



COLLEGE CATALOG

2021 – 2022 Academic Year

Message from the President



Hello from LCC:

You know what? I think you are one step closer to finding what you're looking for.

Because you're reading this, you've likely decided that the next chapter of your journey includes college. You're looking for the right place to pursue your degree, certificate and transfer credit. Or perhaps you need to finish what you've already started. You've also decided that community college is a great place to get started, and I couldn't agree more.

You want a college that offers low-tuition, amazing programs with high-quality, hands-on learning. You want expert faculty, personalized support and resources, classes that transfer, and options for continued growth. Lansing Community College is consistently ranked among the best in the state and nation for our innovative programs. Our college is filled with diverse voices and backgrounds, and we are proud to be inclusive of everyone and focused on your success. You're looking for a great college for you. I think you've found it.

In this Course Catalog, I'm confident that you will find a program that fits your passion and a pathway to completion that fits your life. Our outstanding faculty and staff, along with our state-of-the-art facilities are just the resources you need from start to finish.

You want a college that will help you achieve your goals and reach your next chapter - we are that College.

Ready when you are, Go Stars!

Steve Robinson, Ph.D.
President

Message from the Provost



On behalf of the entire Stars community, I am delighted to welcome you to Lansing Community College. LCC is a wonderfully varied institution, and as a new LCC Star, you can choose from hundreds of degrees and certificates as well as non-credit options for lifelong learning. Some students come to LCC to gain one specific skill for their job, and others come to explore all their educational options before transferring for a four-year institution. Whatever your goal, you can be assured we maintain strong partnerships with area businesses and many Michigan universities, smoothing your path to success.

As an LCC student, you will have access to expert faculty and state-of-the-art facilities. You will also have dozens of free support services, including tutoring, academic advising, counseling, student clubs and financial aid specialists. I particularly encourage you to get to know your Academic Success Coach, who works one-on-one with you to ensure your academic and non-academic needs are met.

You should also know LCC is deeply committed to its values of diversity, equity and inclusion, and the worth of every person. We pride ourselves on being a welcoming environment that supports all our students and employees in reaching their life goals. Particularly during the pandemic, we have placed our focus on our people, prioritizing our community's physical and mental health.

Whether you are ready to get back to campus or enjoy learning from the comfort of your home, we have course offerings for you. We have even expanded our online course offerings so that many include real-time interaction with faculty, just like in the classroom. I invite you to browse this catalog to learn more about your educational options.

I am thrilled you have chosen LCC as the next step in your academic journey, and I look forward to cheering you on in your studies.

Sincerely,

Sally Welch
Provost

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Disclaimers

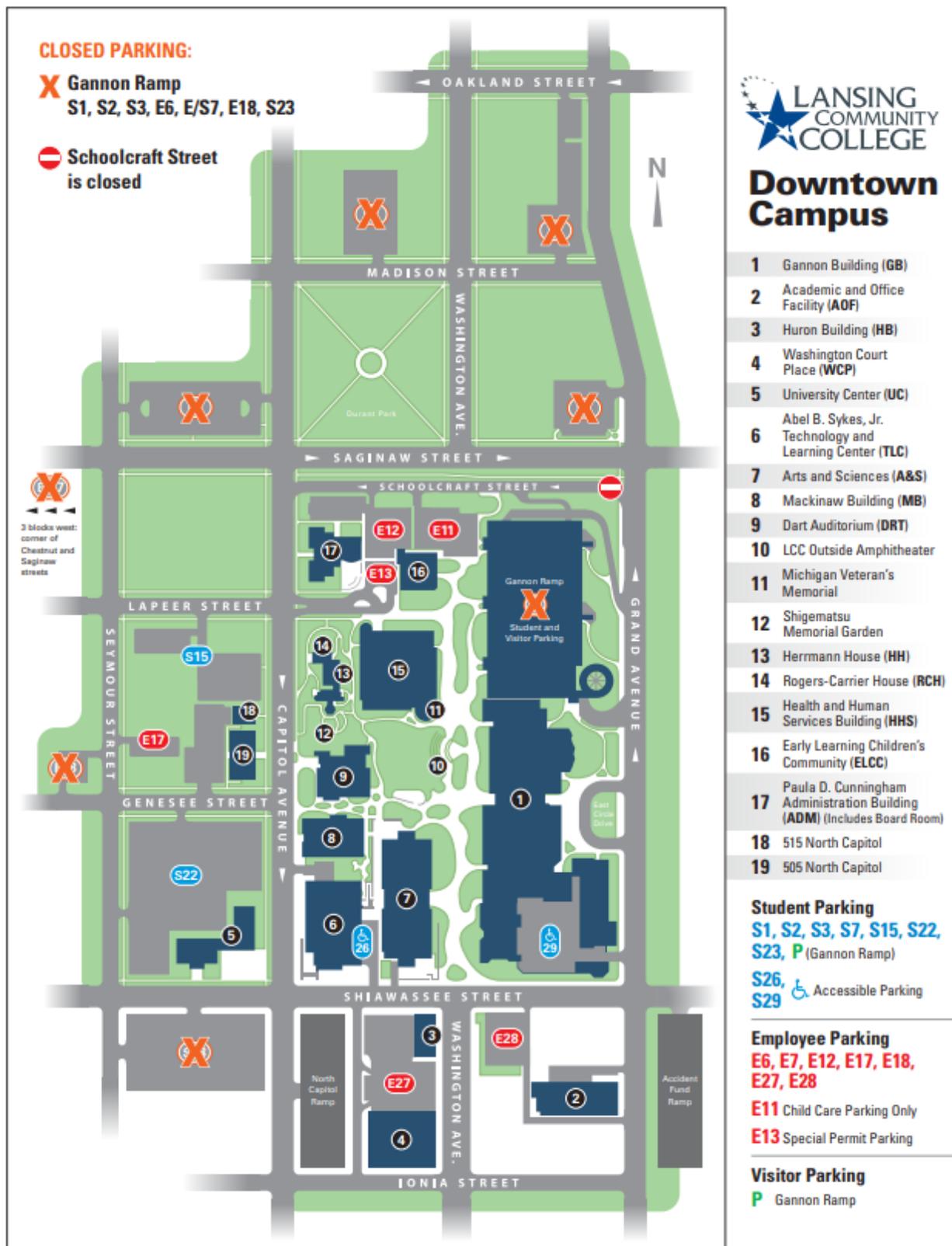
Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status,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

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.

Lansing Community College is accredited by the Higher Learning Commission. The commission can be contacted at the [Higher Learning Commission](#) webpage or 800-621-7440. Its mailing address is 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604. The Downtown Campus of Lansing Community College is located in downtown Lansing. Student service offices are located at 422 N. Washington Square and can be contacted at lcc.edu or 517-483-1957.

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 which do not have sufficient enrollment. Students enrolled in classes which are cancelled will have the opportunity to add another class. Classes may be held in a different room at an off-campus location if there is insufficient space on campus. This document is intended to be used with the Banner registration system, which provides complete information on courses.

Main Campus Map



If having difficulty accessing this map please [visit LCC's Main Campus webpage](#)

Other Campus Maps



Main Campus



West Campus (WCB)



LCC East (EAST)



Livingston County Center (LIVCEN)

Visit the [LCC Locations](#) webpage for more information

Lansing Community College Administration & Board

BOARD OF TRUSTEES

Ryan Buck, Chair
Angela L. Matthews, Vice Chair
Lawrence Hidalgo, Jr., Secretary
Andrew Abood, Trustee
LaShunda Thomas, Trustee
Samantha Vaive, Trustee

PRESIDENT

Steve Robinson

PROVOST AND SENIOR VP OF ACADEMIC AFFAIRS

Sally Welch

SENIOR VP OF BUSINESS OPERATIONS

Seleana Samuel

ASSOCIATE VP, EXTERNAL AFFAIRS & DEVELOPMENT

Toni Glasscoe

CHIEF FINANCIAL OFFICER

Donald Wilske

CHIEF INFORMATION OFFICER

Bill Garlick

CHIEF DIVERSITY OFFICER

Tonya Bailey

DEAN, ARTS & SCIENCES

Andrea Hoagland

DEAN, COMMUNITY EDUCATION AND WORKFORCE

DEVELOPMENT

Baldomero Garcia

DEAN, HEALTH & HUMAN SERVICES

Jan Karazim

DEAN, STUDENT AFFAIRS

Ronda Miller

DEAN, TECHNICAL CAREERS

Catherine Wilhm

ADMINISTRATIVE SERVICES EXECUTIVE DIRECTOR

Christopher MacKersie

CENTER FOR DATA SCIENCE EXECUTIVE DIRECTOR

Matthew Fall

HUMAN RESOURCES EXECUTIVE DIRECTOR

James Mitchell

Academic Calendar

Fall 2021 Academic Calendar

Fall Semester 2021 – Registration begins May 10, 2021

Length of Course	Dates
Full Semester (16 Weeks)	August 19 – December 13, 2021
First 8 Weeks	August 19 – October 13, 2021
First 12 Weeks	August 19 – November 10, 2021
Last 15 Weeks	August 26 – December 13, 2021
Last 14 Weeks	September 2 – December 13, 2021
Last 12 Weeks	September 16 – December 12, 2021
Last 8 Weeks	October 14 – December 13, 2021

Pre-Registration Tasks	Registration Schedule		
	Number of CREDITS earned at the time of registration	Register during or after	Date
<ul style="list-style-type: none"> • Establish Placement Levels* • Attend orientation if a new student** • Meet with an Academic Advisor • Verify and Update Program of Study • Create a Course Schedule • Search All Course Descriptions and Required Prerequisites • Search for Available Course Offerings for Fall Semester • Estimate your Tuition Cost • Know your Payment Responsibilities and View Options on How to Fund your Education • Verify and Update Address and Phone • Check for Holds • Verify Placement Test Scores and Residency in myLCC 	60 or more	8 - 10 a.m.	Monday, May 10, 2021
	30 or more	10 - 12 noon	
	12 or more	12 - 2 p.m.	
	1 or more	2 - 4 p.m.	
	Current & Returning Students	After 4 p.m.	
	*New students	After 8 a.m.	
<p>*Additional prerequisite and placement information can be found on the Waiver Information webpage.</p> <p>**New students are required to attend orientation prior to registering for courses. Visit the Registration page for more information</p>			

Event	Date
Orientation available online, required for new students - For more details visit our Orientation page.	Thursday, April 22, 2021
Web registration begins - For more details visit our Registration page.	Monday, May 10, 2021
Priority Financial Aid FAFSA file date - For more details visit our Financial Aid page.	Thursday, July 1, 2021
Priority Financial Aid document submit date - For more details visit our Financial Aid page.	Thursday, July 15, 2021
Financial Aid book vouchers begin – For more details visit our Financial Aid Disbursements page.	Friday, August 6, 2021
Financial Aid supply advances begin – For more details visit our Financial Aid Disbursements page.	Monday, August 9, 2021
Semester Begins	Thursday, August 19, 2021
End 100% refund tuition and fees - Full semester and first 8 week & 12 week only – For more details visit our Registration page.	Wednesday, August 25, 2021
End 50% refund, tuition & student support fee only - Full semester and first 8 week & 12 week only – For more details visit our Registration page.	Wednesday, September 1, 2021
Labor Day – College closed	Monday, September 6, 2021
Financial Aid Refunds for Grants , Scholarships , and first half of loans begin	Thursday, September 16, 2021
Last day to change residency	Thursday, September 30, 2021
Last day to change program of study	Thursday, September 30, 2021
Financial Aid refunds for second half of loans begin	Monday, October 25, 2021

Event	Date
Last day to submit Associate Degree/Certificate applications for Fall semester	Monday, November 15, 2021
Thanksgiving Holiday - College Closed	Thursday, November 25 - Sunday, November 28, 2021
Semester Ends	Monday, December 13, 2021
End of semester grades posted and available for view	Thursday, December 16, 2021

Fall 2021 Teaching Periods

		Last Date for 100% Refund TUITION and FEES	Last Date for 50% Refund TUITION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course. Course with a Record of a W & Last Date to Drop Online
Standard Teaching Periods	[start - end]					
Full Semester	[8/19-12/13]	8/25	9/1	9/1	9/1	11/29
First 8 weeks	[8/19-10/13]	8/25	9/1	9/1	9/1	10/6
Last 8 weeks	[10/14-12/13]	10/20	10/27	10/27	10/27	12/8
First 12 weeks	[8/19-11/10]	8/25	9/1	9/1	9/1	10/31
Last 12 weeks	[9/16-12/12]	9/22	9/29	9/29	9/29	12/1
Last 14 weeks	[9/2-12/13]	9/8	9/15	9/15	9/15	12/1
Last 15 weeks	[8/26-12/13]	9/1	9/8	9/8	9/8	11/30
Variable-Start Courses						
Community and Continuing Education	[Section Specific]	Please call (517) 483-1415 for assistance.				

		Last Date for 100% Refund TUITION and FEES	Last Date for 50% Refund TUITION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course. Course with a Record of a W & Last Date to Drop Online
(Non-Credit Courses)						
Open Entry Courses or Modules	[Based on learning contract]	Day prior to the learning contract start date	Per learning contract	Day prior to the learning contract start date	Day prior to the learning contract start date	NONE
Less than 8 weeks	[Section Specific]	Day prior to the start of class	N/A	Midpoint of class	Day prior to start of class	NONE
8 weeks or more	[Section Specific]	7 days into the class	14 days prior to the last week of class	14 days into class	14 days into class	Day prior to the last week

To view on LCC's Website, go to [Fall 2021 Academic Calendar](#).

