the current semester

Online Courses Requiring On-campus Testing

Some courses offered in an online format require in-person proctored testing. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s). These courses include:

- ACCG 210
- BIOL 145, 201, 202, 203, and 270
- CHEM 151 and 152
- CITP 180, 190, and 280
- IRXT 144, 222, and 224
- MATH 119, 120, 126, 141, 151, 152, 253, 254, and 260
- PHYS 120
- SOCL 120 and 260
- STAT 170 and 215

Requests for a non-LCC testing location should be made to LCC's Testing Services at least 5 business days prior to the exam opening date. For more information, please visit the Testing Services webpage.

Online Degrees and Certificates

Associate of Applied Science Degree

- Cybersecurity (1832)
- Cloud Computing (1839)

Associate of Arts Degrees

- African-American History (0137)
- American Studies (0142)
- Anthropology (1621)
- Art History (0746)

- Business Transfer Studies (1622)
- Criminal Justice (0146)
- Economics (0230)
- Education (1624)
- History (0197)
- History, Humanities, and English (1860)
- Journalism (1628)
- Philosophy (0159)
- Psychology (0215)
- Sociology (0753)
- World Language (0132)

Associate of Business Degrees

- Accounting (0162)
- Accounting CPA Exam Prep (0255)
- Computer Programmer/Analyst (0113)
- E-Business (0839)
- Human Resource Management (0712)
- International Business (0240)
- Legal Studies (0101)
- Management and Leadership (0245)

Certificates

- Accounting, Certificate of Achievement (0714)
- Advanced Management, Certificate of Achievement (0280)
- Applied Artificial Intelligence, Certificate of Completion (1852)
- Computer Programmer/Analyst, Certificate of Completion (0969)
- Computer Software Tester, Certificate of Achievement (1633)
- Computer Technology Basics, Certificate of Completion (0844)
- Correctional Officer, Certificate of Completion (0840)
- Cybersecurity Advanced, Certificate of Completion (1845)
- Cybersecurity Foundations, Certificate of Completion (1833)
- E-Business, Certificate of Achievement (0845)
- eDiscovery Proficiency Certificate, Certificate of Achievement (1847)
- Information Technology Foundations, Certificate of Completion (0766)
- Japanese Studies, Certificate of Completion (1787)
- Legal Studies Post-Bachelor, Certificate of Achievement (0744)
- Management, Certificate of Achievement (0249)
- Microsoft Office Specialist, Certificate of Completion (0841)
- Sales Specialist, Certificate of Achievement (0242)
- Spanish Studies, Certificate of Completion (1788)
- Web Site Developer, Certificate of Completion (0843)

General Associate Degrees

- Business (1821)
- Communication, Journalism, and Language (1823)

Transfer Programs

For students following the Michigan Transfer Agreement, the requirements can be completed online.

Eligibility for In-District, In-State, Out-of-State, or International Tuition

In order to abide by state law and ensure the fairness for taxpayers in the district, the

College's Board of Trustees periodically approves revised tuition and fees for resident, non-resident, out-of-state, and international students.

2026-2027 TUITION RATES (PER BILLING HOUR)

The cost to the student for attending a course is determined by the course's billing hours, instead of credit hours. A billing hour represents the scheduled amount of time that a student spends in direct contact with an instructor, in lab, or with laboratory equipment.

COLLEGE DISTRICT RESIDENT STUDENTS -$122*

Resident students have lived for four months or more within one of the 15 school districts listed below and pay property taxes to support LCC's budget. School districts include:

School districts Included in LCC District

Bath	Haslett	Okemos
Dansville	Holt/Dimondale	Stockbridge
Dewitt	Lansing	Waverly
East Lansing	Leslie	Webberville
Grand Ledge	Mason	Williamston

IN-STATE STUDENTS - $244*

If student resides in Michigan, but not in one of the above 15 school districts, the student is an in-state student.

OUT-OF-STATE STUDENTS - $366*

If student lives outside of Michigan, the student is an out-of-state student.

INTERNATIONAL STUDENTS - $427*

If the student has been admitted to the United States on a temporary, non-resident status, the student is classified as an international student.

SENIOR CITIZENS*

If a student is age 62 or older on the first day of the semester and a resident of the LCC district four months prior to the beginning of the semester in which registering, the student qualifies for a reduced tuition rate of $61.00 per billing hour on classes at LCC. (Note: Michigan residents living outside the LCC district qualify for a reduced rate of $122 per billing hour.) These rates apply to LCC classes taken for audit or credit. Classes with zero billable hours are not covered by the tuition rate reduction. For details, stop by the StarZone or call 517-483-1957.

Military-Connected Student In-State Tuition

A Military-Connected Student is an individual who is using Veterans Affairs (VA) Educational Benefits under Chapter 30, Chapter 31, Chapter 33, Chapter 35, or the Fry Scholarship. A Military-Connected Students who lives in the State of Michigan while attending LCC, regardless of their former state of residence, and regardless of when they or the military member was discharged from military service, will pay in-state tuition rates for all VA approved programs.

To remain compliant and approved to receive VA GI Bill® funding, schools must charge in-state tuition and fee amounts to "covered individuals." A "covered individual" is defined in Section 1005 of Public Law 116-315 as:

- A veteran who lives in the state in which the institution of higher learning is located, regardless of their former state of residence, and enrolls in the school, regardless of when they discharged from military service.
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located, regardless of their former state of residence, and enrolls in the school, regardless of when the military member discharged from military service.

- A spouse or child using benefits under the Survivors' and Dependents Educational Assistance Program (DEA) who lives in the state in which the institution of higher learning is located, regardless of their former state of residence, and enrolls in the school, regardless of when the military member died in the line of duty or when the individual became eligible to receive the benefit.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located, regardless of their former state of residence, and enrolls in the school, regardless of when the military member died in the line of duty.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site for U.S. Department of Veterans Affairs.

Mandatory Fees

- **Registration Fee** - $25*
  The registration fee is applied to each semester the student is enrolled and pays for some of the cost of registration. This fee is charged to all students.
- **Student Support Fee** - $15*
  Fee includes student support services such as tutoring, advising, counseling, library, computer lab, and parking. (This fee is charged per billable hour.)
- **Course Fee** *
  Course fees vary and apply to courses requiring specialized supplies, equipment, facilities, and other instructional resources unique to the individual course.

*Tuition and Fees are subject to change by action of the LCC Board of Trustees.

About Billing Hours

What is a billing hour?

The cost for attending a course is determined by the course's billing hours, instead of credit hours. A billing hour represents an amount of time that a student spends in direct contact with an instructor or with laboratory equipment.

How are billing hours for a course determined?

Several factors are considered in determining the billing hours of a course. The main factor is the number of hours the student is expected to either be in a class or in another "instructional" setting (such as a lab) in a typical week for a full-semester course. LCC courses range from one billing hour to more than 10 billing hours per course. The billing system caps the number of billing hours that can be added to a

course. For the majority of courses at LCC, the credit hours and the billing hours are the same.

Tuition Estimate Resources

Tuition Cost Estimator

The Course Tuition Cost Estimator will give you a rough estimate of the tuition and fee charges for one or more courses you plan to enroll in. This is a tool to help you plan prior to registering for courses.

Net Price Calculator

This tool can be used to receive an estimate of how much students similar to you paid to attend LCC during the current Academic Year.

Financial Aid

The Financial Aid Office assists students with finding resources to finance their postsecondary education. Financial Aid resources are available through the federal government, state government, private organizations, and LCC. Students can contact the Financial Aid Office by calling 517-483-1200, Option 1, visit the Financial Aid webpage, or via email.

Financial Responsibility

Students are expected to remain current on their financial obligations to the College. Students owing money to the College may be subjected to a hold and may not be permitted to register for classes until their account is paid in full or until a payment plan is approved by the College.

In addition, students must review, update, and accept the Financial Responsibility Agreement each semester of enrollment by logging into Banner, then Student, and "Financial Responsibility Agreement." Doing so will automatically release the financial responsibility agreement hold allowing for registration in courses. Students are expected to and responsible for checking their LCC email for communications from Student Finance.

Maximum Enrollment per Semester

Individual students will enroll in no more than 28 credits per semester. Students who wish to enroll in more than 28 credits per semester may request permission from the Dean or designee overseeing the academic program the student is following. The Dean or designee will make a decision which is based on the student's academic and

personal circumstances and which supports reasonable expectations for successful learning and course completion. In the case of any appeal, the final decision rests with the Academic Affairs Office.

Payment of Tuition & Fees

According to the Michigan Community College Act, "the Board of Trustees may establish and collect tuition and fees for resident and non-resident students." The Board of Trustees shall review student tuition and fees on an annual basis, based on the financial requirements of the College, to provide optimal services to students at an affordable price.

TouchNet

TouchNet is LCC's secure online payment vendor. Students can review account balances and payment history, make payments with credit/debit cards, schedule payments, enroll in an installment payment plan, select refund preference, review refund history, access 1098T student tax statements, authorize parents and others to view account information and make payments on student's behalf.

Tuition and Fees Refund Policy

It shall be the College policy to refund tuition and fees accordingly, except where superseded by law, to a student who properly withdraws from a class. Specific dates can be found in the Teaching Period Schedule for Fall 2026, Spring 2027, and Summer 2027.

Additional information can be viewed on the Tuition and Fees Refund Policy webpage, per the Board Policy 5.070: Student Tuition and Fees.

Textbooks

Barnes & Noble College is LCC's official online bookstore. The bookstore presents all options available to students to purchase their textbooks including new with a guaranteed buyback price and, if available, used, e-book/digital, First Day Inclusive Access (FDIA), rental, and marketplace options.

Textbooks, both required and recommended, can be viewed on the Barnes & Noble College online bookstore.

Other options available are:

First Day Inclusive Access

First Day Inclusive Access (FDIA) is an alternative to traditional textbooks. FDIA provides students access to digital course textbooks and materials on the first day of class, at a lower cost than a physical copy of the textbook. To view courses using First Day Inclusive Access, go to the Textbooks and Bookstores webpage.

Need help using First Day Inclusive Access? Contact the LCC Help Desk, 517-483-5221 or online chat.

Open Educational Resource (OER)

OERs are ebooks or other learning materials that are openly available to download and use at no cost. To view courses using an OER, go to the Textbooks and Bookstores webpage.

Library

Textbooks for many courses are available for check-out in the Library. Please direct any questions via email or phone at 517-483-1626.

Some textbooks may be available as an e-book through the Library or as an Open Educational Resource (OER). Ask a Librarian if you need help.

Local Bookstore

Student Book Store
421 E. Grand River Ave.
East Lansing, MI 48823

For more information, view the Textbooks and Bookstores webpage, or contact the appropriate department/program.

LCC Email Account

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

Payments

Student tuition payments can be made online, 24/7, by logging into myLCC and then selecting TouchNet. TouchNet is LCC's secure online payment vendor, where you can review account balances and payment history, make and schedule payments, or enroll in a payment plan. You may also authorize your parents or others to view account information and make payments on your behalf. LCC offers payment plans through TouchNet to help students budget their education expenses. Students are encouraged to enroll early for best payment plan selections. For more information, go to the Student Finance webpage, call 517-483-1200, option 3 or via email.

Financial Aid

- What is Financial Aid?
- Ways to Cover the Cost of Post-Secondary Education
- Applying for Financial Aid
- Types of Financial Aid
- Basic Eligibility Requirements
- Determining Eligibility
- Cost of Attendance
- Student Aid Index
- Professional Judgment
- Consortium
- Courses in Program of Study
- Enrollment Level
- Enrollment Intensity for Federal Pell Grant
- Falsification of Information
- Remedial / Developmental Courses
- Repeated Courses
- Return of Title IV Funds (R2T4)
- Student Academic Progress (SAP)
- SAP Standards
- SAP Statuses
- Regaining Eligibility
- Leave of Absence-Michigan Reconnect/Continued Eligibility Appeal

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What is Financial Aid?

Financial aid refers to funding intended to help students cover the cost of their education. It may come in the form of grants, scholarships, work-study opportunities, and loans. Financial aid is typically awarded based on financial need, academic merit, or a combination of both. Federal and state regulations, institutional policies, and individual program requirements determine eligibility and application procedures.

Ways to Cover the Cost of Post-Secondary Education

Scholarships

Scholarship eligibility varies based on financial need, academic merit, field of study, talent, athletic participation, etc. For the most part, these funds do not need to be repaid. Students can apply for scholarships at LCC, the State of Michigan, community organizations, employers and other entities. Selection criteria and requirements vary according to the individual scholarship and it is important to pay attention to application deadline dates. Learn more and apply

for available scholarship opportunities through a variety of online scholarship search engines.

Grants

Grants are funds to help cover educational costs and do not need to be repaid. These funds are offered by the federal government, State of Michigan, and LCC. Additional information can be found on the Grants webpage.

Student Employment & Work-Study

On- and off-campus employment opportunities allow students to earn funds to help cover the costs of educational expenses. As work is completed, the student earns wages that may be used toward school-related costs. More information can be found on the LCC Student Employment & Work-Study webpage.

Loans

Loans are funds available through the government and private lenders that students can borrow to pay for educational expenses. These funds must be repaid. See the Loans webpage for more information. Effective as of the 2026-2027 award year, federal regulations require a Schedule of Reductions (SOR) calculation for Federal Direct Loans. The regulation states how annual loan limits are calculated for students enrolled less than full-time.

Applying for Financial Aid

Free Application for Federal Student Aid (FAFSA) Process

To qualify for Financial Aid, students must complete and submit the Free Application for Federal Student Aid (FAFSA) using LCC's school code: 002278.

If planning on attending Fall 2026, Spring 2027, and/or Summer 2027, the student must complete the 2026-2027 FAFSA, which requires 2024 income information.

Types of Financial Aid

Need-Based v. Non-Need-Based Financial Aid

Need-based aid is financial aid a student can receive if the student has financial need and meets other eligibility criteria. Financial need is determined by subtracting the Student Aid Index (SAI) derived from the FAFSA from the student's Cost of Attendance (COA). Students cannot receive more need-based aid than the amount of financial need.

Example: COA of $11,000-SAI of $7000 = financial need of $4,000. Student is eligible for $4,000 in need-based aid.

The following are need-based financial aid programs:

- Children of Fallen Heroes Scholarship
  The Children of Fallen Heroes Scholarship is provided to students whose parent or guardian was a public safety officer who died in the line of duty. This scholarship is available to those who are Federal Pell Grant eligible and are under 24 years of age or enrolled at an institution of higher education at the time of parent's or guardian's death.
- Federal Pell Grant
  The Federal Pell Grant is a need-based federal grant to promote access to postsecondary education, and is awarded to low- and middle-income undergraduate students who have not yet earned a bachelor's or professional degree. Students must meet basic eligibility requirements. Grant amounts are based on the student's SAI (see Determining Financial Aid Eligibility), and enrollment level at the Federal Pell Grant Census Date. The maximum annual award is $7,395 for 2026-2027 award year. Students are limited to receiving the equivalent of 12 full-time semesters of Federal Pell Grant.
- Federal Supplemental Educational Opportunity Grant (FSEOG)
  The FSEOG is a federal grant awarded to students who demonstrate financial need, meet the basic eligibility requirements, and qualify for a Federal Pell Grant. FSEOG funding is limited; therefore, priority is given to students who have the lowest SAI.
- Federal Direct Subsidized Loan
  Federal Direct Subsidized are loans offered to eligible undergraduate students who need help with covering educational expenses. These funds must be repaid according to the terms of the Master Promissory Note and interest does not accrue while the student is in school.
- Federal Work-Study
  Federal Work-Study is a need-based federal program that provides students with employment opportunities, both on- and off-campus, to assist with educational expenses. Students complete work and funds are paid in the form of a paycheck. Students must meet the basic eligibility requirements to receive these funds.
- Fostering Futures Scholarship
  The Fostering Futures Scholarship is awarded on a first-come, first-served basis to students who have been placed by the Department of Human Services in the Michigan foster care system on or after their 13th birthday. To apply for these funds, students can create an MISSG portal and submit a Fostering Futures Scholarship application or contact the Customer Care Center at 1-888-447-2687. Eligible applicants are required to maintain half-time enrollment (minimum 6 credit hours) and meet Satisfactory Academic Progress. Students must apply for this scholarship each academic year.

- Iraq & Afghanistan Service Grant
  The Iraq and Afghanistan Service Grant is a need-based federal grant awarded to students whose parent or guardian was a member of the U.S. armed forces who died as a result of military service performed in Iraq or Afghanistan after the events of 9/11 when the student was under 24 years old or enrolled in college at least part-time at the time of the student's parent's or guardian's death. The student must be enrolled at least half-time (6 credit hours) and the award amount is prorated based on enrollment level: 100% for full-time (12 or more credits), 75% for three-quarter-time (9-11.99 credits), and 50% for half-time (6-8.99 credits).
- LCC Grant
  The LCC Grant is an institutional grant awarded to students who demonstrate financial need. Grant funds are limited; therefore, priority is given to students with the lowest SAI.
- Michigan Competitive Scholarship
  The Michigan Competitive Scholarship is awarded to students who are pursuing their first degree and demonstrate financial need along with having a qualifying ACT or SAT score. Eligible applicants are required to file a FAFSA each year, maintain half-time enrollment (minimum 6 credit hours), maintain a GPA of 2.0 and meet Satisfactory Academic Progress. This award can only pay for tuition and fee charges and may be adjusted due to other awards. It is currently being phased out and is restricted to students who graduated high school prior to 2023.

Non-need-based aid is financial aid that is not based on SAI. The student's eligibility is determined by COA and the amount of other financial aid awarded. State of Michigan, Scholarship and Grant Programs webpage.

Example: COA of $11,000-need-based awards of $4,000 = no more than $7,000 in non-need-based aid.

The following are non-need-based student aid programs:

- Children of Veterans Tuition Grant (CVTG)
  The CVTG is awarded for up to four academic years to students older than 16 and younger than 26 years of age who are the biological or adopted child of a Michigan veteran. The veteran must have died or become totally and permanently disabled as a result of military service. Students must enroll at least half-time (minimum 6 credit hours) and meet Satisfactory Academic Progress (SAP) standards, which includes maintaining a minimum GPA of at least a 2.25, to continue to receive the award. This award covers tuition and mandatory fees (Registration and Student Support Fees), prorates based on enrollment level and may be adjusted due to other awards. CVTG will not cover any billing hours in excess of credit hours.
- Federal Direct Unsubsidized Loan
  The Federal Direct Unsubsidized are loans made to eligible undergraduate,

graduate, and professional students to help cover educational expenses. These funds must be repaid according to the terms of the Master Promissory Note and interest does accrue while the student is in school.

- Federal Direct PLUS Loan
  The Federal Direct PLUS are loans made to parents of a dependent student to help cover educational expenses of the dependent student. Eligibility is not based on financial need, but a credit check is required. Parent borrowers who have an adverse credit history must meet additional requirements to qualify.
- Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP)
  The Michigan GEAR UP (MI GEAR UP) is a federally funded program designed to provide early intervention services and programs to students in middle school and high school. MI GEAR UP targets low-income students by providing them with support services to increase their opportunity to succeed in postsecondary education. Students must maintain Satisfactory Academic Progress and be enrolled at least half-time (6 credit hours).
- Michigan Indian Tuition Waiver (MITW)
  The MITW is awarded to students approved by the Michigan Department of Civil Rights. Students must be ¼ or more Native American blood quantum as certified by their Tribal Enrollment Department, be an enrolled citizen of a U.S. Federally Recognized Tribe as certified by the Tribal Enrollment Department, and be a legal resident of the state of Michigan for no less than 12 consecutive months. The MITW award can only pay for tuition charges and may be adjusted due to other awards.
- Michigan Reconnect
  Michigan Reconnect provides tuition assistance to Michigan residents who are 21 years of age or older and have not obtained a college degree. The scholarship covers any remaining in-district tuition and mandatory fees that are not covered by the Federal Pell Grant or any state tuition-restricted scholarships. In addition to completing the FAFSA, students must complete and submit the Reconnect Application. Students must begin classes within 12 months from the date the application was approved by the State of Michigan. For renewal of the scholarship, students must earn 12 credits each academic year, maintain a 2.0 GPA while in the program or meet Satisfactory Academic Progress.
- Police Officer's and Firefighter's Survivor Tuition Act
  The Police Officer's and Firefighter's Survivor Tuition Act provides a waiver of tuition for the surviving spouse and children of Michigan police officers and firefighters who died in the line of duty. The program is intended to provide an educational benefit to the spouse and children of police officers and firefighters who made the ultimate sacrifice for their communities and the citizens of Michigan. Tuition is waived for eligible survivors enrolled at least half-time (6 credits) in classes leading to a certificate or undergraduate degree. Students must maintain Satisfactory Academic Progress.
- Private (Alternative) Loans
  Private (Alternative) Loans are credit-based student loans offered by private

lenders. They are available to students who need funds in addition to their federal aid to meet educational expenses or for those students not eligible for federal aid. Private (alternative) loans must be repaid.

