

# Section 400 - Student Services and Information

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# Policy 401 - Admissions

## 401.1 General Admission

In accordance with WAC 131-12-010, Lower Columbia College has an open admission policy that grants admission to the college when, as determined by the chief administrative officer of the college or their designee, the applicant:

1. Is competent to profit from the curriculum offerings of the college; and
2. Would not, by their presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution; and
3. Is eighteen years of age or older; or
4. Has earned a high school diploma or recognized equivalent; or
5. Has applied for admission under the provisions of a student enrollment options program or other local student enrollment options programs. Special programs, also referred to as student enrollment options programs under WAC 131-12-010, and International Programs, may allow applicants under the age of 18 to be admitted to Lower Columbia College. Such special programs include, but are not limited to, Running Start, Open Doors, and International Programs.

Applicants under the age of 18 who are not enrolled in a special program may be admitted to Lower Columbia College if they are deemed able to benefit from the curricular offerings. Admission may be to individual courses or to a program as determined by the Vice President of Student Services or designee.

Because of the large number of students seeking admission, admission is generally granted on a first-come, first-served basis for as many students as the various programs can accommodate. Some programs may require satisfactory completion of certain prerequisites prior to admission and some may have special admission policies.

Students who have not attended the college for two years or longer must reapply for admission to the college. Service members and reservists shall be readmitted to the college if they are temporarily unable to attend class or have to suspend their studies due to service requirements.

## 401.2 Recruitment Practices of Service Members

Lower Columbia College refrains from providing any commission, bonus or other incentive payment based directly or indirectly on securing enrollment or federal financial aid, including Tuition Assistance funds, to any persons or entities engaged in any student recruitment, admissions activities, or making decisions regarding the award of student financial assistance.

The college also refrains from high-pressure recruitment tactics for the purposes of securing service member enrollments.

## Historic Information

- Reviewed by ELT: November 2008
- Campus Review: February 1-22, 2009
- ADOPTED: February 23, 2009
- (Replaces policies 402 – 402.2 approved 7/09)
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="http://app.leg.wa.gov/WAC/default.aspx?cite=131.12.010">WAC 131-12-010 ( app.leg.wa.gov/WAC/default.aspx?cite=131.12.010 )</a>	Minimum standards for admission to a community or technical college	VP Student Services/ Registrar

## Policy 420 - Student Services, Programs and Activities

The Board of Trustees subscribes to the open admission philosophy essential to achieving the goals of a comprehensive community college. The Board further recognizes its responsibility to establish student services and programs that enhance the personal, cultural, intellectual, recreational, athletic, social activities, and academic development of all students of the College.

### 420.1 Advising

Educational advising is a key element that contributes to each student's ultimate successful attainment of their educational goals. Students and advisors meet regularly to ensure students stay on the path to success.

### 420.2 Counseling

The counseling program is a key component of the educational process. The program concerns itself primarily, but not exclusively, with personal support and development, career decision making, and academic planning.

### 420.3 Financial Aid

The Washington State Board for Community and Technical Colleges authorizes community and technical colleges to employ qualified persons to administer its student financial aid programs in accordance with federal and state regulations and institutional policies. The Financial Aid Office shall attempt to remove the financial barriers to post-secondary education for students with unmet financial need by utilizing a combination of federal, state, institutional, and community funding resources.

### 420.4 Student Government and Activities

Co-curricular and extra-curricular programs are a key component of students' success and goal completion. The College recognizes the Associated Students of Lower Columbia College (ASLCC) Executive Council as the student government organization at the College whose purpose is to direct and manage the affairs of the student body at Lower Columbia College and to represent students in dealing with the College administration, staff, the community, and the State in matters affecting students except as limited by board policy, college rules and regulations, and the rules and laws of the State of Washington.

