



# Academic and College Policies

## Academic Honesty

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. Lake Michigan College expects that both faculty and students will honor these principles and in doing so protect the integrity of College grades. This means that all academic work will be done by the student to whom it is assigned without giving or receiving unauthorized aid of any kind. Instructors will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged. Cheating and plagiarism are the two most obvious violations of academic honesty. In brief, plagiarism is borrowing ideas, words, organization, etc., from another source or person and claiming them as original. Any dishonest activity may result in failure of specific assignments or an entire course. Flagrant and/or repeated violations of Academic Honesty will result in disciplinary action up to and including expulsion from Lake Michigan College.

## Academic Intervention

Academic Intervention is a practice used by Lake Michigan College to assist students with successfully maintaining required Academic Standards of Progress. Several intervention strategies are proactively employed by the College, including Supplemental Instruction, Freshman Seminar and a tutoring program. You should talk with your counselor/advisor to access these services.

If your cumulative GPA does fall below the level required to maintain satisfactory academic standing, you will be subject to more aggressive intervention strategies including being placed on Academic Probation or Academic Dismissal from the College for one or more semesters.

Students placed on academic intervention for any semester will be required to see a designated intervention advisor before the end of the drop-add period of that semester. Authorization from that advisor will be required to register for or remain in classes for which the students have already registered.

## Academic Probation

Students placed on Academic Probation for any semester will be required to see a designated advisor prior to registering. Prior to the first meeting with a student who has been notified they have been placed on Academic Probation, the designated advisor and the appropriate program/discipline teaching faculty will meet and develop a written plan of help for the student. This plan will be discussed with the student during their meeting with the designated advisor.

### Students on Academic Probation will be required to:

1. Meet with the same designated advisor at least three times during that semester.
2. Limit their enrollment as described in the student's plan of help. A Study Skills class is strongly recommended.
3. Obtain a grade of "C" or better for each class in which they are enrolled.

Students who fail to meet these requirements will be subject to Academic Dismissal.

## Academic Dismissal

If a student who has been placed on Academic Probation does not meet the three requirements listed above, they will be prohibited from enrolling in classes at LMC for one semester. This semester of non-enrollment must be the following Fall or Winter semester. At the time they return to LMC, they will automatically reenter the Academic Probation program and be expected to accomplish all requirements as stated in items 1 through 3 above.

### Academic intervention advisors will:

1. Meet with the student at least three times during the semester in which they have been placed on Academic Probation.
2. Provide the student information about sources of help and assist them in accessing sources that are deemed most beneficial.
3. Provide students information on withdrawing from classes, and other information and/or material appropriate for enabling them to pursue their educational goals more successfully.

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## Appeal Process

Students who have been notified of their academic dismissal from Lake Michigan College may appeal in writing to the Dean of Student Services following the college's Due Process procedure in the College Handbook.

## Academic Standards of Progress

Lake Michigan College is committed to helping students meet their educational goals. When students are not making acceptable academic progress, the College will provide positive intervention strategies designed to help students evaluate their individual situations and return to satisfactory academic standing. Intervention strategies are detailed in the following section, "Academic Intervention." Students must maintain a cumulative grade point average above the ranges detailed below to be considered in good standing.

Students will have their cumulative GPA calculated at the end of each semester (Fall, Winter, Spring and Summer). If it falls within the range as indicated in the table below, they will be placed on Academic Probation and will be notified in writing by Student Services.

Credit hours attempted	GPA Range
6 to 15	1.00 to 1.50
16 to 30	1.25 to 1.75
31 or more	1.50 to 1.99

Students placed on academic probation will be required to meet with an advisor to review their progress. If a student has pre-registered, it will be necessary to gain the advisor's approval to remain in the classes for which the student has pre-enrolled.

Students whose cumulative GPA falls below the ranges indicated will be required to follow a prescriptive plan developed by the designated advisor.

Note: Students on Financial Aid, participating in intercollegiate athletics, and/or enrolled in Health Science programs and/or other programs with specific criteria different from this standard will be required to meet the academic standards of progress for those programs as outlined in the College catalog and in program-specific student handbooks.

