


3 - INSTRUCTION

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	Chapter 3 – Instruction
Administrative Policy	DEGREES and CERTIFICATES POLICY 305

305 Degrees and Certificates

Lower Columbia College offers associate degrees and certificates in accordance with requirements of the State of Washington and the Northwest Commission on Colleges and Universities. Specific degree and certificate requirements are found in the current Lower Columbia College catalog.

305.1 Degree and Graduation Requirements

- A minimum college level grade point average of 2.00;
- No more than 15 optional pass/fail credits (P/F not to be used in English 101/102 distribution requirements for any of the associate degrees offered).

305.2 General Requirements

- A minimum of 90 credits must be earned in courses numbered 100 and above; a maximum of three physical education credits may be included in the 90; and a maximum of 15 credits in Cooperative Work Experience (288 & 289 and/or Independent Study, 299);
- A minimum of 24 credits, exclusive of credits by examination and academic credit for prior learning, must be earned at Lower Columbia College.
- A minimum of five credits of course work with cultural diversity content must be completed satisfactorily.

305.3 Course Requirements

Course requirements in each degree program shall be consistent with the educational philosophy of the College and the program in question. Such requirements shall promote the larger purposes of college level education--to help students develop into citizens who can reason clearly, communicate effectively, and think critically, as well as identify and achieve significant personal and social goals.

- Each degree shall incorporate reading, writing, and quantitative skills development consistent with its purpose.

305.4 Honors at Graduation

Upon graduation, Lower Columbia College students can receive honors based upon their college-level grade point average:

- **Honors** – 3.5 to 3.79 GPA
- **Highest Honors** – 3.8 to 4.0 GPA

Only grades for college level courses taken at Lower Columbia College will be used to calculate honors at graduation.

305.5 Second Associate Degree

Students may earn a second associate degree by completing an additional 45 quarter credits beyond those earned for the first degree. All degree requirements apply.

305.6 Waiver of Graduation Requirements

Petitions to have any graduation requirements waived shall be considered by the Academic Standards Committee on their individual merits.

305.7 Applications for Degrees

Candidates for associate degrees must complete and submit the degree application forms provided by the College within published deadlines.


- Edits to Section 305.1 and 305.2 approved by ELT on 2-7-18 after approval by Instructional and Governance Council

Historic Review:

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- Adopted 2/23/09
(Replaces policies 405-405.3 approved 7/89 and 3/97)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
LCC Catalog		VP Instruction

	Chapter 3 – Instruction
Administrative Policy	HIGH SCHOOL DIPLOMA POLICY 307


307 High School Diploma

Lower Columbia College may issue the high school diploma under the authority of [RCW 28B.50.535](#) and in compliance with [Chapter 180-51 WAC](#).

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- **ADOPTED 2/23/09**
(Replaces policy 405.4 approved 7/8)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
RCW 28B.50.535	Community or technical college — Issuance of high school diploma or certificate	VP Instruction
WAC 180-51	High School Graduation Requirements	VP Instruction

	Chapter 3 – Instruction
Administrative Policy	GRADING POLICY POLICY 310

310 Grading Policy

Lower Columbia College’s grading system provides a method to indicate a student’s performance and achievement in a variety of skills and programs. The system provides for permanent record of grade evaluations, which reflect successful course and program completion. The College operates on a quarter system. The quarter hour of credit is one unit of instruction.

Instructors shall distribute a written course grading plan to all enrolled students at the beginning of each quarter. Instructors are not obligated to use grading options, such as + or – in any specific course.