Spring 2022 Academic Calendar

Semester 2022 – Registration begins October 4, 2021

Length of Course	Dates
Full Semester (16 Weeks)	January 10 - May 9, 2022
First 8 Weeks	January 10 - March 14, 2022
First 12 Weeks	January 10 - April 11, 2022
Last 15 Weeks	January 18 - May 9, 2022
Last 14 Weeks	January 25 - May 9, 20202
Last 12 Weeks	February 8 - May 9, 2022
Last 8 Weeks	March 15 - May 9, 2022

Pre-Registration Tasks	Registration Schedule		
	Number of CREDITS earned at the time of registration	Register during or after:	Date
<ul style="list-style-type: none"> • Establish Placement Levels* • Attend orientation if a new student** • Meet with an Academic Advisor • Verify and Update Program of Study • Create a Course Schedule • Search All Course Descriptions and Required Prerequisites • Search for Available Course Offerings for Fall Semester • Estimate your Tuition Cost • Know your Payment Responsibilities and View Options on How to Fund your Education • Verify and Update Address and Phone • Check for Holds • Verify Placement Test Scores and Residency in myLCC <p>*Additional prerequisite and placement information can be found on the Waiver Information webpage.</p> <p>**New students are required to attend orientation prior to registering for courses. Visit the Registration page for more information</p>	60 or more	8 - 10 a.m.	Monday, October 4, 2021
	30 or more	10 - 12 noon	
	12 or more	12 - 2 p.m.	
	1 or more	2 - 4 p.m.	
		Register after:	
	Current & Returning Students	4 p.m.	
	*New students	After 8 a.m.	Tuesday, October 5, 2021

Event	Date
Orientation available online, required for new students - For more details visit our Orientation page.	Thursday, September 23, 2021
Web registration begins - For details visit our Registration page.	Monday, October 4, 2021
Priority Financial Aid FAFSA file date - For more details visit our Financial Aid page.	Monday, November 1, 2021
Priority Financial Aid document submit date - For details visit our Financial Aid page.	Monday, November 15, 2021
Financial Aid book vouchers begin - For more details visit our Financial Aid Disbursements page.	Thursday, December 9, 2021
Financial Aid supply advances begin - For more details visit our Financial Aid Disbursements page.	Friday, December 10, 2021
Semester Begins	Monday, January 10, 2022
End 100% refund tuition and fees - Full semester and first 8 week and 12 week only - See below for all teaching periods.	Sunday, January 16, 2022
Martin Luther King Jr Day - College Closed	Monday, January 17, 2022
End 50% refund, tuition & student support fee only - Full semester and first 8 week and 12 week only - See below for all teaching periods.	Sunday, January 23, 2022
Financial Aid Refunds for Grants , Scholarships , and first half of loans begin	Friday, February 4, 2022
Last Day to change residency	Monday, February 21, 2022
Last Day to change program of study	Monday, February 21, 2022
Spring Break - No Classes	Monday, March 7 through Sunday, March 13, 2022

Event	Date
Last day to submit Associate Degree/Certificate applications for Spring semester	Tuesday, March 15, 2022
Financial Aid refunds for second half of loans begin	Friday, March 25, 2022
Semester Ends	Monday, May 9, 2022
End of semester grades posted and available for view	Thursday, May 12, 2022
Commencement - Breslin Student Events Center, MSU Campus, 7:00 p.m.	Thursday, May 12, 2022

Spring 2022 Teaching Periods

		Last Date for 100% Refund TUITION and FEES	Last Date for 50% Refund TUITION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course. Course with a Record of a W & Last Date to Drop Online
Standard Teaching Periods	[start - end]					
Full Semester	[1/10-5/9]	1/16	1/23	1/23	1/23	4/25
First 8 weeks	[1/10-3/14]	1/16	1/23	1/23	1/23	3/7
Last 8 weeks	[3/15-5/9]	3/21	3/28	3/28	3/28	5/3
First 12 weeks	[1/10-4/11]	1/16	1/23	1/23	1/23	3/31
Last 12 weeks	[2/8-5/9]	2/14	2/21	2/21	2/21	4/28
Last 14 weeks	[1/5-5/9]	1/31	2/7	2/7	2/7	4/27
Last 15 weeks	[1/18-5/9]	1/24	1/31	1/31	1/31	4/26
Variable-Start Courses						
Community and Continuing Education (Non-Credit Courses)	[Section Specific]	Please call (517) 483-1415 for assistance.				

		Last Date for 100% Refund TUTION and FEES	Last Date for 50% Refund TUTION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course. Course with a Record of a W & Last Date to Drop Online
Open Entry Courses or Modules	[Based on learning contract]	Day prior to the learning contract start date	Per learning contract	Day prior to the learning contract start date	Day prior to the leaning contract start date	NONE
Less than 8 weeks	[Section Specific]	Day prior to the start of class	N/A	Midpoint of class	Day prior to start of class	NONE
8 weeks or more	[Section Specific]	7 days into the class	14 days prior to the last week of class	14 days into class	14 days into class	Day prior to the last week

To view on LCC’s Website, go to the [Spring 2022 Academic Calendar](#).

Summer 2022 Academic Calendar

Summer Semester 2022 – Registration begins March 28, 2022

Length of Course	Dates
Full Semester (12 Weeks)	May 16 - August 8, 2022
First 6 Weeks	May 16 - June 27, 2022
8 Weeks	June 4 - August 1, 2022
Second 6 Weeks	June 28 - August 8, 2022

Pre-Registration Tasks	Number of CREDITS earned at the time of registration	Register during or after:	Date
<ul style="list-style-type: none"> • Establish Placement Levels* • Attend orientation if a new student** • Meet with an Academic Advisor • Verify and Update Program of Study • Create a Course Schedule • Search All Course Descriptions and Required Prerequisites • Search for Available Course Offerings for Fall Semester • Estimate your Tuition Cost • Know your Payment Responsibilities and View Options on How to Fund your Education • Verify and Update Address and Phone • Check for Holds • Verify Placement Test Scores and Residency in myLCC <p>*Additional prerequisite and placement information can be found on the Waiver Information webpage.</p> <p>**New students are required to attend orientation prior to registering for courses. Visit the Registration page for more information</p>	60 or more	8 - 10 a.m.	Monday, March 28, 2022
	30 or more	10 - 12 noon	
	12 or more	12 - 2 p.m.	
	1 or more	2 - 4 p.m.	
		Register after:	
	Current & Returning Students	4 p.m.	
	*New students	After 8 a.m.	Tuesday, March 29, 2022

Event	Date
Orientation available online, required for new students - For more details visit our Orientation page.	Thursday, March 17, 2022
Web registration begins - For details visit our Registration page.	Monday, March 28, 2022
Priority Financial Aid FAFSA file date - For more details visit our Financial Aid page.	Friday, April 1, 2022
Priority Financial Aid document submit date - For more details visit our Financial Aid page.	Friday, April 15, 2022
Financial Aid book vouchers begin - For more details visit our Financial Aid Disbursements page.	Thursday, May 5, 2022
Financial Aid supply advances begin - For more details visit our Financial Aid Disbursements page.	Friday, May 6, 2022
Semester Begins	Monday, May 16, 2022
End 100% refund tuition and fees - Full semester and first 6 weeks only - See below for all teaching periods.	Sunday, May 22, 2022
Memorial Day - College closed	Saturday, May 28 through Monday, May 30, 2022
End 50% refund, tuition & student support fee only - Full semester and first 6 weeks only - See below for all teaching periods.	Sunday, May 29, 2022
Juneteenth – College closed	Monday, June 20, 2022
Financial Aid Refunds for Grants , Scholarships , and first half of loans begin	Friday, June 24, 2022
Last day to change residency	Thursday, June 27, 2022
Independence Day - College closed	Saturday, July 2 through Monday, July 4, 2022
Financial Aid refunds for second half of loans begin	Monday, July 11, 2022

Event	Date
Last day to change program of study	Friday, July 15, 2022
Last day to submit Associate, Degree/Certificate applications for Summer semester	Friday, July 15, 2022
Semester Ends	Monday, August 8, 2022
End of semester grades posted and available for view	Thursday, August 11, 2022

Summer 2022 Teaching Periods

		Last Date for 100% Refund TUITION and FEES	Last Date for 50% Refund TUITION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course. Course with a Record of a W & Last Date to Drop Online
Standard Teaching Periods	[start - end]					
Full Semester	[5/16-8/8]	5/22	5/29	5/29	5/29	7/25
First 6 weeks	[5/16-6/27]	5/22	5/29	5/29	5/29	6/21
8 weeks	[6/4-8/1]	6/10	6/17	6/17	6/17	7/25
Last 6 weeks	[6/28-8/8]	7/5	7/12	7/12	7/12	8/2
Variable-Start Courses						
Community and Continuing Education (Non-Credit Courses)	[Section Specific]	Please call (517) 483-1415 for assistance.				
Open Entry Courses or Modules	[Based on learning contract]	Day prior to the learning contract start date	Per learning contract	Day prior to the learning contract start date	Day prior to the learning contract start date	NONE
Less than 6 weeks	[Section Specific]	Day prior to the start of class	N/A	Midpoint of class	Day prior to start of class	NONE

		Last Date for 100% Refund TUITION and FEES	Last Date for 50% Refund TUITION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course. Course with a Record of a W & Last Date to Drop Online
Standard Teaching Periods	[start - end]					
6 weeks or more	[Section Specific]	7 days into class	14 days prior to the last week of class	14 days into class	14 days into class	Day prior to the last week

To view on LCC’s website, go to [Summer 2022 Academic Calendar](#).

About LCC

Vision

Serving the learning needs of a changing community.

Mission

Lansing Community College provides high-quality education ensuring that all students successfully complete their educational goals while developing life skills necessary for them to enrich and support themselves, their families, and their community as engaged global citizens.

Motto

Where Success Begins

Guiding Principles

1. LCC will be a “Comprehensive Community College,” focused upon offering learning opportunities in four areas: career and workforce development, general education, developmental education, and personal enrichment.
2. LCC will have a careers emphasis and, in support of this, maintain a technology-rich environment, fostering “user-” vs. classroom-level information technology skills.
3. LCC will maintain and support a well-qualified, committed, and competitively compensated faculty and staff who use both proven traditional and progressive student-centered learning approaches.
4. LCC commits to continuous improvement in its programs and services and will maintain high expectations of its students.
5. LCC will be flexible, affordable, and accountable, continuously improving student learning and support services through the assessment of measurable outcomes.
6. LCC will strive to be “state of the art” in all that it does, while pursuing a select number of cutting-edge initiatives.
7. LCC will have a local emphasis in allocating its resources, while maintaining vital connections to the world, culturally and technologically.
8. LCC, within its broader purpose of serving its entire community in diverse ways, recognizes a special responsibility to young adults, those from lower income brackets, and those requiring developmental academic or entry-level career skills.
9. LCC seeks cooperative relationships with both private and public organizations, pursuing growth not as an end in itself but only when it best serves student and community needs.
10. LCC will prepare those it serves to thrive in a diverse world by reflecting that diversity in its student enrollment, staffing, planning, and allocation of resources.
11. LCC will manage its finances in a responsible manner; allocating resources and achieving efficiencies to best serve the priority needs of its students and the taxpayers who support its operation.
12. LCC is a dedicated community member working for the betterment of all.

A History of LCC

Lansing Community College, founded in 1957, is one of the largest community colleges in Michigan, serving more than 23,000 students across a six-county area each year. LCC offers courses in general education for those interested in transferring to a four-year institution, career and workforce development, developmental education and personal enrichment. To meet the professional development and training needs of regional employees, the college offers customized programs for credit, non-credit and continuing education. The University Center at LCC offers students the opportunity to earn bachelor's and master's degrees from five partner universities on the downtown LCC campus. For more information, visit lcc.edu.

Accreditation

Lansing Community College is accredited by the Higher Learning Commission (HLC), a regional accreditation agency that accredits degree-granting institutions of higher education located in the 19-state North Central region of the United States. Regional 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 the 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. The 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

Lansing Community College is directed and governed by a Board of Trustees, consisting of seven members, elected at large in the community college district on a nonpartisan basis. Elected members retain positions for 6-year terms.