## Affirmative Action Policy

The Lake Michigan College Board of Trustees has reaffirmed the College's continuing commitment to equal opportunity, nondiscrimination and affirmative action. Lake Michigan College is an equal-opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual preference, national origin, political affiliation, race, religion or sex. For more information, contact the Affirmative Action Officer.

## Amnesty of Semester Policy

Through academic amnesty, certain grades can be excluded from calculation of your grade point average and not considered when determining your graduation eligibility. They will remain on your official transcript. For information about eligibility and application procedures, contact the Office of Records and Registration at (269) 927-8614.

## Attendance

It is consistent with the College philosophy that regular class attendance is necessary if the student is to receive maximum benefit from the course. Students are expected to attend every class and laboratory period for which they have registered. Absences should be explained to the instructor and must be made up by the student in any way satisfactory to the instructor within a reasonable period of time after returning to class. Attendance is a requirement for most financial aid awards.

There are special events and circumstances that may make it desirable that students miss one class in order to attend the special session of another class. However, if this is the case, attendance at the special session should be optional. The class originally scheduled for the time period involved has priority. Students, after having consulted with the instructors involved, must make the ultimate choice regarding which class session or event to attend. Although circulation of lists of students expected to attend a special event is desirable to notify colleagues of an impending conflict, unless signed and approved by the dean, such a list does not constitute an excused absence. In the case of an excused absence, students should be given an opportunity to make up graded, in-class exercises that were missed. Graded materials done outside of class, but due on the day missed, should be completed prior to an excused absence.

If there are recurring special events, such as athletic contests, in which attendance by students will be required, students and advisors should not schedule any classes that conflict with the special events. If occasional conflicts cannot be avoided, contacts should be made as early as possible with all involved instructors so that adequate planning can be made to avoid putting students in a position where they will be penalized for non-attendance.

A student who claims illness as a cause for excessive absence must be prepared to present a statement from the attending physician. If absences are incurred at the end of the semester or during the final examination, a grade of Incomplete may be given.

Two weeks of consecutive absences or failure to attend 20 percent of the scheduled semester contact hours for a class makes a student subject to withdrawal from the class at the recommendation of the instructor. Students in the Nursing and Radiologic Technology programs are subject to withdrawal from class if absences exceed one week's class and clinical hours. Technical classes are also included where hazardous conditions may cause injury to students or damage to equipment through misuse. Lake Michigan College will comply with legal requests of governmental and private agencies for information on student attendance.

## Auditing of Courses

To AUDIT is to take an academic course for NO CREDIT. Some of the reasons for auditing are personal exploration, enjoyment or gaining insight into a new subject.

A student wishing to attend a credit course on a no-credit basis may register to audit the course. When openings in a class are limited, preference shall be given to students enrolling for credit. Tuition is paid at the same rate as for a credit course. The attendance policy is the same as for those taking the course for credit. Students receiving Financial Aid or Veteran's Benefits will not be certified to receive aid or benefits for audited courses. A student may change from audit to credit or from credit to audit ONLY during the ADD-DROP period.

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## Children on Campus

Children under age 16 not enrolled in a College class must be under the direct supervision of a responsible adult any time they are on College property. Students are not to bring children to class meetings unless the child's attendance is required as part of the student's responsibilities in completing a course assignment or the student receives permission from the instructor.

If you do have child care needs, the Kidzone Preschool & Child Care Center, L.L.C. is available on the Napier Avenue Campus and South Haven Campus. See page 6 for contact information.

## Code of Conduct Policy to Support Drug-Free Workplace

The welfare and success of Lake Michigan College depends on the physical and psychological health of all students and employees. The abuse of drugs and alcohol poses a serious threat to the College, its students and its employees. Commonly abused or improperly used drugs and substances include, among others, alcohol, pain killers, sedatives, stimulants and tranquilizers as well as marijuana, cocaine, heroin and other illegal drugs.

