

Admission/Registration Information

Admissions

Admissions Policy

For credit courses, admission to Lakeland is open to:

- **New first time in college students** who are high school graduates, students who hold a GED, and non-high school graduates whose high school class has already graduated and have successfully completed the Ability to Benefit test.
- **Current high school students** who meet the College Credit Plus admissions criteria.
- **Transfer students** who have evidence of a post-secondary degree or a college transcript reflecting at least 15 earned credit hours from a regionally accredited institution.
- **Transient students** who are matriculated at another college, enroll for one term only, and expect to return to their home school for continued study.
- **Non-degree/non-certificate students** who enroll to take courses for personal enrichment or professional development. Non-degree students must be a high school graduate or have obtained a high school diploma equivalency.

Admission to the college does not guarantee entrance into programs with selective admission criteria.

Admission Procedures

New first time in college students

1. Submit an application for admission.
2. Submit an official final high school transcript from a regionally accredited high school; or a copy of a GED certificate; or pass the Ability to Benefit Test.¹
3. Take Lakeland's placement test.
 - a. For the 2021-2022 academic year, applicants may submit official high school transcripts for English course placement. Lakeland applicants with an unweighted cumulative high school GPA of 3.5 or above who are entering 11th or 12th grades, or high school graduates can place into ENGL 1110 English Composition I (A) without taking the writing placement test. Students should still take the placement test for math placement.
 - b. Submission of ACT/SAT scores are recommended for high school seniors or recent high school graduates and may eliminate the need to participate in Lakeland's placement testing.
 - c. Home school graduates can also present ACT/SAT scores which may eliminate the requirement to complete the Ability to Benefit Test.

¹ Federal financial assistance is not available to students who passed the Ability to Benefit (ATB) after July 1, 2012. Students enrolling at Lakeland who take the ATB will be administered the Accuplacer - Next Gen exam.

Current High School Students (College Credit Plus)

1. High school students applying to Lakeland must submit a College Credit Plus admissions application.
2. Submit an official high school transcript.
3. Place into college-level English through an unweighted cumulative high school GPA of 3.5 or above (for students entering 11th or 12th grades), successful completion of the Lakeland placement exam, or submission of acceptable ACT/SAT scores. To participate in mathematics courses through College Credit Plus, students must have successfully completed Algebra 2 and place into college-level mathematics.

Transfer students

1. Submit an application for admission.
2. Submit an official college transcript(s) from each college attended.

Visiting (transient) students

1. Visiting (transient) students must submit an application for admission and a Visiting (transient) form.
2. Visiting (transient) students may be required to submit an official college transcript or a statement of course approval from their home institution to meet course prerequisites.

Non-Degree/Non-Certificate students

1. Non-degree students must submit an application for admission.
2. Non-degree students are not required to submit high school or college transcripts and also are waived from the placement test admissions requirement.

- a. Non-degree students must still meet all course prerequisites.
- b. Registration in developmental courses is not permitted unless the student has completed the placement test.
3. There is no limit on the number of credits a student can earn as a non-degree student.
4. In accordance with the US Department of Education Office of Federal Student Aid, financial aid is not available for non-degree students.

All academic programs adhere to the admissions policies and procedures of Lakeland Community College. Programs will not exclude an otherwise qualified individual from participation solely on the basis of a disability. An "otherwise qualified" individual is one who is able to meet all of the program requirements in spite of their disability. Student participation in a program will be evaluated on an individual basis and will consider the student's ability to meet program requirements and objectives, and the safety of the student and others. It will be the student's responsibility to seek this advisement from the appropriate college personnel.

Males age 18 to 26 must be registered with the Selective Service prior to enrolling at Lakeland. Failure to do so will result in the student being charged the out-of-state tuition rate. Students may confirm their registration status or register with the Selective Service online at www.sss.gov (<http://www.sss.gov>).