Board Policies

As with any other professional or workplace responsibility, failure to follow any Board policy which applies to any College employee may result in disciplinary action up to and including discharge where appropriate. Before any discipline is administered, the College will follow applicable established administrative procedures with respect to non-bargained for employees, and applicable provisions of any collective bargaining agreement. 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	1/1/22	Accredited
Aviation Technology	Federal Aviation Administration (FAA) Federal Aviation Administration 800 Independence Ave, SW Washington, DC 20591	Quarterly	Certified
Child Development & Early Education	National Association for Education of Young Children (NAEYC) 1401 H St. NW, Suite 600 Washington, D.C. 20005	2025	Accredited
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 6/30/2022	Certified
Criminal Justice - Local Corrections Officer Academy	Michigan Sheriffs Coordinating & Training Council 600 S. Capital Ave. Lansing, MI 48933	Annual Report 09/2021	Certified
Dental Hygiene	Commission on Dental Accreditation (CODA) 211 East Chicago Ave. Chicago, IL 60611	2025	Accredited (Approval without Reporting Requirements)

Program Area	Accrediting Agency	Date of Next Review	Status
Diagnostic Medical Sonography	Commission on Accreditation of Allied Health Education Program (JRCDEMS-CAAHEP) 25400 US Highway 19 North Suite 158 Clearwater, FL 33763	2027	Accredited
Emergency Medical Services	Michigan Department of Health & Human Services (MDHHS) Bureau of EMS, Trauma, & Preparedness (BETP) Division of EMS and Trauma P.O. Box 30207 Lansing, MI 48909-0207	07/2024	Approved
Emergency Medical Technician - 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) Commission on Accreditation of Allied Health Programs (CAAHEP) 25400 U.S. Highway 19 North Suite 158 Clearwater, FL 33763 To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088	2023	Accredited
Fire Academy	Michigan Firefighters Training Council (MFFTC) 3101 Technology Blvd, Suite H Lansing, MI 48910	Annual Report 9/30/2021	Approved Training

Program Area	Accrediting Agency	Date of Next Review	Status
Legal Studies (f/k/a Paralegal)	American Bar Association (ABA) Chicago Headquarters American Bar Association 321 North Clark Street Chicago, IL 60654 Washington DC Office American Bar Association 1050 Connecticut Ave. N.W. Suite 400 Washington, D.C. 20036	08/2026	Approved
Massage Therapy	Commission on Massage Therapy Accreditation (COMTA) 900 Commonwealth Place Suite 200-331 Virginia Beach, VA 23464	2024	Accredited
Nursing	Society for Simulation in Healthcare (SSH) Accreditation 2021 L Street, NW Suite 400 Washington, DC 20036 Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326	2024 2026	Accredited Accredited
Police Academy	Michigan Commission on Law Enforcement Standards (MCOLES) 927 Centennial Way Lansing, Michigan 48909	Annual Report 12/31/21	Approved
Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Dr, Ste. 2850 Chicago, IL 60606-3182	review pending	In Good Standing

Program Area	Accrediting Agency	Date of Next Review	Status
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) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information, please visit the [Family Educational Rights and Privacy Act \(FERPA\)](#) website.

In compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974 Lansing Community College gives notice that it may release certain data about individual students as directory information. Directory Information may be released without a student's permission. Lansing Community College considers the following items to be directory information:

- 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 athletic teams
- Previous educational agency or institution attended
- Email address

Directory information may be released at the discretion of College officials for any student who has not submitted a completed a “Request to Prevent Disclosure of Directory Information” form to the Registrar's Office, which can be located on the [Privacy of Student Records](#) webpage. The Request to Prevent Directory Information form remains in effect until the student provides a written release to the Registrar's Office.

Behavioral Intervention Team (BIT)

LCC is concerned with the safety, health, and well-being of its students, faculty, staff and community. The Behavior 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. Members of the team intake and assess information, take action when necessary and track details about behavior concerns noted on campus. The team links students of concern to appropriate medical and counseling services either on or off campus while balancing the individual's rights with the rights of all others for safety.

Title IX Resources

Lansing Community College prohibits sexual harassment and sexual discrimination in its employment and educational programs. Students, employees, and visitors are encouraged to report any allegations of sexual discrimination, sexual harassment, or sexual misconduct.

The College's Board of Trustees has a policy that details expectations of students, employees, and visitors. The policy is called Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct, and can be found on the LCC [Title IX and Sexual Misconduct Resources - Sexual Misconduct](#) webpage along with additional resources and forms to file a complaint.

Christine Thompson
Director of Student
Compliance/Student Title
IX Coordinator
Gannon Building
411 N. Grand Ave.
Lansing, MI 48933
517-483-1261

Dr. Lisa Thomas
Human Resource
Manager/Title IX Coordinator
Administration Building
610 N. Capitol Ave.
Lansing, MI 48933
517-483-1879

JR Beauboeuf
Director of Risk Management
& Equal Opportunity Officer
309 N. Washington Square
Lansing, MI 48933
517-483-1730

Equal Opportunity & Nondiscrimination, Harassment & Retaliation

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

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:

Equal Opportunity Officer
Washington Court Place
309 N. Washington Square
Lansing, MI 48933
517-483-1730

Employee Coordinator 504/ADA
Administration Building
610 N. Capitol Ave.
Lansing, MI 48933
517-483-1875

Christine Thompson
Director of Student
Compliance/Student Title IX
Coordinator
Gannon Building
411 N. Grand Ave.
Lansing, MI 48933
517-483-1261

Dr. Lisa Thomas
Human Resource Manager/Title IX Coordinator
Administration Building
610 N. Capitol Ave.
Lansing, MI 48933
517-483-1879

Student Coordinator 504/ADA
Gannon Building
411 N. Grand Ave.
Lansing, MI 48933
517-483-1885

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. The [Consumer Information](#) page discloses the following information to enrolled and prospective students, employees, parents, and the public.

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

If any questions or would like a paper copy of a disclosure, please contact the Office of Compliance at 517-483-5298 or via [email](#).

Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also referred to as the “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 ASR is published annually on or before October 1st and contains statistics for 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 within or adjacent to campuses of the College. The report also includes College policy statements concerning campus security, crime prevention, reporting of crimes; timely warnings; emergency response and evacuation; and alcohol, drug use, and sexual offenses.

The Annual Security report is available on the [Public Safety](#) webpage. A paper copy of the ASR is available upon request by contacting LCC Public Safety office at 517-483-1800 or in person at 411 N. Grand Avenue, Gannon Building, Room 2110, Lansing, MI 48933.

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 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 paper copy of the DAAPP is available upon request by contacting LCC Public Safety at 517-483-1800 or in person at 411 N. Grand Avenue, Gannon Building, Room 2110, Lansing, MI 48933.

State Authorization

Lansing Community College offers distance education learning opportunity 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](#) page 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

Student General Rules and Guidelines and Code of Conduct

A positive and successful learning environment provides opportunities for all students to successfully complete their educational goals while developing life skills necessary to enrich and support themselves, their families, and their community as global citizens. 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 the efficient operation of College programs; and apply from the time of admission and continue as long as the student remains enrolled at the College. They will also be 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 Lansing Community College (LCC), and is responsible for upholding the Student General Rules and Guidelines and Student Code of Conduct. We support 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

Access to College buildings during normal hours is Monday through Thursday, 7:00 AM to 10:30 PM, Fridays from 7:00 AM to 5:30 PM, and Saturday and Sunday according to class schedules.

*Due to the current pandemic, some buildings may not be accessible. Please check the [LCC website](#) for updates regarding safe return to campus and the current pandemic.

Access to College buildings after normal hours of operation is restricted. Contact Police, Public Safety and Parking at 517-483-1800 with questions.

Animals

For the protection, health and safety of the members of the College community and to preserve order, animals are not permitted on campus. This provision excludes service animals. For additional information please refer to [LCC's Service Animal Policy](#).

Cell Phones

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

Children on Campus

Children under the age of 16 are not permitted on campus unless accompanied by a parent or guardian. Exceptions are for minor students who are enrolled in courses or attending programs at the College.

Dress

Students should dress based on the activity in which they are engaged in while on College property, when attending College-sponsored events, or while pursuing an academic program.

Drugs and Alcohol

Lansing Community College complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act.

The College's Drug and Alcohol policy prohibits the use, possession, purchase, sale, dispensation, distribution, or manufacture of, or being impaired by certain substances. The policy applies to all students.

See the [Drug and Alcohol Policy](#) for details.

Examinations

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

Field Trips and College Sponsored Events and Activities

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

Language

On LCC Campus students should refrain from using profanity or language that is distasteful, offensive or hateful.

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](#) 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 mission of the College 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. Students must possess a current College StarCard to access computer labs.

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 face both civil and criminal liability from the College, from law enforcement officials or from individuals whose rights are harmed by the violation. See the [Acceptable Use Policy](#) 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](#).

Campus Departments, Locations, and Contact & General Information

Academic Success Coaches

Academic Success Coaches are responsible for ensuring that students receive persistent, proactive, individualized mentoring, academic coaching and support throughout their time at Lansing Community College. Academic Success Coaches believe in working with students to help them identify and utilize their strengths while empowering them to succeed at LCC and accomplish their academic goals. For more information please visit the [Academic Success Coach website](#) or contact them via [email](#).

What We Do:

Academic Success Coaches meet with students! Students are encouraged to reach out to an Academic Success Coach; they may also be referred to us by instructors or other members of the LCC community. During the meetings Academic Success Coaches will learn about the students' experiences at LCC, identify obstacles that may be barriers to their academic success, and help strategize solutions and next steps. Some of the topics discussed may include:

- Study strategies - how to effectively study, take notes, and keep organized
- Time Management - how to balance work, school, and other responsibilities
- Self-Awareness - helping students identify their strengths, purpose, and goals
- Campus Engagement and Resources - identifying opportunities and resources on campus and helping students make those connections

Academic Advising

Academic advisors help plan an academic journey at Lansing Community College. Our advisors provide guidance and clarity on program details and help navigate through a program efficiently, whether planned to achieve a degree or certificate at LCC, or to transfer to a four-year university. For more information, please visit the [LCC Academic Advising](#) webpage. To set up an appointment, call 517-483-1904, and select option 4.

Access to College and Careers with Excellence through Student Services (ACCESS)

The Cesar Chavez Learning Center's (CCLC) ACCESS Program provides student support for the personal, social, cultural, and academic adjustment of Black and Indigenous People of Color (BIPOC), LGBTQ+, First-Generation, Low Income, Adult Students, students with varying abilities and other marginalized and underrepresented student groups. The primary focus of the ACCESS program is to increase student persistence, promote degree completion and realization of career or academic goals. The ACCESS Program provides support and guidance to students during their time at LCC and helps participants transfer to a four-year college or university to pursue a bachelor's degree. The CCLC staff is available to work alongside students to help them make their college experience a successful one! For further information, please review the [Cesar Chavez Learning Centers](#) webpage.

Admissions

Lansing Community College is an open-admissions college. Visit the [Admissions](#) webpage for information on the types of admissions available. Prospective students must complete an admissions application before registering for classes. For a paper application, call the Admissions Office. All accepted applicants will receive a letter confirming their admission to LCC. Applicants who do not receive a letter within two weeks should call the Admissions Office or [email](#). For further information, call 517-483-1200.

Arts & Sciences Division

The Arts & Sciences Division offers courses and programs based on traditional and contemporary values in a climate that fosters respect for learning. Our goal is to equip students to compete successfully in junior-and-senior level courses at other colleges and universities, as well as actively supporting efforts that have a direct impact on the immediate workforce needs of our local area and the State of Michigan.

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. A&S offerings include Math, Science, English, Humanities, Social Sciences, Business, Communication, and the Arts courses

Athletics

The Lansing Community College 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 through scholarship awards while promoting pride, respect, and integrity throughout our athletic programs. Lansing Community College 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 utilizes mobile, sustainable training to provide synergistic and innovative workforce development solutions. Our customized programs create and retain jobs across the region and provide our clients with the means of strengthening their assets from within. For more information, please visit the [Business & Community Institute](#) website.

Campus Locations

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.

Main (Downtown) Campus

411 N. Grand Avenue, Lansing, MI 48933

LCC's downtown campus is the main campus.

West Campus

5708 Cornerstone Drive, 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

2827 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, please visit the [LCC East](#) webpage, [email](#) or contact us at 517-483-1860 for assistance.

Livingston County Center

402 Wright Road, Howell, MI 48843

Located at the Parker Campus in Howell, the Livingston County Center conveniently serves students in Howell and surrounding areas. A wide variety of courses are offered in fall, spring, and summer semesters and students benefit from small class sizes and qualified faculty. Students can easily access tutoring services, test proctoring, and academic advising. For more information, please visit the [LIVCEN](#) webpage, [email](#) or contact us at 517-545-3522 for assistance.

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 (JTC) at Capital Area Michigan Works

2110 S. Cedar Street, Lansing, MI 48910

Our vision is to serve unemployed, underemployed, and at-risk populations in our region and create bridge programs that link to credit programs or employment opportunities. JTC (formally known as Center for Workforce Transition) delivers accelerated or compressed programs in high demand areas to obtain the jobs skills necessary for employment, while providing support and resources at Capital Area Michigan Works. For more information, visit the [JTC](#) website, [email](#) or contact us at 517-492-5580 for assistance.

AIS Training Center

3600 North Grand River, 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.

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.

Career & Employment Services

Career & Employment Services 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, navigate the job search, and gain successful employment. Visit us at the Career Center, Gannon Building 2nd floor, to get started!

For more information please visit the [Career & Employment Services](#) webpage or call 517-483-1172.

Childcare Grants

The Child Care Grant is designed to provide eligible custodial parents with childcare funding assistance while the parent is attending Lansing Community College. 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

Main Campus

Up to 60 student-use computers are available on the 2nd floor of TLC (The Computer Lab, TLC 2000) along with three printers. TLC 2000 will be adding additional resources such as a help zone, study rooms, and a “new” technology area.

LCC East

Ten PC’s and one MAC are available for student use with one printer.