### 420.5 Freedom of Expression

Students, faculty, administrators and staff shall be intellectually free to express their scholarship and reasoned conclusions by orderly means which do not disrupt the regular and essential operations of the College. We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom even when individual or group points of view are controversial or out of favor with prevailing perspectives. A complete explanation of freedom of expression can be found in policy 440 "Code of Student Conduct," and in **WAC 132M-126** ( [app.leg.wa.gov/WAC/default.aspx?dispo=true&cite=132M](http://app.leg.wa.gov/WAC/default.aspx?dispo=true&cite=132M) ) .

### 420.6 Field Trips

The College encourages and shall provide for participation in off-campus class and non-class activities such as field trips, student government, clubs, organizations, intramural sports, intercollegiate sports, and attendance at professional productions within the limitations of the resources available. No such activities shall take place without prior consent of the staff or faculty's supervisor, and completion of an **Informed Acknowledgment of and Consent to Trip Hazards and Risk form** ( [lowercolumbia.edu/publications/administrative-policies/\\_assets/documents/informed-acknowledgement-consent-field-trip-form.pdf](http://lowercolumbia.edu/publications/administrative-policies/_assets/documents/informed-acknowledgement-consent-field-trip-form.pdf) ) . A student under the age of 18 must obtain a parent or guardian signature on the form. It will be the responsibility of the activity advisor or instructor to see that these forms are completed and kept on file for the current academic year. The supervising faculty or staff shall follow the **Field Trip Procedures** ( [lowercolumbia.edu/publications/administrative-policies/\\_assets/documents/420.6A\\_Field\\_Trip\\_Procedure.pdf](http://lowercolumbia.edu/publications/administrative-policies/_assets/documents/420.6A_Field_Trip_Procedure.pdf) ) to meet safety and emergency planning and other college travel policies and procedures.

## Historic Information

- Reviewed by ELT: 2008
- Campus Review: February 1-22, 2009
- ADOPTED: February 23, 2009
- (Replaces policies 500 – 502.5 approved 7/09)
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="http://app.leg.wa.gov/WAC/default.aspx?cite=132M-126">WAC 132M-126 ( app.leg.wa.gov/WAC/default.aspx?cite=132M-126 )</a>	Code of Student Conduct	VP Student Services
<a href="http://lowercolumbia.edu/publications/administrative-policies/_assets/documents/informed-acknowledgement-consent-field-trip-form.pdf">Informed Acknowledgment of and Consent to Trip Hazards and Risk Form ( lowercolumbia.edu/publications/administrative-policies/_assets/documents/informed-acknowledgement-consent-field-trip-form.pdf )</a>		VP Student Services
<a href="http://lowercolumbia.edu/publications/administrative-policies/_assets/documents/420.6A_Field_Trip_Procedure.pdf">Procedure 420.6A ( lowercolumbia.edu/publications/administrative-policies/_assets/documents/420.6A_Field_Trip_Procedure.pdf )</a>	Field Trip Procedure	VP Student Services

## Policy 430 - Reasonable Accommodation

It is the policy of Lower Columbia College, being aware of its obligations under Executive Order 96-04, chapter **RCW 49.60**, ( [apps.leg.wa.gov/RCW/default.aspx?cite=49.60](http://apps.leg.wa.gov/RCW/default.aspx?cite=49.60) ) and the **Americans with Disabilities Act of 1990** ( [www.ada.gov/pubs/ada.htm](http://www.ada.gov/pubs/ada.htm) ) , as amended by ADA Amendments Act of 2008, Rehabilitation Act of 1973,

to ensure qualified persons with disabilities the right to request and, where determined appropriate, receive reasonable accommodation, unless accommodation would impose an undue hardship on the institution, require a fundamental program alteration or would lower academic standards:

Reasonable accommodation includes:

1. ensuring equal opportunity in application process,
2. enabling qualified individual with disability to perform essential functions of job,
3. enabling employee with disability to enjoy equal benefits and privileges of employment,
4. enabling student with disability equal access to services, programs, activities and facilities of the College.