- Tuition Incentive Program (TIP)
  TIP is awarded for up to 80 credits to students enrolled in an Associate Degree or Certificate program that requires at least 30 credits. Students must enroll at least half-time (minimum 6 credit hours) in courses that are required for the declared program of study and meet Satisfactory Academic Progress standards. This award covers indistrict tuition and mandatory fees and may be adjusted due to other awards. TIP will not cover any billing hours in excess of credit hours. For persons not residing in a community college district, the out-of-district rate may be authorized.
- Michigan Achievement Scholarship / Community College Guarantee
  The Michigan Achievement Scholarship/Community College Guarantee scholarship provides renewable scholarships to undergraduate students who graduate from a Michigan high school with a diploma, certificate of completion, or achieved a high school equivalency certificate in 2023 or after. Students must have a complete Free Application for Federal Student Aid (FAFSA) on file and be enrolled full-time (12 or more credits). The scholarship includes a tuition/fee portion covering the in-district tuition and mandatory fees per semester according to the State of Michigan packaging guidelines to cover remaining in-district portion of tuition and mandatory fees that are not covered by other gift aid. Students who are eligible for the PELL Grant are awarded a Michigan Achievement bonus of up to $1000. Depending on individual student eligibility, the award may cover other educational expenses.
- Michigan Achievement Skills Scholarship
  With the Michigan Achievement Skills Scholarship, students can receive up to $2,000 per year for up to two years to attend an eligible career training program in Michigan. Students must be a Michigan resident for at least the immediately preceding year, have graduated from high school in Michigan with a diploma or a certificate of completion or achieved a high school equivalency certificate in 2023 or after, have not yet earned an associate or bachelor's degree, and have not yet earned a degree, certificate, or other credential with this scholarship.

Eligible LCC short term training programs:

- Vascular Technology (1604)
- Juvenile Justice (0916)
- Phlebotomy Technician (1010)
- Bookkeeping Professional (JTC)
- Pharmacy Technician (1024)
- Human Services (1201)
- Medical Assistant (1811)
- EKG Technician CC (1442)
- Magnetic Resonance Imaging Technology (1602)
- Paramedic (0272)

Basic Eligibility Requirements

While each aid program has special requirements, the following are basic requirements that apply to federal financial aid. In order to be eligible to receive federal financial aid, the student must:

- Complete the Free Application for Federal Student Aid (FAFSA).
- Have earned a High School Diploma (High School Certificate of Completion is not the same as a High School Diploma) or GED/State Certification, or have completed Homeschool graduation requirements.
- Be enrolled or accepted for enrollment in an eligible degree or certificate program and only be taking courses that lead to that degree or certificate.
- Be a U.S. citizen or national, permanent resident, or other eligible noncitizen.
- Have a valid Social Security Number, except for residents of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau.
- Be making Satisfactory Academic Progress.
- Not owe an overpayment on a Title IV grant or be in default on a Title IV loan.
- Have returned fraudulently obtained Title IV funds, if convicted of or pled guilty or no contest to charges.
- Not have fraudulently received Title IV loans in excess of annual or aggregate limits.
- Have repaid Title IV loan amounts in excess of annual or aggregate limits, if obtained inadvertently.

Determining Eligibility

After completing the Free Application for Federal Student Aid (FAFSA), the student will receive a Student Aid Report. The Financial Aid Office will use the information from this report to determine the types and amounts of financial aid the student may qualify for by using the following formula:

COST OF ATTENDANCE - STUDENT AID INDEX = FINANCIAL NEED

Cost of Attendance

Cost of attendance (COA) is based on the average educational and living expenses for a student attending LCC. It does not represent an individual student's actual costs. The COA includes:

- Tuition and Fees
- Books and Supplies
- Housing and Food
- Transportation
- Personal and Miscellaneous
- Loan Fees

- Professional Licensure (if required for program)

Students may determine or estimate their COA using the following methods:

1. Current financial aid students, login to Banner, select Financial Aid and Financial Aid Record to access the Award Overview tab
2. Prospective students, access the Net Price Calculator or view the below chart for fall and spring semester costs for a full-time student

Full Time Cost of Attendance Chart

Standard Academic Year (Fall & Spring)	**Resident**	**In State**	**Out of State**	**Senior**
Books and Supplies	$400	$400	$400	$400
Tuition and Fees	$4,000	$7,600	$11,400	$5600
Loan Fees	$80	$80	$80	$80
Personal and Miscellaneous	$1,600	$1,600	$1,600	$1,600
Food	$4,000	$4,000	$4,000	$4,000
Housing*	$12,800	$12,800	$12,800	$12,800
Transportation	$2,400	$2,400	$2,400	$2,400
TOTAL	**$25,280**	**$28,880**	**$32,680**	**$26,880**

Student Aid Index

The Student Aid Index (SAI) is an eligibility index number that the financial aid office uses to determine how much federal student aid a student would be eligible to receive. This number results from the information provided on the FAFSA® form. This number is not a dollar amount of aid eligibility or what a student's family is expected to provide. A negative SAI indicates the student has a higher financial need.

The SAI is not the amount of money the family will have to pay for college, nor is it the amount of federal student aid a student will receive. It is a number used by schools to calculate how much financial aid students are eligible to receive.

Professional Judgment

Professional Judgment refers to the discretion that federal regulations give to financial aid administrators to make adjustments, on a case-by-case basis, to certain elements of a student's FAFSA information or adjust a student's dependency status. These adjustments are intended to provide a more accurate assessment of the amount of federal aid a student is eligible to receive. There are two types of Professional Judgment:

Special Circumstances:

Refers to financial situations that justify an aid administrator adjusting the student's data elements in the Cost of Attendance and/or Expected Family Contribution calculation(s) such as:

- Loss of Income: Loss of employment; household size changes due to separation, divorce, birth or additional dependents, etc.; high medical expenses; Rollovers of IRA's; etc.
- Cost of Attendance: Study abroad expenses; cooperative education costs; dependent care; disability-related expenses; etc.

Unusual Circumstances:

Refers to the conditions that justify an aid administrator making an adjustment to dependency status (more commonly referred to as a dependency override), based on a student's unique situation such as:

- Human trafficking; refugee or asylee status; parental abandonment; homelessness; incarceration; etc.

Students, with an approved dependency override in a prior academic year, will remain independent for each subsequent award year unless LCC has conflicting information about the student's independence status or the student's

circumstances have changed. If the student's circumstances have changed, the Financial Aid Office must be notified.

Students will need to complete the Professional Judgment Request form and will be required to provide supporting documentation. If additional clarification is needed after reviewing the supporting documentation, the student will be notified via their LCC email to access their Banner Self Service account to determine the clarifying documentation that is needed. In some cases, an advising appointment and/or phone conversation may be needed.

Consortium

In some cases, students choose to attend two colleges simultaneously. In most cases, a student cannot receive Federal or State financial aid at both institutions simultaneously and consequently, financial aid would be processed by only one of the colleges where the student is enrolled.

In the case where a pre-articulated Consortium Agreement exists between two institutions, the student's combined enrollment will be used to determine aid eligibility. To learn more, please contact the Financial Aid Office at LCC for program specific information.

Courses in Program of Study

The U.S. Department of Education requires students to be enrolled in an eligible program of study to receive financial aid and only courses that apply toward that program of study will be used to determine the amount of financial aid the student will receive. The purpose of this federal requirement is to ensure students are able to obtain their degree or certificate in a timely manner with minimal debt for student loan borrowers and to ensure that federal funds are used only to obtain a degree or certificate. Therefore, if a student registers for a course that does not count toward the declared degree or certificate, the course will not be used to determine the student's financial aid eligibility. To learn more, please refer to the Courses in Program of Study Q&A.

Enrollment Level

Financial aid is offered to students based on enrollment as a full-time student. If a student enrolls less than full-time, certain awards may be prorated. Enrollment level changes could impact the amount of financial aid a student will receive. Adding, dropping, withdrawing, or changing a course to audit status, after the semester begins, are types of enrollment level change that could impact the amount of aid a student

receives. Before making an enrollment level change, students should contact their instructor, Success Coach, and the Financial Aid Office to understand all possible consequences of the change.

The chart below defines enrollment level based on the number of credits a student enrolls for:

Enrollment Level	Credits Required for Fall, Spring, and Summer Semesters
Full-Time	12 or more credits
Three-Quarter-Time	9 - 11.99 credits
Half-Time	6 - 8.99 credits
Less Than Half-Time	Less than 6 credits

- **Add** - adding a course to the student schedule.
- **Audited** courses are taken for no grade. Therefore, courses being audited cannot be considered part of a student's enrollment level for financial aid purposes.
- **Drop** - removing a course from the student schedule where instructor approval is not required. A drop also removes the course from the student's academic record. Generally, this means that the student will no longer be charged for all or part of the course. A course canceled by LCC is also considered a dropped course.
- **Non-credit courses** are courses that are not given credit or grade for the hours earned. Therefore, non-credit courses cannot be considered part of a student enrollment level for financial aid purposes.
- **Withdrawal** - removing a course from the student schedule by issuing a grade of W (withdrawal) for the course. The course will be part of the student's academic record.

Enrollment Intensity for Federal Pell Grant

Enrollment intensity is the percentage of full-time enrollment at which a student is enrolled, rounded to the nearest whole percent. For example, full-time enrollment is 12 credit hours and the student is enrolled in 7 hours, the enrollment intensity would be 7 ÷ 12 × 100% = 58%.

Enrolled Credit Hours	Formula	Enrollment Intensity
12	12 hours ÷ 12 hours	100%
11	11 hours ÷ 12 hours	92%
10	10 hours ÷ 12 hours	83%
9	9 hours ÷ 12 hours	75%
8	8 hours ÷ 12 hours	67%
7	7 hours ÷ 12 hours	58%
6	6 hours ÷ 12 hours	50%
5	5 hours ÷ 12 hours	42%
4	4 hours ÷ 12 hours	33%
3	3 hours ÷ 12 hours	25%
2	2 hours ÷ 12 hours	17%
1	1 hours ÷ 12 hours	8%

Falsification of Information

Falsification of information submitted by the student or parents for the purpose of receiving financial assistance may result in cancellation of assistance, require the student to pay back assistance received, and referral to the appropriate federal authorities. If students purposely give false or misleading information, they may be fined $10,000, sent to prison, or both by the federal government.

The Financial Aid Office may be required to verify information provided on the FAFSA by requesting documentation of income or other types of financial assistance. In addition, if the Financial Aid Office has conflicting information or has reason to believe that student information may not be valid, further investigation will occur prior to financial aid being awarded and/or refunded.

Remedial / Developmental Courses

Remedial/Developmental Courses are defined as courses that are below college level but at least at the secondary (high school) education level. Once students attempt more than 30 remedial/developmental credits, the Financial Aid Office must begin limiting federal financial aid eligibility. Even if financial aid funds were not used for the prior coursework, the Financial Aid Office must limit federal financial aid eligibility. For example, if a student attempted 30 remedial/developmental credits and the following semester register for a total of 12 credits with 4 out of the 12 credits are considered remedial/developmental, the student's financial aid eligibility will be based on 8 credits (half-time).

Below are courses that LCC considers remedial/developmental:

Courses LCC Considers Remedial/Developmental

AASD 104	AASD 105	AASD 110	ENGL 098
ENGL 099	ENGL 117	ENRI 105	ENRI 152
ENRI 162	MATH 095	MATH 097	MATH 098
MATH 105	MATH 106	MATH 107	MATH 109
MATH 112	MATH 114	READ 108	READ 114
READ 116	READ 150	READ 160	READ 165
READ 170	READ 175	SPEL 150	VCBL 150
WRIT 108	WRIT 110	WRIT 117	

To view current information, go to the Financial Aid Policies webpage.

Repeated Courses

Federal regulations limit the number of times a student may repeat a course while receiving financial aid for that course. This limit applies even if the student did not receive financial aid for earlier enrollments in the course. Note: Students must also adhere to the College's Repeat Procedure.

- A student may receive financial aid to repeat a previously passed course (1.0 or higher) one additional time.
- A student may receive financial aid when repeating a previously failed course (0.0F, 0.0U, ZF, or ZU) for as long as it takes the student to pass (1.0 or higher) the course.
- **A student who is taking a course that requires the student to enroll in the course multiple times to meet degree requirements may receive financial aid for these courses.**

COURSE	TITLE
AEET 280	Alternative Energy Practicum
ANTH 300	Applied Field Survey Methods
ARCH 295	Arch Independent Study
ARTS 132	Figure Drawing
BLDT 285	Residential Bldg Internship
CHDV 297	Child Dev Directed/Indep Study
CHSE 119	Community Health Career Topics
CHSE 139	Community Health Career Topics
CHSE 150	CHSE Directed/Indep Study
CITS 285	IT Professional Internship
CIVL 225	Civil Tech Independent Study
DANC 102	Beginning Modern
DANC 103	Beginning Jazz
DENT 290	Directed Study
DMAC 246	Multicam Production

ELTE 291	Electrical Project Lab
ENGL 278	Writing the Novel
ENGL 295	Independent Study in English
GERO 191	Special Topics in Gerontology
HONR 295	Honors Independent Study
IDMS 150	Sonographic Directed Study
IRXT 123	Radiographic Independent Study
IRXT 295	Radiologic Tech Special Topics
LEGL 251	Legal Studies Independent Study
METD 170	Special Topics/Eng & Design
METD 295	Engineering/Design Project Lab
METM 170	Special Topics/Precision Mach
METM 171	Special Topics/Machining
METM 295	Precision Machine Project Lab
METS 170	Special Topics/Mechanical Sys
METS 290	Manufacturing Internship
METS 295	Mechanical Systems Project Lab
MSGE 170	Massage Directed/Indep Study
MUSC 101	Vocal Jazz & Pop Ensemble
MUSC 106	Private Music Lesson
MUSC 108	Concert Choir
MUSC 109	Studio Class
MUSC 122	Rock Band
MUSC 123	Jazz Ensemble
MUSC 124	Multi-Instrumental Music Ensem

MUSC 143	Beginning Piano I - Summer
MUSC 144	Beginning Piano I
MUSC 145	Beginning Piano II
MUSC 280	Private Composition
NURS 101	Nursing Directed Study
NURS 119	Special Topics in Nursing
PARA 200	Paramedic Directed Study
WELD 170	Special Topics in Welding
WELD 191	Welding Project Lab
WELD 250	Welding Internship

Return of Title IV Funds (R2T4)

LCC is a non-attendance taking institution with the exception of programs that have licensure/accreditation requirements for attendance. Federal regulations require schools to perform a Return of Title IV Funds (R2T4) calculation for Title IV grant and/or loan recipients if one of the events in the table below occurs within the student's payment period. Note: The R2T4 calculation is independent of the institution's Refund Policy.

Event	Determination of Withdrawal	Type of Withdrawal	What is Used as Withdrawal Date
Student completely withdraws/is withdrawn from all courses	Date student withdrew from final course	Official Withdrawal	Last Date of Participation in an Academic Engagement*
Student withdraws/is withdrawn or drops from a course and the student's	Date student withdrew or dropped from last active course	Official Withdrawal	Last Date of Participation in an Academic Engagement*

remaining courses have not yet begun			
Student does not earn credit in at least one course and all failed courses were graded as unfinished	Date grade(s) post showing student did not earn credit in at least one course and all failed courses were graded as unfinished. The instructor provides the last date of participation when the grade for the course is submitted.	Unofficial Withdrawal	Last Date of Participation in an Academic Engagement*
Student is withdrawn for non-participation from a course that is part of a program that has licensure/accreditation requirements for attendance	Date student is withdrawn from last active course	Official Withdrawal	Last Date of Participation in an Academic Engagement*

Within 30 days of the determination of withdrawal, the R2T4 calculation must be completed to determine the amount of earned and unearned aid based on the student's withdrawal date^. The institution and/or the student owes the unearned aid to the federal government. LCC will return the institution's and the student's unearned aid to the federal government within 45 days of the date of determination of withdrawal, LCC will bill the student for the unearned aid, and the student is responsible for repaying LCC. If the student was disbursed less than the revised award, the student may be due a post-withdrawal disbursement. LCC must notify the student in writing of eligibility for a post-withdrawal loan disbursement within thirty days of the determination of withdrawal. LCC must obtain the student's permission to disburse additional loan funds. The student may choose to decline some or all of the loan funds to avoid incurring additional debt. For grant funds, LCC will use post-withdrawal funds to pay any allowable institutional charges prior to refunding the remaining funds to the student.

Unearned aid will be returned within 45 days of the date of determination of withdrawal in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal Iraq and Afghanistan Service Grant
- Federal SEOG

^Withdrawal Date

- Official Withdrawal
  - When a student withdraws from all courses or withdraws/drops from a course and the student's remaining courses have not yet begun.
  - When an instructor in a program with licensure/accreditation requirements for taking attendance withdraws/drops a student from a course. This action must occur within 14 days of the student's last date of participation in an Academic Engagement*. The official withdrawal date used in the R2T4 calculation is the student's last date of participation in an Academic Engagement*.
- Unofficial Withdrawal
  - When a student does not earn credit in at least one course and all failed courses were graded as unfinished. The instructor reports the last date of participation in an Academic Engagement* with the grade, which is the unofficial withdrawal date.
  - The unofficial withdrawal date used in the R2T4 calculation is the student's last date of participation in an Academic Engagement*.

Calculating Earned Title IV Aid

To determine the total aid earned, LCC must divide the number of days the student attended during the semester by the total number of days the student was scheduled to attend for courses that were used to determine the student's financial aid. This percentage is multiplied by the total Title IV financial aid the student is awarded for the semester (disbursed and to be disbursed).

For example:

- Student attended 64 days.
- Student's schedule is 118 days in length.
- Student was awarded (disbursed and to be disbursed) Title IV aid of $5000 for the semester.
- The percentage of total aid earned = 54.2% (64 days attended / 118 days)

- The earned Title IV financial aid = $2710 (54.2% of total aid earned x $5000 awarded)

*Definition of Academic Engagement

Academic engagement is defined as active participation by a student in an instructional activity related to the student's course of study that includes, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the faculty and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the school; or
- Interacting with faculty about academic matters.

Academic engagement does not include:

- Logging into an online class or tutorial without any further participation; or
- Participating in academic counseling or advisement.

Student Academic Progress (SAP)

Federal regulations require the Financial Aid Office at LCC to monitor the progress (both qualitatively and quantitatively) of all students toward the completion of a degree through Satisfactory Academic Progress (SAP). SAP is separate from LCC's Academic Standing. In order to receive federal funds, a student must meet SAP. If required, SAP also applies to state, institutional, and private funding.

To determine eligibility each semester, the Financial Aid Office will monitor and evaluate students' academic progress, regardless of whether aid was received. SAP is evaluated at the end of fall, spring, and summer semesters for all students who had academic history updates during the semester being evaluated. The evaluation will include all attempted credits, including earned credits (4.0-1.0 and Pass), failed credits (0.0F, 0.0U, ZF, and ZU), transfer credits, withdrawals, incompletes, audits, remedial, and repeated courses. Remedial coursework will be included in the determination of the GPA, completion ratio, and maximum timeframe. Repeated coursework will only include the highest grade earned in the GPA, but all attempts will be counted in the completion ratio with only one successful attempt counted as earned. All attempts will be used in the determination of maximum timeframe. Incomplete coursework will have

no effect on the GPA; however, incompletes are counted as unearned in the determination of the completion ratio and maximum timeframe. Students who change majors or are pursuing a second degree will have SAP evaluated on all attempted credits, not just those applicable to their new major or second degree. Students will be notified of their SAP status via email and Banner Self Service after each evaluation period.

Note: SAP may be re-evaluated for students who have a Reinstated SAP status at any point of the semester if one of the following has occurred:

- Grade Change, expect for Incompletes
- Change of Program occurs

SAP Standards

Student must meet all the following SAP standards to remain eligible for financial aid:

- Maintain a minimum cumulative GPA of a 2.0 in all credits attempted at LCC.
- Maintain a minimum cumulative completion ratio of 70% of all credits attempted.
- The total number of credits a student attempts cannot exceed 150% of the maximum credits required for the student's program of study.