Lake Michigan College does not encourage or discourage alcohol consumption for those individuals who are of legal age in the state of Michigan. However, Lake Michigan College requires that when alcohol is consumed on the premises, it be utilized in a socially responsible manner and only in those public situations previously approved by the College.

It is the joint responsibility of the College, its students and employees to follow the policies and procedures developed to support a safe, drug-free environment. Be it known, therefore, that Lake Michigan College will make a good faith effort to continue to maintain a drug-free work place through the implementation of the following policy. The manufacture, distribution, possession, unauthorized use or sale of any federally controlled substance and/or alcohol on College premises or while engaged in College activities is prohibited and will be subject to discipline, including expulsion. The College will establish such procedures as it finds necessary to effectively enforce this policy. The College provides confidential help with alcohol or drug problems through referrals to support groups and community agencies. Students are encouraged to seek assistance before the problem affects judgment, performance or behavior. Contact a College counselor for assistance.

## Computer Code of Conduct

Proper Use of Information Resources, Information Technology, and Networks at Lake Michigan College.

It is the policy of Lake Michigan College to maintain access for its community to local, national and international sources of information. In this environment, access to knowledge and the sharing of information is encouraged.

It is the policy of the College that information resources will be used by members of its community with respect for the public trust through which they have been provided and in accordance with policy and regulations established and updated by the College and its operating units. The information resources are to be used for purposes that are consistent with the instructional, research and administrative processes used at Lake Michigan College.

The College is responsible through a combination of federal, state, local laws and the regulations of various agencies to establish and maintain the technological environment at the College at a level that protects the privacy of its constituents and is resistant to disruption.

Access to networks and information is a privilege and must be treated as such by all users of these systems. Any member of the College community who alters, destroys, dismantles, disfigures or without permission accesses or uses information resources including those items owned by third parties has engaged in unethical and unacceptable conduct.

The College characterizes as unethical and unacceptable and just cause for disciplinary action any activity through which an individual:

1. Violates College or third party copyright or patent protection and authorizations, including license agreements and other contracts,
2. Interferes with the intended use of the information resource,
3. Seeks to gain or gains unauthorized access to information resources,
4. Alters, destroys, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of networks or information resources,
5. Invades the privacy of individuals using the College's information resources and networks,
6. Creates a situation that results in inefficient or wasteful use of the College's information resources and networks.

Networks and information resources at Lake Michigan College include information in electronic or audiovisual format or any hardware or software that makes possible the storage and use of such information. Examples are recorded magnetic media, photographs and digitized information such as that found in libraries.

## Credit-Hour Limit

No student may take more than 18 semester hours without special permission from the appropriate dean. Permission may be granted in those instances where students have a 3.00 (B) cumulative GPA or better. During the Summer or Spring sessions, a student may not exceed a maximum of eight semester hours without permission from the appropriate Dean.

## Dean's List

A Dean's List is published at the completion of each semester. To be named to the Dean's List, a student must be enrolled full time and complete a minimum of 12 semester hours of 100-level courses or above with a 3.50 or higher grade point average during the semester. Grades for remedial courses (099 or below), W, S and U will not be computed in the Lake Michigan College grade point average. Presidential Scholars are those students who earn a GPA of 4.0 during a semester.

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## Graduation with Honors

The cumulative GPA needed to qualify for graduation honors will be as follows:

Highest Honors	4.00
High Honors	3.75
Honors	3.25

A student must have completed at least 30 semester hours at Lake Michigan College with the appropriate GPA prior to the semester of graduation to qualify for Academic Recognition during the Commencement Ceremony. The Honors status identified at the time of application for Graduation for eligible students will be used for purposes of the Commencement Ceremony only. Final Honors designation is determined at the time that all requirements for a degree or certificate are completed and this final, cumulative GPA will determine the Honors designation on the official transcript.

## Electronic Devices in the Classroom

Recording devices, cellular phones, pagers, personal data devices, MP3 players, CD players, radios, and similar devices may be used in the classroom and laboratory facilities **only** with the specific permission of the instructor or the lab administrator.

