



LAKE LAND
COLLEGE

FACULTY HANDBOOK



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WELCOME FROM THE PRESIDENT

Dear Colleague,

Welcome to the Lake Land College family!

Today, you join a unique team of individuals committed to our students, our values, and to each other. Our culture is driven by our vision to engage minds and change lives through the power of learning.

As you become familiar with your new role, I encourage you to think innovatively in your work and always put students at the forefront of your actions. Lake Land College is uniquely positioned to provide an outstanding educational experience to our students and communities through state-of-the-art programming and instruction, pioneering partnerships, and unparalleled service.

I am sure you learned in your interview that Lake Land College is a caring place for our students, as well as our employees. We celebrate our successes and help each other to overcome challenges. We value working together so much, we adapted a European word—teamship—as one of our values. I encourage you to get involved with a committee of interest or volunteer for one of our many community services projects or scholarship fundraisers.

Lake Land College is a thriving entity that offers endless potential for your professional and personal growth. Be patient your first year and take time to learn the many facets of the college community, as the work you do in the classroom often impacts others throughout the college. I encourage you to walk the halls of the college and take time to personally introduce yourself to your peers and staff members. Whether a faculty member or a staff member, you have an opportunity every day to change the life of a student, because the power of learning is yours to share.

This faculty handbook contains information about internal processes, as well as a variety of areas of the college. Students will undoubtedly turn to you with a variety of questions, and it is our hope that this handbook is a helpful resource in answering those questions.

Woven in our institutional fabric is a commitment to open communication. I look forward to getting to know you as we positively impact the lives of our students. Please feel free to contact me at any time!

Sincerely,

Dr. Josh Bullock, President



GENERAL INFORMATION

ABOUT LAKE LAND COLLEGE

Lake Land College serves the second largest community college district in the state of Illinois with a total population of 189,869. The college district comprises all or part of 15 counties and 31 public school districts in rural East-Central Illinois. About the size of Connecticut, the district spans 3,961 square miles and depends predominately on an agriculture and small manufacturing economic base.

Lake Land College was founded in the state of Illinois in 1966. Originally offering classes in temporary buildings to students from 13 area school districts, it now operates on a 309-acre main campus with ten major buildings, in two extension centers, on the Internet, and at more than 25 other off campus sites, including over 20 correctional centers.

The College currently offers over 100 technical degrees and certificate programs leading to immediate employment after graduation, and over 50 pre-baccalaureate college transfer programs.

MISSION STATEMENT

Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong educational needs and economic development of the diverse communities we serve. Our College fulfills this mission through:

- university transfer education
- workforce development
- community and continuing education
- technical and career education
- intellectual and cultural programs.

In addition, Lake Land College offers and promotes student activities, career exploration and guidance, job location services, and special initiatives with area elementary and secondary schools. [[Board Policy 01.03](#)]

ACADEMIC CALENDAR

The Academic Calendar lists important dates for the year and is available on the S drive (S:\Calendars\Academic Calendars.) This information may also be found online at www.lakelandcollege.edu/col/calendar/web/, and in the *Catalog*. [[Board Policy 06.03](#)]

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment, such as laptops, tablets, LCD projectors, video cameras, digital cameras, and overhead projectors are available for use both on campus and off campus. VCRs and televisions are available on campus only. You may check out this equipment through Information Systems and Services (ISS) located in the basement of the Learning Resource Center (234-5268). A week's notice is recommended. [[Board Policy 06.27](#)]

COLLEGE CLOSINGS

In the event of inclement weather, mechanical or power failure, or other emergencies that prevent or delay the opening of the college, every effort will be made to make announcements on radio and television stations by 6 a.m. for that day. Closings are also posted on the website lakelandcollege.edu/college-

[closing-policy/](#). To opt-in to receive text alert and/or email messages, go to your IRIS account and select Text Messaging/ Email Notification under Communication.

