



Lebanon College

Student Handbook

WELCOME

Lebanon College is a commuter college that serves people in the Upper Valley, offering courses in Liberal Studies, Allied Health, Languages, Computer Information Science, Photography, Graphic Design, Business, Accounting, and Writing. Lebanon College also provides training courses to meet the needs of local institutions, businesses, and industries.

We welcome new and continuing students and hope that your experience will be enjoyable and fruitful. Lebanon College encourages open and thoughtful communication among students, teachers, staff, and trustees. The information and policies contained within this *Student Handbook* are intended to provide a comfortable environment that will allow you to learn confidently. Please read this *Handbook* carefully, as it explains administrative information, student services and rights.

If you have any questions concerning this *Handbook*, please speak with your academic advisor or with the Dean's office. The policies are open to change and your suggestions are welcome. The *Handbook* is published by the Dean's office and the College reserves the right to make changes to the *Handbook* as necessary.

MISSION STATEMENT

The Mission of Lebanon College is to offer excellence in both undergraduate and lifelong education to students of diverse ages and educational goals.

Specifically the College seeks:

- To train and educate individuals in professional, managerial, technical and support applications, leading to meaningful careers in business, public service, health care, and computer science,
- To inspire all students toward educational growth and social responsibility,
- To benefit the entire community by offering a credible, ethical, and consistent learning environment,
- To provide professional as well as personal enrichment to traditional and non-traditional student, and
- To broaden critical thinking and creative expression.

Lebanon College advances this mission by:

- Seeking to attract students who value the academic challenge of obtaining an associates degree, certificate or continuing adult education in a number of programs.
- Maintaining a low faculty-to-student ratio and employing professionally-accomplished and experienced teaching faculty to provide each student with personalized instruction and guidance, as well as academic and professional support.
- Making its curriculum available to our matriculated students, as well as to those students who desire to continue their education on a part time basis as either degree or non-degree candidates.
- Supporting students in their pursuit of employment in their areas of specialization upon completion of degree requirements or professional certification in their career fields.

COLLEGE HISTORY

Lebanon College began serving the Upper Valley in 1956 when a small group of community leaders concerned about the loss of the region's basic textile industry, determined that the lack of a local, "community" college was leaving the citizens of the Upper Valley at a disadvantage. On the premise that there needed to be a quality educational resource that was both economically accessible and strategically located, Lebanon College was created to meet the needs of a wide cross section of students of all ages from both New Hampshire and Vermont. The first class offerings were in the fall of 1956.

Without the need for a campus in the traditional sense, the College grew steadily in the intervening years by using whatever spaces became available in the many local communities we serve. Classes were held in public schools, hospitals, community centers and at businesses. Faculties were, and still are, drawn from around the region for the specific skills and abilities needed. Lebanon College faculty are effective teachers who understand the desire for learning that so many of our students display.

Now, a full spectrum of classes range from the basic (such as writing, math, and fine art, science, and languages) to the more career specific such as (management, computers, graphic design, allied health, and accounting). All are offered with the idea that a true college for the community can and should cover the educational landscape as fully as possible, and make that learning opportunity available, and affordable, for all.

A unique group of business partners has added great strength to the College by enabling it to directly and responsively meet the training and educational needs of employers from Vermont and New Hampshire.

During the 2004-2005 Academic Year, over 1200 students were enrolled in one or more classes! Today, students from all over Northern New England commute to Lebanon College. In 2000, the College began accepting foreign students, and now has 10 countries represented. The new 20,000 sq. ft. Academic Building opened in 2001. In 2002, construction was completed on the new 4,000 sq. ft. Allied Health facility, with classes beginning that fall.

Additional renovations to the Allied Health facility, including new classrooms, and a new science lab were completed in the summer of 2009.