Lakeland Transient Student Authorization

Lakeland students planning to take a course for Lakeland credit at another college/university while completing a certificate or degree at Lakeland Community College must obtain approval from Lakeland prior to enrolling at the other institution. Failure to obtain prior approval may risk the transfer of credit. Steps in the Lakeland transient student process include:

1. Obtain a transient form from Lakeland's Student Service Center or Counseling Office.
2. Obtain written approval from one of the following:
 - a. Students who intend to enroll in technical courses required in the associate of applied business, associate of applied science, or associate of technical studies degree or certificate programs should seek approval from the Lakeland program chair or dean of the appropriate division.¹
 - b. Students who intend to enroll in non-technical courses should seek approval from a Lakeland counselor, department chair, registrar, or dean of the appropriate division.¹
3. Follow the admissions and registration procedures established by the other institution.
4. Have official transcript(s) sent to Lakeland's Office of the Registrar upon completion of the course(s). It is the student's responsibility to ensure the transcript(s) are received.

¹ Students may be required to provide a college catalog, course syllabus, and/or names of textbooks to determine course equivalencies.

Mandatory New Student Orientation (NSO)

All students must complete the New Student Online Orientation session through their myLakeland account. Once completed, students will meet remotely using Webex with an academic counselor, register for classes, discuss access to technology, and receive information about financial aid/scholarships. Students will receive instructions on how to access the New Student Online Orientation session via email after they have been admitted to Lakeland. This requirement may be waived if you have earned a bachelor's degree or higher at an accredited post-secondary institution. Contact the NSO Office by email at orientation@lakelandcc.edu or by phone at 440.525.7349 for more information.

Procedures to Receive Transfer Credit

Lakeland Community College will grant transfer credit for courses completed at other colleges and universities according to the following guidelines:

1. Only official transcripts will be used in the evaluation process. Official transcripts must be forwarded directly from the sending institution to the Office of Admissions at Lakeland Community College.
2. Credits must have been earned at an institution which is accredited by one of the regional associations listed below:
 - Higher Learning Commission
 - Middle States Commission on Higher Education
 - New England Association of Schools and Colleges
 - Northwest Commission on Colleges and Universities
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
3. Only non-remedial courses with a grade of "D" or higher will be accepted in transfer.
4. Non-remedial courses with grades of "pass" and "satisfactory" are accepted for transfer.
5. Only course credits and credit hours are transferable; previous grade point averages do not transfer.

6. Course work completed at schools which are not regionally accredited and/or not candidates for accreditation will not be transferable; however, the dean of the academic division in which the course is offered at Lakeland may grant credit at their discretion.
7. In most instances, transcripts from institutions outside the United States will need to be evaluated by an independent credit evaluation organization at the student's cost.

Transfer students may be required to provide college catalog(s) and/or course syllabi and names of textbooks used in courses to the Transfer Student Center at Lakeland to ensure thorough transfer credit evaluations.

Prior Learning Credits

Credits of prior learning (e.g., Advanced Placement, CLEP, credit by examination, credit by experience, etc.) awarded at other regionally accredited colleges will be accepted as transfer credits. However, these credits may not fulfill specific degree program requirements and will be evaluated by the department or dean for equivalency if it cannot automatically be transcribed by the Office of Admissions/Records.

Technical Transfer Credit

Course credit applicable to Lakeland's certificate programs and associate of applied business, associate of applied science, or associate of technical studies degree will be accepted as transfer credit from properly accredited colleges and universities (as determined by Lakeland policy 3354:2-46-15). Technical credits must be reviewed for equivalency of technology.¹ The Lakeland Counseling Office has a list of technical credits which have prior equivalency approval. All other technical credits must be approved by Lakeland's program chair or dean of the appropriate division. Courses determined not equivalent will be granted transfer as elective credits. In order to graduate with a technical degree from Lakeland Community College, students must enroll and earn no fewer than 20 technical credits at Lakeland Community College for that particular major.

¹ Students may be required to provide a college catalog, course syllabus, and/or names of textbooks to determine course equivalencies.