In some cases, Lake Land College will remain open when elementary and secondary schools are closed. Refer to lakelandcollege.edu/college-closing-policy/ for more information on college closings. [[Board Policy 08.04](#)]

COMMITTEES, TASK FORCES, AND REVIEW BOARDS

Information regarding College Committee assignments and activities are found on S: Drive (S:\Committees\Standing Committees), (S:\Committees\Task Forces.) for the current academic year. These committees are updated annually.

COPYING/SCANNING

All-in-one machines are found in most buildings on campus. These machines require an access code unique to your program or division, and this code is obtained from your division chair or division assistant. When using the Print Shop for larger jobs, such as a course guide, orders must be placed via the Laker Print Digital Store Front. Consult your division assistant regarding this process. You will find the link for Laker Print on the Hub or at lakerprint.myprintdesk.net/DSF.

COPYRIGHT LAW

The copyright law of the United States, (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be *“used for any purpose other than private study, scholarship, or research.”*

If a user makes a request for, or later uses, a photocopy or reproduction for purpose in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. [[Board Policy 05.14](#)]

EATING, DRINKING, AND SMOKING POLICIES

According to [Board Policy 09.09](#):

Smoking and the use of tobacco products shall be prohibited on any property owned or operated by the College and in College vehicles. Failure to comply may result in a fine per state guidelines as posted on the Lake Land College Police Department website. State law provides an exception to this policy allowing use of tobacco products in personal vehicles more than fifteen (15) feet from any building entrance. Smoking shall mean the lighting or burning of any type of material or using electronic cigarettes. Tobacco products shall mean cigarette, cigar, pipe or tobacco in any form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. Smoke Free Illinois Act (PA 95-17) Smoke Free Campus Act (PA98-985) [Board Policy 09.10](#) states: “Food and drink, with the exception of water in a sealable container, shall be prohibited in the theater, main level of the Learning Resource Center (library) and all college classrooms and labs.”

EMERGENCY PREPAREDNESS PLAN

Located on the S: drive (S:\EMERGENCY\Emergency Operations Plan), this folder includes the most up-to-date procedures for staff, faculty, and students to follow in the event of a variety of emergency situations. Please become familiar with these procedures, and a copy of the plan is located in each classroom. Additionally, all employees are encouraged to opt-in to receive emergency alerts via text and email through the IRIS system. [[Board Policy Section 08](#)]

EQUAL EMPLOYMENT OPPORTUNITY

Lake Land College does not discriminate on the basis of race, color, national origin, sex, handicap, or age in admission or access to or in treatment or employment in college programs and/or activities. The Director of [Human Resources](#) (234-5210) is designated to coordinate compliance with nondiscrimination requirements contained in the implementing regulations of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975. The Counselor/Coordinator of [Student Accommodations](#) (234-5259) is designated as the Section 504 Coordinator of the Rehabilitation Act of 1973. [[Board Policy 11.01](#)]

HUB

The Laker Hub is the comprehensive portal for all Lake Land College resources for staff and students. The Instructor Resources webpage is accessible via the HUB (right).

IRIS

The Internet Registration & Information System (IRIS) is where you manage student rosters and enter grades. IRIS is accessible via the HUB.

KEYS

Any keys needed for on-campus classes should be checked out through your division chair.

LOST AND FOUND

The [Police Department](#) (234-5066, non-emergency) should be notified of any lost or found items.

MAIL

The Mailroom (234-5544) provides services for intercampus mail, USPS, Fed-Ex, UPS, and DHL. The Mailroom will also send out your personal mail; if postage is not provided at the time of mailing, the Mailroom will provide postage and bill you via Accounting. The Mailroom can also assist in the packaging of parcels. Check with your division assistant regarding where division mailboxes are located and where outgoing mail is picked up in that area.

OUT-OF-DISTRICT TRAVEL

Permission to travel out of Lake Land's district on college business is requested via the Lake Land College-Academic Services Travel form found on the S: drive (S:\Campus Forms\Academics\Academic Services Travel Form.) This form must be completed, with proper signatures and a purchase order number, and then submitted to the Vice President for Academic Services prior to the scheduled travel. Please consult with your division chair prior to beginning this process.