Note: The table below represents a student pursuing a general associate degree requiring 63 credits. In order for the student to successfully complete their program within 150% of the credit hours required and maintain a cumulative completion ratio of 70%, the student must earn the following minimum credits.

Semester	Credits Earned	Credits Attempted	Completion Ratio	Maximum Timeframe
1	11	15	73%	25%
2	21	30	70%	50%
3	32	45	71%	75%
4	42	60	70%	100%
5	53	75	70%	125%
6	63	90	70%	150%

SAP Statuses

Good:

- Students who meet SAP are in Good status.

Warning:

- New Students: Students who have completed at least one course with a minimum 1.0 grade and do not meet SAP after the first semester of attendance.
- Continuing Students: Students in Good status who fail to meet SAP but completed at least one course with a minimum of 1.0 grade in the most recent semester of attendance and have not attempted more than 150% of the credit hours required for the program.

To receive financial aid, students in Financial Aid Warning status must electronically submit a Warning Contract. Warning status will only be effective for one semester. If the student does not meet SAP by the end of the warning semester, the student will be Suspended and ineligible for financial aid.

Suspended:

- Students in Good status who fail to meet SAP and did not earn a minimum 1.0 grade in the most recent semester of attendance or have attempted more than 150% of the credit hours required for the program.
- Students who do not meet SAP by the end of the warning period.
- Students who did not meet the terms of an approved appeal.

Students in Financial Aid Suspended status are denied financial aid until SAP is met or the Financial Aid Office approves an appeal.

Reinstated:

- Students who calculate to Suspended but have an approved appeal and taking courses that count towards their program of study.

Students in Financial Aid Reinstated status are approved for financial aid as long as the student completes each semester with a minimum semester GPA of 2.0, completes 100% of all credits attempted and is taking courses that count toward the program of study on record.

To view LCC's Academic Standing process, click here.

Regaining Eligibility

- Students may regain financial aid eligibility by taking courses at their own expense or by using other funding sources until they meet the minimum GPA and Completion Ratio requirements; however, students who exceed 150% of the credit hours required for the program may only regain eligibility through an SAP Appeal.
- Students who are suspended and have extenuating circumstances may submit a SAP Appeal. Submission of an appeal does not guarantee reinstatement of financial aid eligibility. Examples of extenuating circumstances are:
    - Death of an immediate family member
    - Documented hospitalization or illness
    - Major accident or illness of student or family member
    - Being victim of a crime or unexpected disaster
    - Change of major
    - Pursuit of second degree
- The SAP Appeal is available online at the Financial Aid Forms & Other Requirements Forms webpage. Students may submit an appeal throughout the semester using their secure sign-in. Students will be notified of the appeal decision within three weeks of submission. Students may request a paper version of this form by contacting the Financial Aid Office
- Students with a denied appeal may continue to attend but must pay all tuition and fees.

Leave of Absence-Michigan Reconnect/Continued Eligibility Appeal

Participants of the Michigan Reconnect, Reconnect Expansion, and Futures for Frontliners programs must meet the program's annual renewal requirements, including continuous enrollment and earning at least 12 credits that apply toward their program of study during each academic year.

A student who was unable to meet the continuous-enrollment or annual credit requirement because of extenuating circumstances may request continued eligibility through the Leave of Absence/Continued Eligibility Appeal. To be considered, the student must have participated in the Michigan Reconnect, Reconnect Expansion, or Futures for Frontliners program for at least one semester, have a FAFSA on file for the applicable aid year, and submit an explanation of the circumstances and requested documentation.

Students who participated in all three semesters of the academic year but did not earn 12 eligible credits are not eligible to submit this appeal.

How Can We Help

- Academic Alert
- Academic Success Coaches
- Accommodations for Students with Documented Disabilities
- Career & Employment Services
- Center for Student Support
- Center for Veteran and Family Support (CVFS)
- Childcare Grants
- Computer Labs
- Degree Works
- Office & Department Directory
- eLearning
- English for speakers of Other Langues
- Faculty Information
- Global Student Services (GSS)
- Lactation Rooms
- Learning Commons
- Library
- Media Services
- Office of Empowerment
- Parking Services
- Registrar's Office
- Student Bereavement Resources
- Student Finance
- Student Resources
- Suggestion Box
- Transfer Center
- Writing Center

Academic Alert

At times you may hear from your Academic Success Coach (ASC) or the Learning Commons (tutoring) in response to an Academic Alert received from one of your instructors. This just means that your instructor recognizes that you may benefit from some additional support to be successful in your class and there are resources at LCC to help! Instructors send Academic Alerts when students are not passing a class, not turning in work, or if students have shared that they are struggling.

Academic Success Coaches (ASC) partner with faculty because they want you to have a great experience and get all the resources you need to be successful. If your ASC or

instructor reaches out about a specific class or concern, please respond! They want to work with you to identify anything that could help you succeed.

For more information, view the Academic Alerts webpage.

Academic Success Coaches

Academic Success Coaches are responsible for ensuring that students receive persistent, proactive, individualized mentoring, and academic coaching and support throughout their enrollment at LCC. For more information, please visit the Academic Success Coach webpage or contact them via email. The Academic Success Coach program is located in the Gannon building in the Success Coach Lounge - room 2202. Academic Success Coaches have offices at all campus locations and are available to meet virtually, over the phone, and in-person.

Accommodations for Students with Documented Disabilities

In compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LCC does not discriminate against qualified students with disabilities.

Students with disabilities may contact the Center for Student Access to determine reasonable accommodations that can be granted.

Students should contact the ADA/504 Coordinator at the Center for Student Access:

Center for Student Access
Gannon Building - StarZone
(517) 483-5323
Email

Career and Employment Services

Career and Employment Services (CES) assists students and alumni with exploring career options, developing employability skills, learning job search strategies, and connecting with employers. Through one-on-one appointments, class presentations, job fairs, and other events, CES helps individuals make informed career choices, develop résumés and cover letters, prepare for interviews, pursue internships, and navigate the job search. Visit us at the Career Center, Gannon Building 2nd floor room 2219, to get started.

For more information, please visit the Career & Employment Services webpage, call 517-483- 1172, or email.

Center for Student Support

LCC's Center for Student Support facilitates student success by providing comprehensive support services to help students achieve their personal and academic goals. The center includes the Adult Resource Center, Counseling Services, Fostering Stars, the Center for Student Access, and the Office of Student Compliance.

Adult Resource Center (ARC)

The Adult Resource Center (ARC) provides assistance to adult students returning to college and those who have children and need childcare services to attend classes at LCC. You can visit the ARC webpage to learn more about the scholarships available for childcare and tuition for occupational students. To schedule an appointment, please call 517-483-1199. Click here to request an appointment online.

Counseling Services

Counseling services are available to all students needing professional guidance to help overcome personal issues and achieve academic success. Counseling is provided by licensed, professional counselors and sessions are confidential and free of charge. You can visit the Counseling Services webpage for more information. To schedule an appointment, please call 517-483-1924 or schedule an appointment online.

Fostering S.T.A.R.S.

The Fostering S.T.A.R.S. Program provides a supportive network for students currently in or aging out of the foster care system. Students involved in this program are able to connect with an independent life skills coach who is trained in providing guidance, empowerment and improvement in all areas of life. A life skills coach seeks to empower others by helping them make, meet and exceed goals. For more information, go to the Fostering S.T.A.R.S. webpage, visit the StarZone in the Gannon Building, or call 517-483-1924.

Center for Veteran and Family Support (CVFS)

The overall goal of the Center for Veteran and Family Support (CVFS) is to achieve the position and prestige of being the #1 Veteran-oriented campus in Michigan. The mission of the office is to provide a one-stop-shop atmosphere for our veteran and dependent students with the main goal being to assist our students in selecting the proper VA GI Bill® education benefit and help them enroll in a chosen GI Bill® benefit.

The CVFS also acts as a liaison between students, the VA, and other LCC departments; making contacts on behalf of students when needed. We also offer a dedicated academic advisor, and a large veteran lounge area as a place for veteran students to meet, relax, and work on school work. For more information, please call 517-483-5246 or visit the Center for Veteran and Family Support website.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site for U.S. Department of Veterans Affairs.

Childcare Grants

The Childcare Grant is designed to provide eligible custodial parents with childcare funding assistance while the parent is attending LCC. The grants are based on specific criteria and provide partial payment of licensed childcare services for the recipient. For more information, please contact us at 517-483-1199 or by email.

Computer Labs

Aviation Technology Center

PCs and a printer are available for aviation student use. Aviation students also have access to laptops that can be signed out each day.

Downtown Campus

Student-use computers are available on the 2nd and 3rd floor of TLC's open computer lab. The open computer lab is located within the TLC building's Library and Learning Commons. In addition to PCs and Macs, this space includes laptops that students can check out for the semester and a technology lab. The Technology Lab includes 3D printers, regular and poster printers, virtual reality machines, and audio recording equipment.

LCC East

PC's and a printer are available for student use.

West Campus

Computers and printers are available for student-use in room M123. In addition to student use computers, the West Campus Technology and Learning Center has a limited number of laptops that can be checked out for the semester.

Degree Works

Degree Works is a computerized guide to help students and their advisor to monitor and plan their pathway toward completion of their certificate(s) and/or degree(s) by evaluating the completed coursework against the requirements of the program. Students and advisors can run "What-If" scenarios to assess the applicability of their completed coursework to other degrees and/or certificates.

How to access Degree Works

Students access Degree Works through myLCC

- Login to myLCC
- Click on the School tab
- Click on Degree Works in the Student eToolbox
- Degree Works Audit page displays

Note: Students who have enrolled and have been admitted to LCC in the last several years are in Degree Works. Students who have not taken classes in several years will be added to Degree Works the next time they enroll for classes.

For additional information, visit the Degree Works webpage, contact the Registrar's Office at 517-483-1200 option 2, or by email.

Office & Department Directory

For the most up to date information, go to the Office and Department Directory webpage.

eLearning Department

The eLearning Department is responsible for the administration of D2L, LCC's Course Management System (CMS). D2L support is provided, both in-person and online, to all students and instructors using D2L and online tools integrated into D2L.

D2L is used for the delivery of courses and course content for all course delivery methods. Courses utilize D2L to provide access to:

- Course content and materials
- Communication tools, including discussions and D2L email
- Assessment tools, including quizzes and assignment submission folders
- Course grades, including assignment grades and instructor feedback

The eLearning Department provides a variety of D2L resources to support students with the use of D2L and the tools integrated into D2L. View the resources below to see how the eLearning Department can assist with using D2L:

- **Online D2L Support Resources**
  - - The student resource site provides access to D2L help resources and videos, eLearning contact information, online chat, and more!
- **D2L Trainings**
  - The eLearning Department offers a variety of D2L training opportunities, including:
    - **Self-Paced D2L Training:** A variety of self-paced trainings are available in D2L to support the use of D2L and other online resources. Students are encouraged to complete the *D2L for Students-Training* to learn about accessing and navigating courses in D2L.Students are able to self-enroll in the training through D2L at any time.
    - **Live D2L Training Sessions:** Live D2L training sessions are offered each semester, via Webex, on a variety of D2L topics.
- **In-person Support Resources**
  - eLearning staff is available for in-person assistance in the Technology Learning Center, Suite 1101 by appointment or walk-ins.
    - Call 517-483-1839 to make an appointment or visit the Contact eLearning webpage for additional information.

English for Speakers of Other Languages

The English for Speakers of Other Languages (ESOL) program focuses on developing academic English skills to achieve college readiness in reading and writing for students learning English as another language. The ESOL program serves students at a low intermediate level of proficiency or higher. This program builds upon the beginning ESOL literacy classes already offered in the community and serves as a bridge into LCC. ESOL High Intermediate and Advanced (levels 4 and 5) classes are offered for credit and are part of the English Department; ESOL Low Intermediate (level 3) classes are non-credit and are part of the Community Education and Workforce Development (CEWD) Division. For information regarding credit or non-credit courses, email the Global Student Services Specialists in Student Affairs. Additional information can be viewed on the ESOL webpage.

This program also serves as a connection to short-term, accelerated, or certificate-based Career Technical Education learning opportunities offered at LCC for both non-credit and credit programs. For more information, please contact the Job Training Center at 517-483-1857.

Faculty Information

To contact faculty member or other instructional personnel, please call the appropriate division office. Visit our website to view the Academic Programs Contact Directory.

Global Student Services (GSS)

Global Student Services staff is here to help International Students navigate the admission and registration process, including issuance of Form I-20 documents and following visa regulations. GSS staff also provides support services to English Learner students. For more information, go to the Global Student Services webpage, call 517-483-1910, or email.

Lactation Rooms

The college has identified several rooms that can be used for breast milk expression. These rooms meet statutory requirements and may be used by employees and students. Room locations follow:

Downtown Campus

- Washington Court Place (WCP) - Room 112
- Gannon Building - Room 2132F (Inside Women's Locker Room)
- Health and Human Services (HHS) - Room 009.1
- Technology and Learning Center (TLC) - Room 3307

Contact LCC Human Resources at 517-483-1870 for key access to the lactation rooms on Downtown Campus. Room keys may be 'checked-out' for the duration of the employee's and/or student's lactation necessity. Room keys are required to be returned to Human Resources when the lactation necessity is complete. Students and Employees are encouraged to contact Human Resources to 'check-out' a lactation key so you may use available spaces at your convenience. It is recommended that lactation room accommodations are made prior to parental leave.

West Campus: Contact Student Services at 517-267-5509
East Campus: Contact Liz Garrett at 517-483-1322

**If the listed contact is unable to be reached, call LCC Human Resources at 517-483-1870. Students and employees can access lactation spaces after business hours by contacting LCC Police Department at 517-483-1800.*

Learning Commons

The Learning Commons is an academic support and learning assistance service for all students at LCC. Professional Tutors provide FREE Tutoring for LCC Students. Students are encouraged and welcome to walk-in to study and get tutorial assistance with our staff of Professional Tutors - no appointment needed. Students may schedule an individual tutoring appointment - both on-campus and online options are available.

Academic Workshops, Study Sessions, & Exam Prep Parties

Professional Tutors lead a variety of sessions throughout the semester to help students with specific topics, application of course content and skills, study tips, and learning strategies. Locations vary and may be scheduled on-campus, online, or hybrid - a combination of on-campus and online.

Student Peer Tutors

An opportunity for students to build a network of support. Peer Tutors work with teaching faculty in class and facilitate group peer-tutoring sessions for assistance outside of class on course specific content and skills.

Academic Resources at the Learning Commons

- **Study Spaces & Learning Studios** - Open, comfortable spaces welcome students to work individually or in small groups - independent study and tutoring is available.
- **Textbooks** - course-specific textbooks, reference material, and research assistance.
- **Models, Tools, and Equipment** - for Biology, Chemistry, Math, and other subjects.
- **Technology** - Laptops, iPads, and calculators for use on-site, along with computers that have specialized software applications for LCC course work.
- **Quick-Print Station** - Students can print and assemble papers and course material.

Learning Commons Locations:

- **Downtown Campus** - Abel B. Sykes, Jr. Technology and Learning Center (TLC) building TLC 1st & 2nd Floors
- **West Campus** - Room M123
- **East Campus** services vary by semester

More info - Go to The Learning Commons Webpage
Phone: 517-483-1206
Email
Tutoring Appointment Request form

Library

At the Library, students can get research help from a librarian, study, relax, and check out books, journals, magazines, laptops, and calculators. Many textbooks are available for short lending periods. Study rooms, quiet study space and group collaboration areas are available, too. The Library offers e-books, e-journals, and a broad range of electronic resources that students and employees can access from the library's website.

For more information, visit us, go the Library's website, call 517-483-1038, or email.

Media Services

Information Technology Services (ITS) offers a wide array of services to support student learning and promote academic goals.

Media Services, a part of ITS, offers the following services accessible to students: AV Services, Classroom Video, DMAC Equipment Checkout, Audio Services, and Photography and Media Creation & Design.

For more information on media services please visit the Information Technology Services webpage or contact Information Technology Services at 517-483-1755.

Office of Empowerment (OE)

LCC's Office of Empowerment (OE) provides resources that foster awareness as well as empower students with knowledge, tools and experiences that promote global citizenship and a more inclusive campus. The Office of Empowerment includes the Martin Luther King Jr. Equity Center, Maya Angelou Training Center, and the Multicultural Center.

For more information, please visit OE in the Arts & Sciences Building (A&S 1317), call 517-483-1118, view the OE webpage, or email.

Parking Services

All students have access to free parking in designated areas on campus. For most up to date parking information, please go to the Parking at LCC webpage.

Parking permits are issued to LCC students for the semester in which they are enrolled. For more information, please call us at 517-483-1798 or by email.

Replacement

For a replacement permit, students and employees can visit LCC's Downtown Campus, AOF building, room 108, located at 315 North Grand Ave from 7:30 a.m. to 4 p.m., Monday through Friday.

Parking Enforcement

The LCC Police Department (LCCPD) enforces parking on campus by patrolling the college's parking lots to ensure the safety of students, employees, guests, and their vehicles. As necessary, the LCCPD will also issue parking citations to maintain the integrity of the college's parking program.
LCC permit parking is for school-related business only. LCC parking lots cannot be used when attending to unrelated LCC business, such as off-campus employment. Permits are non-transferable and issued to a specific person for use. Use of a parking permit by someone other than the person to whom it was issued may result in a written violation or revocation of the parking permit.

Electric Vehicle (EV) Charging Stations

LCC is proud to offer ChargePoint charging options across our campuses, featuring 16 stations on Downtown Campus (32 charging ports total) and one charging port on West Campus.

Students, employees and visitors are welcome to park at our charging stations for "top-off" charging. Charging is available from 6 a.m. - 11 p.m. daily.

Visit the EV Charging webpage to learn more.

Charging Information

Pricing

$0.31 per kilowatt hour
Available 6 a.m.-11 p.m. No overnight charging available.

Get Connected

Download the ChargePoint App to connect to stations on campus

Important: Vehicles parked in EV ChargePoint stations must be actively charging to be eligible to park. If not charging, or not an electric vehicle, a violation may be issued by LCC Police.

The Registrar's Office

The Registrar's Office maintains students' academic records and transcripts. It also issues certificates, diplomas, degrees, degree certifications, enrollment registration and verification, grade collection and recording, fee classification, and transfer credit processing. For more information, visit the Registrar's Office webpage, contact us at 517-483-1200, Option 2 or via email.

Student Bereavement Resources

Lansing Community College (LCC) recognizes that students may experience the loss of a loved one while taking classes. If you have lost someone while actively enrolled in courses, you should consider the following:

- Reach out to your instructor(s) using their preferred method of contact to notify them if you need to miss class or coursework for bereavement purposes, such as attending a funeral, wake, memorial service, bereavement counseling, or other bereavement related event(s). Contact information for your instructor(s) can be found on your course syllabus.
- If requested by your instructor(s), please be prepared to provide documentation of your loss (e.g., an obituary or funeral program).
- Work with your instructor(s) to determine if you are able to make up any missed coursework. Faculty are encouraged to be sensitive to a student's grief. However, it is at the discretion of your instructor(s) to allow you to make up any missed coursework.
- Contact your Academic Success Coach if you need assistance with reaching out to your instructors, making a plan to catch up in your course(s), withdrawing from courses, or connecting to on- or off-campus resources to assist you during this time.
- LCC offers free and confidential emotional support counseling by appointment. LCC Counselors are state-licensed, professional counselors who can help you with managing your loss.

For questions, please contact the Registrar's Office at 517-483-1200, option 2.

Student Finance

The functions of the Student Finance department include processing tuition payments, administering payment plans, working with third-party sponsorships, processing refunds for excess account balances, and issuing 1098T student tax statements. For more information, please contact us at 517-483-1200, option 3 or via email.

Student Resources Webpage

LCC recognizes that basic needs can impact the success of our students. The Student Resources webpage can help you connect to information about these resources, such as:

- Academic Resources
- Student Support Services
- Food Resources & Assistance
- Laptops, Calculators & Technology
- Mental Health Resources
- Need Assistance Now? / Schedule an Appointment
- Relation and Intimate Partner Violence & Sexual Violence Resources
- Scholarship & Grants

If you cannot find what you need on this page, contact a Success Coach to get help at 517-483-1422 or email.

Suggestion Box

Calling all Stars! We value your input. How can we continue to enhance your LCC experience? Whether you have suggestions, comments, or complaints, we want to hear from you. Please share your thoughts with us here.

Please note that this option is designed to gather feedback only and does not supersede or replace appeal, complaint, misconduct, or grievance procedures already in place.

Click here to have your voice heard!