This includes good-faith consideration and interactive engagement regarding reasonable accommodation to all employees, candidates for employment and students. Disability and Access Services is the designated department at Lower Columbia College that determines reasonable accommodations and/or services for students with disabilities. Disability and Access Services maintains disability-related documents and verifies disability for students who are requesting reasonable accommodations. Disability and Access Services also assists Human Resource Services in recommending and/or providing accommodations for employees. Any employee or candidate for employment requesting reasonable accommodation may contact Human Resource Services.

## Historic Information

- Reviewed by ELT: November 20, 2013
  - Campus Review: February 3-18, 2014
  - ADOPTED: February 24, 2014
  - Reviewed by ELT: March 10, 2021
  - Reviewed by UMCC: March 16, 2021
  - Reviewed by Governance Council: April 7, 2021
  - Campus Review: April 13-27, 2021
  - Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<b>WAC 132M-300 ( <a href="https://apps.leg.wa.gov/wac/default.aspx?dispo=true&amp;cite=132M">apps.leg.wa.gov/wac/default.aspx?dispo=true&amp;cite=132M</a> )</b>	Grievance Procedure	Director of HR/Legal Affairs and VP of Student Services
<b>The Rehabilitation Act of 1973 ( <a href="http://www2.ed.gov/polic">www2.ed.gov/polic</a> )</b>	Section 504	

Resource/Reference/ Procedure	Title	Unit Responsibility
y/speced/reg/narrative.html )		
CFR Title 34/Education ( www2.ed.gov/policy/fund/reg/humansub/part97.html )		
Americans with Disabilities Act of 1990 ( www.ada.gov/pubs/ada.htm )	Title 42/Chapter 126 and Title 47/Chapter 5	
RCW 49.60 ( apps.leg.wa.gov/rcw/default.aspx?cite=49.60 )	Discrimination	
LCC Policy 236 ( lowercolumbia.edu/publications/administrative-policies/200/236 )	Reasonable Accommodation	
LCC Policy 655 ( lowercolumbia.edu/publications/administrative-policies/600/655 )	Service Animals	

## Policy 435 - Student Academic Grievance

The Academic Grievance policy protects student freedom of expression in the classroom and protects each student from improper, arbitrary, or capricious academic evaluation as evidenced by the student's final course grade.

### Historic Information

- Reviewed by ELT: November, 2008
- Campus Review: February 1-22, 2009
- ADOPTED: February 23, 2009
- Reviewed by ELT: January 29, 2020-No changes
- Reviewed by the ELT: October 4, 2023

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC Student Academic Grievance Resolution Procedures ( <a href="http://lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure/">lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure/</a> )		VP Student Services

## Policy 440 - Code of Student Conduct

Lower Columbia College exists for the development of students and to provide a variety of educational opportunities, and the opportunity to examine cultural, social, and recreational aspects of society. Lower Columbia College must maintain conditions conducive to the effective performance of its functions. Consequently, Lower Columbia College has special expectations regarding the conduct of students. Student conduct that detracts from, or interferes with, the accomplishment of college purposes is not acceptable.

Admission to Lower Columbia College carries with it the presumption that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey the law, will comply with rules, regulations, policies and procedures of the college, will maintain a high standard of integrity and honesty, and will respect the rights, privileges and property of other members of the college community. Lower Columbia College expects an environment of integrity, respect, collaboration, cooperation, diversity, and innovation that fosters personal growth, academic excellence and accountability. The rules governing student conduct and disciplinary action are set forth in the "Code of Student Conduct" WAC 132M-126

### Historic Information

- Reviewed by ELT: November, 2008
- Campus Review: February 1-22, 2009
- ADOPTED: February 23, 2009 (Replaces policy 600 revised 10/07)
- At a public hearing on May 20, 2015, the Lower Columbia College Board of Trustees approved repealing WAC 132M-121 and replacing it with WAC 132M-125. This was done after full campus review.
- Approved by ELT: June 01, 2015
- Reviewed by ELT: January 29, 2020-No changes



Resource/Reference/ Procedure	Title	Unit Responsibility
<b>WAC 132M-126 ( apps.leg.wa.gov/wac/default.aspx?cite=132M-126 )</b>	Code of Student Conduct	VP Student Services

## Policy 450 - Access to Student Records

When a student enrolls at the College, there is an assumption of trust placed in the College as custodian of this data. The College policy is to maintain and protect student records in compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232(g). Requests for access to student records shall be directed to the College Registrar.