PURCHASE ORDERS/COLLEGE PURCHASING CARD

Each division has a college purchasing card which is managed by the division chair. Most purchases can be made using the purchasing card; however, if an approved expenditure is not made using the college purchasing card, a purchase order must be completed to cover the expense. *Please consult with your division chair before initiating any purchase.* The division assistant can help you with the division's purchasing card or purchase order requests.

RESERVATION OF CLASSROOMS/CONFERENCE ROOMS

Occasionally, you might need to reserve a classroom, computer lab, or conference room for a class session, club or committee meeting. Please consult your division assistant for help.

TECHNICAL ASSISTANCE

Should you require technical assistance in your classrooms or office, contact the Information Systems and Services (ISS) Help Desk at 234-5261 or helpdesk@lakelandcollege.edu.

TELEPHONE NUMBERS

The phone list is updated after fall classes begin and is available online on the S: drive (S:\Campus Forms\Phone List). This folder includes all in-house phone numbers as well as departmental telephone numbers. A searchable [Employee Directory](#) is available on the website.

TELEPHONE AND VOICE MAIL INFORMATION

Information about using college telephones and voice mail can be obtained from your division assistant or from the [Administrative Assistant to the Vice President for Business Services](#) at 234-5223.

TRAVEL EXPENSE REIMBURSEMENT

An important preparation of college-related travel is submitting a requisition to encumber funds to cover reimbursement for travel expenses. A Travel/Expense Reimbursement Voucher must be filled out when you are requesting an authorized reimbursement for travel and meal expenses. This form is found on the S: drive (S:\Campus Forms\Accounting\Travel Documents\Mileage Form) and is submitted once the activity has concluded. Please note that *detailed, itemized receipts* are required for any type of reimbursement. Your division assistant will assist with this process.

TUITION WAIVERS

According to [Board Policy 05.23](#), full-time employees, their spouses, civil union partners, and unmarried children under age 23 are eligible for a tuition waiver for credit courses offered by Lake Land College. Tuition waiver forms are found (S:\Campus Forms\Accounting\Tuition Waivers) or can be obtained from the Accounting office. Please refer to the current agreement between Lake Land College and the Faculty Association for more information.

INSTRUCTIONAL RESOURCES

ACADEMIC FREEDOM

Per [Board Policy 06.01](#):

Lake Land College, in educating adults for full participation as citizens, has an obligation to encourage free discussion and inquiries in the pursuit of truth. Recognizing that only in this free exchange of ideas can the maximum potential of any educational entity be fully reached, the faculty and students are urged to study any and all issues and problems. Consistent with this belief, it is the policy of the College to maintain and encourage full freedom, within the law of inquiry, teaching and research. In the exercise of this freedom, the faculty member may, without limitation, discuss his/her own subject in the classroom; he/she may not, however, claim as his/her right the privilege of discussing in the classroom controversial matter which has no relation to the subject. In his/her role as a citizen and faculty member, he/she has the same freedom as other citizens. He/she should be mindful that in extramural utterance, he/she has an obligation to indicate that he/she is not an institutional spokesperson.

ACADEMIC INTEGRITY

Lake Land College is committed to the fundamental values of preserving academic integrity as defined in [Board Policy 07.28.02](#). The policy also includes procedures you must follow should you witness or have evidence that academic dishonesty has occurred.

ASSESSMENT

Assessment is the systematic measurement of student performance for the purpose of improving the quality of educational programs and the institution. It affords us the opportunity to make informed decisions that ultimately improve the teaching-learning process. Assessment is essentially what students should know, value, or be able to do upon the completion of a unit of study, course, program, and/or interaction with an institutional department at a particular point and time. In other words, "Are students learning? How do we know?"

Lake Land College uses both institution-wide measures, program and course-specific measures to assess student outcomes. Learner outcomes have been established for each of the college's associate degree and certificate programs, as well as all courses. The methods of measurement of the learner outcomes were designed by faculty to meet the specific needs of individual programs and courses.