Livingston County Center

Students have access to two computer labs with 24 PCs and a printer in each room.

West Campus

Up to 18 student-use computers are available in M123 along with three printers. Future updates are to include a mini help zone, additional other student activities/functions, and AV/events support area.

Community Education and Workforce Development Division

CEWD is made up of diverse individuals, units, and departments who craft unique solutions for our students, businesses, customers, stakeholders and educational partners. CEWD is collaborative and supports the institutional mission at its highest level.

Community Education and Workforce Development acts as a gateway to success for traditional and non-traditional students. Enhancing the College's academic mission, CEWD ensures that all learners are offered an opportunity to thrive through access to education. For more information, please contact 517-483-1857.

Continuing Education

The Continuing Education program at Lansing Community College offers high quality, non-credit career and workforce development training, to improve professional and occupational skills. Through LCC’s certificate programs and other non-credit classes, students can receive the accelerated or self-paced training needed to keep up on licensure requirements,

increase skill sets for career advancement, obtain skills for new career opportunities, and become exceedingly stronger in current career. LCC's non-credit programs are developed in close collaboration with industry partners and Lansing Community College's subject matter experts. For more information, please visit the [Continuing Education](#) website, [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 our community's needs. Courses include non-credit offerings in a wide spectrum of disciplines. Adult Enrichment is here to provide interesting and fun learning experiences that help discover the "Best You." The [Youth Program](#) offers engaging [STEAM \(Science, Technology, Engineering, Arts, and Math\)](#) classes to students in 2nd through 12th grade. Please find additional information at [Adult Enrichment](#) and/or the [Youth Program](#) website(s) or contact the Lifelong Learning Office by [email](#) or call 517-483-1415.

[Center for Student Support](#)

LCC's Center for Student Support facilitates student success by providing comprehensive support services that engage students in achieving their personal and academic goals. The center encompasses the Adult Resource Center, Counseling Services, Global Student Services, Fostering Stars, the Center for Student Access, the Office of Student Compliance, and the Office of Veteran and Military Affairs.

[Adult Resource Center](#)

The ARC provides specialized support services to help returning adult students and those students with children who require childcare to allow for their attendance at LCC. Please see the ARC webpage to learn more about the childcare scholarship and tuition scholarship for Occupational Students. To make an appointment please call 517-483-1199 or [request an appointment online](#).

[Counseling Services](#)

Counseling is provided by licensed professional counselors to help students with personal matters so that they may be academically successful. Counseling is confidential and is provided at no cost to students. To schedule an appointment please call 517-483-1924 or [schedule an appointment online](#).

[Global Student Services](#)

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 517-483-5323, or [email](#).

Fostering Stars

The Fostering S.T.A.R.S. Program provides a wonderful opportunity and a supportive network for students currently engaged in or aging out of the foster care system. Some of the services provided in this program include advising, academic support, community outreach, transportation assistance, specific emergency assistance, care-packages, one-on-one mentoring, group membership and networking opportunities. Additionally, students involved in this program will be 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. They work to improve outcomes for students by tapping into their full potential and shedding new light on difficult life situations. 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 Student Access

The Center for Student Access (CSA) recognizes disability as an integral component of diversity. CSA consults with students, faculty, and staff to support the ongoing development of an accessible college. LCC encourages and welcomes all students with disabilities to meet with an Access Consultant.

LCC also recognizes that CSA is part of a larger system of support that includes parents, families, community advocates and organizations, and the many high schools that feed into LCC. To that end, CSA regularly speak with families, work with various community partners, and visit with high school classes to discuss the transition to college. To request an appointment please call 517-483-5323 or [email](#). View the [Center for Student Access](#) webpage.

The Office of Student Compliance

The Office of Student Compliance 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. The Office aims to educate those students on the rights and responsibilities of community membership and to support their success at Lansing Community College. The Office of Student Compliance promotes responsibility, encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior.

Please refer to the following pages for further information:

- [Student Code of Conduct](#)
- [Title IX and Sexual Misconduct](#)
- [Behavior Intervention Team \(BIT\)](#)

Students can visit the Office of Student Compliance in the Gannon Building (GB 1210) or contact the office by calling 517-483-1261 or via [email](#).

Office of Veteran and Military Affairs

The overall goal of the Office of Veteran and Military Affairs (OVMA) 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 OVMA also acts as a liaison between students, the VA, and other LCC departments, making contacts on behalf of students when needed. In addition, the OVMA offers a dedicated academic advisor, and a large veteran lounge area as a place for veteran students to meet, relax, and work on schoolwork. For more information please call 517-483-5246 or visit the [Veteran and Military Affairs](#) webpage.

Office for the Center of Diversity and Inclusion

Lansing Community College's Office of Diversity and Inclusion (ODI) provides resources that foster awareness as well as empower students with knowledge, tools and experiences that promote global citizenship and a more inclusive campus. ODI thus embraces an inclusive community that brings together students, faculty, and staff of different racial and multi-racial, ethnic and multi-ethnic, gender and sexually diverse, economic, religious, and national identities and ages. ODI envisions a college that is supportive of all perspectives, cultures, and differences. Our core values are evident through services, programs, and initiatives that ensure the creation and maintenance of a diverse and inclusive community that affirms diverse perspectives, attitudes, beliefs, and experiences.

Centre for Engaged Inclusion

The Centre for Engaged Inclusion (CEI) engages the campus and Lansing area in building an equitable and inclusive community through intellectual exploration and collaboration. The Centre is the premier space for training, learning, engagement, and exploration of topics in the Advocacy, Belonging, Diversity, Engagement, and Inclusion for all identities and their intersectionalities.

The Centre envisions a community where everyone has a sense of belonging and possibility and is empowered to cultivate an equitable world.

For more information, please come to the CEI in the Gannon Building (GB 2204), call 517-483-1616, or [email](#).

The Caesar Chavez Learning Center

The Caesar Chavez Learning Center (CCLC) provides a comfortable atmosphere where students of diverse backgrounds can get academic, social, and personal support. The Center's Coordinator and student staff assist students and provide guidance on how to navigate campus resources and other educational opportunities.

CCLC promotes student academic success and personal empowerment. Students meet to study and to socialize; utilize computers and printers and get internet access; discuss academic and multicultural information; and share multiple perspectives. Visit the [Office for the Center of Diversity and Inclusion](#) webpage for more information.

Department Directory

For the most up to date information, go to the [Office & Department Directory](#) webpage.

eLearning

Thinking of taking an online course? Online courses require:

- **Require self-motivation and some computer skills.** Online courses require students to complete course work with little formal direction from instructors, as well as access to and knowledge of using a desktop or laptop computer and a reliable Internet connection. Note: Students using tablets and/or mobile devices may need access to a desktop or laptop computer in order to complete some assignments or utilize software and applications not supported by tablets and/or mobile devices.
- **Are flexible.** While assignments in a course have due dates, course work can usually be completed any time of the day or night. This allows students to work around personal, work, and family schedules.
- **Are NOT self-paced.** Students must complete course work within the deadlines set by the course instructor including discussions, quizzes, and assignments.
- **May require a trip to campus.** Some online courses may require a student to come to campus to complete an exam or give a presentation. If needed, off-campus proctors can be set up through Testing Services. Additional fees may apply. See the [Online Course Testing](#) webpage for more information.
- **Have technology requirements.** Online courses require a high-speed Internet connection (dial up Internet users may experience delays), word processing program, and various computer hardware and software, including web cams and microphones.
- **May require textbooks.** Many online courses require students to purchase a textbook and/or an online access key. Textbook information is available through the Textbooks and Bookstores webpage.

The Learning Online in D2L Training takes students through the basics of using D2L, as well as exploring the expectations that come with being an online student. Students are able to self-enroll in the training through D2L at any time. For instructions on how to access the training, please visit the [Learning Online in D2L](#) webpage.

The eLearning Student Resource Site contains help pages with written step-by-step and video instructions for using the Course Management System, D2L. The eLearning Student Resource Site provides on-demand resources for using other online tools integrated into D2L, including:

- Alternative Formats
- Google Apps
- Kaltura My Media
- ReadSpeaker
- WebEx

For more information about D2L, please visit the [eLearning Student Resource](#) website, or contact the eLearning Department via [email](#), Live Chat, or by phone at 517-483-1839.

For more information about online courses, including course offerings and availability, and general information about online courses, please contact via email [Academic Advising](#) (eadvising@lcc.edu) or 517-483-1904.

Emergency Preparedness

The [Emergency Management Department](#), under Administrative Services Division, launched a robust Emergency Preparedness Program in 2019. The preparedness program consists of:

- A college [Emergency Response Guide](#) with color and symbol-coded posters, a webpage, and video;
- A recognized Incident Command Team with command, communications, and coordination responsibility for College incidents, along with operational response, planning, logistics and finance components;
- The Emergency Preparedness Planning Team (EPPT), which works to develop and update emergency response plans and processes based on identified and assessed threats and hazards;
- The Continuity of Operations (COOP) Working Group, which works to build College continuity plans to ensure college essential functions are only minimally interrupted by any incident;
- The Building Emergency Response Team (BERT), a group of building employees, including student employees, who become an emergency response force multiplier to help first responders in times of crisis or emergency;
- Revamped [emergency notifications/ communications information](#);
- Emergency preparedness messages communicated via newsletters and email updates, including social media, and outreach presentations on a regular basis, at least monthly;
- Necessary training and exercises, including drills, taking place regularly as part of the annual training and exercise calendar.

Current LCC COVID-19 pandemic information can be found [here](#).

English for Speakers of Other Languages

The English for Speakers of Other Languages (ESOL) program works toward developing the English skills to successfully achieve competency in ESOL for students at the low intermediate level (level 3) or higher. This program builds upon the beginning ESOL literacy classes already offered in the community and serve as a bridge into LCC.

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 a faculty member or other instructional personnel, please call the appropriate division office. Visit our website to view the [Program Contact Directory](#).

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 Lansing Community College. Students can contact the Financial Aid Office by calling 517-483-1200, Option 1, or via [email](#).

Financial Responsibility

Students are expected to remain current on their financial obligations to the College. Students owing money to the College will be subjected to hold on their transcripts and will 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 [MyLCC](#) and selecting Banner, then Student, and "Financial Responsibility Agreement." Doing so will automatically release the financial responsibility agreement hold allowing for registration in courses.

Guest Speakers

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

Health Concerns

Some courses may require students to undergo medical testing and inoculations. Additionally, some courses may require students to work with hazardous chemicals and equipment. Students are encouraged to discuss their medical conditions with instructors prior to the start of course or with the Center of Student Access. Discussions about medical conditions of student are confidential.

Health & Human Services Division

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, 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 by providing instruction with state-of-the-art equipment, and credentialed faculty in programs that are nationally accredited or meet industry standards. LCC serves the community by offering essential health and wellness services through our public dental hygiene and massage clinics and human services practicums while providing students with clinical and workforce experience. LCC works with our community partners to provide healthcare apprenticeships and stackable certificates to heighten the credentials of the local workforce. For more information call the Health and Human Services Division office at 517-483-1410 or [email](mailto:lcc-hhs@star.lcc.edu) (lcc-hhs@star.lcc.edu).

High School-Based Programs

LCC offers high school-based programs, which include The Early College, High School Diploma Completion Initiative, High School Credit by Exam, High School Advantage, Career and Technical Education (ERESA and CCRESA), as well as HOPE and Promise Scholarships. For more information call us at 517-483-9707.

High School Dual Enrollment

Dual Enrollment provides an opportunity for qualified high school students to earn college credit while working toward their high school diploma. High school credit may or may not be granted according to the discretion of the participating student's high school. Dual enrollment affords students educational advancement in specific areas where unusual ability and interest are displayed, especially in courses and academic areas not available in the student's high school. For additional information, please call the K-12 Operations Office or by [email](#). For further information, call 517-483-1413.

Honors Program

The Honors Program at Lansing Community College offers enriched courses, special advising services, community service options, and other enhanced learning opportunities for students capable of a special challenge in higher education.

Each year, the program offers up to 36 Honors Program Awards to new students who have demonstrated outstanding academic achievement and plan to complete a [two-year transfer curriculum](#) at LCC and then transfer to a four-year institution to pursue a bachelor's degree. For more information, view the [LCC Honors Program](#) webpage or please contact us at 517-483-1061 or via [email](#).

LCC Foundation

The Lansing Community College Foundation believes that a lack of financial resources should not be an obstacle to education for anyone. Over 400 scholarships are offered to students every year.

There are two application periods for scholarships:

- August 19 – September 8
- November 1 – January 31

For more information on scholarships offered through the LCC Foundation visit [Foundation Scholarships](#) webpage or contact us at 517-483-1985 or via [email](#).

The Learning Commons

The Learning Commons is more than a location; it is an academic support and learning assistance service for all students at LCC.

[Tutoring](#)

Tutoring is free of charge for LCC students. Professional Tutors are available in most subjects and can work with students for drop-in tutoring and by appointment – on campus or online.

[Embedded Academic Support](#)

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

[Academic Workshops, Supply Drops & 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.

[Academic Resources at the Learning Commons](#)

Below are some of the resources offered 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** – available 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.