### Historic Information

- Campus Review: February 1-22, 2009
- ADOPTED: February 23, 2009
- (Replaces Policy 605-605.8 revised 9/93)
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<b>WAC 132M-113 ( apps.leg.wa.gov/wac/default.aspx?cite=132M-113 )</b>	Access to Student Records	VP Student Services, Registrar
<b>SBCTC Policy Manual Chapter 3: Confidentiality of Student Records and Data ( www.sbctc.edu/coll eges-staff/policies-rules/p olicy-manual/chapter-3.as px )</b>		

## Policy 460 - Tuition and Fees

The Board shall annually establish tuition and fees in accordance with state law and State Board for Community and Technical College requirements. Tuition and fees will be published on the LCC website. The term “tuition” as used in this policy consists of operating fees, building fees, services and activities fees, and other fees established through student referendum or legislative action. The term “fees” consists of lab and course fees, miscellaneous use fees and fines, waiver fees, and other special fees established by the Board.

### Historic Information

- Reviewed by ELT: November, 2008
- Campus Review: February 1-22, 2009
- ADOPTED: February 23, 2009
- (Replaces policies 402.6-402.66 revised 7/89)
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=28B.15">RCW 28B.15 ( apps.leg.wa.gov/rcw/default.aspx?cite=28B.15 )</a>	College and University Fees	VP Student Services, Registrar
<a href="http://lowercolumbia.edu/tuition/">Tuition and Fees ( lowercolumbia.edu/tuition/ )</a>	Tuition and Fees	Finance Office

## Policy 463 - Tuition and Fee Waivers

The Board may establish tuition and fee waivers as authorized by state law and by the State Board for Community and Technical Colleges. This will be done under regular district fiscal processes. Information regarding specific waivers will be available from the Registrar or the Financial Aid office, and will be posted on the LCC website.

Upon applicant’s request, individual determinations on tuition and fee waivers will be reviewed by the College Registrar. Disputes will be reviewed by the Vice President of Student Services, who will issue a final ruling.

## Historic Information

- Reviewed by ELT: November, 2008
- Campus Review: February 1-22, 2009
- ADOPTED: February 23, 2009
- (Replaces policy 402.63 revised 7/89)
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<b>RCW 28B.15 ( <a href="https://apps.leg.wa.gov/rcw/default.aspx?cite=28B.15">apps.leg.wa.gov/rcw/default.aspx?cite=28B.15</a> )</b>	College and University Fees	VP Student Services, Registrar
<b>SBCTC Tuition Waiver and Residency Classification ( <a href="http://www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/">www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/</a> )</b>		VP Student Services, Registrar

## Policy 464 - Tuition and Fee Waiver: State Employees

Under the Employee Tuition and Fee Waiver Law (**RCW 28B.15.558 ( [apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.558](https://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.558) )** ), Lower Columbia College is authorized to and may waive all tuition and fees for eligible employees taking courses at Lower Columbia College. The employees shall pay the registration fee established by the board of Trustees. Such enrollment shall be on a space-available basis.

Additionally, Lower Columbia College shall offer a tuition and fee waiver program to eligible state employees. Enrollment shall be on a space-available basis and shall be subject to procedures established by the College.