Placement Testing

In an effort to ensure "access to success," Lakeland Community College requires that all students take a placement exam when they apply for admission and prior to registering for classes or that they provide acceptable ACT/SAT scores or high school transcripts that would directly place students into a college-level English or math class. The placement exam tests students in English and math to determine their readiness for college-level coursework. Testing is conducted in Lakeland's Test Center. After the exam, students will receive information regarding test scores and appropriate English and math courses. Students who place into pre-college developmental level English courses are required to enroll in these courses during their first semester.

For more in-depth information regarding degree or certificate programs, students should schedule an appointment with a counselor for a date after their New Student Orientation session. Contact the Counseling Office at 440.525.7200 to make an appointment to meet with a counselor.

Students are encouraged to take the test as soon as possible to avoid interruption in their academic endeavors at Lakeland. A hold will be placed on student accounts that will require completion of the placement exam PRIOR to registration. Students should plan to take the exam as soon as possible. A credit application and high school transcript must be on file in order to register for and to take the test.

Testing sessions are available by appointment by following the directions below. Walk-in space may also be available by calling 440.525.7574 or 440.525.7568 for same day availability.

Students must reserve a seat in a scheduled session via myLakeland. To register, go to <http://my.lakelandcc.edu>. Click on the "Student" tab. Under "Schedule It," click on the placement exam link. Under "Schedule It," enter your Lakeland ID to review available session days and times. Reserve a seat by clicking on the "Reserve" button. Contact the Test Center Office at 440.525.7574 or 440.525.7568 with questions regarding scheduling the placement exam.

Students may be exempt from placement testing if they:

- Present satisfactory ACT or SAT scores in math and English
- Earned a degree from another accredited college or university
- Are a senior citizen taking classes on an **audit** basis
- Register for classes as a transient student from another college or university
- Register for courses on an audit basis
- Transfer to Lakeland from another accredited college or university with at least 15 semester credits
- Have an unweighted cumulative high school GPA of 3.5 or above and are a high school junior, senior, or graduates (English placement only).

Contact the Office of Admissions/Records at 440.525.7100 for more information regarding qualifying exemptions.

Special Programs

College Credit Plus Program

Lakeland's College Credit Plus (CCP) program offers high school students the opportunity to enroll at Lakeland on a part or full-time basis, and earn college credit which may also be used to fulfill their high school graduation requirements.

The intent of this program is to offer a broad range of college level courses which provide educational opportunities not typically available in high school. Admission to this program is limited to students who have clearly illustrated the ability to handle college level work and who test remediation free.

Interested students and their parents should follow the four steps below to determine eligibility to participate in the CCP program.

Step 1: File a CCP application with Lakeland Community College.

Step 2: Submit high school transcripts.

Step 3: Determine eligibility and placement:

- Students entering the 11th and 12th grades will be admitted to Lakeland's CCP program and placed into college-level English with an unweighted 3.5 high school GPA.
- Students entering 11th and 12th grades who do not meet the high school GPA criteria listed above, as well as all students entering 7th through 10th grades must submit qualifying ACT or SAT scores or take the Next-Generation ACCUPLACER Writing test at Lakeland and test into college-level English.
- To participate in mathematics courses through College Credit Plus, students must have successfully completed Algebra 2 and place into college-level mathematics.

Step 4: Attend a CCP orientation/registration session. Parents are required to attend with their student.

Visit <http://lakelandcc.edu/ccp/> for more information on the CCP program.

Cross Registration

Qualifying full-time (12 or more credits) Lakeland students may register for one course per term during the regular academic year, on a space available basis, at any of the institutions participating in the cross registration program.

Program information and applications are available in the Student Service Center.

Evaluation of Prior Learning

Students may receive credits or a course waiver if they can show proficiency and knowledge in a particular subject. Students who believe their prior education or related work experience qualifies for any of the options shown should make an appointment with a counselor. Final decisions rest with the division dean of the academic division in which the challenged course or courses are taught.¹

Course Waiver means there are reasons which have been accepted for the student to be excused from taking a course specifically identified in the student's program of study. No credit is received. Students are required to elect other courses to replace those courses waived in order to meet the college's required minimum of 60 semester hours for graduation with an associate degree. See the appropriate dean for divisional policy on course waiver.¹

Advanced Placement Testing means that some students take special courses in high school designed as Advanced Placement. Upon completion of such a course, a student takes a nationally normed examination which measures his/her mastery of specific course content for the purpose of placement in college. Exam scores of 3 or above will be awarded the aligned course(s) and credits for the exam area successfully completed. Scores of 4 or 5 **may** provide additional credit. Submit all test scores of 3 and above to the Office of Admissions/Records for processing.