More info -- Go to [Learning Commons](#)

Contact Us

[Tutoring Appointment Request form](#)

Phone: 517-483-1206, [Email](#)

Locations:

- MAIN CAMPUS - Technology Learning Center (TLC) building 1st & 2nd Floors
- WEST CAMPUS – Room U245
- TUTORING AND LEARNING ASSISTANCE IS AVAILABLE ON:
 - Online by WebEx
 - East Campus
 - Livingston Campus

Library

At the Library students can check out current course textbooks and electronic devices (laptops, calculators, Kindles, etc.), as well as borrow materials from other libraries. Spaces and rooms are available for students to reserve for various academic purposes.

For more information, go to the [Library](#) website. To contact the Library, please call 517-483-1657.

Media Services

Information Technology Services (ITS) offers a wide array of services to support student learning and promote academic goals. ITS provides exceptional solutions to media-related issues throughout the College.

Media Services part of ITS offers the following services accessible to students: Art & Photo Center, AV Services, Classroom Video, DMAC Equipment, Checkout and Telelearning, Video Engineering and Media Engineering, Audio Services (instruction, advertising and WLNZ-FM) and Video Production (instruction, advertising and LCC-TV).

For more information on media services please visit the [Media Services](#) webpage or contact Information Technology Services at 517-483-1670.

Office Directory

For the most up to date information, go to the [Office & Department Directory](#) webpage.

Online Learning Courses

Electronically-supported Education Options

Online*- For motivated, independent learners who have the ability to work without face-to-face contact with an instructor or classmates, taking a course online using LCC's Course Management System, D2L, will most likely work. Students enrolling in an online course should have existing computer skills or the ability to acquire such skills. Online instructors will follow a syllabus and set deadlines.

Online Real Time*

In an online real time (ORT) class instruction is delivered online during designated meeting day(s) and times.

Online/Hybrid *- An online/hybrid course is one in which a portion of regularly scheduled classroom time is replaced with online course work and activities. This is a good option for students new to online learning or students who prefer a more structured learning environment but enjoy the flexibility that an online course provides as this type of course limits the number of times a student needs to be on-campus for class. Students spend part of their time face-to-face in the traditional classroom, lab, or worksite with an instructor and the other part participating online using the Course Management System, D2L.

***All students are encouraged to complete the [Learning Online in D2L Training](#) prior to beginning an online course. Students are able to self-enroll in the training through D2L at any time.**

Orientation

Orientation is required for students attending college for the first time. For transfer/guest students or students dual enrolling while in high school, completion of orientation is not required. Please find the next steps on the [Getting Started](#) webpage. For additional information, please contact us at 517-483-1999 or by [email](#).

Payments

The Student Finance office accepts the following payment methods for tuition, fees and services: cash, check, money order, Visa, MasterCard, Discover, and American Express. LCC offers payment plans through TouchNet to help students budget their education expenses. Students are encouraged to enroll early for best payment plan selections.

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 at the beginning of the semester. For more information please call us at 517-483-1798 or by [email](#).

Public Safety

LCC Public Safety consists of Police, Dispatch, and Student Parking Services. LCC Public Safety 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 supervision, 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.

Recruitment & Outreach

The Student Engagement Team 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, informational sessions and orientation.

To schedule an appointment or a presentation, or to view available orientation sessions, please go to the [Student Engagement & Admissions Team](#) webpage, contact us via [email](#), or call 517-483-1999.

The Registrar's Office

The function of the Registrar's Office include maintenance of academic records and transcripts, issuance of certificates and diplomas, degree certification, enrollment and registration, grade collection and recording, fee classification, and transfer credit processing. For more information, please contact us at 517-483-1200, Option 2 or via [email](#).

StarCard Student IDs

The LCC StarCard is a student identification card that can also be used to gain access to the library, campus computer labs, and the LCC fitness center. For questions contact the Help Desk at 517-483-5221.

The StarCard must be presented when requested by a College official.

Student Affairs Division

The Student Affairs Division offers student and academic support services. Our services are designed to help students reach their potential as they progress toward their goals. For assistance, view the [Student Affairs Division](#) webpage or please call 517-483-1162.

Student Finance

The functions of the Student Finance department include processing tuition payments, administering payment plans, working with 3rd 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 Life

The Student Life Office exists to enhance the overall educational experiences and success of students through the development of, exposure to, and engagement in social, academic, intellectual, cultural, recreational, campus and community service, and leadership development. To contact Student Life, please call 517-483-1285 or via [email](#).

Technical Careers Division

The mission of the Technical Careers Division is to provide students with state-of-the-art education and training programs. These programs provide individuals with the opportunity to access and develop the knowledge and skills essential for lifelong training and retraining. For more information please call 517-483-1319.

Testing Services

Testing Services provides exam administration and related services to prospective and current students, faculty, and community members. For more information please contact us at 517-267-5500 or via [email](#), or visit the [Testing Services](#) webpage.

Textbooks

Textbooks, required and recommended, for courses can be viewed on the Barnes & Noble College (formerly MBS) online bookstore. Other options are:

- [Library](#)
[Textbooks](#) for all general education courses and many other courses are available for check out in the Library. The student can check out general education textbooks for two hours or two days, and most other textbooks are available for two-hour, two-day or one-week check outs. What can the student do with a Library Course Reserve book? In addition to reading course reserves in the Library, students can make photocopies or scan pages. The student can sometimes find older editions of the textbook to check out by searching the Library Catalog by title and author. Please direct any questions via [email](#) or 517-483-1626.

*Laptops are NOT included in this process. Please call 517-483-1038 to check out a laptop.

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

- [Local Bookstores](#)
For more information on textbook orders, contact the [department/program](#).
[Student Book Store](#)
421 E. Grand River Ave.
East Lansing, MI 48823
517-351-4210

- **Online Bookstores**

- [Barnes & Noble College](#)

Barnes & Noble College (formerly known as MBS) 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, rental, and marketplace options.

For further information, view the [Textbooks and Bookstores](#) webpage.

TouchNet

TouchNet is LCC's secure online payment vendor. Student 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.

The University Center

The University Center is a partnership between Lansing Community College and five four-year universities and is located on LCC's main campus. LCC's partner universities offer junior and senior-level courses leading to over 30 bachelor's degrees, and several post-baccalaureate certificates and master's degrees.

Community members as well as current and former LCC students may take advantage of the convenience of the center located at the corner of Capitol Avenue and Shiawassee Street on the LCC Main Campus. For more information please call 517-483-9700 or visit the [University Center](#) webpage.

Registration

Course Offering Formats

Course offerings fit into five types:

- **Face-to-Face:** A traditional in-person class with on-campus instruction.
- **ON - Online:** Traditional online course with no live class sessions.
- **ORT - Partial Scheduled Lecture:** An online real-time (ORT) class that has some regularly scheduled online meeting day(s) and time(s) along with unscheduled online instruction and activities.
- **ORT - Full Scheduled Lecture:** An online real-time (ORT) class where all instruction is delivered online during designated meeting day(s) and times.
- **OH - Online Hybrid:** A class that has some regularly scheduled face-to-face classroom or lab instruction along with online coursework and activities.

Student and academic services will continue to be offered remotely. Please check in regularly to see if services are being transitioned back to face-to-face throughout the fall.

As a reminder, anyone coming to campus needs to follow LCC's current work safety rules and public health orders. This information can be found on [Keeping LCC Safe](#) website.

Estimate Tuition Cost

Planning for the cost of higher education is extremely important. Use the [Tuition Cost Estimator](#) tool to estimate the cost of tuition for this semester.

Course fees support costs unique to specific courses, beyond the standard cost of instruction and basic materials. Fees include a variety of consumable costs, specialized equipment, and technology dedicated to the associated course. Further, small group instruction is sometimes required by state or federal regulations, national accreditation mandates, or quality and safety standards, which all impact faculty-to-student ratios and overall program costs. These costs have not changed because of distance learning.

LCC's longstanding practice is that students are charged for the cost to deliver their education in their chosen program. As such, the courses and programs that have these additional costs are charged to the students enrolled in the courses rather than spreading those costs out evenly among all students by way of higher tuition. This practice promotes fairness for all.

In April 2020, the LCC Board of Trustees approved permanently eliminating the \$25 online virtual fee. The fee will not be on the student's bill during summer or fall 2020, or anytime thereafter.

Register for Class(es)

To register, Log into [myLCC](#) and 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 2021](#) – Registration begins Monday, May 10th, 2021

[Spring 2022](#) – Registration begins Monday, October 4th, 2021

[Summer 2022](#) – Registration begins Monday, March 28th, 2022

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.

Add an Additional Class

Online registration is available until 10 minutes prior to when a face-to-face class begins (lecture, lab).

Online registration for online, online/hybrid and classes that state TBA as one of the meeting times is available until midnight (12:00 a.m.) the date the teaching period begins.

- [Fall 2021 Teaching Period](#)
- [Spring 2022 Teaching Period](#)
- [Summer 2022 Teaching Period](#)

Once online registration ends for a course, follow the Late Registration and Schedule Adjustment Guidelines below.

Late Registration and Scheduling Adjustments

Late registration at Lansing Community College is not allowed. Schedule adjustments are allowed within the first week of each part of term. Special circumstance may be considered after consultation with the instructor and the Academic Dean.

A schedule adjustment is defined as adding a course by a student with registration activity for the current semester. Adding an additional course, switching sections, and being reinstated into a section in which the student was previously registered are all examples of schedule adjustments.

Late registration is defined as adding a course by a student who has not had any registration activity for the current semester.

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

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.

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.

Tuition and Fee Information

Below are policies related to the calculation of tuition based on residency and veteran status, the payment of those fees, and the refund policy.

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 tuition and fees for resident, non-resident, out-of-state, and international students.

2021-2022 TUITION RATES (PER 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.

COLLEGE DISTRICT RESIDENT STUDENTS - \$114*

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

*Only the portions of the Leslie Public Schools and the Stockbridge Community Schools located in Ingham or Livingston County are part of the Lansing Community College district.

IN-STATE STUDENTS - \$228*

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 - \$342*

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

INTERNATIONAL STUDENTS - \$399*

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 the student is age 62 or older on the first day of the semester and a resident of the LCC district six months prior to the beginning of the semester in which registering, the student qualifies for a reduced tuition rate of \$57.00 per billing hour on classes at LCC. (Note: Michigan residents living outside the LCC district qualify for a reduced rate of \$114 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. Senior citizens will continue to pay registration, course and facility fees. For details, stop by the [StarZone](#) or call 517-483-1957.

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 and to all students).
- **Course Fee ***
Course fees vary and apply to courses requiring specialized supplies, equipment, facilities, and other instructional resources unique to the individual course. See class offerings to determine if a course has an applicable course fee.

*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 Lansing Community College during the current Academic Year.

Veterans In-State Tuition

Any individual using VA Educational Benefits under Chapter 30, Chapter 31, Chapter 33, or the Fry Scholarship and who lives in the State of Michigan while attending Lansing Community College, 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 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.

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 nonresident 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.

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.

Financial Aid

What is Financial Aid?

It is resources to assist students with paying for their post-secondary education.

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. Students can apply for scholarships at LCC, the State of Michigan, community organizations, and their employer. For the most part, these funds do not need to be repaid. [Scholarships](#) webpage.

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. [Grants](#) webpage.

Student Employment & Work-Study

On- and off-campus employment opportunities allows the student to earn the funds to help cover the costs of educational expenses. As work is completed, the student can earn wages that may be used toward school-related costs. [LCC Student Employment & Work Study](#) webpage.

Loans

Loans are available through the government and students also have the option of taking out loans from a private lender. These funds must be repaid. [Loans](#) webpage.

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 Student Aid ([FAFSA](#)) using LCC's school code: 002278.

If planning on attending Fall 2021, Spring 2022, and/or Summer 2022, the student must complete the 2021-2022 FAFSA, which requires 2019 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 Expected Family Contribution (EFC) 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 and EFC 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 EFC (see [Determining Financial Aid Eligibility](#)), and [enrollment level](#) at the [Federal Pell Grant Census Date](#). The maximum annual award is \$6495 for 2021-2022 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 EFC.
- [Federal Direct Subsidized Loan](#)
Federal Direct Subsidized are loans made 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 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 the 13th birthday. Eligible applicants are required to maintain half-time enrollment (minimum 6 credit hours) and meet Satisfactory Academic Progress. This award can only pay for tuition and fee charges and may be adjusted due to other awards.
- [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 Lansing Community College 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 EFC.
- [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), and meet Satisfactory Academic Progress. This award can only pay for tuition and fee charges and may be adjusted due to other awards. The award amount is pro-rated based on enrollment levels: 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).

Non-need-based aid is financial aid that is not based on EFC. The student's eligibility is determined by COA and the amount of other financial aid awarded.

Example: COA of \$11,000 and 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 less than 26 years of age who are the natural 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.

- [Futures for Frontliners](#)

The Futures for Frontliners provides tuition assistance to Michigan residents who have not obtained a college degree and worked as a frontline worker in an essential industry between April 1 and June 30, 2020. The program is intended to give thanks to those who put themselves at risk during the pandemic. Students must have applied by December 31, 2020. The scholarship covers any remaining in-district tuition and mandatory fees (Registration and Student Support Fee) that are not covered by the Federal Pell Grant or other tuition-restricted scholarships. Students must maintain enrollment as at least a half-time (6 credit hours) student in a financial aid eligible program.