Grades at Lower Columbia College are reported in numerical fractions to the nearest tenth. The numerical grades are based on the letter grade system and general equivalents are as follows:

NUMERIC GRADE	LETTER GRADE EQUIVALENT
4.0	A
3.7	A-
3.3	B+
3.0	B
2.7	B-
2.3	C+
2.0	C
1.7	C-
1.3	D+
1.0	D
0.0	F
0.0	I
0.0	N
0.0	NA
0.0	P
0.0	R
0.0	W
0.0	X

Grade Symbols:

- **I (Incomplete):** 0.0 grade points/no credit. Incomplete grades may be issued only to those students whose work to date is passing, but not completed, at the end of the quarter. An instructor may submit a replacement grade up to one year from the date an incomplete grade was issued.
- **N (Audit):** 0.0 grade points/no credit. A student may enroll for no credit in any course as an auditor upon registration and payment of the regular fees. During the course of a quarter, a student may also change to audit status observing all of the required procedures for a change of registration. Auditors are exempt from taking examinations but may participate in course work
- **NA (Never Attended):** 0.0 grade points/no credit. The instructor may assign a grade of "NA" at grading time for students who never attended class during the quarter.
- **Passing or Failing**
 - P = 0.0 grade points for satisfactory completion of a course numbered 50 or below, or a passing grade for a designated pass/fail course.
 - F = 0.0 grade points for failing a course
- **R (Retake):** 0.0 grade points/no credit. Students may retake courses in which failing or low passing grades have been received.
- **W (Withdrawal):** 0.0 grade points/no credit. Students may initiate an official withdrawal prior to the date at which sixty percent of the quarter has passed and as published in the quarterly class schedule. Official withdrawals are the sole responsibility and prerogative of the student and must be initiated by the student.
- **X (Expunge – aka Grade Forgiveness):** 0.0 grade points/no credit. Students returning to LCC after an absence of three or more years are eligible for grade forgiveness once they complete a minimum of 24 new credits at LCC with a cumulative GPA of 2.5 or higher on those new courses. Grade forgiveness applies only to courses taken prior to their absence. Grade forgiveness can only be used once. Full quarters, not individual courses, taken prior to the student returning to the college may be chosen for grade forgiveness. The original courses remain on the transcript with a grade of "X" (for expunged) and will not be figured into GPA calculations.

310.1 Academic Suspension

Any student who receives a quarterly GPA below 2.0 for any quarter will be placed on Academic Warning.

Any student with two consecutive quarterly GPA's less than 2.0 and/or whose cumulative GPA is less than 2.0 will be placed on Academic Probation and may be required by the college to enroll in College Success or other courses as determined by the college to assist with academic success.

Any student with three or more consecutive quarterly GPA's less than 2.0 and/or whose cumulative GPA is less than 2.0 is subject to Academic Suspension of up to three academic quarters. Students who are academically suspended must petition for reinstatement to the VP for Student Success at least 6 weeks prior to the quarter the student would like to re-enter the college.


- Amended by Cabinet on 6/29/16 per SBCTC Policy (removed "V" Grade)
- **ADOPTED** by Leadership Team on 11/30/15
- Campus Review: October 29 – November 13, 2015
- Approved by Leadership Team on 10/26/15

Resource/Reference/Procedure	Title	Unit Responsibility
LCC Catalog		VP Instruction
Academic Standards Committee Guidelines		VP Student Services

Historic Information:

- Adopted 11/25/13 by Leadership Team
- Campus Review Nov. 1-18, 2013
- Revision reviewed by the Leadership Team October 28, 2013

Adopted 2/23/09 (Replaces policies 403-403.4 approved 7/89)

	Chapter 3 – Instruction
Administrative Policy	ACADEMIC CALENDAR POLICY 315

315 Academic Calendar

Every other year, the appointed Calendar Committee shall prepare draft academic calendars which best meets the needs of students and instructional needs. These calendars will be presented to the Cabinet and Governance Council for review.

- Reviewed by the Leadership Team October 2008
- Campus Review: February 1-22, 2009
- **ADOPTED 2/23/09**
(Replaces policy 406 approved 7/89)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
LCC Academic Calendar	Student Academic Calendar	VP for Student Services

320 USE OF HUMAN SUBJECTS

It is the policy of the College to act in an ethically responsible manner when conducting research involving human subjects. To that end, an Institutional Review Board has been established to provide a process to ensure that the normal and prudent policies established for the protection of human subjects is followed at Lower Columbia College.