Credit by CLEP means that the student has taken an examination through the College Level Examination Program (CLEP) and has achieved a sufficiently high score to receive credit for a specific course or set of courses or credit of a general nature. Standards are established on a divisional basis. Credit by CLEP is similar to credit by examination. Lakeland is a CLEP Test Center. The student should consult with the appropriate dean regarding specific CLEP examinations divisionally approved for course or general credit. If the Office of Admissions/Records cannot automatically transcript the credit, you will be referred to the appropriate dean.

The State of Ohio, working with public institutions of higher education and statewide faculty panels, has developed policies to recognize students' prior learning and to facilitate the articulation and guaranteed transfer of such learning between Ohio's public colleges and universities.

College credit is guaranteed for students who achieve an established College-Level Examination Program (CLEP) test score for exams that have been endorsed statewide as college level. Statewide faculty panels aligned CLEP exams to equivalent Ohio Transfer 36 (formerly

known as the Ohio Transfer Module) and Transfer Assurance Guide (TAG) courses, as appropriate. If an equivalent course is not available for the CLEP exam area, by default, endorsed elective or area credit will still be awarded and applied towards graduation.

Specific endorsed alignments and scores for individual CLEP exams that are outlined in the College-Level Examination Program (CLEP) Endorsed Alignment Policies document are available on the Ohio Department of Higher Education website at <https://ohiohighered.org/transfer/clep> (<https://ohiohighered.org/transfer/clep/>).

Credit by Certification means that the student may receive credit for selected courses because of formal, noncollegiate learning. Such learning is attested to through the awarding of certificates, diplomas, or letters of completion. A fee is assessed if credit is granted. See the appropriate dean for divisional evaluation.¹

Credit by Examination means that the student elects to take a comprehensive examination or set of tests to demonstrate that course goals and objectives are met at a satisfactory level. A fee is assessed prior to taking the exam. See the appropriate dean for opportunities for credit by examination.

Credit by Experience means that the student may substitute career or life experiences for selected courses. The student must demonstrate both practical skill and theoretical knowledge which meet the course goals and objectives. Student experiences submitted for such credit will be evaluated by the full-time faculty of the relevant discipline. A fee is assessed prior to the student/dean evaluation. See the appropriate dean for opportunities available.

Credit by Articulation means that you may be eligible to receive college credit for some of your high school coursework. Lakeland has an extensive list of articulation agreements in conjunction with the College Tech Prep program. Reference these established agreements (<https://catalog.lakelandcc.edu/general/college-tech-prep/>). Consult with your high school counselor, Lakeland counselor, or the Tech Prep admissions coordinator for details.

Other surrounding school districts are currently working with Lakeland Community College to establish new articulation agreements that students can use to earn college credits toward an associate of applied business or applied science degree. Until these are finalized, students can use any of the methods listed under evaluation of prior learning to earn college credit.

Registration

Registration Procedures

Lakeland offers easy, convenient registration: in-person at the Student Service Center; online (<http://www.lakelandcc.edu>); or phone-in (440.525.7100 or 1.800.589.8520).

The schedule of classes is available online only. The online schedule provides up-to-date real-time data for class offerings and seat availability and includes class descriptions, prerequisite information and required textbooks and pricing. View the class schedule at <http://www.lakelandcc.edu/schedule> (<http://www.lakelandcc.edu/schedule/>) or go to myLakeland and click on "Credit Course Schedule" on the login page.

New, transfer or transient students must complete an application for admission and must fulfill all admissions requirements prior to registering for classes.