## Historic Information

- Reviewed by ELT: November, 2008
- Campus Review: February 1-22, 2009

- ADOPTED: February 23, 2009
- (Replaces policy 307.2 adopted 10/89 and policy 307.3 adopted 9/90)
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<b>RCW 28B.15.558 ( <a href="https://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.558">apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.558</a> )</b>	Waiver of tuition and fees for state employees and educational employees	VP Student Services Registrar
<b>LCC Faculty Contract ( <a href="https://services4.lowercolumbia.edu/info/webResources2/HumanResources/FacultyContract-HR.pdf">services4.lowercolumbia.edu/info/webResources2/HumanResources/FacultyContract-HR.pdf</a> )</b>		VP of Foundation, HR and Legal Affairs
<b>LCC Classified Employee Contract ( <a href="https://ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_h_e.pdf">ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_h_e.pdf</a> )</b>		VP of Foundation, HR and Legal Affairs
<b>LCC Administrative and Exempt Handbook ( <a href="https://services4.lowercolumbia.edu/info/webResources2/HumanResources/HandbookExemptAdmin_Jan15.pdf">services4.lowercolumbia.edu/info/webResources2/HumanResources/HandbookExemptAdmin_Jan15.pdf</a> )</b>		VP of Foundation, HR and Legal Affairs
<b>LCC Tuition Waiver ( <a href="http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/TuitionWaiver_LCC.pdf">http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/TuitionWaiver_LCC.pdf</a> )</b>	LCC Tuition Waiver Form	VP of Foundation, HR and Legal Affairs

# Policy 465 - Tuition and Fee Refunds

Tuition and fee refunds for students, including those receiving financial aid, will be governed by applicable state law as published in the college catalog and on the college website.

A refund of fees and tuition will be made to students officially withdrawing from the college according to the following schedule:

- (a) One hundred percent. Withdrawal prior to the sixth day of instruction of the quarter.
- (b) One hundred percent. Withdrawal as a result of classes being canceled by the college.
- (c) Fifty percent. Withdrawal on or after the sixth day of instruction of the quarter and within the first twenty calendar days of the quarter.
- (d) No refunds will be made after the twentieth calendar day of the quarter. Exceptions may be made for students inducted into military service and for medical reasons.

Refunds for short courses and courses starting after the first week of the quarter shall be determined by the College Registrar.

Students dismissed for disciplinary reasons are not eligible for refunds.

## Historic Information

- Reviewed by ELT: November, 2008
- Campus Review: February 1-22, 2009
- ADOPTED: February 23, 2009
- (Replaces policies 402-402.66)
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="https://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.605">RCW 28B.15.605 ( apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.605 )</a>	Refunds or cancellation of fees	VP Student Services, Registrar
<a href="https://apps.leg.wa.gov/RCW/default.aspx?cite=28B.10.270">RCW 28B.10.270 ( app.leg.wa.gov/RCW/default.aspx?cite=28B.10.270 )</a>	Rights of Washington national guard and other military reserve students called to service	Registrar

## Policy 468 - Last Day to Withdraw from Classes

Withdrawal from a course must be received by Registration by the final withdrawal day. The last day to withdraw from a fall, winter or spring class is the last day of the eighth week of instruction. For courses shorter than 10 weeks, including summer quarter courses, the last day to withdraw is 80% of the length of the course.

Late withdrawal requests are reviewed for approval by the Academic Standards Committee, which considers requests for late withdrawal for reasons that include valid, verifiable proof that withdrawal beyond the deadline date was due to an emergency.

### Historic Information

- Reviewed by ELT: November, 2008
- Campus Review: February 1-22, 2009
- ADOPTED: February 23, 2009
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021
- Reviewed by the ELT: March 23, 2022
- Reviewed by Governance Council: April 6, 2022
- Reviewed by UMCC: April 19, 2022
- Campus Review: April 20-May 3, 2022
- Approved: May 4, 2022

Resource/Reference/ Procedure	Title	Unit Responsibility
<b>LCC Academic Standards Committee ( <a href="http://internal.lowercolumbia.edu/organization/committees/academic-standards">internal.lowercolumbia.edu/organization/committees/academic-standards</a> )</b>	Operational Guidelines	VP Student Services, Registrar

## Policy 470 - Residency Status

Lower Columbia College shall classify its students as residents or non-residents according to state rules and regulations.