Transfer Center

The Transfer Center at LCC provides resources, guidance, and services necessary for LCC students to successfully transfer to another institution.

If you are interested in transferring your LCC credits to a 4-year College or University, we can help. Your journey begins with completing the Transfer Success Form. Once submitted, a Transfer Center staff member will review your request to become familiar with your specific needs and then reach out to schedule an appointment with you.

Current, former, and prospective LCC students may take advantage of the Transfer Center's services located in the Gannon Building, room 2204 on LCC's Downtown Campus.

For more information, please call 517-483-9700, complete the Transfer Success Form or visit the Transfer Center webpage.

Transfer Guides & Articulation Agreements

To review current information, please visit the Transfer Guides & Articulation Agreements webpage.

Requesting Official Transcripts:

LCC has partnered with the National Student Clearinghouse to offer electronic transcripts through an online ordering system. To request a transcript, please visit the Requesting Official Transcript webpage and carefully review the fees and requirements.

Transfer Events:

Please visit our LCC Web Calendar for a list of all campus events.

Writing Center

The Writing Center supports students in becoming more confident, proficient, and self-aware writers by fostering an understanding of effective writing strategies and individualized writing processes.

In-Person and Online Real-Time Appointments

The Writing Center offers 45-minute consultations available in both in-person and online real-time formats. Online appointments are conducted via WebEx. Students may schedule appointments up to two weeks in advance and will be prompted to select their preferred format-either in-person or online-at the time of booking.

Asynchronous Email Feedback

Students can submit an assignment sheet/description/rubric, their writing, and a prioritized list of concerns using the form on the Writing Center website. A Writing Assistant will respond to the student within 3 business days.

Hours of operation

Fall and Spring semester:	Monday-Thursday: 9 a.m. - 8 p.m. Friday-Saturday: 11 a.m. - 4 p.m.
Summer semester:	Monday-Thursday: 10 a.m. - 4 p.m. Friday: 10 a.m. - 2 p.m.

The Writing Center is located in A&S 2214, and can be contacted at 517-483-1907, by email, or by visiting the LCC Writing Center webpage.

Academic Regulations

- Academic Amnesty
- Academic Standing
- Administrative Appeals
- Canceling Course Sections
- Computing Grade Point Average
- Course Withdrawal Procedure
- Enrollment Verification and Student Attendance
- Examinations
- Extra Credit
- Final Grade
- Final Grade Appeals
- General Education Requirements
- General Rules and Guidelines
- General Student Complaints
- Grade Changes
- Grading System
- Graduation Requirements for Associate Degrees
- Graduation Requirements for Certificates
- Granting Additional Associate Degrees
- Granting an Associate Degree When the Student has an Earned Bachelor's Degree or Higher Degree
- Guest Speakers
- How Students Can Satisfy LCC General Education Requirements
- How to Apply for an Associate Degree or Certification
- Incoming Transfer Credits
- Incoming Transfer Student Information
- Outgoing Transfer Students
- Program Health Requirements
- Student Appeals and Complaints
- Student Due Process
- Student Code of Conduct, and Student General Rules and Guidelines
- Student Records Guidelines & Procedures
- Student Transcripts
- Suggestion Box
- Using a Course More Than Once for Credit Toward a Degree or Certificate
- Veteran's Affairs Education Benefit

LCC is committed to student success. Whenever contested issues cannot be resolved through an interactive process with faculty or administration, students are encouraged to submit complaints and concerns they may have to LCC Student Appeals & Complaints.

- The College will promptly review and evaluate complaints and take appropriate actions.
- A complaint is any concern that LCC has violated a law or policy or has incorrectly applied an established process.
- Complaints or appeals may be academic or non-academic.

Before submitting a complaint or appeal, students are encouraged to do the following if applicable:

1. First attempt to resolve matters with the instructor or staff person involved.
2. If not resolved, contact the supervisor of the instructor or staff member involved to seek a resolution.
3. If the issue remains unresolved, submit a Student Complaint form. Students that have questions or need assistance with this process should contact the LCC Ombudsperson.

Complaints involving matters of a criminal nature should contact LCC Police Department at 517-483-1800, by email, or in person at the locations listed below:

Downtown Campus: 411 N. Grand Ave., Lansing, MI 48933
West Campus: 5708 Cornerstone Drive, Lansing, MI 48917

For additional information regarding complaints and appeals go to the LCC Student Appeals & Complaints webpage.

Academic Amnesty

LCC has an Academic Amnesty process associated with the Board Policy 3.010 to authorize the elimination of a grade or grades of 0.0, 0.0F, or 0.0U in calculating a student's grade point average (GPA). Academic Amnesty recognizes that factors or reasons may result in a student not achieving satisfactory academic performance and that such performance may be a barrier to the student's eligibility to enter some occupational fields or achieve academic progress. This process applies to qualified students who receive one or more 0.0, 0.0F, or 0.0U grades, resulting in a low GPA possibly blocking their entrance into programs or fields of study. For additional information, please see Academic Amnesty process.

Academic Standing

Only coursework completed at LCC is considered for determination of Academic Standing. The Academic Standing is determined at the end of each semester (Fall, Spring, Summer).

At LCC, students must maintain at least a 2.00 cumulative Grade Point Average (GPA) to remain in good academic standing.

- Students in Good Standing may enroll in up to 28 credits per semester.

Students with a cumulative GPA of a 3.5 or higher will be recognized by the College via the Dean's List and the President's List.

- Dean's List: GPA of 3.50 to 3.80 and completion of at least 6 credits for the calculated term.
    - Students with "I" (Incomplete) or "W" (Withdrawal) grades for the calculated term are not eligible for this list.
    - Calculations are based on LCC courses only (no transfer credits).
- President's List: GPA of 3.81 or above and completion of at least 6 credits for the calculated term.
    - Students with "I" (Incomplete) or "W" (Withdrawal) grades for the calculated term are not eligible for this list.
    - Calculations are based on LCC courses only (no transfer credits).

Students whose cumulative GPA falls below 2.0 will be placed on Probation 1, Probation 2, or Probation 3 standing, which indicate unsatisfactory academic progress. While on a Probationary standing, the student may have limits on registration for courses. In addition, students on a Probationary standing may be required to meet with an Academic Success Coach and sign a Success Contract prior to registering. Students can return to Good Standing by earning a cumulative GPA of 2.0 or higher.

- Probation 1: Generally, the first semester with a Cumulative GPA below 2.0
    - Registration is limited to enrolling in no more than 12 credits per semester.
    - If the student has already registered for more than 12 credits prior to the processing of Academic Standing, the Registrar's Office will drop the last registered course(s) that brought the students over the credit limit.
    - Students are encouraged to meet with an Academic Advisor and Academic Success Coach.
- Probation 2: Generally, the second continuous semester with a Cumulative GPA below 2.0
    - Registration is limited to enrolling in no more than 8 credits per semester.
    - If the student has already registered for more than 8 credits prior to the processing of Academic Standing, the Registrar's Office will drop the last registered course(s) that brought the student over the credit limit.
    - Students are encouraged to meet with an Academic Success Coach, complete an Academic Success Self-Assessment, and share the Academic Success Self-Assessment with the Success Coach.

- Probation 3: Generally, the third continuous semester with a Cumulative GPA below a 2.0
    - Registration is limited to enrolling no more than 4 credits per semester.
    - If the student has already registered for more than 4 credits prior to the processing of Academic Standing, the Registrar's Office will drop the last registered course(s) that brought the student over the credit limit.
    - Students are required to meet with an Academic Success Coach, complete an Academic Success Self-Assessment and share the Academic Success Self-Assessment with their Success Coach.
    - Students also are encouraged to meet with an Academic Advisor.

Academic Standing Rules

Starting Status: 00 (Good Standing [start])

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
0.0 - 4.0	0.0 - 5.999	Good Standing
2.0 - 4.0	6.0 - 999	Good Standing
0.0 - 1.99	6.0 - 999	Probation 1

Starting Status: GS (Good Standing [continue]

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
0.0 - 4.0	0.0 - 5.999	Good Standing
2.0 - 4.0	6.0 - 999	Good Standing
0.0 - 1.99	6.0 - 999	Probation 1

Starting Status: Probation 1

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
2.0 - 4.0	0.0 - 999	Good Standing
1.5 - 1.99	0.0 - 17.999	Probation 1
0.0 - 1.49	6 - 17.999	Probation 2
0.0 - 1.49	0.0 - 5.999	Probation 1
1.75 - 1.99	18 - 999	Probation 1
0.0 - 1.74	18 - 999	Probation 2

Starting Status: Probation 2

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
2.0 - 4.0	6 - 29.999	Good Standing
1.75 - 1.99	6 - 29.999	Probation 1
0.0 - 1.24	6 - 29.999	Probation 3
1.25 - 1.74	6 - 29.999	Probation 2
2.0 - 4.0	30 - 999	Good Standing
1.75 - 1.99	30 - 59.999	Probation 1
1.0 - 1.74	30 - 59.999	Probation 2
0.0 - 0.99	30 - 59.999	Probation 3
1.75- 1.99	60 - 999	Probation 2
0.0 - 1.74	60 - 999	Probation 3

Starting Status: Probation 3

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
2.0 - 4.0	0.0 - 29.999	Good Standing
0.0 - 1.49	0.0 - 29.999	Probation 3
1.50 - 1.99	0.0 - 29.999	Probation 2
2.0 - 4.0	30 - 59.999	Good Standing
1.50 - 1.99	30 - 59.999	Probation 2
0.0 - 1.49	30 - 59.999	Probation 3
2.0 - 4.0	60 - 999	Good Standing
1.75 - 1.99	60 - 999	Probation 2
0.0 - 1.74	60 - 999	Probation 3

Academic Standing is based on "Cumulative GPA Hours" which include all CR (Credit Level) grades except the following:

00A	S	WP	I*	X*
FA	TR	A*	N*	Z
I	TRL	B*	P*	Z*
N	TRP	C*	R*	
P	W	D*	S*	
R	WF	F*	X	

*Only GPA Hours are used, so "P" credits do not count in Academic Standing.

This information is associated with the LCC Board Policy 3.040 (Academic Standing and the Standard Operating Procedure RO.021 - Academic Standing).

Administrative Appeals

To provide students who experience an emergency situation, unexpected event, or administrative error an avenue to submit an administrative appeal to request an amendment to their academic record that is appropriate to the student's circumstantial need(s). For more information, view the LCC Student Appeals and Complaints webpage.

Canceling Course Sections

In the event a class is canceled as a result of College administrative action, students enrolled in that class will receive 100% tuition and fee refund.

To view the Cancelling Course Sections Board Policy 3.080, please visit the Board of Trustees Board Policies webpage.

Computing Grade Point Average

A student's grade point average (GPA) is determined on the following basis:

Numerical Grade	GPA Points
4.0	4.0
3.5	3.5
3.0	3.0
2.5	2.5
2.0	2.0
1.5	1.5
1.0	1.0
0.0F	0.0
0.0U	0.0

"00A," "0.0FA," "0.0UA," "FA," "I," "NR," "NS," "P," "TR," "TRL," "TRP," "W," "X," "ZF," and "ZU" grades are not included in calculating grade point averages.

For example, a student who receives five credit hours of 4.0, five credit hours of 3.0 and five credit hours of 2.0 would have a total of 45 GPA points. To compute the grade point average (GPA), the number of GPA points is divided by GPA hours (credits) taken during the semester. The student in this example would have a 3.0 GPA (45 GPA points/15 credits).

Course Withdrawal Procedure

Students may elect to voluntarily withdraw from courses for a variety of reasons. To view the course withdrawal procedure, click here.

Enrollment Verification and Student Attendance

LCC is not an attendance-taking institution with the exception of Eaton Regional Educational Service Agency (ERESA), Clinton County Regional Education Service Agency (CCRESA), and programs that have licensure and/or accreditation requirements for attendance.

During the first 2 weeks of each part of term, or by the 8th day of variable terms less than 8 weeks, faculty are required to determine if the student has actively engaged in an instructional activity related to the student's course. Faculty must notify the Registrar's Office of any student who has not actively engaged in an instructional activity as noted above.

Academic engagement is defined as active participation by a student in an instructional activity related to the student's course that includes, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the faculty and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the school; or
- Interacting with faculty about academic matters.

Academic engagement does not include:

- Logging into an online class or tutorial without any further engagement; or
- Participating in academic counseling or advising.

For licensure/accreditation requirements:

- For programs which require attendance due to 3rd-party accreditation, faculty responsible for those courses will take attendance in accordance with the accreditor's requirements.

If a student is dropped from a course through Enrollment Verification, they will receive a 100% refund of tuition and refundable fees. However, the Financial Aid Office will recalculate the student's financial aid eligibility and adjust awards as necessary for any change in enrollment status for the semester. For more information, students should contact the Financial Aid Office; Students who receive veteran benefits should contact the Center for Veteran and Family Support.

After the first 2 weeks of the part of term, or by the 8th day of variable terms less than 8 weeks, if the faculty identifies a student as having not engaged in the course, the faculty must complete Enrollment Verification in the student information system (Banner) indicating that the student never engaged in an instructional activity.

Initial attendance and participation records are retained in the instructor's grade book and/or in the D2L system and Banner system according to the Academic Records Policy (Board Policy 3.030). Additional information can be obtained by viewing the Standard Operating Procedure, Enrollment Verification and Student Attendance, RO.026.

Examinations

Students are required to take examinations at scheduled appointed time and place at the discretion of instructors. Generally, examinations are given during the regularly scheduled class period with a final exam during the last week of the semester. Please see course syllabi for details.

Extra Credit

Extra credit is defined as any opportunity for a student to raise a course grade that is not included in the percentages stated in the Methods of Evaluating Student Achievement/Progress in the section syllabus. Each department will determine for each of their courses and state in the course's syllabus whether or not extra credit may be offered.

In courses where extra credit may be offered:

- Individual instructors will determine whether or not there will be extra credit opportunities in their sections.
- Instructors' extra credit guidelines will be stated in their section syllabi.

In sections where there are extra credit opportunities:

- They must involve student work that is directly related to the Student Learning Outcomes of the course.
- They may be used to raise a student's final grade a maximum of 0.5 on LCC's 4.0 scale.
- All students in a section must have the possibility of earning extra credit; however, instructors may set eligibility criteria such as completion of all homework assignments or tests. These eligibility criteria may not be connected to a student's cumulative course grade and must be provided to students far enough in advance for all students to have the opportunity to satisfy the criteria.
- Detailed information, including any eligibility criteria, must be distributed in advance of each opportunity.

Final Grades

Final grades are available on the web to students within 5 business days after the close of each semester.

Final Grade Appeals

A Final Grade Appeal should only be submitted when the student believes that the final course grade is incorrect.

Mistakes in calculations, computer errors, or assignment misunderstandings are resolved informally by contacting your instructor. To review the final grade appeal process, click here.

General Education Requirements

LCC is committed to helping its graduates gain 4 valuable Essential Learning Outcomes: knowledge of human cultures and the physical and natural world, intellectual and practical skills, personal and social responsibility, and integrated and applied learning. With these strengths, our graduates will be better equipped and empowered to complete their goals while becoming engaged global citizens.

All associate degrees therefore incorporate LCC General Education requirements fostering the capabilities and the flexibility that employers look for, and that citizens of the 21st century need. Depending on their chosen degrees, students will successfully complete the options in the appropriate Transfer Degrees (MTA) tab or Applied Degrees tab of LCC General Education.

Appropriate transfer credit from other colleges and universities, along with credit from the list below, is applicable toward LCC General Education requirements for all

degrees, including degrees that otherwise would require completion of the full Michigan Transfer Agreement (MTA).

- Advanced Placement (AP)
- College-Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- International Baccalaureate (IB)
- Credit by Examination
- Credit for Experiential Learning

However, due to statewide rules, areas of prior learning such as CLEP, DSST, IB, Credit by Examination, and Credit for Experiential Learning are not applicable to the MTA endorsement at this time.

General Rules and Guidelines

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

General Student Complaints

To find assistance in resolving matters that are non-academic in nature, view the LCC Student Appeals and Complaints webpage.

Grade Changes

Students may petition an instructor for a grade change of a final grade in a course. A student's final grade in a course may be changed by the course instructor. Grade changes by instructors are initiated by submitting a signed Grade Change Form to the departmental office for review and approval by the departmental chair or lead faculty member. The completed Grade Change Form is then forwarded by the appropriate academic area to the Registrar's Office for updating the student's academic record.

If a grade change request is denied, the student may review the final grade appeal process.

Grading System

The following numerical system is used at Lansing Community College (LCC) to evaluate academic work:

College Standard Numeric Grade	Narrative Equivalent	Recommended Guideline for Performance Achievement of Objectives*
4.0	Excellent	91% to 100%
3.5	86% to 90%	
3.0	Good	81% to 85%
2.5	76% to 80%	
2.0	Satisfactory	71% to 75%
1.5	66% to 70%	
1.0	Poor	60% to 65%
0.0F	Failed - Finished	0% to 59%
0.0U	Failed - Unfinished	0% to 59%

**This is the standard LCC grading scale. Specialized programs may use a different scale. Students should see their syllabus regarding the program grading system used for a specific course.*

Instead of a numerical grade, students may receive an alphabetical letter for their course work if they did not complete course work (I), audited a course (X), withdrew from a course (W), or never attended a course (NS). Specific procedures regarding these alphabetical letters are as follows:

1. An "I" (incomplete) will not be counted toward the establishment of an earned grade point average (GPA) or toward graduation from LCC. An instructor will approve a student-initiated request for an incomplete if no more than 25% of the course's graded assignments, or as close as is practicable, left to complete, and

can complete the remaining assignments without further faculty instruction, unless the student is enrolled in a specialized accreditation program that prevents the Incomplete from being granted. After the instructor issues an "I" grade, a written "I" grade form will be provided to the student and the instructor's supervisor. The form will indicate what work needs to be submitted, the grade that will be assigned if no further work is completed, and the deadline for completion of the work. All incompletes must be made up by the end of the next regular semester (summer semester is excluded) or earlier if an earlier date is established by the instructor or department. An extension may be granted if requested in writing by the student and approved in writing by the instructor and department by the last day of the deadline; otherwise, the "I" grade will be converted to the grade specified if no further work is completed.

Note: A student may not register for the same course until the "I" grade is resolved.

2. An "X" (audit) grade is given when a student chooses to audit a course. No credit is granted, but enrollment is reflected on the student's academic record.
3. A "W" (withdrawal) indicates a withdrawal from a course. If a request for withdrawal from a semester-length class is received by the Registrar's Office prior to the end of the 2nd week of the semester (or other equivalent dates as specified for variable length courses), no grade will be recorded on the student's academic record. For specific dates, see the Academic Calendar webpage. For withdrawals after:
    - The 2nd week and before the end of the 8th week of the semester (or other equivalent dates as specified for variable length courses), the student will receive a "W" for the course.
    - The 8th week of the semester (or other equivalent dates as specified for variable length courses), a "W" is given only if the student has done passing work (1.0 or higher). If the student has not done passing work, the student will receive a 0.0.

      A student may request to withdraw from a class with instructor's approval until the end of the 14th week of the semester (or other equivalent dates as specified for variable length courses).
4. An "NS" (no show) indicates a student did not participate in the course at all, with the course being removed from the student's transcript. The "NS" will not appear on the student's transcript but could be used for advising and/or financial aid purposes.
5. An "0.0F" (failed-finished) indicates a student attempted the last graded assignment of a course but did not earn an overall course grade above a 0.0 or Z, will be given a "finished" 0.0 or Z.
6. An "0.0U" (failed-unfinished) indicates a student did not attempt the last graded assignment of a course, and thereby receives a 0.0 or Z course grade, will be given an "unfinished" 0.0 or Z.

Graduate Requirements for Associate Degrees

To receive an associate degree from Lansing Community College (LCC), a student must meet the following institutional graduation requirements:

1. Complete a program of study approved by the College and consisting of a minimum of 60 credits. (See Degree and Certificate Program Pathways webpage).
    1. An Enhanced Degree is designed for coursework beyond a traditional Associate Degree, for transfer toward a Bachelor's degree as designated by a 3+1 transfer articulation agreement that specifies course requirements.
2. Maintain a cumulative grade point average of 2.0 or above.
3. Earn toward the program of study at least 15 semester credits directly from LCC (except for approved consortial programs taught primarily by partner schools).
4. Satisfy the LCC General Education Requirements for the specific program of study.
5. Satisfy all general and specific requirements of LCC.
6. No additional associate degree will be granted in the same program of study in which a previous associate degree was earned.
7. The following CANNOT be used for degree requirements:
    a. courses numbered below 100;
    b. courses in Mathematics or Statistics that are not listed on the Transfer Degrees (MTA) section or Applied Degrees section of LCC General Education;
    c. courses in English or Writing numbered below 118;
    d. courses in English as a Second Language;
    e. courses in Reading;
    f. courses in non-technical Vocabulary;
    g. courses in Academic Experience numbered other than 100 or 101;
    h. courses in Student Development numbered other than 101.