Registration Policy

Lakeland Community College believes sound registration processes promote student success and that all students should be properly registered and present in the classroom (or available for online courses) from the first day that the class meets. Therefore, effective Fall 2011, registration activity is limited to the time periods outlined in the Registration Schedule.

Schedule Adjustments

First week of the term: Officially registered students wishing to add a class during the first week of the term are required to obtain permission from the faculty member if the first class meeting has been held. If the class has met, the faculty member must sign the appropriate college form. The student must then return the form to the Student Service Center for processing.

The first day of online classes is considered the first day of the term.

Students wishing to drop a class may do so online through their myLakeland account or in person at the Student Service Center.

Specific registration dates are published online and in the semester enrollment guide.

Withdrawal from Classes

Students are able to withdraw from a class from the beginning of the third week through the end of the twelfth week of the semester. A course withdrawal will be indicated on a student's academic record by a grade of "W."

After the twelfth week, no withdrawal is permitted.

Students registered for courses other than the standard 16-week semester should consult the Lakeland website or the semester enrollment guide for appropriate deadlines regarding withdrawal.

A student seeking an exception to the posted withdrawal deadline for reasons beyond his/her control, must petition the Registrar in writing for a late withdrawal and will need to indicate that attendance and completion of coursework is not possible for documented serious personal, medical, or employment reasons.

Documentation must be included with the petition.

Administrative Withdrawal

Students will be administratively withdrawn from any class in which they are enrolled and have not attended during the first two weeks of the semester. Administrative withdrawals will occur at the beginning of the 3rd week of classes at 50% refund (or during the first 20% of a flexibly scheduled class). A grade of an AW will be issued. Students who were administratively withdrawn from any class may request a full refund if there were mitigating circumstances which prevented the student from attending the class.

Change of Address, Phone or Program

A student must file a student record change form at the Student Service Center if he/she changes his/her address, phone, or academic program while enrolled at Lakeland.

Cancelled Classes

Occasionally the college must cancel a class because of insufficient enrollment. Students will be notified as soon as possible. Students may replace the cancelled class. Students who do not wish to make a substitution will receive a 100% refund for the course. The college reserves the right to cancel any classes due to unforeseen circumstances.

Tuition and Fees

Schedule of Tuition and Fees

See enrollment guide or online at <http://lakelandcc.edu/tuition>. (<http://lakelandcc.edu/tuition/>)

Payment of Tuition and Fees Statement of Financial Responsibility

By registering for courses at Lakeland Community College, students accept responsibility for payment by the due date of all college charges assessed to their student account, including tuition and fees, late payment fees, and reversals of financial aid. Students fully accept this debt as their personal financial responsibility. Students acknowledge that non-attendance does not relieve them of financial responsibility for the courses in which they are enrolled and that they will access their bill online to remain abreast of any outstanding balances or other financial obligations. Students both understand and agree that should they fail to make the required full payment or receive financial aid to meet the balance by the established deadline, they may be charged late payment fees; they will be restricted from registering for additional courses this term or for future terms; their transcripts and diplomas will be placed on hold; and they may be denied other college services. In addition, students understand that accounts more than 45 days past due may be placed with the Ohio Attorney General's Office and they will be responsible for paying any additional fees and costs, including attorney fees and court costs, associated with collection of this debt. Students understand that the college sends electronic notifications (emails) to their official Lakeland email account to communicate important updates, and that they must adhere to college procedures for dropping or withdrawing from courses.

Payment Options

Students may pay their accounts with cash (in-person only), credit cards (online or in the Cashier's Office) or checks (online or in the Cashier's Office). Note: There is a 10 business day waiting period before holds will be released when paying by check.

Any check or credit card payment tendered to Lakeland Community College in payment of amounts due to the college and dishonored for any reason shall be charged a \$25 return payment charge. The student will not be permitted to register for any subsequent term, obtain official transcripts, or receive grades for the current semester until the financial obligation has been met. A late fee may be charged on all unpaid accounts.

Tuition Payment Plan

Tuition must be PAID IN FULL or the student must be enrolled in a Tuition Loan Payment Plan. Visit <http://lakelandcc.edu/tuition> (<http://lakelandcc.edu/tuition/>) for the current tuition payment plans, refund dates and more. When registering for multiple sessions, the earliest tuition due date applies.