The Vice President of Student Services shall develop regulations and procedures to assure that the residency of all students enrolled in credit classes is determined. Residency requirements shall be made available to students in the Registration office. Residency determinations shall be made by the College Registrar.

## Historic Information

- Reviewed by ELT: November, 2008
- Campus Review: February 1-22, 2009
- (Replaces policy 402.3 approved 7/89)
- ADOPTED: February 23, 2009
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15">RCW 28B.15 ( apps.leg.wa.gov/RCW/default.aspx?cite=28B.15 )</a>	College and University Fees	VP Student Services, Registrar
<a href="http://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-3.aspx">SBCTC Policy 3.20.40 ( www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-3.aspx )</a>	Residency Status	Registrar

## Policy 475 - Missing Student Notification for Students Residing in Campus Housing

In compliance with the Higher Education Reauthorization Act of 2008, the purpose of this policy is to provide procedures for reporting, investigating, and notifying authorities if a student who resides on campus is believed to be missing.

### Definition of Missing Residential Student

A residential student will be considered missing if any person has reason to believe that a resident student's absence is contrary to their behavior and has not been seen in a reasonable amount of time. A reasonable amount of time may vary with the time



of day and information available regarding the missing person's daily schedule, habits, and reliability. Before presuming that a person is missing, reasonable measures should be taken to determine that no one familiar with the person has seen or heard from the person for an unusual period of time or is aware of where they may be. If a person's absence has occurred under circumstances that are considered suspicious or there are concerns for their safety, the person shall be considered missing immediately.

## **Missing Student Emergency Contact**

In addition to registering an emergency contact, all students living in campus student housing shall have the opportunity to identify a missing student contact to be used in the event the student is reported missing. That person shall be the first contact in the event that the student would be officially reported missing during their time at the College. Missing student contact information will be registered confidentially and will be accessible only to authorized College officials and may not be disclosed except to law enforcement personnel for the purpose of locating the student. In the absence of a designated confidential contact, the student's emergency contact shall be utilized as the confidential contact.

For students under the age of 18 and not emancipated, the College is required to notify the custodial parent or guardian not later than 24 hours after a student is determined to be missing.

Students can register a contact when signing their housing agreement or at any time by contacting the Safety and Security Office at 360.442.2911.

## **Reporting a Missing Residential Student**

Any individual who believes a student living in on-campus student housing may be missing should immediately contact Lower Columbia College's Safety and Security Office at 360.442.2911 or the Vice President of Student Services at 360-442-2300. Any missing student report must be referred immediately to LCC's Safety and Security Office.

## **Investigation of a Missing Residential Student**

The College has 24 hours after receiving a report that the student is missing to initiate specific missing student notification procedures. However, the College can initiate their procedures for a missing student before 24 hours has passed.

Upon receiving a report of a missing student, the Director of Safety and Security or their designee shall immediately investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus.

## **Notification**

After investigating a missing person report, should Lower Columbia College Safety and Security determine that the student has been missing for more than 24 hours, the Director of Safety and Security or their designee will notify the following:



- The Longview Police Department
- The student's missing person contact
- The student's parent or legal guardian (if the person is under the age of 18 and is not an emancipated individual)
- The appropriate Consulate in case the student is an international student

## Historic Information

- Reviewed by ELT: November 27, 2019
- Reviewed by Governance Council: February 5, 2020
- Reviewed by UMCC: February 18, 2021
- Campus Review: March 3-17, 2020
- ADOPTED: March 18, 2020
- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="https://www.lowercolumbia.edu/publications/administrative-policies/_assets/documents/Procedure_475.1A.pdf">Procedure 475.1A ( lower columbia.edu/publications/administrative-policies/_assets/documents/Procedure_475.1A.pdf )</a>	Missing Student Notification Procedure	VP Student Services

## Policy 476 - Deceased Student Notification

In the event of a student death, the College shall follow the Deceased Student Notification Procedure to ensure a timely, professional and caring response to assist those dealing with the incident, coordinate with external individuals and agencies, provide appropriate communication to the campus, and assist with post-incident support and resolution.