<https://www.lakelandcollege.edu/assessment/>

CLASS ROSTERS

Rosters are accessed electronically through the IRIS system. Students will start appearing on rosters when pre-registration starts.

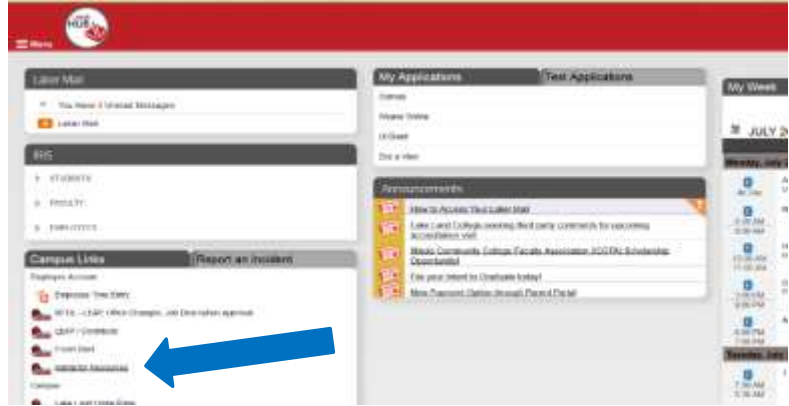
During fall and spring semesters, students have the first two instructional days to add classes. They can drop a class and receive a refund through the first ten instructional days. After the ten day period, you will receive notification via your Lake Land email account to check your roster and compare it with the students who are actually attending your class. Summer, Mod, and Intersession add/drop/refund dates are on a different schedule.

Please ask students whose names do not appear on the roster to contact Admissions and Records. The student will appear on your roster once they are enrolled.

A "U" will appear in the grade column after 10-day for any students who are auditing the course. Students who say they are auditing and no "U" appears are to contact Admissions and Records as soon as possible. Instructors will receive notification via their Lake Land email account that it is time to complete midterm rosters. Midterm rosters are located under Grading on IRIS.

COURSE OUTLINES/SYLLABI

Course outlines are found on the S: drive (S:\Academics\Course Outlines) and are organized according to course prefixes. A syllabus template and information grid detailing faculty recommendations for minimum required syllabi information can be found in S:\Academics\Academic Forms and on the [Instructor Resources](#) page accessible from the Laker Hub.



EXPECTATIONS OF FACULTY

In addition to performing the essential functions of their assigned job description, full-time faculty members are expected to:

- Respond to student communication within one (1) College business day;
- Withdraw students, by 10th day, who have never attended or communicated;
- Provide students a course syllabus that includes, at a minimum, the required information according to the Syllabus Grid developed by the Syllabus Task Force and Academic Services;
- Conduct at least one (1) advising session per advisee per semester before clearing (online, telephone, face-to-face);
- Notify students of their current grades in classes at mid-term and at least one (1) week prior to the last day for withdrawal, at a minimum.

Additional information on these expectations, may be found in Article IV.G. of the LLCFA contract.

FACULTY ASSIGNMENT OF CONTRACTS

Faculty Assignment of Contracts (FAC) is used for payroll purposes and completed electronically through Academic Services. In addition to initiating an instructor's nine-month salary, the FAC is processed to pay overloads and stipends. If a discrepancy is noted between the FAC and an instructor's pay advice, the instructor should contact the Accounting office. Errors in the FAC calculation should be communicated with the division chair.

FACULTY EMPLOYMENT CONTRACTS

At the beginning of each academic year, an instructor will sign the Notice of Continued Employment for Tenured Faculty or Notice of Continued Employment for Non-Tenured Faculty. The contract is completed in duplicate and is signed by both the instructor and the president. The instructor keeps one copy of the contract and returns the original to Human Resources. These are typically mailed out at the end of July.