## Equal Opportunity for Disabled Students

According to Section 504 of the Rehabilitation Act of 1973, no qualified disabled person shall, on the basis of the disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance. Contact the Office of Special Populations for assistance if needed.

### **GRIEVANCE PROCEDURES For: Title VI of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and Section 504 of The Rehabilitation Act of 1973**

**Section I.** If any person believes that Lake Michigan College or any part of the College organization has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the College Affirmative Action Officer at the following address: Director, Human Resources & Affirmative Action Officer, Lake Michigan College, 2755 E. Napier Ave., Benton Harbor, MI 49022-1899.

**Section II.** The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Affirmative Action Officer, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

**Step 1.** A written statement of the grievance signed by the complainant shall be submitted to the Affirmative Action Officer within five (5) business days of receipt of answers to the informal complaint. The Affirmative Action Officer shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2.** If the complainant wishes to appeal the decision of the Affirmative Action Officer, he/she may submit a signed statement of appeal to the College President within five (5) business days after receipt of the Affirmative Action Officer's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3.** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Trustees within five (5) business days of receipt of the President's response in Step 2. In an attempt to resolve the grievance, the Board of Trustees shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. The complainant, at his or her discretion, may request a closed meeting with the Board. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

**Step 4.** If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, DC 20201.

Inquiries concerning the non-discriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, DC 20201. The College Affirmative Action Officer, on request, will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the College Affirmative Action Officer's office.

## Grading System Using Honor Points

An "A" grade carries four honor points for each hour of credit; "B" grade, three honor points; "C" grade, two honor points; "D" grade, one honor point; "E" grade, no honor points. Plus and minus signs are not used on final grades or transcripts.

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## Grading Policies

### Grades

1. A, B, C, D, E, IP (In Progress), I (Incomplete).  
Students who have completed all course requirements as defined by the instructor will be issued grades of A, B, C, D, or E. Students who do not complete the semester, but whose standing in the course is passing, whose extenuating circumstances are beyond their control, and whose unfinished work is minimal, may be issued grade of "I" (Incomplete). Such a grade must be removed as arranged with the instructor, but not later than the last day of classes one year later, or it will be treated as a grade of "E." An "I" is computed in the GPA as an "E" and may affect financial aid eligibility. An "IP" (In Progress) grade will be assigned to students who are enrolled in open entry / open exit (oe/oe) classes and other classes that cross semesters, and have not completed their assigned work at the end of the semester in which they are enrolled. Work must be completed by the end of the following semester excluding Spring and Summer and a grade will be assigned. An IP grade will not be computed in the student's GPA.
2. All other grade changes must be made within one semester of their issuance.
3. W  
Students who withdraw from class(es) through the 12th week of the semester (5th week in spring/summer session) will be assigned a grade W. Beyond the 12th week of the semester, students who withdraw will be assigned a grade of W or E by the instructor.
4. (Satisfactory); (Unsatisfactory).  
Grades of "S" and "U" are used only in basic writing courses and continuing education courses.
5. Grade Point Average (GPA).  
A, B, C, D, E, and I will be computed by dividing GPA points by GPA hours. Grades for remedial courses (099 and below), IP, W, S and U will not be computed in the Lake Michigan College grade point average.

Contact the Office of Records & Registration for more information.

### Reporting and Availability of Grades

Grades will be available within one calendar week of the semester end. Grades are not mailed. Students may access their grades on-line via the LMC WaveLink system.

Students who require an official document from the Records and Registration Office may request this, in person, at any LMC campus. Photo identification is required. No third party may have access to a student's grades without the student's express written permission.

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## Privacy Act - FERPA

Pursuant to the Family Education Rights and Privacy Act (FERPA) of 1974, as amended, any person who is or has been in attendance at Lake Michigan College shall have the right to inspect their records in accordance with the approved College procedure. Requests are to be made at the Office of Records and Registration.

Directory information published shall include a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, semesters of attendance, degrees and academic awards received, and the most recent previous educational institution attended. A student who wishes that the College not release any or all of the above information must inform the Registrar annually in writing.