- [Gaining Early Awareness and Readiness for Undergraduate Programs \(GEAR-UP\)](#)

The GEAR UP is a federally funded program designed to provide early intervention services and programs to students in middle school and high school. Michigan GEAR UP (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). The award amount is prorated based on enrollment levels: 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).

- [Michigan Indian Tuition Waiver \(MITW\)](#)

The MITW is awarded to students approved by the Michigan Department of Civil Rights. Students must be $\frac{1}{4}$ 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 25 years of age or older and have not obtained a college degree. The scholarship covers any remaining in-district tuition and mandatory fees (Registration and Student Support Fee) that are not covered by the Federal Pell Grant or other 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 and they must be enrolled at least half-time (6 credit hours).
- [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 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.
- [Tuition Incentive Program \(TIP\)](#)
The TIP is awarded for up to 24 credits per academic year 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 in-district tuition and mandatory fees (Registration and Student Support Fees) and may be adjusted due to other awards. TIP will not cover any billing hours in excess of credit hours.

Financial Aid Policies

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 registered with Selective Service, if required.
- 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.
- Not have a federal or state conviction for drug possession or sale, with certain time limitations.

Determining Eligibility

After completing the [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:

$$\text{COST OF ATTENDANCE} - \text{EXPECTED FAMILY CONTRIBUTION} = \text{FINANCIAL NEED}$$

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, supplies, and equipment
- Room and board
- Transportation
- Miscellaneous personal items
- Loan fees

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

1. Current financial aid students, login to [myLCC](#), click 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
Books & Supplies (BKSP)	\$600	\$600	\$600
Tuition & Fees (TUIT)	\$3800	\$7200	\$10200
Loan Fee (LFEE)	\$80	\$80	\$80
Personal & Misc (PERS)	\$1600	\$1600	\$1600
Room (ROOM)*	\$4000	\$4000	\$4000
Board (BRD)	\$2400	\$2400	\$2400
Transportation (TRAN)	\$1600	\$1600	\$1600
TOTAL	\$14080	\$17480	\$20480

*ROOM: For students enrolled in more than six credits in fall or spring or three credits in summer and who receive Veteran Benefits that include a Basic Allowance for Housing (BAH), Room cost will be 0.

Expected Family Contribution

Expected Family Contribution (EFC) is calculated according to a formula established by law taking into consideration the family's taxed and untaxed income, assets, benefits (such as unemployment or Social Security), family size and number of family members who will attend college. The family includes parent information if the student is considered a dependent student as determined by the FAFSA.

The EFC 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.

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 cancelled 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.

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.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Note: The U.S. Department of Education has rescinded the Drug Conviction student eligibility requirement and students no longer face penalties or suspension of Title IV aid due to a drug conviction that occurred while the student was enrolled and receiving Title IV aid; however, LCC is still required to disclose the following information.

A federal or state drug conviction can disqualify a student from federal financial aid programs. Convictions apply if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV federal financial aid; convictions do not count if the offense did not occur during such a period. A conviction that was reversed, set aside, or removed from the student's record does not impact federal financial aid eligibility. In addition, a conviction received when the student was a juvenile does not apply, unless that student was tried as an adult.

The following chart illustrates the period of ineligibility for federal financial aid programs. Please note that eligibility is dependent upon the nature of the conviction and the number of prior offenses.

Offense Number

1st Offense

2nd Offense

3+ Offenses

Possession of Illegal Drugs

1 year from date of conviction

2 years from date of conviction

Indefinite Period

Sale of Illegal Drugs

2 years from date of conviction

Indefinite Period

Pursuant to federal law, a conviction for the sale of drugs includes convictions for conspiring to sell drugs. Moreover, those students convicted of both selling and possessing illegal drugs will be subject to ineligibility for the longer period as prescribed under the circumstances.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again for federal financial aid programs.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below. Furthermore, eligibility can be regained if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for the sale or three convictions for the possession of illegal drugs remain on the student's record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the College that a qualified drug rehabilitation program has been completed.

For purposes of financial aid eligibility, a qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

For more information regarding illegal drug convictions and financial aid eligibility, please visit the Free Application for Federal Student Aid (FAFSA) website, or contact the Financial Aid Office.

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	ENRI 105	ENRI 152	ENRI 162
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 and receive financial aid for that course. This limit applies whether or not the student received financial aid for earlier enrollments in the course. If a student retakes a course that is not eligible for financial aid, a recalculation of aid is done to exclude the credits for the repeated course.

Note: Students must also adhere to the [College's Repeat Policy](#).

- 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) regardless of the number of times the course was attempted and failed.
- A student, who is taking a course (see chart below) that requires the student to enroll in the course multiple times to meet degree requirements, may receive financial aid for these courses.

Revised: 07/23/21

COURSE	TITLE
ACCG 102	Special Topics in Accounting
ACCG 266	Independent Study Accounting
AEET 175	Special Topics/Altern Energy
AEET 280	Alternative Energy Practicum
APPR 220	Special Topics/Electricians
ARCH 175	Special Topics in Architecture
ARCH 176	Special Topic/Architecture P/Z
ARCH 295	Arch Independent Study
ARTS 132	Figure Drawing
BLDT 170	Special Topics in Construction
BLDT 171	Special Topic/Construction P/Z
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
CITA 229	Special Topics in Applications
CITD 229	Special Topics in Database
CITF 229	Special Topics in Foundations
CITN 229	Special Topics in Networking
CITP 229	Special Topics in Programming
CITS 227	Comp Support Indepen Study

COURSE	TITLE
CITS 229	Special Topics/Support
CITS 285	IT Professional Internship
CITW 229	Special Topics/Web
CIVL 170	Special Topics/Civil Tech
CIVL 171	Special Topics/Civil Tech P/Z
CIVL 225	Civil Tech Independent Study
CJUS 281	Directed Independent Study
CJUS 295	Criminal Justice Special Topic
DANC 101	Beginning Ballet
DANC 102	Beginning Modern
DANC 103	Beginning Jazz
DANC 104	Beginning Tap
DANC 201	Intermediate Ballet
DANC 202	Intermediate Modern
DANC 203	Intermediate Jazz
DANC 204	Intermediate Tap
DENT 280	Dental Special Topics
DENT 290	Directed Study
DMAC 245	Workshop: Audio
DMAC 246	Workshop: Video
ELTE 170	Special Topics/Electrical Tech
ELTE 291	Electrical Project Lab
ENGL 278	Writing the Novel
ENG L295	Independent Study in English
FIRE 280	Fire Directed Indep Study
FIRE 285	Fire Science Special Topics
FIRE 295	Fire Science Special Topics
GERO 191	Special Topics in Gerontology
GSCI 175	Special Topics/GIS Technology
HIST 295	Independent Study in History
HONR 295	Honors Independent Study
HUMS 295	Ind Study in Humanities
HUSE 293	Human Services Special Topics
HUSE 294	Human Services Special Topics
HUSE 297	Human Services Indep Study
HVAC 170	Special Topics in HVAC/R
IDMS 150	Sonographic Directed Study
IDMS 295	DMS Special Topics
IRXT 123	Radiographic Independent Study
IRXT 295	Radiologic Tech Special Topics

COURSE	TITLE
LEGL 251	Legal Studies Independent Study
MASG 150	Masg Special Topic
MASG 170	Massage Directed/Indep Study
MATH 295	Ind Study in Mathematics
METD 170	Special Topics/Eng & Design
METD 295	Engineering/Design Project Lab
METM 170	Special Topics/Precision Mach
METM 171	Special Topics/Machining P/Z
METM 295	Precision Machine Project Lab
METS 170	Special Topics/Mechanical Sys
METS 290	Manufacturing Internship
METS 295	Mechanical Systems Project Lab
MGMT 235	Independent Study/Manage/Lead
MKTG 231	Independent Study in Marketing
MUSC 101	Vocal Jazz & Pop Ensemble
MUSC 106	Private Music Lesson
MUSC 108	Concert Choir
MUSC 109	Studio Class
MUSC 119	Lansing Concert Band
MUSC 121	Percussion Ensemble
MUSC 122	Guitar Ensemble
MUSC 123	Jazz Ensemble
MUSC 124	Experimental Music Ensemble
MUSC 143	Beginning Piano I - Summer
MUSC 144	Beginning Piano I
MUSC 145	Beginning Piano II
MUSC 155	Class Voice Commercial I
MUSC 156	Class Voice Commercial II
MUSC 188	Class Guitar
MUSC 270	Rock Guitar
MUSC 280	Private Composition
NURS 101	Nursing Directed Study
NURS 102	Nursing Directed Study
NURS 118	Special Topics in Nursing
NURS 119	Special Topics in Nursing
PARA 200	Paramedic Directed Study
PFFT 180	Seminar: Special Subjects
PFHW 100	Health and Wellness Seminar
PFKN 295	Ind Study in Physical Fitness
PHIL 295	Ind Study in Philosophy

COURSE	TITLE
PHOT 191	Photo Imaging Special Topics
PHOT 228	Independent Study
POLS 295	Ind Study in Political Science
PSYC 295	Ind Study in Psychology
SIGN 295	Ind Study in Sign Language
SOCL 295	Independent Study in Sociology
SURG 106	Surgical Tech Directed Study
SURG 150	Surgical Tech Special Topics
THEA 223	Independent Study in Theatre
THEA 224	Special Subjects in Theatre
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 Academically Related Activity*
Student withdraws/is withdrawn or drops from a course and the student’s remaining courses have not yet begun	Date student withdrew or dropped from last active course	Official Withdrawal	Last Date of Participation in an Academically Related Activity*
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	Unofficial Withdrawal	Last Date of Participation in an Academically Related Activity*

Event	Determination of Withdrawal	Type of Withdrawal	What is Used as Withdrawal Date
	last date of participation when the grade for the course is submitted.		
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 Academically Related Activity*

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 academically related activity*.
 - The official withdrawal date used in the R2T4 calculation is the student's last date of participation in an academically related activity*.
- 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 academically related activity* 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 academically related activity*.

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 Academically Related Activity

The following academically related activities constitute participation for purposes of determining whether a student started an LCC face-to-face course, which consists of both classroom attendance and activities in the Desire to Learn (D2L) system:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;

- Attending a study group that is assigned by the instructor;
- Participating in an online course discussion about academic matters (logging into an online course without active participation is not acceptable); and
- Initiating contact with a course instructor within the D2L system to ask a question about the academic subject studied in the course.

The following academically related activities constitute participation for purposes of determining whether a student started an LCC distance education course, which consists of activities within the D2L system:

- Student submission of an academic assignment;
- Student submission of an exam;
- Documented student participation in an interactive tutorial or computer-assisted instruction;
- A posting by the student showing the student's participation in an online study group that is assigned by the instructor;
- A posting by the student in a course discussion forum showing the student's participation in an online discussion about academic matters; and
- An email from the student or other documentation showing that the student initiated contact with the course instructor within the D2L system to ask a question about the academic subject studied in the course.

Rights and Responsibilities of the Financial Aid Recipient

As a student financial aid consumer, the student has the right to:

- Information about financial aid application procedures, cost of attendance, aid available, and renewal requirements as well as information about LCC's academic programs and policies.
- Confidential protection of financial aid records. The contents of the student's financial aid record are maintained in accordance with the Family Educational Rights and Privacy Act.
- Request a review of decisions made by LCC's Financial Aid Office. A letter discussing the situation in detail and the decision the student wishes to have reviewed should be submitted in writing to the Financial Aid Office via [email](#).

The student has the responsibility to:

- Complete applications and requested information accurately and timely.
- Read and understand all materials sent to the student from the Financial Aid Office and other financial aid agencies. Keep copies of all forms and materials submitted.
- Know and comply with the rules governing aid programs.
- Comply with the provisions of any promissory note and all other agreements the student signs.

- Register for the number of credits required and maintain Satisfactory Academic Progress.
- Go to the [StarZone](#) on the second floor of the Gannon Building for personal assistance if the student has questions or does not understand the information provided.
- Budget and manage financial aid funds. Learn more at [Money Basics](#).

Student Academic Progress (SAP)

Federal regulations require the Financial Aid Office at Lansing Community College (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 Policy](#). 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, except 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 Policy, [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 a 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.

Student Rules, Requirements, and Procedures

Accommodations for Students with Documented Disabilities

In accordance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Lansing Community College does not discriminate against eligible students with disabilities. The Center for Student Access, in consultation with department leadership, the Registrar's Office, and other staff as required, may review requests for course substitutions which may represent programmatic accommodations.

The expectation for students with documented disabilities is that they will complete all requirements for an LCC associate degree. This includes the General Education requirements. In cases where a student feels that they cannot successfully complete a particular required course because of a disability, that student may engage in a dialogue with the Center for Student Access to determine:

- What reasonable accommodations (if any) may exist to minimize the effects of the disability.
- The extent to which a student's prescribed accommodations (if any) have been utilized.
- Possible next steps (if any) to facilitate success in the course in question.

For such dialogue, the student should contact the ADA/504 Coordinator at the Center for Student Access:

[Center for Student Access](#)

Gannon Building – StarZone

517-483-1924

[Email](#)

Revised 06/30/21

Lansing Community College is also committed to providing and maintaining a barrier-free environment so that individuals with disabilities can fully access employment, programs, services, and all activities of the College.