FINAL EXAMINATION PERIOD

The final examination period occurs during the last five days of fall and spring semesters and the last four days of summer term. The final examination schedule is printed in the class schedule each semester, found on the S drive (S:\Academics\Final Exam Schedule) and located on the College's website at www.lakelandcollege.edu/final-exam-schedule/. A final examination is part of the regular obligation for meeting course requirements. Per [Board Policy 06.48](#), "Rescheduling of final examinations is not permitted without the permission of the vice president for academic services. Each class must meet at the time the final examination is scheduled."

FORMS

Most academic forms may be found in various website locations, and they are also available in the S:\Academics\Academic Forms folder.

I:\ DRIVE

Each faculty member has access to an instructional server by which documents can be shared with colleagues and students. Through the hiring paperwork process, ISS creates a folder for each instructor within the respective division's folder.

INSTRUCTOR ABSENCES

If you must be absent from class, contact your division chair and division assistant in a timely manner. The division assistant will post Class Dismissed Today Only form on the classroom door as well as post the notice in Colleague so that it can be accessed online through the college's website. Upon return to campus, you must complete a Faculty Absence Report form (S:\Human Resources\Timesheets and Absence Form) signed by you, the division chair, and the Vice President for Academic Services.

If you know in advance that you will be unable to attend a scheduled class session, you must notify the division chair at least a week in advance whenever possible. For a discussion of Personal Leave, see the current Lake Land College Faculty Association Agreement (S:\Contracts\Faculty Contract).

LEARNING MANAGEMENT SYSTEM

Lake Land College provides every instructor access to the Canvas learning management system, even for face-to-face sections. Please refer to the [Canvas instructions](#) or call [Sue Nugent](#), Online Learning Wizard (234-5571), for assistance. To access your course(s) in Canvas, visit lakeland.instructure.com/login/ldap.

LIBRARY RESOURCES

Visit <http://lakeland.libguides.com/instructors> for a wide variety of resources available to instructors for enhancing classrooms and curricula.

MIDTERM

Midterm rosters must be verified before the end of business day.

From the 2020 College Catalog:

Because the Illinois Community College Board requires instructors to certify the attendance of students at mid-term, an instructor may withdraw a student from class if the number of absences is detrimental to his/her ability to meet the course objectives. In case of prolonged absence because of illness, accident, or hospitalization,

students must notify the College Health Services so that proper notification can be made to instructors. Student absences for the purpose of attending regular National Guard or military reserve unit activities, volunteer emergency worker duty, and jury duty will be considered excused absences upon submission of appropriate documentation to the course instructor.

Lake Land College will reasonably accommodate student absences for religious observances in accordance with the University Religious Observations Act (110 ILCS 110/1 and 110/1.5) in regards to admissions, class attendance and the scheduling of examinations and work requirements. Students faced with schedule conflicts related to religious observances should make prior arrangements with instructors at least ten (10) calendar days in advance of the examination or other activity involved. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices may appeal the decision in accordance with the college's Student Concerns and Grievances Procedures.

Internship (INS-200) and Independent Study (INS-299) contracts are also due to the Vice President of Academic Services by mid-term of the appropriate semester.

NAME & ADDRESS CHANGES

Any changes in name or address are completed in the HUB's IRIS Menu under Faculty\User Account.

OVERLOAD PAY

If an instructor earns more than 30 equated hours during the academic year, the additional load will be reflected on the FAC as overload pay. Refer to the current agreement between Lake Land College and the Faculty Association for the appropriate academic year overload rate.

If an instructor equates more than 15 hours in the fall, he/she can request an overload payment to be received during that semester; however, the instructor has the option of banking the overload hours to be paid during the following spring semester. The Overload Payment Agreement form found on the S: drive (S:\Campus Forms\Academics\OVL Payment Agreement) will need to be submitted at the time the overload request is made.

PAY DATES

Instructors are paid bi-weekly during the academic year. An official listing of pay dates is available on the S: drive (S:\Human Resources\Salary Information\Copy of Paydate).