## Historic Information

- Reviewed by ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021

- Campus Review: April 13-27, 2021
- Approved by ELT: April 28, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="https://www.lowercolumbia.edu/publications/administrative-policies/_assets/documents/476.1_Deceased_Student_Notification.pdf">Procedure 476.1 ( lowercolumbia.edu/publications/administrative-policies/_assets/documents/476.1_Deceased_Student_Notification.pdf )</a>	Deceased Student Procedure	VP Student Services

## Policy 480 - Student Absence for Reasons of Faith or Conscience

Lower Columbia College will grant reasonable accommodations so that grades are not impacted for students who are absent for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Such absences must be requested in writing within the first two weeks of the course and may not incur additional fees for students. Faculty must include the approved language referenced in this policy in their syllabi. This policy and the associated procedure will be posted on the college website. Students who have concerns about approval or a grade impact may utilize the student grievance procedure for concerns not directly related to grades, or to the grade appeal process in cases impacting a final grade.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

Lower Columbia College recognizes the following State legal holidays:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (third Monday of January)
- President's Day (third Monday of February)
- Memorial Day (last Monday of May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Veterans' Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving Day (Friday immediately following the fourth Thursday in November)

- Christmas Day (December 25th)

Whenever a holiday falls on Sunday, the following Monday shall be considered a legal holiday. When a holiday falls on Saturday, the preceding Friday shall be considered a legal holiday.

## Historic Information

- Reviewed by ELT: June 12, 2019
- Updated: August 14, 2019
- ADOPTED: November 24, 2019
- Reviewed by ELT: October 4, 2023

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="http://lowercolumbia.edu/publications/administrative-policies/assets/documents/480-1a_procedure_effective_8-14-19.pdf">Procedure 480.1A ( lowercolumbia.edu/publications/administrative-policies/assets/documents/480-1a_procedure_effective_8-14-19.pdf )</a>	Student Absence for Reasons of Faith or Conscience	VP Student Services
<a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=28B.10.039">RCW 28B.10.039 ( apps.leg.wa.gov/rcw/default.aspx?cite=28B.10.039 )</a>		
<a href="http://app.leg.wa.gov/billsummary?BillNumber=5166&amp;Initiative=false&amp;Year=2019">2019 Senate Bill 5166 ( app.leg.wa.gov/billsummary?BillNumber=5166&amp;Initiative=false&amp;Year=2019 )</a>		

## Policy 490 - Student Email as Official Communication

A valid email address is required for all students. Lower Columbia College (LCC) email addresses are generated upon receipt and processing of admissions applications. Students have the option of using the LCC email or an alternative address as their “preferred” email address in ctcLink. The College will use the “preferred” email address for official communications with all students. If a student does not enter and/or designate an email address in ctcLink as “preferred,” all official communications will be sent to their LCC email address.

The College expects that every student will receive and read email on a frequent and consistent basis. A student's failure to receive and read College communications in a

timely manner, understanding that the College is not responsible for the handling of email by outside service providers, does not absolve that student from knowing and complying with the content of such communication. It is the responsibility of the student to alert college staff when experiencing email account issues.

All use of email will be consistent with other LCC policies and agreements.

Students who are not in possession of a personal computer and/or other mobile device with Internet access can use computers available in the open computer labs at the College, and/or check out a device from the Library/Learning Commons if available.

## Historic Information

- Reviewed by Executive Leadership Team - November 18, 2020
- Reviewed by Governance Council- December 2, 2020
- Reviewed by UMCC - December 15, 2020
- Campus Review - January 7-January 21, 2021
- Adopted by Leadership Team - February 3, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
<b>Acceptable Use of Information Systems and Services ( services4.lowercolumbia.edu/info/webResources2/internal/Policy/Procedure701.1a.AcceptableUse.071119.pdf )</b>		VP Student Services