Education Tax Credits

The American Opportunity and Lifetime Learning Credits are available to tax-filers or their dependents to offset the cost of higher education. Lakeland is required to provide a Form 1098T to individuals who were billed for qualified tuition and fees for the tax year (available for download in myLakeland). To determine eligibility for these tax credits, visit irs.gov (<http://irs.gov>) or contact your tax advisor.

Application Fee (New Students)

The application fee is \$15. This is a one-time, nonrefundable fee payable at the point of registration.

Career Service Fee

Effective spring semester 2018, Lakeland Community College will implement a career services fee of \$8.25 per credit hour for a maximum of 15 credit hours per term. The fee will be used to cover such direct career services as academic planning, career counseling, transfer, and employment strategies. College Credit Plus students, students participating in apprenticeship programs, students age 60 and older auditing a class, and students taking non-credit classes are exempt from the career services fee. Tuition rate and fees are subject to change.

General Fee

The general fee covers direct student services (see enrollment guide).

Support Services Fee

The support services fee is paid by all students enrolled for credit irrespective of the number of credit hours taken (see enrollment guide).

Supplemental Course Fees

In addition to the general, instructional, and support services fee, students may be charged supplemental course and incidental fees due to the nature of certain courses. The courses which have supplemental fees are indicated in the enrollment guide.

Residency Requirements

Lakeland Community College is required by law to classify student residency as follows:

1. In-County - Resident of Lake County who has lived in Ohio **for at least one (1) year, AND in Lake County for at least six (6) months.**
2. Out-of-County - Resident outside of Lake County who has resided in Ohio **for at least one (1) year.**
3. Out-of-State - Resident of another state who has NOT resided in Ohio **for at least one (1) year.**

Students who cannot provide proof of residency in Ohio will be charged the out-of-state tuition rate.

International students on an F1 visa are subject to the out-of-state rate for the duration of enrollment.

Students requesting a change of fees to in-state or in-county MUST submit an Ohio driver's license AND documentation of at least six consecutive months of residency. Acceptable forms of documentation are:

1. Canceled rent checks
2. Property tax receipts
3. Rental or lease agreements
4. Real estate title/deed of ownership of property
5. Utility bills - water, gas or electric only (Bill MUST include student name and address)
6. Voter registration card
7. Notarized affidavit from parent/other
8. Ohio vehicle registration

A change to a Lake County address does not automatically change residency status. Students must submit acceptable documentation to the Registrar for review and approval.

Please note fees will ONLY be adjusted prior to or not later than the first day of the term. No mid-semester adjustments will be made. If documentation is presented in the middle of the semester the next term will have the updated residency code listed.

Senior Citizen Fee Schedule (60 years of age or over)

As a community service, Lakeland Community College offers a tuition-waiver program for senior citizens 60 years or older that allows them the opportunity to audit credit courses on a space-available basis. Senior citizens taking advantage of this opportunity are responsible for purchasing course materials and books in addition to the general, lab and service fees. To take advantage of this opportunity, a senior citizen must be certified as eligible for this service. Once certified as eligible, participants may register the last two days of registration. Please contact the Office of Admissions at 440.525.7100 for additional information on this service and registration dates. Additionally, please refer to the Lakeland Community College Enrollment Guide for registration dates.

Refund Policy

Students who drop a class will be entitled to the following refund:

16-Week Semester:

Withdrawal within the first two weeks of the class	100%
--	------

Withdrawal within third week of the class	50%
---	-----

Withdrawal within fourth week of the class	25%
--	-----

12-Week Semester:

Withdrawal within the first week of the class	100%
---	------

Withdrawal within the second week of the class	50%
8-Week Semester:	
Withdrawal within the first week of the class	100%
Withdrawal within second week of the class	50%
Interession:	
Withdrawal first day only	100%
5-Week Classes:	
Withdrawal within the first three days	100%
One or Two-Day Classes:	
Withdrawal before class meets only	100%