The following completed forms must be on file in Human Resources before an instructor receives a paycheck:

- Application
- I-9 with appropriate forms of identification
- Policy and legal acknowledgments
- Official college transcripts
- Qualified Faculty Determination form
- W-4
- Direct deposit form (if desired)
- SURS Retirement and Beneficiary form
- Vocational Teacher Work Experience Record (if required).

Instructors choosing not to use direct deposit option will receive their paychecks via U.S.P.S. mail to the home address of record.

SOFTWARE REQUESTS

A faculty member interested in implementing new software in the classroom should submit a Software Request Form (S:\Campus Forms\ISS Request Forms) to ISS.

TEACHING LOAD

During the academic year (fall and spring semesters), full-time faculty are required to teach 30 equated credit hours. Any hours earned in excess of 30 are considered overload.

Instructors are also expected to be on campus, or at a pre-approved location, for not less than 30 hours per week. A minimum of three hours per college day must be served on the campus or at a location approved by his/her division chair and the Vice President for Academic Services. Each instructor will also maintain at least five scheduled office hours per week for consultation with students. A schedule is to be posted on the faculty member's door and filed with Academic Services (S:\Campus Forms\Academics\Instructor Office Hours). Instructor office hours are also posted in Colleague so that they can be accessed on the Lake Land College website. The division assistant directs this process.

TEACHING MATERIALS

Instructors interested in obtaining the teacher's edition of a particular textbook must contact the publisher directly. Please contact the division chair, division assistant, or the [Director of Auxiliary Services](#) in the Bookstore (234-5475), who will provide the contact information for the publisher. The publisher will contact the college to verify that the instructor does teach for Lake Land prior to sending the requested teacher's edition.

Some textbook publishers offer sample tests, published overheads, and case studies as supplemental materials. Instructors interested in obtaining any of these materials should contact their division chairs.

TEXTBOOK RECOMMENDATION

To request a new or different textbook for a course, use the BookRequestform.mdb database found on the S: Drive (S:\Campus Forms\Bookstore.) Instructions for completing the form are also found at the same S: Drive location. Forward the completed form to your division chair for approval.



STUDENT INFORMATION

ACADEMIC PROBATION

Any student whose cumulative grade point average falls below the minimum acceptable standards to remain in good academic standing after 12 semester hours will be placed on academic probation. Refer to [Academic Standards & Policies](#) and the *Catalog* for more information on academic probation, suspension, and dismissal policies.

ACCIDENT/INCIDENT REPORT

In the event an accident/incident occurs to an employee, student, or visitor at any Lake Land College facility, an incident report must be completed. The College does not assume responsibility for expenses with the completion of this form. The Accident/Incident Report form is found in (S:\EMERGENCY\Incident Report) or by [Health Services](#) (234-5276).

ADDING/DROPPING/WITHDRAWING FROM COURSES

Students may add courses to their schedule through the first two instructional days of the semester or module. Classes less than a module in length must be added prior to the first day of class. Students may add an evening class prior to the second class meeting. To add a course, degree-seeking students may either use the IRIS system or submit a completed Change of Schedule form to [Admissions and Records](#). Non-degree seeking students must call Admissions and Records to add courses.

Students have through the first 10 instructional days of the semester to drop a course meeting 12 weeks or longer, with no notation on their academic transcript, and receive a refund. For courses meeting less than 12 weeks, but at least a module in length, students have through the first five instructional days to drop the course, with no notation on their academic transcript, and receive a refund. For courses meeting less than a module in length, students have until the first official meeting of the class to drop the course, with no notation on their academic transcript, and receive a refund. To drop a course, students may either use the IRIS system, complete a Change of Schedule form in Admissions and Records, or call Admissions and Records for assistance. Refer to [Academic Standards & Policies](#) and the *Catalog* for additional information.