8. Submit an application for graduation to the Registrar's Office during the semester when the program requirements are completed, on or before the deadline.

Note: Students can not be granted degrees from program pathways that are expired, or from catalog years that predate their first semester of enrollment as shown on their LCC web transcript.

Graduation Requirements for Certificates

To receive a Certificate of Achievement or Certificate of Completion from Lansing Community College (LCC), a student must meet the following institutional graduation requirements:

1. Complete a program of study approved by the College and consisting of a minimum of 30 semester credits for a Certificate of Achievement and fewer than 30 semester credits for a Certificate of Completion. (See Degree and Certificate Program Pathways webpage).
2. For certificates of the 2024-25 catalog year onward, earn a grade of 2.0 or above in each course required for the certificate.
    a. For certificates of the 2023-2024 catalog year and prior, maintaining a grade point average of 2.0 or above in all courses required for the certificate.
3. Satisfy any specific requirements on the program pathway. These may include, but are not limited to, maintaining a cumulative grade point average in all courses taken at LCC, higher grade point minimums in specific courses, selective admissions, or other departmental requirements.
4. Earn toward the program of study of a Certificate of Achievement at least 7.5 semester credits, or toward the program of study of a Certificate of Completion at least 25% of the semester credits, directly from LCC (except for approved consortial programs taught primarily by partner schools). Credits earned through comprehensive exams will not be counted toward this requirement.
5. Satisfy all general and specific requirements of LCC.
6. No additional certificate will be granted in the same program of study in which a previous certificate was earned.
7. The following CANNOT be used for certificate requirements:
    a. courses numbered below 100;
    b. courses in Mathematics or Statistics that are not listed on the Transfer Degrees (MTA) tab or Applied Degrees tab of LCC General Education;
    c. courses in English or Writing numbered below 118;
    d. courses in English as a Second Language;
    e. courses in Reading;
    f. courses in non-technical Vocabulary;
    g. courses in Academic Experience numbered other than 100 or 101;
    h. courses in Student Development numbered other than 101.

8. Submit an application for graduation to the Registrar's Office during the semester when the program requirements are completed, on or before the deadline.

Note: Students can not be granted certificates from program pathways that are expired, or from catalog years that predate their first semester of enrollment as shown on their LCC web transcript.

Granting Additional Associate Degrees

Prior to submitting an application for an associate degree, the student should consult with an advisor to review progress toward completing requirements. Substitutions or waivers for program requirements must be approved on an authorized form signed by an authorized approver in the department offering the program.

1. The student completes and submits an Application for Degrees and Certificates. This application is available at the Registrar's Office Forms webpage as well as on the Graduation webpage.
2. Registrar's Office will process the application.
3. The Registrar's Office will send a notification via LCC email indicating whether the associate degree has been approved or denied.
4. The LCC official transcript will show degree(s) earned.
    a. Unofficial transcripts accessed through the student portal will include approvals and denials.
5. Diplomas are mailed to students during the semester after degrees have been awarded.

Additional information can be found on the Standard Operating Procedure, Additional Associate Degrees, RO.008.

Granting an Associate Degree when the Student has an Earned Bachelor's Degree or Higher

A student who has earned a bachelor's degree or higher from an accredited college or university may be awarded an associate degree at Lansing Community College (LCC) subject to the following requirements:

1. All requirements for the associate degree must be met.
2. The LCC cumulative grade point average must be a 2.0 or above.
3. A minimum of 15 semester credits toward the program of study must be completed directly from LCC (except for approved consortial programs taught primarily by partner schools).
4. The College's General Education requirements are satisfied by virtue of the student earning the bachelor's degree or higher.
5. The following CANNOT be used for degree requirements:
    a. courses numbered below 100
    b. courses in Mathematics or Statistics that are not listed on the Transfer Degrees (MTA) tab or Applied Degrees tab of LCC General Education

c. courses in English or Writing numbered below 118
d. courses in English as a Second Language
e. courses in Reading
f. courses in non-technical Vocabulary
g. courses in Academic Experience numbered other than 100 or 101
h. courses in Student Development numbered other than 101

6. Exceptions to the above should be appealed to the Academic Affairs Office.

Note: Students can not be granted certificates from program pathways that are expired, or from catalog years that predate their first semester of enrollment as shown on their LCC web transcript.

Granting Exceptions to the Institutional General Education Requirements for Associate Degrees

General Education exceptions may be granted when courses outside the approved list satisfy the specific General Education requirement(s). Examples include appropriate Lansing Community College (LCC) term/quarter courses or transfer credits without an exact LCC course equivalent.

A student who wishes to formally appeal a determination that the General Education requirement for an Associate degree has not been met should appeal to Academic Affairs. Academic Affairs will apply the following parameters in making a determination on whether an exception to current policy is warranted:

1. A College error does not automatically warrant a waiver of a published graduation requirement.
2. The College does not waive a General Education requirement, though a substitution might be appropriate.

The Academic Affairs Office will inform the student and the Registrar's Office in writing of either the approval or denial of the exception.

The final decision for granting exceptions to the institutional General Education requirements rests with the Academic Affairs Office.

Guest Speakers

In situations involving guest speakers, the College requires orderly conduct, non-interference with College functions or activities, and identification of the sponsoring groups or individuals.

How Students Can Satisfy LCC General Education Requirements

For more information, see the Transfer Degrees (MTA) section or Applied Degrees section of Lansing Community College (LCC) General Education.

All students must fulfill LCC General Education requirements in order to be awarded an associate degree. The ways in which students can satisfy these requirements are presented below. Because these requirements may be revised each academic year, students should consult an Academic Advisor to stay informed of current options for satisfying General Education requirements. Students should also be aware that not all courses that satisfy General Education - Applied Degrees requirements transfer to all colleges. Students planning to transfer should see an Academic Advisor before enrolling in any course.

For degrees requiring General Education - Applied Degrees, students can satisfy the requirements in any of the following ways:

1. Achieve grades of 2.0 or higher in approved General Education - Applied Degrees courses. (See the General Education webpage for the full list of options.)
2. Achieve a grade of 2.0 or higher on a comprehensive examination, where appropriate and available, for an approved course in a General Education area. Upon successfully completing the exam, the student receives transfer credit for the course. (A comprehensive exam is an exam for which the student completes an application, pays the $150 processing fee, and may receive transfer credit on their LCC transcript. See Credit by Examination procedure.)
3. Present evidence of completed Michigan Transfer Agreement from an accredited Michigan college or university.
4. Present evidence of an earned associate degree or higher degree from an accredited college or university.
5. If no degree has been earned, transfer in comparable course credit for an approved course from an accredited institution. General credit does not apply unless use of the general credit is approved by the Provost or designee.
6. Establish appropriate course credit through the Advanced Placement Examination (AP), Cambridge International, College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), International Baccalaureate (IB), and/or others as recognized by LCC.
7. Establish credit for an approved course through the Experiential Learning Process. (See Credit for Experiential Learning.)

For degrees requiring the Michigan Transfer Agreement (MTA), students can satisfy the requirements in any of the following ways:

1. Achieve grades of 2.0 or higher in approved MTA courses. (See the General Education webpage, specifically the MTA accordion, for a full list of courses.)
2. Achieve a grade of 2.0 or higher on a comprehensive examination, where appropriate and available, for an approved course in an MTA area. Upon successfully completing the exam, the student receives transfer credit for the course. (A comprehensive exam is an exam for which the student completes an application, pays the $150 processing fee, and may receive transfer credit on their LCC transcript. (See Credit by Examination procedure.)
3. Present evidence of completed Michigan Transfer Agreement from an accredited Michigan college or university.
4. Present evidence of an earned bachelor's degree or higher degree from an accredited college or university.
5. If no degree has been earned, transfer in comparable course credit for an approved course from an accredited institution. General credit does not apply unless approved by the Provost or designee.
6. Establish appropriate course credit through the Advanced Placement Examination (AP), Cambridge International, College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), International Baccalaureate (IB), credit by examination, or credit for experiential learning. Non-AP areas of prior learning - for example, Cambridge International, College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), International Baccalaureate (IB), credit by examination, and credit for experiential learning - may satisfy LCC General Education requirements but are not applicable to the MTA at this time.

The following do NOT satisfy General Education requirements:

- LCC placement test scores,
- A waiver of any course that is also a General Education course,
- Completion of higher-level courses that are not approved General Education courses.

How to Apply for an Associate Degree or Certificate

Prior to submitting an application for an Associate Degree, Certificate of Achievement, or Certificate of Completion, students should consult with an advisor to review progress toward completing requirements. Any substitutions or waivers for program requirements must be approved on an authorized form signed by the department offering the program. Substitutions and waivers are not allowed for institutional degree and certificate requirements. (See Graduation Requirements for Associate Degrees procedure and Graduation Requirements for Certificates procedure under the Graduation Requirements, Certificates & Degrees header.) Students apply by the

deadline the semester they complete the program requirements. Information and the applications are located online at the Graduation webpage.

Procedures are as follows:

1. Complete and submit an Application for Associate Degree, Certificate of Achievement, or Certificate of Completion to the Registrar's Office. These applications are available on the Graduation webpage. If substitutions and/or waivers have been approved and are not indicated in Degree Works, a Course Substitution and Waiver Authorization form must be attached to the application when submitted or the application will be denied.

   Note: Students may not be granted associate degrees or certificates whose program pathways are expired or whose catalog year predates their first semester of enrollment as shown on their LCC web transcript. The requirements must be met by the semester the program pathway expires.

2. Once the audit for the associate degree or certificate has been completed, the Registrar's Office will send a notification via LCC email indicating whether the associate degree or certificate has been approved or denied.
3. Once awarded, the LCC transcript will show the degree or certificate earned.
4. Diplomas are mailed to students during the semester after degrees and certificates have been awarded.

Incoming Transfer Student Information

Evaluation and Acceptance of Transfer Credits from Other Institutions

LCC welcomes students who have already successfully completed college-level course work. Accordingly, the college will allow for the transfer and acceptance of credit from other accredited institutions of higher education.

Incoming Transfer Credits

The information below describes alternative, or accelerated degree completion options to obtain credit toward a degree or certificate, including transfer credit, credit for licensure/certification, credit for prior learning, and credits earned during military service. For general rules, view the Transfer Credit - Evaluation and Acceptance, RO.004, Standard Operating Procedure, which is associated with the LCC Board Policy 3.100.

Credit for Licensure, Certification, and Other Credentials

LCC recognizes that current licensure, certification, or other credentials represents earned credentials for which credit may be granted. Therefore, the college assesses national and state licensures and certifications as part of its

credentialing function. Any student who has applied to LCC may apply for licensure or certification credit evaluation. Please visit the Licensure, Certification, and Other Credentials webpage for the list of accepted equivalencies.

Credits Earned in the U.S. Armed Forces

LCC will evaluate the student's military training and coursework for possible award of transfer credit after the student has been admitted to the College and the official Joint Services Transcript has been received. For general rules, view the Transfer Credit Earned in the U.S. Armed Forces Standard Operating Procedure.

Credit Earned at Foreign Educational Institution

Current students requesting credit for credits earned at foreign institutions will need to submit their international transcripts to a National Association of Credential Evaluation Services (NACES) member for evaluation before having it sent to LCC.

Credit Earned by Examination

To allow students who may have previous knowledge or experience to prove competency when appropriate and gain credit by comprehensive or other applicable exams. For general rules, view the Credit by Examination Standard Operating Procedure.

Credit for Experiential Learning

LCC is in agreement that learning outside the classroom is valid. Therefore, it is the College's function to assess extra-institutional learning and experience as part of its credentialing responsibility.

Current students requesting credit for previously acquired knowledge and learning experience will need to complete an Experiential Learning Application. For more information, go to the Credit for Prior Learning webpage.

Credits Earned from National Normed Exams

LCC recognizes students may have previous knowledge or experience as measured by Nationally Normed Exams. Students may receive credit for LCC coursework completed if minimum score requirements are met. Credits can be granted from the following National Normed Exams: Advanced Placement Examination (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and International Baccalaureate Program

(IB). For general rules, please view the Transfer Credit Earned from Nationally Normed Exams Standard Operating Procedure.

General Credits

Due to curricular, financial aid, and Veteran's implications, LCC will not automatically award General Credits (non-equivalent 000) during the initial evaluation of incoming transcripts. All General Credit 000 equivalencies will be removed from the College webpage.

Requests for awarding general credits are allowable only for the following purposes:

- General Associate degree elective(s) which can be requested by a general academic advisor, a program advisor, or Academic Affairs Project Manager (AAPM).
- Specific program requirement(s) which can only be requested by a program advisor or AAPM.
- General education requirement(s) which can only be requested by AAPM.

In addition, please note the following provisos:

- With the exception of Prior Learning Assessments (PLA), general credits must be from a regionally accredited institution and must be college-level (non-developmental).
- Only general credits can used for program substitutions for a maximum of 12 credits unless approved by Academic Affairs or if the credits are being applied to programs that allow more than 12 general credits, such as General Associate GA, Agricultural Technology AAS, Veterinary Technology AAS, Nursing - RN Option AAS, etc.

The requirement(s) the general credits are intended to satisfy.

- For programs other than the General Associate degree, a substitution form also will be needed per Standard Operating Procedure "Course Substitutions and Waivers - Program-Level, RO.007".

Outgoing Transfer Students

Students planning to transfer to another institution should be aware that universities and colleges differ widely in the courses they accept for transfer. A student intending to transfer should follow the transfer guide of the institution to which they intend to enroll. Transfer guides are not LCC degree guides. In order to achieve maximum transferability of courses, students should consult with an academic advisor. Visit the Transfer Center webpage for more information about transfer programs.

Program Health Requirements

Some selective admission programs may require students to undergo medical testing and vaccinations. Students with medical conditions or disabilities are encouraged to contact the Center of Student Access (CSA) to determine whether they quality for accommodations or exemptions. Discussions with CSA about medical conditions of students are confidential.

Student Appeals and Complaints

If you have any feedback, complaints, appeals, or grievances, you can rest assured that there is a place on campus where you will be heard. Your starting point depends on the nature of your concern, as described below. If you are still unsure about where to go, contact the LCC Ombuds and we will guide you in the appropriate direction. Additional information can be found on the Student Appeals and Complaints webpage.

Student Due Process

Students have constitutional rights of due process. As such, in cases of allegations of violations of the Student Code of Conduct levied against them, they are entitled to receive proper notice of the charges against them and the opportunity to present their side at a hearing.

Student Code of Conduct, and Student General Rules and Guidelines

Students must know and abide by the Student Code of Conduct, and the Student General Rules and Guidelines. The Office of Student Compliance is charged with addressing allegations of violations of the Student Code of Conduct, and the Student General Rules and Guidelines.

View Student Code of Conduct, and Student General Rules and Guidelines in its entire form.

Student Records Guidelines & Procedures

LCC shall not distribute student lists to non-college agencies except as required by law.

In compliance with the Family Educational Rights and Privacy Act of 1974, as amended, LCC provides the following information:

1. Students and/or a parent or legal guardian of a student, if the student is a dependent, have the right to access, inspect, and review all educational records

directly related to the student. Upon presentation of pictured identification and a written request from the student to the Registrar's Office, access to all educational records shall be provided within a reasonable period of time (not to exceed 45 days from the date the request is submitted).

2. Educational records include all information maintained by the College that is directly related to the student with the exception of:
    1. Financial records of the student's parents.
    2. Confidential letters of recommendation prior to January 1, 1975.
    3. Confidential letters and recommendations associated with admissions, application for employment, or receipt of an honor or honorary recognition to which students have waived rights of inspection and review.
    4. Educational records containing information about more than one student. Note that the College must permit access to that part of the record which pertains only to the inquiring student.
    5. Reports made by physicians, psychiatrists, or psychologists in connection with their treatment.
    6. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the originator.
    7. Records of the law enforcement unit of the College if compiled for law enforcement purposes.
    8. Records which relate exclusively to individuals in their capacity as College employees.
3. Directory information may be released at the discretion of College officials for any student who has not submitted a completed Request to Prevent Disclosure of Directory Information form to the StarZone. The disclosure prevention form remains in effect until the student provides a written release to the Registrar's Office. Directory information includes but is not limited to the following:
    1. Name of student
    2. Dates of attendance
    3. Enrollment status
    4. Awards, degrees, or certificates received
    5. Participation in officially recognized activities
    6. Sport, weight, and height of members of athletic teams
    7. Previous educational agency or institution attended
    8. LCC email address

Copies of the Request to Prevent Disclosure of Directory Information form and the Family Educational Rights and Privacy Act are available upon request in the StarZone and the Office of the Dean of Student Affairs.

4. 4. LCC prohibits the release of personally identifiable information other than directory information from educational records without the student's written consent. Exceptions to this statement are listed below:
    1. Academic and administrative officials, staff, and persons who have entered into a partnership or contract with LCC and whom the College has determined to have legitimate educational interest. Officials are

defined as faculty, administration, support and professional employees, sworn officers of the police and public safety department as part of an investigation and other persons who manage student record information. An official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.

2. Other educational institutions in which the student is enrolled or intends to enroll.
3. Individuals and organizations who provide financial aid or scholarships to the student.
4. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Health and Human Services, the Department of Veterans Administration, the Department of Education, and administrative heads of state and federal educational agencies authorized bylaw.
5. Accrediting organizations to carry out their accrediting functions.
6. Appropriate authorities in compliance with judicial orders and pursuant to lawfully issued subpoenas. The College shall notify the student of any such orders or subpoenas unless the subpoena or order prohibits notification. The College shall comply with the subpoena ten (10) days after an attempt to notify the student of the request.
7. Appropriate parties in an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
8. The disclosure is to parents, as defined in §99.3 of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
9. An alleged victim of any crime of violence of the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of the crime.
10. Military recruiters for the purpose of federal military recruiting as stated in Public Law 104-206, Section 509(2).

LCC will maintain a record of each disclosure of identifiable information from the external individuals or agencies listed above. The record will be maintained in the Registrar's Office and will include the date, the name and address of the requesting party, the information requested, and the reason for requesting the information. The College reserves the right to correct any error made on an academic record or evaluation and will notify the student in writing of any record or evaluation correction. Staff of the College are subject to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended.

Students have the right to request correction or amendment of information on educational records that are inaccurate, misleading or which violate privacy rights. Due

process procedures for requesting correction or amendment to educational records are stated in the College Catalog under Student Appeals.

Students who feel their rights under the Family Educational Rights and Privacy Act have been infringed may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

Student Transcripts

The Registrar's Office maintains the official transcript of every student who attends LCC. The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes items such as:

- courses attempted and completed
- courses and credits transferred
- credit hours
- Grade Point Average (GPA)
- Associate Degrees awarded by the College
- Certificates of Achievement awarded by the College
- Certificates of Completion awarded by the College

Students may request the official transcript through the National Student Clearinghouse, see the Requesting Official Transcripts webpage. Transcript requests require 3-5 working days to process, and a fee is charged for each transcript.

To view an unofficial transcript:

- Log into Banner
- Click on Student
- Click on Student Records
- Click on Unofficial Academic Transcript

Suggestion Box

Calling all Stars! We value your input. How can we continue to enhance your LCC experience? Whether you have suggestions, comments, or complaints, we want to hear from you. Please share your thoughts with us here.

Please note that this option is designed to gather feedback only and does not supersede or replace appeal, complaint, misconduct, or grievance procedures already in place.

Click here to have your voice heard!

Using a Course More Than Once for Credit toward a Degree or Certificate

To ensure that graduates from Lansing Community College are academically well rounded, students are not allowed to use the same course more than once for credit toward a degree or certificate unless specifically required or permitted to do so by the program pathway they are following.

Under no circumstances will a student be allowed to use the same course more than once for credit toward the General Associate Degree 0863.

Veteran's Affairs Education Benefit

For students who utilize VA Education Benefits, LCC will maintain records pertaining to student enrollments and VA certifications for a period of at least three (3) years, per State Approving Agency and Dept. of Veteran Affairs policy. Questions pertaining to LCC student VA Education Benefit records should be directed to the Center for Veteran and Family Support (CVFS).