The full [Americans with Disabilities Act, Reasonable Accommodations, and Section 504 of the Rehabilitation Act/Michigan's Persons with Disabilities Civil Rights Act policy](#) is on the LCC Board Policy page, Section 4.000 – Human Resources.

Admission to the College

Lansing Community College is an open-access community college designed to extend service to applicants possessing appropriate preparation to benefit from programs and courses offered at the college.

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. To view current programs, go to the [Selective Admissions Programs](#) webpage.

Note: Admission to LCC does not guarantee admission to a selective admission program.

International Admissions

M1 and F1

Individuals who are admitted to the United States in a temporary, non-resident status (any type of visa) are considered international students. Individuals admitted to the United States as refugees, immigrants, or green card holders are not considered international students for the purpose of admissions. This includes students interested in transferring to LCC from another US institution and international students applying to the [English for Speakers of Other Languages Program](#).

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 contact the [StarZone](#) at 517-483-1957 (toll-free 800-644-4522)

General Education Requirements

LCC is committed to helping its graduates gain four 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 able to develop the life skills necessary for them to enrich and support themselves, their families, and their communities as 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 twenty-first 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 Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB), and DANTES Subject Standardized Test (DSST), is applicable toward LCC General Education requirements for all degrees, including degrees that otherwise would require completion of the full MTA. However, due to statewide rules, areas of prior learning such as CLEP, IB, and DSST are not applicable to the MTA endorsement at this time.

Revised: 03/26/20

General Rules and Guidelines

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

Granting Additional Associate Degrees

Any student who has earned an associate degree from Lansing Community College or any other accredited community college may be awarded additional degrees providing that they meet the following institutional graduation requirements:

- Complete a program of study approved by the College and consisting of a minimum of 60 semester credits with no more than 10 percent of these credits acquired on the pass/fail (P/Z) grading system. (See [Degree and Certificate Program Pathways](#) webpage for more information.)
- Maintain a cumulative grade point average of 2.0 or above.
- Earn toward the curriculum at least 15 semester credits directly from Lansing Community College.
- Satisfy all general and specific requirements of Lansing Community College.
- LCC's General Education Core or Applied Degree General Education requirements are satisfied by virtue of the student earning the first associate degree.
- LCC's General Education requirements are waived by the acceptance of the completed Michigan Transfer Agreement from an accredited community college or university, regardless of whether an associate degree or higher has been completed.
- No additional degree will be granted in the same curriculum in which a previous degree was earned.

- The following CANNOT be used for degree requirements:
 - courses numbered below 100
 - Courses in Mathematics or Statistics that are not listed on the LCC [General Education](#) Requirements webpage.
 - courses in English or Writing numbered below 118
 - courses in English as a Second Language
 - courses in Reading
 - courses in non-technical Vocabulary
 - courses in Academic Experience numbered other than 100 or 101
 - courses in Student Development numbered other than 101
- Submit an application for graduation to the Registrar's Office the semester the program requirements are completed, on or before the deadline.

Note: Students may not follow curricular guides/pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC web transcript.

Revised: 06/16/21

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

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 subject to the following requirements:

1. All requirements for the associate degree must be met.
2. The Lansing Community College cumulative grade point average must be a 2.0 or above.
3. A minimum of 15 semester credit hours toward the curriculum must be completed directly from Lansing Community College.
4. The College's General Education requirements are satisfied by virtue of the student earning the bachelor's degree.
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 may not follow curricular guides/pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC web transcript.

Revised: 06/16/21

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), for example, appropriate LCC term/quarter courses without an exact LCC course equivalent, etc. 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:

- Even if a College error has been documented, if the student has the time and ability to take the course(s) necessary to satisfy the requirement, the course(s) should be completed.
- 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.

Revised: 06/28/21

Graduation

Graduation Requirements, Certificates & Degrees

The information below includes the requirements needed to be awarded a certificate or degree, including General Education requirements, and the application process. In addition, information is provided on the process to request an accommodation for students with disabilities.

Graduation Honors

Those students who maintain a 3.75 or higher grade point average will be graduated Summa Cum Laude (with highest honors); those who maintain a 3.50-3.74 grade point average will be graduated Magna Cum Laude (with high honors); those with a 3.25-3.49 will be graduated Cum Laude (with honors). Students must complete 40 semester credit hours of work at Lansing Community College to qualify for honors.

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.

High School Dual Enrollment & Home School Program Criteria

Dual Enrollment provides an opportunity for qualified high school students to earn college credit while working toward their high school diploma. High school credit may or may not be granted according to the discretion of the participating student's high school. Dual enrollment affords students educational advancement in specific areas where unusual ability and interest are displayed, especially in courses and academic areas not available in the student's high school.

Note: Some colleges/universities will not accept college credit for college courses used to meet high school graduation requirements.

High School Programming

LCC offers high school-based programs, which include [The Early College](#), [High School Credit by Exam](#), [High School Advantage](#), Career and Technical Education (ERESA and CCRESA), as well as [HOPE and Promise Scholarships](#). For more information call 517-483-9707.

How Students Can Satisfy LCC General Education Requirements

For more information, see the Transfer Degrees (MTA) tab or Applied Degrees tab of 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 under the Incoming Transfer Credits header.)
3. Achieve a grade of 2.0 level or higher on a Core Area Proficiency Examination, where appropriate and available. Each exam is specific to a single General Education area or, for Mathematics, to a particular course, and is administered for a \$50 fee in the [Course Testing Center](#) (GB 2228). Core Area Proficiency Examinations may only be taken once to satisfy a specific General Education area. ([See General Education Requirements webpage for more information.](#))
4. Present evidence of completed Michigan Transfer Agreement from an accredited college or university.
5. Present evidence of an earned associate degree or higher degree from an accredited college or university.
6. 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 the learning outcomes are aligned to the appropriate General Education outcomes and use of the general credit is approved by the Provost or designee.
7. Establish appropriate course credit through the Advanced Placement Examination (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and/or others as recognized by LCC.
8. Establish credit for an approved course through the Experiential Learning Process. (See [Credit for Experiential Learning](#) procedure under the Incoming Transfer Credits header.)

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 tab, 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 under the Incoming Transfer Credits header.](#)))

3. Present evidence of completed MTA from an accredited 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.
6. Establish appropriate course credit through the Advanced Placement Examination (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), or DANES Subject Standardized Tests (DSST). Non-AP areas of prior learning - for example, College Level Examination Program (CLEP), International Baccalaureate (IB), and DANES Subject Standardized Tests (DSST) – 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.

Revised: 06/30/21

How to Apply for an Associate Degree, Certificate of Achievement, or Certificate of Completion

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 Institutional Requirements for Associate Degrees procedure and Institutional Requirements for Certificates of Achievement and Certificates of Completion 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.
 - a. Note: Students may not follow curricular guides/pathways which 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 curricular guide 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 and certificates are mailed to students during the semester after degrees and certificates have been awarded.

Revised: 06/30/21

Institutional Requirements for Associate Degrees

To receive an associate degree from Lansing Community College, 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 with no more than 10 percent of these credits acquired on the pass/fail (P/Z) grading system. (See [Degree and Certificate Program Pathways webpage](#)).
2. Maintain a cumulative grade point average of 2.0 or above.
3. Earn toward the curriculum at least 15 semester credits directly from Lansing Community College.
4. Satisfy the LCC General Education Requirements for the specific program of study.
5. Satisfy all general and specific requirements of Lansing Community College.
6. No additional associate degree will be granted in the same curriculum 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) 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 the semester the program requirements are completed, on or before the deadline.

Note: Students may not follow curricular guides/pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC web transcript.

Revised 06/30/2021

Institutional Requirements for Certificates of Achievement and Certificates of Completion

Certificates of Achievement and Certificates of Completion are a designated course or groups of designated courses. To receive a Certificate of Achievement or Certificate of Completion from Lansing Community College, 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 with no more than 10 percent of these credits acquired on the pass/fail (P/Z) grading system. (See [Degree and Certificate Program Pathways webpage](#)).
2. Maintain a grade point average of 2.0 or above in all courses required for the certificate.
3. Satisfy any specific requirements on the pathway. These may include, but are not limited to, maintaining a cumulative grade point average in all courses taken at Lansing Community College, higher grade point minimums in specific courses, selective admissions, or other departmental requirements.
4. Earn toward the curriculum at least one-fourth of the semester credits for the certificate directly from Lansing Community College.
5. Satisfy all general and specific requirements of Lansing Community College.
6. No additional certificate will be granted in the same curriculum 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 the semester the program requirements are completed, on or before the deadline.

Note: Students may not follow curricular guides/pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC web transcript.

Revised: 06/30/21

Incoming Transfer Student Information

Acceptance and Evaluation of Transfer Credits from Other Institutions

Lansing Community College 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 methods to obtain credit toward a degree or certificate, including transfer credit, credit for licensure/certification, and credits earned during military service.

Credit by Examination

To inquire about credits for certain courses by taking a comprehensive or other applicable exam, current students will need to visit with the respective academic department about availability.

Credit Earned at Foreign Institutions

Current students requesting credit for credits earned at foreign institutions will need to submit their international transcripts to a [NACES member](#) for evaluation before having it sent to Lansing Community College.

Credit for Experiential Learning

Lansing Community College 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.

Credit for Licensure and Certifications

Lansing Community College recognizes that current licensure or certification represents learning for which credit may be granted. Therefore, the College assesses national and state licenses as part of its credentialing function. Any student who has applied to Lansing Community College may apply for license or certification credit evaluation. Please visit the [Licensure and Certification webpage](#) for the list of accepted equivalencies.

Credits Earned from National Normed Exams

Lansing Community College recognizes students may have previous knowledge or experience as measured by Nationally Normed Exams. Students may receive credit for Lansing Community College 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 and International Baccalaureate Program (IB).

Credits Earned in the Armed Services

LCC will evaluate the student's military training and coursework for possible award of transfer credit after the official Joint Services Transcript has been received and the student has been admitted to the College.

General Credits

Requests for awarding General Credits are allowable only for the following purposes:

- i. General Credits that can count only toward the General Associate degree (Requested by general advisors)
- ii. General Credits that will be substituted for specific program requirements (Requested by program advisors)
- iii. General Credits that will be substituted for general education requirements (Requested by Academic Affairs)

Requests for awarding General Credits must be made electronically (LCC email, Skype, etc.) and must specify the following:

- i. The student's program, including curricular year
- ii. The requirement(s) the General Credits are intended to satisfy (For programs other than the General Associate degree, a substitution form still will be needed as well.)
- iii. The specific course(s) to be used from the student's incoming official transcript

In addition, please note the following provisos:

- i. General credits must be from a regionally accredited institution and must be college-level (non-developmental).
- ii. General credits can be awarded for a maximum of one course per subject.
- iii. A maximum of 12 general credits may be awarded per incoming transcript.
- iv. Programs allowing or requiring general credits (GA General Associate, AAS Agricultural Technology, AAS Veterinary Technology, etc.) are not subject to the 12-credit limitation.
- v. Requests for more than 12 general credits or for general credits in more than one subject per transcript will require approval from Academic Affairs during transcript evaluation.
- vi. **Note:** Due to curricular, Financial Aid, and Veterans implications, the Registrar's Office during the initial evaluation of incoming transcripts will not award any General Credits (non-equivalent 000) for programs that do not specifically require General Credits. Award of General Credits will continue for programs such as AAS Agricultural Technology, AAS Veterinary Technology, and the general associate degree, etc., which require General Credits.

Students wishing to request general credits must meet with an Academic Advisor.

Revised: 04/03/20

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 Opportunities](#) webpage for more information about transfer programs. For additional transfer opportunities, view the [University Center](#) webpage.

Student Bereavement

Lansing Community College 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 [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.

Revised: 01/14/21

Student Code of Conduct

The Office of Student Compliance (OSC) at Lansing Community College exists to enforce the Student General Rules and Guidelines and Student Code of Conduct. Students attending LCC must abide by these regulations.

View [Student General Rules and Guidelines and Code of Conduct](#) in its entire form.

Student Due Process

Lansing Community College understands students are entitled to notice of the charges against them and the opportunity to present their side of the story. Students have constitutional due process rights that LCC will not violate. The College is constantly aware of the joint responsibilities, shared by the student body and the College, to uphold the principles of "due process" in all disciplinary action.

Student Transcripts

The Registrar's Office maintains the permanent official transcript of every student who attends the College. The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes courses waived, courses attempted and completed, courses and credits transferred, credits awarded for experiential learning, credit hours, GPA points, Lansing Community College grade point average, current program and major, and associate degrees, certificates of achievement, and certificates of completion awarded by the College.

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

In order to ensure that graduates from Lansing Community College are academically well rounded, students will not be 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 curriculum 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.

Student Academic Information

Academic Standing

Students must maintain at least a 2.0 cumulative Grade Point Average (GPA) at Lansing Community College to remain in Good Standing, which indicates Satisfactory Academic Progress. 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 classes. In addition, students on a Probationary standing may be required to meet with a counselor or 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.

Note: Only course work completed at LCC is considered for determination of academic standing. The academic standing is determined at the end of each semester (Fall, Spring, Summer).