Academic Integrity

Honesty, as the basic component of trust, is essential to both individual and institutional integrity. With this premise in mind, Lakeland Community College has set forth certain behaviors as being forms of misconduct, and thus potentially diminishing Lakeland's integrity, reputation for academic quality, and ability to function as an academic community. The institution's faculty and administration, therefore, regard academic misconduct as a serious offense. Established as violations of academic misconduct at Lakeland Community College are cheating, plagiarism, fabrication of material included in academic work, denying others access to information or material, enabling academic misconduct, and deception in order to gain academic advantage. Policies dealing with violations of academic misconduct may be obtained by visiting [lakelandcc.edu/web/about/student-development](http://www.lakelandcc.edu/web/about/student-development) (<http://www.lakelandcc.edu/web/about/student-development/>) or from the Student Development Office.

Student Conduct Code

The college's goal is excellence in education and scholarly pursuit. It is the purpose of the Student Conduct Code not only to protect the health, safety, welfare, and property of the college and its students, but to preserve the intellectual and educational atmosphere which prevails throughout the college community and to provide the opportunity for all members of the college community to attain their educational objectives.

Copies of the code and due process guidelines may be obtained by visiting [lakelandcc.edu/web/about/student-development](http://www.lakelandcc.edu/web/about/student-development) (<http://www.lakelandcc.edu/web/about/student-development/>) or from the Student Development Office.

In order to comply with federal regulations, the college is required to maintain records of written student complaints filed with the president, executive vice president and provost, and the dean of student development. Additionally, the college must share these complaints with the Higher Learning Commission, but the individual identities will be omitted to ensure confidentiality.

Attendance

Individual instructors determine the attendance policy for their classes; there is no uniform attendance set by the college. Attendance is encouraged at all classes or laboratories for maximum student achievement. Attendance is required for all federal financial aid recipients and must be verified. Instructors will provide attendance information directly to the Financial Aid Office. If attendance cannot be verified, financial aid will be adjusted accordingly.

Change of Major Field of Study

Students may change their major field of study any time during their enrollment at Lakeland by completing a student record change form which is available in the Student Service Center. It is suggested that students consult with a counselor and the Student Service Center (if receiving assistance) before registering for classes in the new program.

Catalog in Force

Each student's academic requirements are based on the catalog which is in force during the student's first semester at Lakeland Community College.

Exceptions to the above may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in college programs.

For programs that include an application for admission, the catalog in force is defined at the time of admission to the program. Students may elect to complete their certificate or degree requirements under a subsequent catalog but must use a single catalog and not a combination of catalogs.

Additionally, courses in some disciplines occasionally may be deleted, changed or developed; therefore, the college may require substitutions to reflect these changes.

Note: Students who do not enroll in courses for two consecutive years must fulfill the requirements of the catalog in force at the time of re-enrollment or may elect a subsequent catalog.

Credit Hour/Student Load

A student carrying a class load of 12 or more credit hours per semester will be classified as a full-time student. A student who carries less than 12 credit hours per semester will be classified as a part-time student. Students wishing to enroll in more than 18 credit hours per semester (or 12 credit hours during the summer semester) must meet with a counselor and complete a Petition to Enroll in More Than 18 Credit Hours form. Students enrolling in a one-credit course typically spend approximately one hour in class per week for the entire semester with additional weekly time assumed for outside studying. Some course work, such as labs, carry a different contact hour-to-credit ratio.

English Requirement

All Lakeland degree programs include a requirement in English composition. Any student testing into ENGL 0111 Fundamentals of College Literacy or ENGL 1111 English Composition I (B), must enroll in and successfully complete this course before enrolling in any other courses. These courses can be taken concurrently with other developmental or credit bearing courses.

Prerequisites

When a certain level of knowledge is necessary before taking a course, a prerequisite course is required. Students must take the prerequisite course before enrolling in the more advanced course. Failure to successfully complete a prerequisite course will result in the inability to remain enrolled in advanced-level courses. Prerequisites will be enforced, and are listed in both the course description section of the catalog and the schedule of classes.