Confidential information includes, but is not limited to, academic evaluation, counseling and advisory records, financial aid records, psychological and medical reports, disciplinary records, transcripts, test scores, and other academic records, financial records, and student payrolls.

Confidential student records shall be released upon:

1. Written authorization by the student, or
2. Court order, provided the student is notified prior to compliance.

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## Repeating Courses

For courses taken and repeated beginning Fall 1998, the highest grade earned will be used to calculate the GPA, compute honor points, and fulfill requirements for graduation. All grades earned prior to Fall 1998 will be averaged and remain as earned; they are not replaced in GPA calculations by grades earned in courses repeated during or after Fall 1998. All grades will remain on the official transcript. Any course in the College Catalog may be taken more than once to better a grade; however, only those courses so specified in the catalog's course description can be taken more than once for additional credit. No course may be retaken more than three times for credit.

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## **Sexual Harassment Policy**

Title IX of the Educational Amendments of 1972 prohibits sexual harassment of students in any part of any higher education institution receiving federal funds, and requires institutions to maintain grievance procedures capable of prompt and equitable resolution of sexual harassment complaints. The Elliot-Larson Civil Rights Act prohibits discrimination and provides specific remedies and penalties. Lake Michigan College prohibits sexual harassment in its employment practices and in its educational programs and activities. Sexual harassment consists of unwelcomed sexual advances, including unwanted touching; verbal remarks of a sexually suggestive or derogatory nature; requests for sexual favors; and other verbal or physical behaviors of a sexual nature that have as their consequences an adverse effect on the recipients' morale, work status, or academic or job performance. Such conduct is absolutely prohibited whether the perpetrators are students, employees of the College, or contractors or other non-employees who have reason to be on College premises where:

- Submission to such conduct is either an expressed or implied condition of employment, education, or academic, financial or counseling assistance;
- Submission to or rejection of such conduct is used as a basis for an employment decision or the performance evaluation of students or staff;
- The conduct has the purpose or effect of substantially interfering with an affected person's work or scholarly performance, or of creating an intimidating, hostile or offensive work or educational environment.

The College will actively investigate any allegations of sexual harassment by students or staff, and if it is determined that sexual harassment has occurred, will take prompt and appropriate disciplinary action. Anyone who believes that sexual harassment has occurred is expected to report such conduct promptly under appropriate operational procedures. For more information contact the College Affirmative Action Officer.

## **Student Behavior**

Lake Michigan College students are expected to maintain behavior appropriate to a college environment. Students who fail to do so will be subject to the following disciplinary action, which may range from expulsion from a class up to removal or permanent exclusion from the College.

## **General Student Complaint Procedures**

Students having a general complaint against faculty, staff, or administrative offices should first confer with the instructor, staff member or administrator in an effort to resolve the issue informally. Issues that are unresolved at the informal stage are referred by the student to the respective division dean who will attempt to mediate a resolution to the problem. If the problem is still unresolved, the student may initiate a final appeal, in writing, to the Dean of Student Services for complaints regarding academic matters. For complaints regarding non-academic matters, including discipline and due process, students should refer to the Lake Michigan College Student Handbook for procedural options that are available to them.

## **Substance Abuse**

The use and/or sale of drugs, and unauthorized use and/or sale of alcohol on any Lake Michigan College property is illegal and counter to the mission of the College. Any violation of College policy and/or the law in this regard is punishable by law and subject to disciplinary action that may include expulsion from Lake Michigan College. The College provides students with information and referrals to support groups and community agencies. Students seeking assistance with a substance abuse concern should contact a College counselor.

## **Weapons-Free Campus Policy**

Weapons are not permitted in or on College buildings, facilities, grounds, vehicles, or other property at any time, or at any event in which the College participates in or sponsors except for College-sponsored theatrical productions. Students, employees or visitors, other than peace officers, may not possess, either on their persons, in their vehicles, or in other College property under their control, weapons while on College property or while participating in College events.