It is highly beneficial for students to seek advice from the instructor and/or counselor when considering withdrawal from a course. For classes meeting eight weeks or longer, students can withdraw prior to four instructional days before the first day of the final exam period and receive a "W" on their academic transcript. For classes meeting less than eight weeks in length, students may withdraw prior to the date of the last class session and receive a grade of "W" on their academic transcript. Students who do not officially withdraw may receive an "F" grade on their academic transcript. Once students take the final exam, they cannot withdraw from that course.

AUDIT REQUEST FORM

To audit a course, a student must pay the same tuition and fees as if the course were being taken for credit. The student must submit an Audit Form (S:\Campus Forms\Student Services) to Admissions and Records prior to enrolling in the course. The form is also available online at lakelandcollege.edu/admissions/audit-request/.
[[Board Policy 06.21](#)]

BEHAVIORAL INTERVENTION TEAM

Lake Land College is concerned about the welfare and safety of its students, faculty, and staff and is devoted to creating an environment in which individuals can work without disruptions. Behavioral Interventions are essential for providing support to those students who display challenging behaviors. While interacting with students across the college, staff may be confronted with situations in which a student displays concerning behaviors, makes concerning comments, is disruptive to the campus environment, or creates an environment that may be intimidating or threatening to others. The [Behavioral Intervention/Violence Prevention Plan](#) and BIT are designed to assist them.

COURSE PROFICIENCY

If reasonable evidence exists that a student possesses academic proficiency in a subject area, the student may request to take a proficiency examination. Proficiency examinations are limited to those courses recommended by the division chair and approved by the Vice President for Academic Services. Students must complete an [Academic Request](#) and have it approved by the course instructor, the student's advisor, and the division chair of the subject area in which the course is offered.

An evaluation fee of \$30 per credit hour is required and must be paid in advance. Once the examination is completed, a grade is assigned and the credit earned posted to the student's transcript during final exam week. Tuition and fees are assessed for credit earned by proficiency examination. No official record is made of failures. Refer to the *Catalog* for more information.

COURSE SUBSTITUTION FORM

Occasionally, students may need to substitute one course in their major area for another course required in their degree program. As an example, a business student might substitute an advertising class for a salesmanship course. This process is initiated with the Course Substitution form which can be obtained online (S:\Student Services\Course Substitution form.xls) or in the admissions & records office. The advisor, division chair, and student records analyst sign the form, and it is returned to the admissions & records office.

FINAL EXAMINATION PERIOD

[Board Policy 06.48—Final Examinations](#) states:

It is recognized by the College that a final examination is an important part of the educational process; therefore, instructors are expected to provide students with some form of final examination. Students are required to complete their final examinations at the times and places scheduled. Rescheduling of final examinations is not permitted without the permission of the Vice President for Academic Services. Each class must meet at the time the final examination is scheduled.

FINANCIAL AID

Information regarding financial aid can be obtained from [Financial Aid and Veteran Services](#). Students should apply for financial aid at least 8-10 weeks before the start of the semester. Everyone, yes everyone, applying for financial aid must complete the [Free Application for Federal Student Aid](#) (FAFSA) each academic year.

GRADE APPEAL

Students concerned about the final grade they received in a course must initiate a grade appeal, utilizing the [Student Complaint](#) form, no later than the end of the sixth week following the close of the semester for which the assigned grade was recorded. This request must be initiated with the course instructor or the division chair if the instructor is not currently teaching at the college. [\[Board Policy 07.27\]](#)

GRADE CORRECTION

Should a grade calculation error come to an instructor's attention after grades have been submitted, a Grade Correction form (S:\Campus Forms\Student Services\Grade Correction) should be completed by the instructor. The instructor must provide a reason for the grade change, and the form must be signed by the instructor, the appropriate division chair, and the Vice President for Academic Services.