This policy applies to any and all research (i.e., activities that are procedures, demonstrations, and/or experiments which use human subjects) conducted by College faculty, staff, or students as well as to any non-College entities performing research upon College faculty, staff, or students with the expressed consent of the College. Persons conducting such research are known, for the purpose of this document, as investigators.

320.1 Basic Principles

The basic principles adhered to by the College are drawn from the *Belmont Report*, written by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in 1979.

- a. **Autonomy:** The investigator has an obligation to each participant to treat them as a person fully capable of making an informed decision regarding his or her participation in the research. Each participant must be given a full disclosure of the nature of the study, including any risks or benefits. To ensure the autonomy of the subject, the College requires a signed informed consent form from each participant in the study unless the study meets the exception criteria outlined in the section on exemptions.
- b. **Beneficence:** The investigator has an obligation to each participant to attempt to maximize benefits for each participant and/or society, while minimizing the risk of harm to each participant.
- c. **Participants (i.e. avoiding unfair coercion).** The investigator is also obligated to provide for equitable distribution of benefits and burdens among the selected population.

320.2 Specific Requirements

The investigator shall present to the IRB a description of his or her research project's goals, objectives, and procedures to ([Lower Columbia College: Institutional Review Board](#)), along with documentation addressing each of the following (taken from the [Ethics in Medicine at U of W.](#))

- a. **Disclosure:** The potential participant must be as fully informed as possible of the nature and purpose of the research, the procedures to be used, and the expected benefits to the participant and/or society, the potential of reasonably foreseeable risks, stresses, and discomforts, and alternatives to participating in the research. There should also be a statement that describes procedures in place to ensure the confidentiality or anonymity of the participant. The informed consent document must also disclose what compensation and medical treatment are available in the case of a research-related injury. The document should make it clear whom to contact with questions about the research study, about research subjects' rights, and in case of injury.

- b. Understanding: The participant must understand what has been explained and must be given the opportunity to ask questions and have them answered by one of the investigators. The informed consent document must be written in lay language, avoiding any technical jargon.
- c. Voluntariness: The participant's consent to participate in the research must be voluntary, free of any coercion or promises of benefits unlikely to result from participation.
- d. Competence: The participant must be competent to give consent. If the participant is not competent due to mental status, disease, or emergency, a designated surrogate may provide consent if it is in the best interest of the participant.
- e. Consent: The potential human subject must authorize his/her participation in the research study, preferably in writing.


320.3 EXEMPTIONS

Some research with human subjects is exempt from the requirements of this document if it meets the following criteria (taken from [Belmont Report](#) referenced above in 320.1).

- a. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- b. Research involving the use of educational tests (cognitive, diagnostics, aptitude, achievement), survey procedures, interview procedures or observation of public behavior unless (i) information obtained is recorded in such a manner that human subjects can be identified directly or indirectly through identifiers linked to the subjects; and (ii) any disclosure of the human subject's responses outside of the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

Investigators must [request approval](#) for all proposed projects from the [Institutional Review Board \(IRB\)](#). The Institutional Review Board will consider all requests and may approve the project, decline to approve the project, or grant a [Certificate of Exemption](#) indicating that the criteria detailed in 320.3 has been met.

- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **ADOPTED 2/23/09**
(Replaces policy 408 adopted 6/05)

 Administrative Policy	Chapter 3 –Instruction FIELD TRIPS POLICY 325.
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325 Field Trips

The College encourages off-campus class activities such as field trips and attendance at professional productions within the limitations of the resources available. No such activities shall take place without prior written consent of the President or the President’s designee.

ALL STUDENTS participating in an off-campus activity must complete an Informed Acknowledgement of and Consent to Trip Hazards and Risks form before leaving. One form may be used for seasonal activities. A student under the age of 18 must obtain 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.

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- **ADOPTED 2/23/09**
(Replaces policy 407 revised and approved February 2003)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
Informed Acknowledgement of Risk Form		VP Instruction
Travel - Prior Approval for Travel		VP Instruction