ACADEMIC SCHEDULE

ACADEMIC CALENDER

WINTER/SPRING TERM	2009	2010	2011
Department Coordinator Meeting	January 3	January 10	January 5
New Student Orientation	January 8	January 7	January 6
First Day of Classes	January 12	January 11	January 10
Last Day to Add/Drop Classes	January 30	January 29	January 28
Open House	April 29	April 28	April 27
Registration Begins - Summer Term	March 17	March 16	March 15
End of Term	April 24	April 23	April 22
SUMMER TERM	2009	2010	2011
Department Coordinator Meeting	May 10	May 8	May 4
New Student Orientation	May 7	May 6	May 5
First Day of Classes	May 11	May 10	May 9
Last Day to Add/Drop Classes	May 29	May 28	May 27
Memorial Day -- No Classes	May 25	May 31	May 30
Graduation	June 6	June 5	June 4
July Fourth -- No Classes	July 4	July 4	July 4
Open House	September 2	September 1	August 31
Registration Begins - Fall Term	July 21	July 20	July 19
End of Term	August 21	August 20	August 19
FALL TERM	2009	2010	2011
Department Coordinator Meeting	September 6	September 4	September 7
New Student Orientation	September 10	September 9	September 8
First Day of Classes	September 14	September 13	September 12
Last Day to Add/Drop Classes	October 2	October 1	September 30
Thanksgiving -- No Classes	November 26	November 25	November 24
Open House	December 30	December 29	December 28
Registration Begins - Winter/Spring	November 17	November 16	November 15
End of Term	December 24	December 24	December 23

Lebanon College operates on a trimester calendar:

Fall Term: 1st Monday after Labor Day
Winter/Spring Term: 2nd Monday after New Year's Day
Summer Term: 2nd Monday in May

Many non-credit courses, seminars, and workshops in all subjects start at other times throughout the academic year. Check the term brochure or call the College for subject, dates, and times. Usually classes meet once or twice a week

Holidays

Lebanon College is closed in observance of the following holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day, Memorial Day, and Fourth of July. Some classes may be held on other holidays. Check with your instructor for class times during holidays.

Term Brochure

Eight weeks before each term, the College publishes and distributes a term brochure with a complete course listing for that next term. Included are faculty, course descriptions, schedules, program requirements, and contact information, as well as pertinent student information.

ACADEMIC POLICIES

Academic Advising

Degree programs at Lebanon College may be completed on a full or part time basis. An advisor assists each matriculated student with educational decisions, providing a smooth transition into a program. Students are encouraged to seek advice from their assigned counselors and their professors.

Grades

Grade reports are issued at the end of each term. Grades for matriculating students and students taking courses for credit will be recorded on a permanent record. If a student repeats a course, the later grade will be entered on the transcript.

Academic standing will be based on the following grade standards:

A	4.00	
A-	3.67	High Honors
B+	3.33	
B	3.00	Honors
B-	2.67	
C+	2.33	
C	2.00	

C-	1.67	
D+	1.33	
D	1.00	Unsatisfactory
D-	0.67	
F	0.00	
S	Satisfactory (used for non-credit courses)	
U	Unsatisfactory (used for non-credit courses)	
P	Pass (non-grade option, C or better is required, not included in Cumulative average)	
I	Incomplete (See the following policy regarding grades of incomplete)	
W	Withdrawal	
AW	Administrative Withdrawal	
AF	Administrative Failure	
R	Repeated Coursework (Students may retake the course they have taken in order to improve their grades. Repetitions or "R" grades will be counted as part of the credits attempted, but do not carry grade point values. The best of the repeated course grades will be counted in the cumulative GPA and will appear on the transcript.)	

Incomplete Grades/Change of Grades

An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. The student must have, in the instructor's estimation, the ability to complete missed course requirements outside of class and by the end of the following term. The instructor must agree to evaluate the student's work and replace the grade of incomplete before the end of the following term. In the event that an instructor is no longer employed by the College, a Program Director, or Department Chairman can evaluate the student's work and assign the course grade. If an external supervisor for an Internship has failed to submit a final report and grade recommendation by the deadline for grade submission or the Internship conclusion date falls beyond the end of the grade submission deadline, the student should receive an incomplete for that internship. The Internship Coordinator/faculty member is responsible for obtaining the final evaluation and submitting a letter grade to replace the Incomplete by the end of the following term.