INDEPENDENT STUDY COURSES

Students may pursue supervised study for one to four semester hours on an independent basis for academic work which reflects a reasonable and moderate extension of current Lake Land College courses. Students are permitted to enroll in independent study with permission of the instructor and approval of the division chair and the Vice President for Academic Services. Each degree limits the amount of independent study credit that will apply. With approvals in place, a section number is assigned, the student is placed in the independent study, and then given 10 days to drop the section by contacting the Academic Services Specialist. The INS-299 Independent Study Contract forms are available on the S drive (S:\Campus Forms\Academics\Course Outlines\INS) [\[Board Policy 06.23\]](#)

INCOMPLETE GRADE CHANGE

If a student is issued an incomplete grade, the student is given the opportunity to complete the requirements for the course during the next regular term, excluding summer. The instructor submits the student's earned grade using the Incomplete Grade Change form (S:\Campus Forms\Student Services\request incomplete) and submits it to Admissions and Records by the mid-term date for that term. Any "I" grade remaining after the mid-term date will automatically be changed to an "F" grade.

INTENT TO ENROLL

Individuals may submit the Intent to Enroll online at lakelandcollege.edu/enroll/ or in person in Admissions and Records. Refer to the link above or the *Catalog* for complete details on how to create a Laker Profile and submit the Intent to Enroll. [\[Board Policy 07.04\]](#)

INTENT TO GRADUATE

A student must complete the Notice of Intent to Graduate form by the published date in order to graduate during that specific term. Forms are distributed by and submitted to Admissions and Records, or students can complete the form via their HUB/IRIS account. [\[Board Policy 07.24\]](#)

LEAP (LAKE LAND EARLY ADVANTAGE PROGRAM)

The Lake Land College Early Advantage Program (LEAP) provides collaboration between student services departments and faculty members to ensure students are aware of the support services provided on campus and in the community. Through the Lake Land College Early Advantage Program, students are provided with immediate contact information via their student email account. The information identifies services on campus that might be beneficial to achieving success in the course. Access the referral form from the Laker Hub under Campus Links.

PERMISSION TO ENTER CLOSED CLASS

When a student wants to enter a class that is closed, he/she must request a "Blue Card" from the division chair. Blue Cards are reserved for special situations.

PROGRAM OF STUDY CHANGE

Students are assigned the program of study/major they indicate on their Intent to Enroll. If a student wants to change his or her major and has not yet enrolled, then the student should contact Admissions and Records. If the student has enrolled, the student should complete a [Change of Major](#) form online or via their HUB/IRIS account.

REFUND POLICY

Refunds are approved when a student drops his/her course(s) within the College's published refund period (lakelandcollege.edu/refunds/). Refund deadlines are also included in the class schedule and the *Catalog*.

REPEAT COURSE NOTIFICATION

Students may repeat courses not designated as repeatable and taken at Lake Land College with the understanding that the last credit hours and grades earned will be computed in the student's grade point average. Additional information is available online at lakelandcollege.edu/admissions/repeat-course-notification/. This form is also available in Admissions and Records and on the S: drive. (S:\Campus Forms\Student Services).

STUDENT ACCOMMODATIONS

Students with a documented disability and verification from [Student Accommodations](#), should contact instructors as soon as possible. It is the student's responsibility to provide documentation of any disability, to meet with Counselor/Coordinator of Student Accommodations, and to request special accommodations *before* classes start. For additional information please contact Amber Niebrugge, Counselor/Coordinator of Student Accommodations & Mental Health Initiative at 234-5259 or at aniebrugge71503@lakelandcollege.edu.

STUDENT COMPLAINTS

In accordance with [Board Policy 07.29 – Student Complaints](#), Lake Land College seeks to resolve all student complaints as quickly and at the lowest step possible. Procedures are outlined on the [website](#) and in the Student Handbook.

TUTORING

The [Tutoring and Testing Center](#) offers tutoring for college courses, administration of the college placement test, proctoring services for tests and quizzes in online courses that require testing in a proctored environment, administration of pre-nursing exams and testing for various programs, Pearson VUE testing, CLEP testing, distance learning test proctoring, supplemental services for students with disabilities, and basic skills courses in test taking, memory, and computer anxiety.

Located in Webb Hall 130, the Center hours are 8 a.m. to 4 p.m., Monday through Friday and later by appointment (Monday through Thursday during summer session).