Student General Rules and Guidelines

- Access to College Buildings
- Animals
- Cell Phones
- Drugs and Alcohol
- Examinations
- Field Trips
- LCC Email Account
- Student Organizations
- Smoking
- Technology Resources - Acceptable Use
- Student Code of Conduct

Standard Operating Procedure

Revised: June 27, 2025

The College recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior. The Student General Rules and Guidelines and Student Code of Conduct ensure the protection of student rights and the health and safety of the College community, as well as to aid in efficiently operating College programs. It is the responsibility of each student to know and abide by the Student General Rules and Guidelines and Student Code of Conduct.

The College has established procedures for reporting and addressing alleged violations of the Student General Rules and Guidelines and Student Code of Conduct in accordance with the College's Ethics and Standards of Conduct for Students Policy. These procedures are designed to provide a fair, consistent, and reliable process for all parties.

The Student General Rules and Guidelines and Student Code of Conduct apply from the time of admission to the College and continue as long as the student remains enrolled at the college. They are also applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Office of Student Compliance is an integral part of the positive educational environment at the College, and is responsible for upholding the Student General Rules and Guidelines and Student Code of Conduct. The office supports the mission of the College by responding to and resolving situations in which the behavioral choices

of students are negatively impacting the College community, or other students, including themselves.

Access to College Buildings

StarCards are currently required to enter all LCC buildings on Downtown Campus, West Campus, LCC East and Aviation Maintenance Technology Center.

Access to College buildings after normal hours of operation is restricted. Contact LCC Police Department at 517-483-1800 for access outside of normal hours of operation.

Animals

For the protection, health, and safety of the members of the College community, animals are not permitted on campus. This provision excludes service animals. For additional information please refer to the Service Animal Webpage.

Cell Phones

The use of cell phones during class is at the discretion of the instructor.

Drugs and Alcohol

LCC complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act. The College is committed to providing a campus environment free of prohibited drug and alcohol use and intoxication, consistent with federal, state, and local law, and College policy.

See the Drug and Alcohol Policy, Section 4.040, for details.

Examinations

Students are required to take examinations at scheduled appointed time and place at the discretion of instructors. Generally, examinations are given during the regularly scheduled class period with a final exam during the last week of the semester. Please see course syllabi for details.

Field Trips

Students participating in field trips and other College-sponsored events and activities must abide by all College policies

LCC Email Account

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

Student Organizations

Certain student clubs and organizations are registered at the College. For information about certain clubs and organizations or how to start a student club or organization please contact the Student Life Office. For more information, go to the LCC Clubs & Organizations webpage.

Smoking

LCC is a smoke-free campus. See the Smoking Policy, Section 6.110, for details.

Technology Resources - Acceptable Use

The LCC Acceptable Use Policy describes guidelines for the use of the College's technology resources and use of College-wide data. Use of College-owned technology resources is a privilege extended by the College to students as a tool to promote the College's mission and to enhance technological/computer literacy. College computer labs and devices/equipment for checkout from the Library and Information Technology Services are available on campus for students to complete their course work. Students are expected to follow the rules for any lab or the department which houses the computer they use. 39 This policy applies to all users of College technology resources and data, including those using the College's network via a personally owned device. Violations of this policy may result in loss of computer privileges and/or disciplinary action under the Student Code of Conduct. In addition, the user may be subject to civil and criminal liabilities. See the Acceptable Use Policy, LCC Board Policy 6.010, for details.

Student Code of Conduct

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

LCC webpage: Student General Rules and Guidelines

Student Code of Conduct

- Introduction
- Section 1: Student Code Authority
- Section 2: Jurisdiction
- Section 3: Definitions
- Section 4: Standards of Conduct
- Section 5: Student Conduct Process and Procedures
- Section 6: Sanctions
- Section 7: Appeals
- Section 8: Revisions
- Non-Discrimination Statement

Introduction

Lansing Community College (LCC) recognizes the value and importance of a safe and orderly learning environment that supports honesty, integrity, ethical conduct, personal growth, and responsible social behavior. The Student Code of Conduct and Student General Rules and Guidelines ensure the protection of student rights, the health and safety of the College community, aid in the efficient operation of College programs. It is the responsibility of each student to know, understand, and comply with the Student Code of Conduct and Student General Rules and Guidelines.

The Student Code of Conduct and Student General Rules and Guidelines apply to students from the time of admission for enrollment at LCC. Disciplinary matters will continue even if a student withdraws from LCC, is placed on interim suspension, or is on a leave of absence. Non-enrolled individuals or prospective students may be subject to the Student Code of Conduct, specifically the Due Process procedures listed in Section 5 of the Student Code of Conduct.

Student Code of Conduct and Student General Rules and Guidelines apply to any individual on College property (including buildings, grounds, structures, real estate, and vehicles that are owned, rented, leased, or otherwise under the control of LCC).

Violation of the Student Code of Conduct or Student General Rules and Guidelines on College property while not enrolled as a student may be subject to the same Due Process procedures listed in Section 5. In the event a registration hold has been placed on an individual after being found responsible for a violation of the Student Code of Conduct, the individual may need to contact the Office of Student Compliance before class registration can take place.

The implementation of these procedures is the responsibility of the Senior Director of Compliance or designee.

Section 1: Student Code Authority

The implementation of this procedure is the responsibility of the Dean of Student Affairs or designee.

1.1 The Director of Student Compliance develops procedures for administering the Student Code of Conduct and procedural rules for hearings. These procedures comply with College policies and are consistent with the Student Code of Conduct and Student General Rules and Guidelines.

1.2 Alleged violations are reported to the Office of Student Compliance. Due Process procedures listed in Section 5 are followed upon receipt of a report.

1.3 In cases of non-compliance with the Student Code of Conduct or Student General Rules and Guidelines, the College will issue appropriate sanctions (See Section 6) up to and including expulsion.

1.4 Decisions made by a Hearing Panel and/or the Director of Student Compliance (or designee) will be final. Hearing Panels are described in Section 5.10.

1.5 All final decisions are subject to the appeal process listed in Section 7.

1.6 The Student Code of Conduct process may proceed simultaneously with the separate disciplinary processes of selective admissions programs (e.g., Police Academy, Nursing, Fire Academy, Aviation, among others).

1.7 The Conduct Process may be instituted for conduct that potentially violates both law and the Student Code of Conduct without regard to any arrest or any pending civil litigation or criminal prosecution. The Conduct Process may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Senior Director of Compliance (or designee). Determinations made or sanctions imposed pursuant to this process are independent of the outcome of any civil litigation or criminal prosecution.

1.8 The College reserves the right to refer the alleged violation to authorities for criminal prosecution or to pursue civil action.

Section 2: Jurisdiction

2.1 The Student Code of Conduct and Student General Rules and Guidelines applies to conduct that occurs on college property (including buildings, grounds, structures, and real estate, and vehicles that are owned, rented, leased, or otherwise utilized by or under the control of LCC), at College sponsored activities or events, while in pursuit of an academic program, LCC digital spaces (LCC email, Learning Management System, among others), and to off-campus conduct that impacts the College.

2.2 The Student Code of Conduct and Student General Rules and Guidelines applies at all locations under the jurisdiction of the College, and also applies to all students of LCC regardless of their enrollment status or actual geographical location of a student (e.g., face-to face, hybrid, HyFlex, on-line, on-line real time, phone calls, among others).

2.3 The Student Code of Conduct and Student General Rules and Guidelines apply to students from the time of admission for enrollment at LCC.

2.4 The Student Code of Conduct and Student General Rules and Guidelines disciplinary process will continue even upon withdrawal from the College.

2.5 Violation of the Student Code of Conduct or Student General Rules and Guidelines on College property while not enrolled as a student may be subject to the same Due Process procedures listed in Section 5. In the event a registration hold has been placed on an individual after being found responsible for a violation of the Student Code of Conduct, the individual may need to contact the Office of Student Compliance before class registration can take place.

2.6 The Senior Director of Compliance (or designee) will decide whether the Student Code of Conduct or Student General Rules and Guidelines applies to conduct occurring off campus.

Section 3: Definitions

3.1 **Academic Negligence** - Unknowingly or unintentionally claiming credit for the work or effort of another person, or unknowingly or unintentionally gaining (or causing another to gain) an unfair academic advantage.

3.2 **Alcohol** - Any beverage in liquid form which contains not less than one half of one percent of alcohol by volume

3.3 **Appellate Officer:** The Senior Director of Compliance (or designee).

3.4 **Cheating** includes, but is not limited to, attempted or actual: (1) use of any unauthorized assistance in writing papers, preparing reports, solving problems, during tests or quizzes, or carrying out other assignments; (2) acquisition and use, without permission, of tests or other academic material belonging to the College, (3) Engagement in any behavior specifically prohibited by a course syllabus, or program handbook, for the purposes of academic credit; (4) Participation in assisting others to cheat or (5) other acts of dishonesty.

3.5 **College** - Lansing Community College

3.6 **College Dismissal** - Separation of the student from the College for one (1) year or more. The student may be eligible for return. Conditions for readmission may be specified. Dismissals may be effective immediately. For more information, please see section 6.1 h.

3.7 **College Official** includes any person employed or contracted by the College, performing assigned administrative or professional responsibilities.

3.8 **College Property** includes, buildings, grounds, structures, real estate, and vehicles that are owned, rented, leased, or otherwise utilized by or under the control of LCC.

3.9 **Complainant** - any person who submits a report alleging that a student violated the Student Code or Student General Rules and Guidelines, or a student who believes they are a victim of another student's misconduct.

3.10 **Conduct Officer** - the Director of Student Compliance (or designee).

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

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

See the College's Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy for an expanded definition of Consent.

3.12 **Dating or Domestic violence i**ncludes all violent criminal offenses (e.g., physical violence, interfering with personal liberty, among others) as well as intimidation, harassment, physical abuse, or sexual abuse when it is caused by someone in an intimate relationship with another person. Examples of such actions include physical abuse (hitting, slapping, shoving, grabbing, biting, hair pulling, among others.); sexual abuse (marital rape, treating one in a sexually demeaning manner, coercing or attempting to coerce sexual contact without consent, among others.); and psychological or emotional abuse (name-calling,

persistently undermining an individual's sense of self-worth or self-esteem, intentionally damaging one's relationships with others, among others).

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

See the College's Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy for an expanded definition of Dating and Domestic Violence.

3.13 **Drugs (**Substances) are defined as:

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

primarily intended or designed for use in ingesting, inhaling, or otherwise introducing, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.

Refer to the Drug and Alcohol Prevention Program (DAAPP) for further information.

3.14 **Due Process** - A student has the right: to be informed of all allegations brought against them; to be given a fair opportunity to address them; that the College be fair and equitable in its decision-making process; and that the student has the right to appeal a decision. For more information on Due Process, please see section 5.

3.15 **Ethics Policy** - refers to the Ethics and Standards of Conduct for Students.

3.16 **Expulsion** - termination of the student from the College permanently. Expulsions will be effective immediately.

3.17 **Faculty Member** - any person hired by the College to conduct classroom or teaching activities who is otherwise considered by the College to be a member of its faculty or its union.

3.18 **FERPA** refers to the Family Educational Rights and Privacy Act.

3.19 **Force** - physical force, violence, threat, intimidation, or coercion.

3.20 **General Rules** refers to the Student General Rules and Guidelines.

3.21 **Hearing Panel** - A panel may be assembled for the purpose of adjudicating Student Conduct Hearings and determining sanctions.

- Members of the Student Conduct Hearing Panel are selected from a pool of trained members appointed by the Director of Student Compliance (or designee) and are comprised of the following:
    - A Hearing Chairperson who conducts the hearing but does not participate in the deliberation;
    - One college administrator;
    - Two college faculty members; and
    - Two current students from the student body.
- In cases involving sexual misconduct, the board will be comprised of the following:

- A Hearing Chairperson who conducts the hearing but does not participate in the deliberation;
- One college administrator, and
- Two college faculty members.
- In these cases, students do not serve on a Panel in order to protect the privacy of the parties involved.

3.22 **Hazing** - LCC strictly prohibits any form of hazing. Please see section 4.8 for guidance.

3.23 **Incapacitation** is when an individual does not have the capacity to give consent due to age, mental or physical condition, or disability that impairs the individual's ability to understand and give consent. A person does not have the capacity to give consent if their judgment or awareness is impaired due to consumption of alcohol, drugs, or inhalants (voluntarily or involuntarily), or being in a state of unconsciousness, sleep, or another state in which the person does not have awareness. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in an interaction.

See the College's Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy for an expanded definition of Incapacitation.

3.24 **Interim suspension** may be imposed only in the following circumstances: to ensure the safety and well-being of members of the College community or preservation of College property; or to ensure the student's own physical or emotional safety and well-being; or if the student causes disruption of, or interference with, the normal operations of the College.

3.25 **Member of College Community** includes any person who is a student or employee of the College, or any other authorized person (such as interns, volunteers, Board members, among others).

3.26 **Status:** A person's status in a particular situation shall be determined by the Senior Director of Compliance (or designee).

3.27 **Probation** - A period of observation and review of conduct during which the student, student group, or organization must demonstrate compliance with College standards. Probation is for a designated period of time and includes the

probability of additional sanctions if the student, student group, or organization is found to violate any College regulation(s) during the probationary period. Probation may be issued for any violation(s).

3.28 **Plagiarism** includes the use, by paraphrase or direct quotation, of the published or unpublished work of another person, source, or organization without full and clear acknowledgment. It also includes stealing or passing off as one's own work, ideas, words, images, or other creative works of another; or the unacknowledged use of materials prepared by another person, source, resource, or organization.

3.29 **Policy** - The written regulations of the College as found in, but not limited to, the Course Schedule, the College Catalog, course syllabus, Student Code of Conduct, Student General Rules and Guidelines, Departmental Handbooks, the College Website, and/or other written regulations and procedures.

3.30 **Presiding Officer** is the Director of Student Compliance (or designee).

3.31 **Responding Student** means any student accused of an alleged violation of the Student Code or General Rules and Guidelines, or any other rule of policy of the College.

3.32 **Sanctions** - Punitive and/or educational measures imposed on any student and/or Student Organization for a violation(s) of the Student Code of Conduct and/or Student General Rules and Guidelines that are fair and proportionate to the violation(s). For a list of possible sanctions and their definitions, please refer to Section 6 of the Student Code of Conduct.

3.33 **Sexual Assault** - Any non-consensual sexual contact, including but not limited to non-consensual sexual penetration.

- **Non-Consensual Sexual Contact** (e.g., fondling) is any intentional sexual touching, however slight, by any person upon another person that is without consent and/or accomplished by force or threat of force. Sexual contact includes (1) intentional contact with a person's breast, buttock, groin, or genitals, or (2) touching another with any of these body parts or with any object, or (3) making another touch you or themselves with or on any of these body parts, or (4) any other intentional bodily contact in a sexual manner.
- **Non-Consensual Sexual Penetration** (e.g., rape) is any sexual penetration, however slight, by a person upon another person that is

without consent and/or accomplished by force or threat of force. This includes vaginal or anal penetration, no matter how slight, by any body part or object; or oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

See the College's Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy for an expanded definition of Sexual Assault.

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

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

3.3**5** **Sexual Harassment** is unwelcome, sexual, sex-based, and/or gender-based verbal, non-verbal, written, electronic, online, and/or physical conduct that is so severe or pervasive that it unreasonably interferes with a person's College employment, academic performance, or participation in College programs or activities and creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile, or offensive. Sexual harassment may include, for example, unwelcome sexual advances, requests for sexual favors, acts of sexual violence, physical contact of a sexual nature, or verbal or non-verbal conduct of a sexual nature.

- A hostile work/educational environment is created when sexual harassment is sufficiently severe, persistent, or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational or employment programs or activities.
- Quid Pro Quo Harassment is (1) unwelcome sexual advances, (2) requests for sexual favors, and (3) other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a term or condition of (a) employment or educational opportunities, or (b) receiving the benefits of any educational or employment program or activity, or (c) rating or evaluating an individual's education or employment progress, development, or performance.

3.36 **Stalking** means a course of harassment directed at a specific person that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested, or to fear for her, his, their, or others' safety, or to suffer substantial emotional distress. Conduct that can amount to stalking may include any combination of actions directed at another person, whether done directly, indirectly, through others, via devices, or by any other methods or means (specifically including electronic means), including but not limited to:

- Following, appearing within sight of, or confronting a person;
- Being or remaining in close proximity to a person;
- Appearing at a person's residence or place of employment;
- Monitoring, observing, or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating with a person by telephone, mail, or electronic communications;
- Placing an object on or delivering an object to a place owned, leased, or occupied by a person;
- Interfering with or damaging a person's property (including pets).

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the complainant.
- **Substantial emotional distress** means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

3.37 **Student** - For the purpose of an application of the Student Code of Conduct Student is defined as persons currently admitted or enrolled (or upon the issuance of a student number) at the College, full-time or part-time. This definition includes individuals who are separated from the College (e.g., on leave of absence, graduated, college dismissal, suspended, interim suspension, among others).

3.38 **Student Code** refers to the College's Student Code of Conduct.

3.39 **Student Group or Organization** - A group of students who may or may not have been recognized by the College as having a specific affiliation (such as registered student organizations and clubs, athletic teams, college-sponsored groups, among others).

3.40 **Suspension** - Temporary separation of a student from the College. Suspension is imposed upon a student as a result of being found responsible for violating the Student Code of Conduct, Student General Rules and Guidelines, or College Policy. Suspension will be for a specified length of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred.

3.41 **Artificial intelligence (AI) -** The capability of computational systems to perform tasks normally completed by humans, including learning, reasoning, problem solving, and decision making.

3.42 **Generative AI** - Artificial Intelligence services that generate content, including text, images, music, audio and videos (e.g., ChatGPT, DALL·E, GitHub, Copilot, Claude, Gemini, among others).

3.43 **AI-Assisted Work** - Any academic or administrative output that has been influenced or created with the help of AI tools.

Section 4: Standards of Conduct

Conduct - Rules and Regulations

This section outlines prohibited conduct. Sanctions, as outlined in Section 6, may be imposed for any student who accepts responsibility for or is found responsible for violating the following rules and regulations:

4.1 **Acts of dishonesty,** including but not limited to:

a. Cheating (as defined in Section 3).
b. Plagiarism (as defined in Section 3).
c. Academic negligence (as defined in Section 3) and any other forms of academic dishonesty.
d. Misrepresentation: Engaging in conduct that tends to deceive, mislead, or misinform any college official, faculty, LCC employee, or office, or attempting to engage in the aforementioned conduct.
e. Forgery, alteration, falsification, misrepresentation, artifice to defraud, or misuse of any official document, record, or instrument of identification used by or issued by the College.
f. Attempted, or actual Financial Aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.

4.2 **Disruption:** Any behavior that operates as a disruption to instruction, research, disciplinary procedures, or authorized events and services. This policy is consistent with LCC Advocacy and Freedom of Speech policy. Please review LCC's Advocacy and Freedom of Speech Policy for more information.

4.3 **Physical violence or assault; threats of physical violence;** or threatening behavior which causes harm, or produces a risk of harm that would cause fear in a reasonable person; or other conduct which threatens or endangers the health or safety of any person or group of persons or the College community (including, but not limited to, messages stated in-person, phone, text message, email, messaging apps, social media networks, or any electronic format, among others).

4.4 **Intimidation; harassment; coercion; bullying;** or other conduct which creates an intimidating or threatening environment which causes harm, or produces a risk of harm that would cause fear in a reasonable person; or threatens or endangers the health or safety of any person or group of persons (including, but not limited to, messages stated in-person, phone, text message,

email, messaging apps, social media networks, or any electronic format, among others).

4.5 **Unlawful discrimination or related harassment**

No student or applicant for admission to any of the College's educational programs or services shall be discriminated against on the basis of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, pregnancy, pregnancy-related conditions, veteran status, or other status protected by law or genetic information that is unrelated to the person's ability to participate in educational programs, courses, services, or activities offered by the College.

The College prohibits retaliation or reprisals against any individual because the individual has filed a complaint or report about, participated in an investigation of, or otherwise opposed unlawful discrimination.

Anyone who is aware of possible retaliation or has concerns regarding the response to a complaint of prohibited discrimination or harassment should immediately report such concerns to the Equal Opportunity Officer, who will investigate the matter and pursue any appropriate corrective action.

For more information or to file a complaint please see the College Nondiscrimination Webpage and the College Nondiscrimination Policy.