Summary of Academic Standing Policy:

- **Good Standing:** Cumulative Grade Point Average (GPA) 2.0 or above.
- **Probation 1:** Cumulative GPA below 2.0; registration limited to 12 or fewer credits for Fall and Spring Semesters and six or fewer for Summer session, and student is encouraged to meet with an Academic Success Coach.
- **Probation 2:** Continued cumulative GPA below 2.0; registration limited to eight or fewer credits for Fall and Spring Semesters and four or fewer for Summer Session, and student is required to meet with a counselor or Academic Success Coach.
- **Probation 3:** Continued cumulative GPA below 2.0; registration limited to 4 or fewer credits for Fall and Spring Semesters and 2 or fewer for Summer session, and the student is required to meet with a counselor or Academic Success Coach during a meeting to plan their academic success and sign a Success Contract. Satisfactory completion of this plan as well as semester-by-semester subsequent plans will allow further enrollment until a satisfactory cumulative GPA places the student in good standing.

Students receiving financial aid or veterans benefits are required to satisfy specific additional academic standards to continue receiving financial assistance. See the [Financial Aid](#) page for more information.

Students in certain selective admission programs may have different standards for academic standing. See the [Selective Admissions](#) webpage for more information.

Students in Good Standing are eligible for the Dean's List and President's List each semester. The criteria for the lists are as follows:

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).

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 classes only (no transfer credits).

View the complete Academic Board Policy [here](#).

Revised 06/30/21

Auditing Courses

LCC recognizes that there may be instances where a student may not require a numerical grade for an academic course. 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. A student who registers as an auditor attends class regularly but does not take the final examination, does not receive an achievement grade, and does not receive credit for a course.

Students must meet all prerequisites required for the course regardless of their intent to take the course for credit or to audit the course.

Audited courses cannot be applied toward a degree or certificate and cannot be used to meet prerequisites.

The student can choose to audit the course at the time of registration. The college also allows students to change from credit to audit or from audit to credit by the end of the second week of classes (or other equivalent dates as specified for variable length courses)

Changes from credit to audit through the end of the second week for 16-week courses (and other equivalent dates as specified for variable length courses) do not require instructor approval.

Computing Grade Point Average

A student's grade point average 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).

Revised: 07/14/21

Course Participation

Students are expected to participate in all sessions of each course in which they are enrolled.

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

Extra Credit Policy

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 Official College Syllabus whether or not extra credit may be offered

In courses which might offer extra credit:

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

In sections which offer 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.

Grades and Grading

College Grading Standards	Recommended Guidelines for Student Grades
4.0 --- Excellent	4.0 --- 91 – 100%
3.5 --- -----	3.5 --- 86 – 90%
3.0 --- Good	3.0 --- 81 – 85%
2.5 --- -----	2.5 --- 76 – 80%
2.0 --- Satisfactory	2.0 --- 71 – 75%
1.5 --- -----	1.5 --- 66 – 70%
1.0 --- Poor	1.0 --- 60 – 65%
0.0F --- -----	0.0F --- 0 – 59%
0.0U --- -----	0.0U --- 0 – 59%

Grades

Grades are available on the web to students approximately five business days after the close of each semester. Students who have an overdue indebtedness to the College will not have access to their grades.

Incomplete Grades

An "I" (incomplete) will not be counted toward the establishment of an earned grade point average (GPA) or toward graduation from Lansing Community College. An instructor may approve a student-initiated request for an incomplete if only a small portion of the work remains (for example, only 20% of the work remains) and a compelling reason for the request exists.

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.

Pass/Fail Grading (P/Z)

The pass (P) / fail (Z) grading system has been established as a departmental option. This system is reserved for special course offerings where a pass/fail grading system is most appropriate for the goals and objectives of the course.

1. Course prerequisites and other criteria for enrolling in courses offered on the P/Z grading system shall be determined by the department offering the course.
2. Courses using the P/Z grading system will be published as being graded on the P/Z grading system, and the course syllabus shall be explicit regarding this fact.
3. Courses graded on the P/Z system may be counted toward an associate degree or certificate based on approval of the appropriate Dean. A maximum of 10 percent (10%) of the total credits required for a degree or certificate may be acquired on the P/Z system. With departmental approval, the limitation on the use of P/Z course credits for an LCC degree or certificate may be waived when incoming P/Z credits are directly related to the degree or certificate in a course of study.

Grading procedure of the pass/fail system is as follows:

1. Grades on the P/Z system are not included in computing the semester or cumulative grade average.
2. The grades granted on the P/Z system are determined with definitions of "P" and "Z" as follows:
 - a. P (pass) represents a level of performance equivalent to a regular number grade of 2.0 or above on a 4.0 system; credit is granted.
 - b. ZF (failed – finished) represents a level of performance less than a 2.0 on a 4.0 system when the student attempted the last graded assignment in course; no credit is granted.
 - c. ZU (failed – unfinished) represents a level of performance less than a 2.0 on a 4.0 system when the student did not attempt the last graded assignment in course; no credit is granted.

All courses attempted on the P/Z grading system will appear on the student's academic record. Policies pertaining to the issuing of "W" and "I" grades also apply to courses graded on the P/Z system (see [Grading System](#) webpage).

Revised: 07/14/21

Repeating a Course

Repeated courses are defined as courses that the student enrolls in and attempts more than once. When a student repeats a course for a higher grade, the student's academic record and transcript will reflect every grade received for the course. However, only the highest grade is used in computing the LCC cumulative GPA and credits earned.

In cases where a student has an LCC course grade of 0.0F, 0.0U, 1.0, 1.5, or 2.0 and then transfers in an equivalent course and is issued a TR or TRP grade, the LCC course will be excluded from computing the LCC cumulative GPA and credits earned. However, the other institution's course grade will *not* be used in calculating the LCC cumulative GPA.

When a student receives a grade of less than 2.0, "W", "ZF", or "ZU" for a course reported on the transcript and remains academically eligible to continue taking classes, the student may not enroll in the same course again without a permission form signed by an academic success coach. This intervention will help identify barriers to the student's academic success at the college. If the student receives a grade of less than a 2.0, "W", "ZF", or "ZU" after their subsequent attempt(s) at taking the course, the student may not enroll again without another permission form signed by an academic success coach.

For Students Receiving Financial Aid:

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.

- 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), regardless of the number of times the course was attempted and failed.
- A student who is taking a course that requires the student to enroll in for multiple times to meet degree requirements may receive financial aid for these courses. ([Repeatable Coursework List](#)).

If a student chooses to retake a course that does not meet the above criteria, the credits for the course will not count when determining federal financial aid eligibility (such as the Federal Pell Grant and Federal Student Loans); therefore, financial aid will be recalculated to exclude these credits. Also, financial aid must count every repeated course when determining credits attempted and earned.

Students in Selective Admissions Programs should contact the program for repeat policies specific to each program.

Revised: 07/14/21

Veteran and Active Military Student Course Withdrawal

Before withdrawing from a course, students are strongly encouraged to discuss their situation with their instructor to see if other options exist. A student should withdraw from a course only as a last resort and only for a substantial reason. For example, the student might be facing a severe work or life crisis or might be having consistent, irremediable learning-related challenges in the course. Whatever the reason, before withdrawing from a course, the student is strongly encouraged to discuss their situation with the instructor and/or academic advisor to see if any other remedies (other than course withdrawal) might be available. Ultimately, if a student finds it necessary to withdraw from a course or from courses, they must follow the procedure specified by the college.

A. Withdrawal Due to Extended Military Obligation

Upon presentation to the college of deployment or extended training orders, students who are on military status and must withdraw from a course or from courses shall receive a 100% refund of tuition and course fees based on the form of payment method used by the student (cash, scholarship, tuition assistance, and the like). Students who experience a military withdrawal will not have the course or courses listed on their academic transcript.

Students who are on military status and who are receiving financial aid should be aware that withdrawing from a course or courses could impact their financial aid status. They are therefore strongly encouraged to consult with the LCC Financial Aid office as well as the LCC Veteran and Military Affairs office. Students who are on military status and receiving veteran benefits should be aware of the following:

- a. LCC will be responsible for sending the refunded payment to the VA on behalf of the student for Chapter 33 Post 9/11 benefits.
- b. Basic Allowance for Housing (BAH) payments for Chapter 33 Post 9/11 will be stopped as of the drop date for all dropped courses, and the student will be responsible for repaying the VA all BAH associated with the dropped courses from the beginning of the semester, or submitting Mitigating Circumstances to the VA.
- c. Chapter 30 Montgomery GI Bill students will be responsible for repaying a portion or all funds provided to them by the VA, or submitting Mitigating Circumstances to the VA. Students will receive a 100% refund for tuition and course fees from LCC for the dropped course(s).
- d. Chapter 1606 Selected Reserve GI Bill students will be responsible for repaying a portion or all funds provided to them by the VA, or submitting Mitigating Circumstances to the VA. Students will receive a 100% refund for tuition and course fees from LCC for the dropped course(s).

B. Federal Tuition Assistance (FTA) Funding Return

Per Department of Defense policy, any FTA funds associated with a dropped or withdrawn course, must be returned to the Department of Defense. These funds will be returned by LCC to the Department of Defense based on the following proration tables:

8 Week Courses:

Drop/Withdraw	Amount Returned
Before or During Week 1	100%
During Week 2	75%
During Weeks 3 – 4	50%
During Week 5	40%
During Weeks 6 – 8	None

16 Week Courses:

Drop/Withdraw	Amount Returned
Before or During Weeks 1 – 2	100%
During Weeks 3 – 4	75%
During Weeks 5 – 8	50%
During Weeks 9 – 10	40%
During Weeks 11 – 16	None

LCC will submit returns to the Department of Defense within 30 days of the course(s) being dropped or withdrawn from.

If a student withdraws from a course(s) due to a military obligation such as deployment or extended training, the FTA funds will be returned to the Department of Defense and the student will receive a 100% refund of all tuition and course fees from LCC for the Page 3 of 3 dropped course(s). Military orders must be submitted to the Office of Veteran and Military Affairs.

Withdrawal (W)

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 second 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 withdrawals after the second week and before the end of the eighth week of the semester (or other equivalent dates as specified for variable length courses), the student will receive a W as the record of the course. For withdrawals after the eighth 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).

To see calendar of withdrawal dates and refunds, go to:

[Fall 2021](#)

[Spring 2022](#)

[Summer 2022](#)

If the student has not done passing work, he or she will receive a 0.0. A student may request to withdraw from a class with instructor's approval until the end of the fourteenth week of the semester (or other equivalent dates as specified for variable length courses).

Student Appeals and Complaints

Lansing Community College is devoted to the student's success and is here to support with any complaints, concerns or problems the student may encounter. The College tracks, monitors and evaluates student complaints and appeals in order to make institutional improvements to better serve.

An appeal is defined as a request to review a previous decision and/or the process used in reaching the decision. The process will depend on the type of appeal involved. In all cases, students are required to state their appeal in writing at the time they begin the appeal process. 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 in nature and do not supersede or replace misconduct or grievance procedures already in place.

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

1. Approach their faculty member, StarZone, any service areas located on all campuses, or the LCC Ombudsman.
2. If the complaint cannot be resolved, please contact the Director or Associate Dean of the respective department or area of concern.
3. If the Director or Associate Dean is unable to resolve the issue, please contact the Academic Dean.

Appeals and complaints that have gone through the entire line of appeal as outlined in their respective procedures are considered final and binding on all parties involved.

Complaints involving matters of a criminal nature should contact Police and Public Safety at 517-483-1800, by [email](#), or in person at the locations listed below:

Main Campus: 411 N. Grand Ave., Lansing, MI 48933

West Campus: 5708 Cornerstone Drive, Lansing, MI 48917

To review the full list of different types of appeals and complaints, go to the [LCC Student Appeals & Complaints](#) webpage.

Academic Amnesty

Lansing Community College recognizes students are unsuccessful academically for a variety of reasons. Those students may return years later finding their low GPA is a barrier to fields they might otherwise be ready to enter. LCC has an [Academic Amnesty Policy](#) in order to allow such students a second chance. This "forgiveness" will eradicate 0.0s from the student's GPA under carefully controlled conditions.

Administrative Appeals

Due to mitigating circumstances outside of the student's control that results in negative outcomes on their academic or financial record, LCC students may submit an administrative appeal to request an exception to college policy regarding refund deadlines.

Cancelling Course Sections

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

- non-refundable course fees are subject to refund only after verification of services/materials not received by student
- registrations fees are not refundable Board Policy

To view the Cancelling Course Sections Board Policy, please visit the [Board of Trustees](#) webpage.

Course Participation Verification Policy

Lansing Community College (LCC) is not an attendance-taking institution. LCC has a process to determine and confirm each student starts each course within the semester. LCC's academic calendar consists of two 16-week semesters (fall and spring) and one 12-week summer semester.

Course Withdrawal Procedure

Although the College is committed to helping students be successful in their courses and remain on track to complete their educational goals, on occasion it might be in the best interest of the student and/or the College community that a student withdraw from or be withdrawn from a course or from courses prior to the end of the course(s). To view the procedure, [click here](#).

Final Grade Appeals

If a student disagrees with their final grade in a course and provides students with the opportunity to file a Final Grade Appeal in those instances. To review the process, [click here](#).

General Student Complaints

To find assistance in resolving matters that are non-academic in nature, [click here](#).

Grade Changes

Students may petition an instructor for a grade change of a final grade in a course. To review the process, [click here](#).