4.6 **Sexual misconduct**, including:

- Dating or Domestic Violence (as defined in Section 3)
- Sexual Assault - Non-Consensual Sexual Contact (as defined in Section 3)
- Sexual Assault - Non-Consensual Sexual Penetration (as defined in Section 3)
- Sexual Exploitation (as defined in Section 3)
- Sexual Harassment (as defined in Section 3)
- Stalking (as defined in Section 3)
- Retaliation (as defined below)

All members of the LCC community, regardless of their sexual orientation or their gender or gender expression, or gender identity, have the right to engage in their College education, work, and other activities free from all forms of sex or gender-based discrimination or harassment, including sexual misconduct. Sexual misconduct includes all forms of sexual harassment as well as acts of

sexual assault, dating or domestic violence, stalking, sexual exploitation and intimidation, and retaliation. Consensual or non-consensual sexual activities are prohibited in non-residential areas of the College. All members of the LCC community are required to conduct themselves in a manner that does not infringe upon the rights of others.

No person shall be penalized for good faith utilization of channels available for resolving concerns dealing with prohibited discrimination or harassment. The College strictly prohibits any adverse or retaliatory action against any individual for making a good faith report, providing information, exercising one's rights or responsibilities under College policy, or otherwise being involved in the process of responding to, investigating, or addressing, or opposing any alleged incidents of prohibited discrimination or harassment, including allegations of sexual misconduct. Any person who engages in any retaliatory actions against any such individual for having engaged in these legally protected activities will be subject to disciplinary action that may include, but is not limited to, expulsion from the College and termination of employment. In addition, any person who engages in such retaliatory actions may be subject to criminal prosecution and may become liable in civil litigation.

Making deliberately false accusations of discrimination or harassment violates College policy and may violate other standards of conduct. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of discrimination or harassment does not constitute proof of a false and/or malicious accusation.

Anyone who is aware of possible retaliation or has concerns regarding the response to a complaint of prohibited discrimination or harassment, including allegations of sexual misconduct, should immediately report such concerns to the Title IX Coordinator who will investigate the matter and take appropriate corrective action.

See the College's Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy and Title IX and Sexual Misconduct Resources for more information. See the Student Title IX and Sexual Misconduct Procedure for procedures and information to file a complaint.

4.7 **Theft or attempted theft:** Theft or attempted theft of College property is prohibited conduct, the property of any member of the College community, or other personal or public property, whether on or off campus; unauthorized

possession or use of such property; and damage to or destruction of such property.

4.8 **Hazing**: LCC complies with all applicable state and federal hazing laws, including Garrett's Law (MCL 750.411t) and the Stop Campus Hazing Act (20 U.S.C. § 1092(f)), as amended by the Stop Campus Hazing Act (Pub. L. No. 118-173), and strictly prohibits any form of hazing.

The hazing definition under Michigan law (MCL 750.411t) applies to this policy.

Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Hazing includes, but is not limited to, any of the following that is done for such a purpose :

1. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
3. Activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
4. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

- Organization means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.
- Pledge means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.
- Pledging means any action or activity related to becoming a member of an organization.
- Serious impairment of a body function includes one or more of the following:

1. Loss of a limb or loss of use of a limb.
2. Loss of a foot, hand, finger, or thumb, or loss of use of a foot, hand, finger, or thumb.
3. Loss of an eye or ear, or loss of use of an eye or ear.
4. Loss or substantial impairment of a bodily function.
5. Serious visible disfigurement.
6. A comatose state that lasts for more than 3 days.
7. Measurable brain or mental impairment.
8. A skull fracture or other serious bone fracture.
9. Subdural hemorrhage or subdural hematoma.
10. Loss of an organ.

The Hazing definition under the Stop Campus Hazing Act applies to this policy.

Hazing for reporting statistics is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate. This includes:

1. Acts that occur during the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization, and
2. Actions that cause or create a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including;

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law

The term 'student organization' for purposes of reporting statistics, means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

4.9 **Failure to comply:** Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties.

4.10 **Unauthorized possession, duplication, or use of keys or access cards to any College property**; unauthorized entry to or use of any College property; or providing to an unauthorized person the means of unauthorized access.

4.11 **Violation of any College policies, rules, or procedures.**

4.12 **Violation of any federal, state, or local law.**

4.13 **Use, possession, purchase, sale, dispensation, distribution, or manufacture of any drug** (substance), or being impaired by any drug (substance) on College property, at College-sponsored events, and while pursuing an academic program. Drugs (substances) are defined as a controlled substance in the Federal Controlled Substance Act; an illegal drug that is unlawful to use, possess, sell, or transfer under state or federal law (where federal and state laws conflict, federal law applies); inhalants that produce mind-altering effects when inhaled; and prescription drugs (including prescriptions not issued to the student) and over-the-counter medications which cause impairment to the point of incapacitation. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia is also prohibited on College property. Drugs (substances) are further defined in Section 3.

a. Drug (substance) violation type:
b. Use and/or possession
c. Purchase, sale, and/or dispensation
d. Distribution and/or manufacture
e. Impairment and/or Under the Influence of drugs
f. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia

See the Drug and Alcohol Policy for more information.

4.14 **Use, possession, purchase, sale, dispensation, distribution, or manufacture of alcohol, or being impaired by alcohol** (except as expressly permitted by College regulations) on College property, at College-sponsored events, and while pursuing an academic program. Alcohol is defined as any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume. Alcohol may not, in any circumstance, be used by, possessed by, purchased, or sold by, dispensed or distributed by, or to any person under twenty-one (21) years of age on College property, at College-sponsored events, and while pursuing an academic program.

a. Alcohol violation type:
b. Use and/or possession
c. Purchase, sale, and/or dispensation
d. Distribution and/or manufacture
e. Impairment and/or Under the Influence of Alcohol
f. Under age 21

See the Drug and Alcohol Policy for more information.

4.15 **Smoking**: Smoking and/or vaping of tobacco or any other products is prohibited on all College property, at College-sponsored events, or in vehicles owned, rented, leased, or otherwise under the control of the College.

See the Smoking Policy for more information.

4.16 **Possession or use of weapons** including firearms (even as permitted by law); devices from which an electrical current, impulse, wave, or beam may be directed that is designed to incapacitate temporarily, injure, or kill; instruments or devices that operate based on spring, gas, or air, or contains explosive materials; instruments or devices such as a knife that has a sharp blade greater than 3 inches; instruments or devices such as brass knuckles designed or customarily possessed for use as a weapon; chemicals, biological, radioactive, or other dangerous substance or compound used as a weapon; or any explosive device on College property, at College-sponsored events, and while pursuing an academic program.

College property includes buildings, grounds, structures, and real estate owned, rented, leased, or otherwise under the control of the College and vehicles that are owned, rented, leased or otherwise utilized by or under the control of the College.

See the Weapons Policy for more information.

4.17 **Disorderly Conduct** - Conduct that is disruptive, lewd, lascivious, or indecent, regardless of intent, which breaches the peace of the College. When a person intentionally causes public inconvenience, or alarm, or recklessly creates a risk of harm. This includes but is not limited to fighting, disruption of College administration, or disturbing any lawful assembly, or creating a hazardous condition.

Breach of peace; engaging with another person to breach the peace on College property or at College-sponsored events. Disorderly conduct also includes the use of any device to capture audio, video, or digital recording or photograph of any person while on College property, at College-sponsored events, and while pursuing an academic program where there is a reasonable expectation of privacy.

See the Advocacy - Freedom of Speech Policy for more information.

4.18 **Obstruction of Traffic**: Obstruction of the flow of pedestrian or vehicular traffic on College property or at College sponsored events is prohibited.

4.19 **Technology and Acceptable Use:** Theft, abuse, unethical use, and/or misuse of College technology, computing facilities, and resources, including but not limited to:

a. Unauthorized access to a file to use, read, or change the contents, or for any other purpose.
b. Unauthorized transfer of a file.
c. Use of another individual's credentials and/or password.
d. Use of computing facilities and technology resources to interfere with the work of another student or employee of the College.
e. Use of computing facilities and technology resources to send obscene or abusive messages and or materials.
f. Use of computing facilities and technology resources to interfere with the normal operation of College computing systems.
g. Use of computing facilities and technology resources in violation of copyright and intellectual property laws.
h. Any violation of the LCC Acceptable Use Policy.

4.20 **Abuse or obstruction of the Student Conduct Process**; Abuse or obstruction of the Student Conduct Process including but not limited to:

a. Falsification, distortion, or misrepresentation of information.
b. Disruption or interference with the orderly process of a student conduct meeting or hearing proceeding.
c. Attempting to influence, intimidate, or discourage an individual's participation throughout the conduct process directly or indirectly.
d. Attempting to influence the impartiality of a Conduct Officer, a Presiding Officer, a Hearing Panel member, or Appellate Officer.
e. Harassment (verbal or physical) and/or intimidation of a Conduct Officer, a Presiding Officer, a Hearing Panel member, an Appellate Officer, or any individual involved in the Conduct Process.
f. Failure to comply with the decisions, informal resolution decisions, sanction(s), and/or interim or supportive measures imposed under the Student Code of Conduct.
g. Influencing or attempting to influence another person, or aiding, abetting, conspiring, or hiring another person, or being an accessory to a prohibited act, to violate the Student Code of Conduct or commit an abuse of the Student Conduct Process.

4.21 Ethical Standards and Conduct: Students are expected to follow ethical standards and conduct themselves as responsible members of the College community.

4.22 Unauthorized Use of Artificial Intelligence

The college defines Artificial Intelligence (AI) as the capability of computational systems to perform tasks normally completed by humans, including learning, reasoning, problem solving, and decision making. This includes Generative AI (services that generate text, images, music, audio, and/or videos such as Chat GPT, DALL·E, GitHub, Copilot, Claude, Gemini, among others) and any AI-Assisted Work (academic output influenced or created with the help of AI tools).

Using AI, Generative AI, or presenting AI-Assisted Work for any academic assignment must follow the guidelines provided through assignment instructions and/or guidance provided in the course syllabus.

Unauthorized use of AI constitutes academic dishonesty and is a violation of the Student Code of Conduct. Any submitted work must represent the student's own original thought, effort, and learning.

Please refer to your course's syllabus for guidance on allowable usages of AI in each of your courses.

Violation of Law and Student Code of Conduct

The Conduct Process may be instituted for conduct that potentially violates both law and the Student Code of Conduct without regard to any arrest or the pendency of any civil litigation or criminal prosecution. The Conduct Process may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Senior Director of Compliance (or designee). Determinations made or sanctions imposed pursuant to this process are independent of the outcome of any civil or criminal processes.

Section 5: Student Conduct Process and Procedures

All written communication to students regarding the Student Conduct Processes and Procedures will be sent to the student's LCC email address and/or the current mailing address on file with the College. As stated in the Student General Rules and Guidelines, all LCC students are expected to regularly check and respond to communications using their LCC student email address.

The Director of Student Compliance maintains authority over conduct and scheduling of all proceedings. The Director may remove from the proceedings any individual that unduly interferes with the process. Additionally, the Director reserves the right to suspend, adjourn, or terminate any meeting at their discretion to preserve investigatory integrity and/or ensure administrative order

Initial Steps

The Student Conduct Process begins when the Office of Student Compliance receives a report. A Member of the College community submits a report when they become aware of any potential violations by a student of the Student Code of Conduct or Student General Rules and Guidelines. Reports may be made to the Office of Student Compliance via the Online Reporting Form.

5.1 The Director of Student Compliance (or designee) will conduct a review and investigate the report to determine if the allegations have merit.

If the allegations are determined to not have merit, the reporting party will be notified in writing stating the reasons, and the matter will be closed. Such disposition shall be final, and there shall be no subsequent proceedings unless the College becomes aware of additional material information that may lead to a different conclusion.

5.2 If it is determined that the allegations have merit, the responding student will be notified in writing of the allegations and alleged violation(s). The notification will

direct the student to schedule an appointment with the Director of Student Compliance (or designee) to review the facts concerning the alleged violation(s) in order to determine if the process will move forward.

Student Meeting

5.3 During the meeting the responding student meets with the Director of Student Compliance (or designee). Other College Officials may be present at the discretion of the Director. Meetings are not open to the public, but the student may have a support person or advisor present during the meeting. The responding student is responsible for presenting their own information, and therefore, a support person or advisor is not permitted to speak or to participate directly in the meeting. If the responding student would like a support person or advisor present during the meeting they must make this known at the time of scheduling the meeting, and completion of a Release of Information (FERPA) form will be required. Meetings may be facilitated via video conference at the sole discretion of the Director of Student Compliance (or designee). If a disruption occurs during a meeting, the Director of Student Compliance (or designee), at their discretion, may have the disruptive party removed.

5.4 After reviewing the facts with the responding student and completing any additional witness meetings, investigation or follow-up as needed, a decision will be made as to whether to proceed with formal charges under the Student Code of Conduct. The College uses the preponderance of the evidence standard in determining responsibility for a violation. Preponderance of the evidence is defined as "more likely than not". Based on the facts and circumstances presented, charge(s) may be amended, changed, or dismissed with timely notification to the student.

5.5 In the event that the responding student fails to contact the Office of Student Compliance within five (5) business days of the written notification, a hold may be placed on the student's record which may result in the student's enrollment being delayed. The Director of Student Compliance (or designee) will then review the facts available without the student and make a decision whether to proceed with a Student Conduct Process.

5.6 If a decision is made to move forward with charges, the responding student will be notified in writing of the alleged violation(s), and may elect to do one of th following:

- Admit to the alleged violation(s) and request, in writing, that the Director of Student Compliance (or designee) determine sanctions; or
- Admit to the alleged violation(s) and request a Student Conduct Hearing for determination of sanctions; or
- Deny the alleged violation(s), and request a Student Conduct Hearing for Student Conduct Hearing

5.7 In the event that the responding student does not make an election of one of the three options listed above in 5.6 within ten (10) business days of the written notification, then the Director of Student Compliance (or designee) will determine sanctions.

5.8 A hearing will be scheduled as promptly as possible for students who request a hearing as determined under Section 5.6.

5.9 The responding student and complainant shall be given written notice of the time, date, and place of the hearing; a list of the Hearing Chairperson and Hearing Panel members; the alleged violations of the Student Code of Conduct; and additional instructions regarding Student Conduct Hearing preparation.

5.10 Members of the Student Conduct Hearing Panel are selected from a pool of trained individuals appointed by the Director of Student Compliance (or designee) and are comprised of the following:

- Chairperson who conducts the hearing but does not participate in the deliberation;
- One college administrator;
- Two college faculty members; and
- Two current students from the student body.
    - In cases involving sexual misconduct, the board will be comprised of the following:
- A Hearing Chairperson who conducts the hearing but does not participate in the deliberation;
- One college administrator; and
- Two college faculty members.
- In these cases, students do not serve on the hearing panel in order to protect the privacy of the parties involved.

5.11 Student Conduct Hearings shall be carried out according to the following guidelines:

a. The Student Conduct Hearing will be scheduled at the convenience of the sitting Panel members. Efforts will be made, however, to schedule the hearing within three (3) weeks of the date the student requested a hearing. Depending on their complexity, it may take longer to schedule a hearing.
b. The parties will provide the Hearing Chairperson with a list of witnesses, and copies of documents and/or evidence they propose to present, if any, at the hearing, on or before a date set by the Director of Student Compliance (or designee) (as communicated in the written hearing notice to the parties referenced in 5.9). The Director of Student Compliance (or designee) will then provide each party with the list of Hearing Panel members, witnesses and identification of case documents and/or evidence submitted by each party, if any, not later than four (4) days before the scheduled hearing date. Depending on case complexity, timelines and deadlines for identification and notification of witnesses, documents, and/or evidence may be extended.
c. In the absence of good cause, as determined by the Chairperson at their sole discretion, the parties may not introduce witnesses, documents, and/or other evidence at the hearing that were not provided to the Chairperson on or before the date set by the Director of Student Compliance (or designee) (as communicated in the written hearing notice to the parties referenced in 5.9). The parties are also responsible for the attendance of their witnesses at the hearing.
d. Student Conduct Hearings are not open to the public. In cases involving sexual misconduct under the Student Code of Conduct, the College will keep the complaint and investigation confidential to the extent possible or as required by law.
e. The Complainant and the responding student may have a support person or advisor present during the hearing. The complainant and the responding student are responsible for presenting their own information. The support person(s) or advisor(s) are not permitted to speak or to participate directly in the hearing. Parties should select a support person or advisor whose schedule allows attendance at the scheduled date and time of the hearing. If the complainant or responding student would like a support person or advisor present during the hearing, they must make this known on or before a date set by the Director of Student Compliance (or designee)(as communicated in the written hearing notice to the parties referenced in 5.9), and completion of a Release of Information (FERPA) form will be required.
f. The complainant, responding student and their support person(s), or advisor(s) will attend the entire hearing (excluding deliberations).
g. Admission of any other person(s) to the hearing beyond the Hearing Panel members, named witnesses, and Office of Student Compliance staff, shall be at the sole discretion of the Chairperson (or designee).

h. In Student Conduct Hearings involving more than one responding student, the Director of Student Compliance (or designee), at their sole discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
i. The complainant, responding student, and witness will provide information to and answer questions from the Hearing Panel. Questions among the parties will be directed through the Hearing Chairperson. Acceptance of potential information/questions shall be at the sole discretion of the Chairperson.
j. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Hearing Panel at the sole discretion of the Chairperson (or designee).
k. All procedural questions are subject to the final decision of the Chairperson.
l. Requests for a continuance shall be at the discretion of the Chairperson.
m. After all pertinent information has been received, the Hearing Panel shall determine (by majority vote) whether the responding student is responsible or not responsible for each alleged violation of the Student Code of Conduct. The Hearing Panel will also recommend an appropriate sanction(s) to the Chairperson.
n. The Panel may also recommend a different charge(s) to the Chairperson if they believe the facts support other violation(s) of the Student Code of Conduct. If the Panel recommends new charges, and they are approved by the Chairperson, a new notice of alleged violation(s) will be sent to the responding student beginning with step 5.1.
o. The Hearing Panel's standard used in the determination of whether the responding student violated the Student Code of Conduct and/or Student General Rules and Guidelines is based on the preponderance of the evidence standard. Preponderance of the evidence is defined as "more likely than not.".
p. If a disruption occurs during the hearing, the Director of Student Compliance and/or the Chairperson, at their discretion may have the disruptive party removed from the hearing.
q. There shall be a single verbatim record of all Student Conduct Hearings. Deliberations shall not be recorded. The record shall be the property of the College. Any digital recording will be maintained only until the appeal process has concluded (if applicable) or until the time of appeal has lapsed. The digital recordings are not part of the public domain or subject to a Freedom of Information Act (FOIA) request.
r. If a responding student or complainant, with notice, elects not to participate in the Student Conduct Hearing, they shall be considered to have waived the right to appeal. The hearing will proceed as scheduled and a determination will be made by the Hearing Panel with the student in absentia.
s. The Director of Student Compliance and/or Chairperson may accommodate concerns for personal safety and well-being of all parties.

They may do so by providing separate facilities, by using a visual screen, by authorizing participation by video conference, among other options dependent upon the circumstances of the parties and case complexity. In such cases, notice will be given to all parties as to the reason for the decision.

t. Once the Hearing Panel has made a decision the Hearing Panel will make recommendations to the Chairperson regarding appropriate sanction(s) if applicable.
u. After receiving the Panel recommendations, the Chairperson shall make a final determination of the most appropriate sanction(s) proportionate to the violation(s), taking into consideration the Hearing Panel's recommendations.

Informal Resolution

5.12 If the complainant requests an alternate form of resolution, and the responding student agrees, then the parties will engage in an informal process. If the Informal Resolution results in mutual satisfaction of both parties, then the case will be considered adjudicated. If the case is not adjudicated, then it will be forwarded to the Hearing Panel for a Student Conduct Hearing.

5.13 The College will obtain the parties' voluntary, written consent to the Informal Resolution, and will provide the parties written notice disclosing the allegations and the requirements of the Informal Resolution Process. The College may also determine when an Informal Resolution may be appropriate. Either party can withdraw from an Informal Resolution at any time prior to agreeing to the resolution. The College may propose sanctions as part of the Informal Resolution, and both parties must agree to the resolution.

5.14 Informal Resolution provides an opportunity for the complainant and the responding student to state their positions regarding the incident as well as to communicate their proposed solutions. These meetings can take place in person or online; there will be no hybrid option available. Both parties must attend the Informal Resolution in front of the Director of Student Compliance (or designee), who facilitates the Informal Resolution. Both parties must fully participate.

5.15 The Director of Student Compliance (or designee) will facilitate the Informal Resolution. Informal Resolution proceedings are not open to the public, but the parties may have a support person or advisor present. The parties are responsible for presenting their own information, and therefore, a support

person or advisor is not permitted to speak or to participate directly in the proceeding. If the complainant or responding student would like a support person or advisor present, they must make this known at the time of consenting to the Informal Resolution, and completion or a Release of Information (FERPA) form will be required.

5.16 If the responding student elects to acknowledge their actions and take responsibility for the alleged violation(s), the Presiding Officer will ask for input form the parties in deciding the appropriate sanction(s). The Presiding Officer will present the proposed sanction(s) to the parties. The parties must agree on the sanction(s).

a. If the parties disagree, further discussion will take place until the parties are in agreement. Once an agreement on sanctions has been reached, the Informal Resolution will be concluded, and the case will be resolved without any further rights of appeal by either party.
b. The Presiding Officer may also issue supportive measures, such as a no-contact order, agreed upon by the parties as deemed appropriate. In the event an agreement cannot be reached regarding sanction(s), the case will be forwarded to the Hearing Panel for a Student Conduct Hearing.

5.17 If the responding student elects to contest their actions and deny responsibility for the alleged violation(s), and the complainant agrees, the Informal Resolution will be concluded, and the case will be closed without and further rights of appeal by either party. The case, however, may be reopened if material additional information becomes known.

a. If the complainant disagrees, further discussion may take place with agreement from the parties, or the case will be forwarded to the Hearing Panel for a Student Conduct Hearing.
b. The parties may also discuss mutually agreed upon supportive measures such as a no-contact order or change in schedule that may bring resolution to the matter without a finding of responsibility.

Outcome of Student Meeting, Hearing, or Informal Resolution

5.18 The parties will receive a written notification of alleged violations, as well as the outcome and final decision of the meeting, hearing or informal resolution including a rationale for the decision.

Complainants of sexual misconduct under the Student Code of Conduct will receive a copy of the actual written notification and sanction letter sent to the responding student.

Section 6: Sanctions

6.1 The Conduct Officer, Presiding Officer, or Hearing Panel and the Chairperson will consider the sanctions listed below for any student found responsible for a violation(s) of the Student Code of Conduct or Student General Rules and Guidelines. Sanctions are to be fair and proportionate to the violation(s). Sanction(s) may be educational and restorative in nature. The panel may consider any record of past violations of the Student Code of Conduct or Student General Rules and Guidelines as well as the nature and severity of such past violation(s). Any sanction(s) issued will include a rationale in the written determination. The College will issue sanctions consistent with the impact of the offense on the College community. Progressive sanctioning principles will be followed in that the student's prior discipline history at the College will be taken into account. The following sanctions may be issued:

a. **Written Warning** - A written notice to the student that the student has violated College regulations. A written notice to a student who may have violated College rules or regulations. Multiple written warnings may lead to a formal charge(s) under the Student Code of Conduct, Student General Rules and Guidelines, or College policy.
b. **Probation** - A period of observation and review of conduct during which the student, student group, or organization, must demonstrate compliance with College standards. Probation is for a designated period of time and includes the probability of additional sanctions if the student or student group or organization is found to violate any College regulation(s) during the probationary period. Probation may be issued for any violation(s). Upon readmission from suspension or dismissal students will be placed on a probationary status.
c. **Restrictions** - Temporary or indefinite loss of access to specific areas of the college or loss of the ability to participate in certain groups, activities, or events for a designated period of time. A rationale will provide a basis for the decision.
d. **Restitution** - A requirement that a student pay for damages or losses resulting from acts committed by the student. Restitution must be paid prior to the deadline set for completion of sanctions.
e. **Discretionary Sanctions** - Educational assignments, essays, or other related discretionary as deemed appropriate by the Director of the Office of Student Compliance.

Discretionary sanctions may be issued for any violation(s). Discretionary sanctions for drug and alcohol offenses specifically, may include assignments, essays, informational meetings, meeting with an LCC Counselor to discuss drug and alcohol abuse, and education programs. Discretionary sanctions for sexual misconduct offenses specifically, may include meeting with an LCC Counselor to discuss sexual harassment and/or referral to educational programs.

f. **No Contact Order** - an order prohibiting contact between the responding student and the complainant, witnesses, and/or other individuals including any/all unwarranted communications between the parties including, but not limited to, communication via technology, third party communication, or face to face.

   Prohibits contact between a responding party and the complainant, witnesses, and/or other individuals associated to an incident. This prohibits any and all unwarranted communication between the parties. This includes, communication via technology, third party communication, or face to face, among others.

g. **Suspension** - Separation of the student from the College for a specified length of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred (e.g., a suspension issued toward the end of a semester may be deferred to the day after the end of that semester).

   When students are issued a suspension, re-entry to the College is determined at the return from suspension meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from suspension meeting.

h. **Dismissal** - College initiated separation of a student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified in writing. Dismissals will be effective immediately.

   When students are issued a College Dismissal, re-entry to the College is determined at the return from College Dismissal meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from College Dismissal meeting. The College does not have a specific re-entry program for students with alcohol and drug violations beyond what is listed here.

i. **Expulsion** - Permanent removal and separation of a student from the College. Expulsions are effective immediately.

j. **Revocation of Admission and/or Degree** - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or

other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

k. **Withholding Degree or Certificate** - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

6.2 One or more of the sanctions listed above may be imposed for any single violation.

6.3 The following sanctions may be imposed for student groups or organizations:

a. Those sanctions listed above in 6.1 (a-j).
b. Loss of rights and privileges for a specified period of time.
c. Loss of Recognition - Registered Student Organizations may lose recognition and will be deprived of the use of College resources, the use of the College's name, and the right to participate in College or campus-sponsored activities. The loss of recognition may be for a specific period of time or for an indefinite period of time until stated all conditions are met.

Interim Suspension

6.4 In certain circumstances, the Director of Student Compliance (or designee), may impose an interim suspension at the onset of the Student Conduct Process.

6.5 Interim suspension may be imposed in the following circumstances:

a. to ensure the safety and well-being of members of the College community or preservation of College property; or
b. to ensure the student's own physical or emotional safety and well-being; or
c. if the student causes disruption of, or interference with, the normal operations of the College.

6.6 During the interim suspension, a student shall be denied access to the campus including classes and/or all other College activities or privileges for which the student might otherwise be eligible, as determined by the Director of Student Compliance (or designee).

6.7 Students may appeal an interim suspension by submitting a written statement within two business days of receiving written notification of the interim

suspension to the Office of Student Compliance. The written statement should outline why the interim suspension is inappropriate. The Senior Director of Compliance (or designee) will review the appeal and provide a response within 5 business days.

6.8 The interim suspension does not replace the student conduct process, which shall proceed up to and including the completion of a Student Conduct Hearing, if required.

Section 7: Appeals

7.1 Either party (responding student or complainant) may appeal the decision of the Director of Student Compliance (or designee) or the decision of the Hearing Panel within ten (10) business days of the date of the decision. Appeals must be in writing by completing the appeal form, including any additional information, and submitting it to the Office of Student Compliance. Both parties will be notified in writing upon receipt of an appeal.

7.2 The Senior Director of Compliance (or designee) will have the sole authority to determine whether or not an appeal warrants further review. An appeal that has been accepted for review will be limited to a review of the information submitted in the appeal. In addition, for appeals regarding the Hearing Panel's decision, the review may include the verbatim record of the Student Conduct Hearing and supporting documents. Appeals may be considered for one or more of the following reasons:

a. A procedural irregularity that affected the outcome of the matter;
b. New evidence that was not reasonably available at the time determination regarding responsibility was made, that could affect the outcome of the matter;
c. A demonstrable bias by a member(s) of the Hearing Panel;
d. A sanction that is (substantially) disproportionate to the severity of the violation(s).

7.3 If an appeal is based on 7.2(a), (b), or (c) (as listed above) and is approved by the Senior Director of Compliance (or designee), the matter will be returned to a new Student Conduct Hearing Panel and Chairperson for a hearing or rehearing, which will take into consideration the suggestions made by the Senior Director of Compliance.

7.4 If an appeal is based on 7.2 (d) (as listed above) and is approved by the Senior Director of Compliance (or designee), the matter will be returned to a new Student Conduct Hearing Panel and Chairperson to determine sanction(s) only.

7.5 If an appeal is granted and referred to a new Hearing Panel and Chairperson, their final decision will be binding upon all parties involved.

7.6 If an appeal is not approved by the Senior Director of Compliance (or designee), the matter shall be considered final and binding upon all involved.

7.7 Both parties will be notified in writing of the appeal outcome, including the rationale for the decision.

Section 8: Revisions

This Procedure may be revised, in writing, by the College at any time in compliance with regulatory guidance, College policies, and procedures. The College will maintain the most updated procedure on the LCC website.

Revised: 07/15/2026

Non-Discrimination Statement:

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

For information regarding the nondiscrimination policies, contact: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square, Suite 150, Lansing, MI 48933, 517-483-1730.

For employees 504/ADA Accommodations contact: HR Director of Total Compensation, Administration Building, 610 N. Capitol Ave, Suite 106, Lansing, MI 48933, 517-483-1875.

For students 504/ADA Accommodations contact: Care Services Manager, Center for Student Access, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1358.

For Employee Title IX reporting or complaints, contact: Associate Director of Risk Management & Legal Affairs, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square, Suite 150, Lansing, MI 48933, 517-483-1759, and/or U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

For Student Title IX reporting or complaints, contact: Director of Student Compliance, Student Title IX Coordinator, Washington Court Place, 309 N. Washington Square, Suite 115, Lansing, MI 48933, 517-483-9631.

To File a Complaint

To report a student

Student Title IX Complaint Form

Robert Eadie
Director of Student Compliance & Student Title IX Coordinator
309 N. Washington Square, Suite 115
Lansing, MI 48933
Phone: 517-483-9631
Email: LCC-OSC@star.lcc.edu

To Report An Employee, Guest, Or Vendor

Employee Title IX Complaint Form

Elizabeth Cahill
Associate Director of Risk Management & Legal Affairs, Employee Title IX Coordinator
309 N. Washington Square, Suite 150
Lansing, MI 48933
Phone: 517-483-1759
Email: cahille1@star.lcc.edu

Anonymous complaints regarding an employee, guest, or vendor should be completed by calling the Human Resources direct line at 517-483-1870, faxing to 517-483-1883 or by emailing (hr-t9@star.lcc.edu).

Anonymous reports may result in the College conducting an investigation, but the College's ability to deal with an incident may be limited by a lack of necessary information.

To file an EEO Complaint

EEO Complaint Form

(harassment based on race, religion, disability, or other non-gender based issues)

JR Beauboeuf
Director of Risk Management
Equal Opportunity Officer & Title IX Coordinator
309 N. Washington Square
Lansing, MI 48933
Phone: 517-483-1730
Email: beauboej@lcc.edu

LCC webpage: Student Code of Conduct

What We Offer

- Arts & Sciences Division
- Athletics
- Business & Community Institute - Specialized Workforce Training
- Capital Area Michigan Works
- Community Education & Workforce Development (CEWD) Division
- Graduation
- Guest Students
- Health & Human Services Division
- High School-Based Programs
    - High School Dual Enrollment Program
    - Local Partnerships
    - HOPE and Promise Scholarships
- LCC Foundation
- Student Affairs Division
- Technical Careers Division

Arts & Sciences Division

The Arts & Sciences (A&S) Division offers Math, Science, English, Humanities, Social Sciences, Business, Communication, and the Arts courses as well as programs that prepare students to successfully complete junior and senior university-level courses upon transfer.

The Arts & Sciences Division courses build a foundation for both transfer students and applied certificate and degree students that allows them to fulfill their educational goals. For further information, go to the Arts and Sciences Division webpage.

Athletics

LCC Athletic Department offers student-athletes the opportunity to further their educational plans and enhance their athletic experience by continuing to recruit and provide equal opportunities for all student-athletes while promoting pride, respect, and integrity throughout our athletic programs. LCC Athletics competes as a Division II member of the National Junior College Athletic Association comprised of over 500 institutions across the United States competing at the two-year institution level. LCC offers nine varsity sports: Men's and Women's Cross Country, Volleyball, Men's and Women's Basketball, Softball, Baseball, Women's and Men's Outdoor Track and Field. LCC offers athletic scholarships for all nine sports, helping cover the costs of student-

athletes' tuition and course-related fees. For more information regarding Athletics, go to the LCC Stars webpage or call the Athletics Office at 517-483-1622.

Business & Community Institute - Specialized Workforce Training

The Business and Community Institute offers customized training, coaching, and consulting to area businesses, non-profit organizations, and public entities across our six-county region. The solutions we provide help organizations increase productivity, improve employee retention, build effective communication, create operational efficiencies, develop stronger leadership, and strengthen their workforce. For more information, please visit the Business & Community Institute website, call the Business and Community Institute at 517-483-1857, or email.

Capital Area Michigan Works

Capital Area Michigan Works! (CAMW!) is a network of resources available to LCC students. CAMW! partners with businesses to develop recruiting and retention strategies and partners with job seekers to enhance education and career opportunities. For more information, visit the CAMW! website or call 517-492-5580 for assistance.

Community Education and Workforce Development (CEWD) Division

CEWD is collaborative and supports the institutional mission. Community Education and Workforce Development acts as a gateway to success for traditional and non-traditional students. For more information, please contact 517-483-1857.

Continuing Education

The Continuing Education program at LCC offers non-credit career and workforce development training, to improve professional and occupational skills. LCC offers both self-paced and accelerated certificate and non-credit courses for students to obtain or maintain licensure. For more information, please visit the Continuing Education webpage, email or call 517-483-1857.

Lifelong Learning (Adult Enrichment and Youth Program)

LCC provides access to educational opportunities that connect LCC's strengths with the community's needs. Courses include non-credit offerings in a wide spectrum of disciplines.

The Youth Program offers youth summer camps, after-school classes, sports camps and online classes for children in elementary, middle, and high school. These summer camps and classes provide fun ways for kids to study topics in Science, Technology, Engineering, Arts and Mathematics (STEAM), leadership and team dynamics. Additional information can be found at Adult Enrichment and/or the Youth Program webpage(s) or contact the Lifelong Learning Office by email or call 517-483-1415.

Graduation

Graduation Requirements, Certificates & Degrees

ınformation for the requirements needed to be awarded a certificate or degree, including General Education requirements, and the application process can be found on the Graduation Requirements, Certificates and Degrees webpage. In addition, information is provided on the process to request an accommodation for students with disabilities. For more information, go to the Graduation webpage.

Applying for Graduation:

When all requirements have been met, the student will:

1. Complete the Application for Degree and Certificates form.
    - Only pathway/curricular guides with current effective dates can be used.
    - You may not use a pathway/curricular guide that predates your first semester of enrollment.
    - For questions, contact the department indicated on the pathway/curricular guide.
    - Attach a signed Course Substitution and Waiver Authorization form, if you have course substitutions and/or waivers that are not indicated in Degree Works.
2. The outcome of the student's request will be sent to the student's LCC email.
    - The application will be denied if:
        - Transfer courses that are required for your program are not posted to your academic record.
        - There are incomplete grades on courses required for your program.

Commencement

Students who have earned an associate degree or a certificate from the previous Summer or Fall, as well as students who are approved for an associate

degree or certificate for Spring may participate in the Commencement Ceremony. Eligible students will be notified in mid-April.

The Commencement Ceremony is held at the Jack Breslin Student Events Center, Michigan State University in early May. The Breslin Center has a clear bag policy and has prohibited items. For a full list of items that are permitted, along with the list of items that are prohibited, please visit The Breslin Center Bag Policy.

If you have any questions regarding the Commencement Ceremony, please contact the Registrar's Office at 517-483-1200.

Cap & Gown

All eligible students will be notified via their LCC student email mid-April with details on how to participate in the upcoming annual spring commencement ceremony and pick up their cap and gown.

Graduation Honors

Graduation honors are granted to students who are awarded an associate degree and have completed 40 semester credit hours of work at LCC. Students who maintain a grade point average stated below will be awarded the following honors at graduation:

Grade Point Average (GPA)	Honors Awarded at Graduation
3.75 - 4.00	Summa Cum Laude (with highest honors)
3.50 - 3.74	Magna Cum Laude (with high honors)
3.25 - 3.49	Cum Laude (with honors)

Graduation Replacements

To order a replacement diploma or certificate, or to order a tassel or honor cord, go to the Student Graduation store in Marketplace. If you prefer to print and mail the Graduation Replacement Request, the form is available on the Registrar Forms webpage. There is a fee for each item.

Guest Students

A guest student studies primarily at another college or university (referred to as the home institution) and wishes to take a limited number of courses at LCC to complete their program from their home institution.

Applicants who have taken courses or earned degrees from other colleges or universities should apply online, submit transcripts to LCC, and meet with an advisor to discuss credit equivalencies.

Health & Human Services Division

The Health and Human Services (HHS) Division offers essential health and wellness services through our public dental hygiene clinic, massage clinic, and human services practicums while providing students with clinical and workforce experience. The Health and Human Services Building houses HHS programs which prepare highly skilled healthcare, human services, and fitness professionals. In response to the local and national shortage of healthcare, human service and fitness workers, LCC leads in education, innovation, and simulation. Credentialed faculty provide instruction using cutting-edge equipment in programs that are nationally accredited or meet industry standards. LCC works with our community partners to provide healthcare apprenticeships and stackable certificates to heighten the credentials of our local workforce. For more information call the Health and Human Services Division office at 517-483-1410 or email (lcc-hhs@star.lcc.edu).

High School-Based Programs

LCC offers high school-based programs, which include:

High School Dual Enrollment

Dual Enrollment lets eligible high school students earn college credit while completing their high school diploma. It's a great way to explore college-level courses, especially in subjects not offered at your high school. The classes are regular college courses with other LCC students. For further information, visit the High School Dual Enrollment webpage, call the Admissions at 517-483-1200 or send an email.

College Credit in High School

High School Advantage

Local Partnerships

- Eaton County RESA
- Clinton County RESA

- Ingham County
- Lansing School District

HOPE and Promise Scholarships

For more information call us at 517-483-9658 or send an email (k12operations@star.lcc.edu).

LCC Foundation

The LCC Foundation believes that a lack of financial resources should not be an obstacle to education for anyone. Over 500 scholarships are offered to students every year.

Some quick facts about scholarships at LCC:

- Scholarship applications open: November 1
- Scholarship applications close: January 31
- Website: Scholarships
- Online Scholarship Workshops and other scheduled workshops
- Approximately 500 scholarships are available

For more information, view the Foundation Scholarships webpage, contact at 517-483-1985, or via email.

Student Affairs Division

The Student Affairs Division offers student and academic support services. Our services are designed to help students reach their academic goals. For assistance, view the Student Affairs Division webpage, by email, or please call 517-483-1162.

Technical Careers Division

The Technical Careers Division at LCC's innovative West Campus offers hands-on programs in fields like Computer-Aided Design, Manufacturing Engineering, Cybersecurity, and Public Safety through the Fire and Police Academies. With access to advanced technologies and real-world training, students are prepared for careers in high-demand industries.

> Apprenticeships & Work Based Learning
> Students have the opportunity to gain real-world experience, and build their career with LCC's Apprenticeship Programs. LCC partners with industry leaders, to offer hands-on training in skilled trades, manufacturing, IT, and more.

Computer Information Technologies
With cybersecurity, computer programming, artificial intelligence, and cloud computing at the forefront of global industry needs, LCC's Computers & Information Technologies (CIT) programs equip students with the skills to protect digital assets and drive technological innovation.

Design and Construction Technologies
Turn blueprints into reality with hands-on training in Building Construction, Civil Technology, and Skilled Trades. From drafting and design to construction and project management, LCC prepares you for high-demand careers in building the world around us.

Public Service Careers
LCC offers programs for students seeking to work in Public Service Careers such as, Criminal Justice, Law Enforcement, Fire Science, and Legal Studies. Through specialized training in the Police Academy and Fire Academy, along with foundational programs in Criminal Justice and Legal Studies.

Trades Technologies
The Center for Manufacturing Excellence provides hands-on training in Computer-Aided Design, Manufacturing Engineering Technology, Welding, and Robotic. LCC has state-of-the-art equipment used in high-demand careers in modern manufacturing

Transportation Maintenance Technology
Get hands-on training in Automotive Technology, Heavy Equipment Repair, and Aviation Maintenance. Work with cutting-edge tools and emerging vehicle technologies to launch a high-demand career.

Utility & Energy Systems
Train for in-demand careers in Utility and Energy Systems at LCC. Opportunities in electrical work range from utility line worker and substation training, electrical construction, or control and automation fields. Learn to operate, maintain, and repair the systems that power our communities, from smart grids to sustainable energy solutions

Take the next step toward an exciting career! Learn more at the Technical Careers Division webpage or call 517-483-1336.