A grade of incomplete may be submitted only if all of the following conditions are true. An appropriate grade must be assigned otherwise.

- The student's work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the grade report time (Written verification by the Dean or medical practitioner is required. The burden of obtaining proof rests solely with the student.);
- The incomplete is not given as a substitute for a failing grade;

- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;
- The instructor and student complete the “Request for Grade of Incomplete” form before the end of the academic term.

Incomplete grades will automatically convert to F's if the agreed upon work is not successfully completed by the end of the term following the term in which the grade of “I” was assigned.

Full/Part Time Status

A student who registers for 12 or more credits per term is considered full-time. A student who registered for 6 to 11 credits per term is considered half-time; less than 6 credits per term is considered part-time.

Graduation

Lebanon College holds its graduation ceremony the first Saturday in June. A student with enough credit hours to graduate will receive a “Petition to Graduate” form from the Registrar’s Office. This form must be completed and submitted to your advisor and the Academic Dean prior to April 30th of the graduation year along with the appropriate fee. All other responsibilities, including tuition and academic fees must be successfully completed before a student can graduate. A student who has two or fewer courses remaining to complete a program and is registered for the Summer Term, can still participate in the graduation ceremony. In order to graduate from a program, the student must have a cumulative GPA of 2.0.

REGISTRATION

Fees

Tuition: (certain Health program costs may be higher)	\$145 per credit
Audit/Non-credit	80% of for-credit
Lab fee (computer, photo, art studio, science, etc.)	\$50
Program application fee (to be paid with application)	\$40
Full time accepted student non-refundable deposit (applied toward tuition)	\$300
Re-application (inactive for two years or more)	\$40
Life-experience portfolio (up to 32 credits) evaluation	\$50 + \$45 per credit
Lebanon College course competency test	\$50 + \$45 per credit
Non Refundable Registration fee (included in course tuition)	\$20

Late registration	\$10
Returned check	\$25
Lab fee, unlimited per term use (optional)	\$50 /semester
Graduation	\$75
Transcript	\$5 /each
Books and materials (varies with course)	Up to \$350/course

Audit Policy

Students may audit specific courses and receive a 20% tuition reduction. Students do not receive a grade or transcript for audited courses. Instructor approval is required. Tuition reduction does not apply to materials or lab fees, non-credit, and full enrollment courses. Audit status must be indicated when registering and cannot be changed after the add/drop period without the instructor's approval.

Add/Drop Policy

The official Add/Drop period is before the fourth week of class for 2, 3, and 4 credit courses. Exceptions may be made in certain circumstances and with approval of the faculty and Dean. Please indicate your reasons for dropping the course on the Add/Drop form.

Withdrawals

Program Withdrawal Procedure

If a student chooses to withdraw from a degree program, you must meet with the Academic Dean. You will be required to complete paperwork for withdrawal and to meet all outstanding financial and financial aid obligations to the College. The student must inform the Registrar's Office of any decision that effects his or her enrollment in the College. Administrative withdrawal is given to students who stop attending class without official instructor or Registrar notification. Students who do not complete a course or are not officially withdrawn will be given an administrative failure or an "AF."

Re-Admission

If a student has withdrawn from the College for academic reasons, readmission to the College must be approved by the Dean, and in any case, cannot be for the following term.

Reinstatement

A student who is dismissed from Lebanon College has the right to appeal that dismissal. The intent to appeal must be submitted to the Dean in writing no later than one week from the date of the dismissal letter. If the student wishes to make an appeal in person that appeal will be heard by a panel consisting of the admissions officer, the registrar, another student, the financial aid officer, and the Dean. Otherwise, that panel will consider the student's written appeal and vote to either uphold the dismissal or reinstate the student. The Dean will cast a vote only in the event of a tie. If reinstated, sanctions and requirements may be imposed on the student by the panel. If the student waives his/her right to appeal in person then he/she shall not be granted a personal appearance after the decision of the panel has been rendered.

If a student is dismissed because he/she has not made satisfactory academic progress, but has not violated any other College policy, then that student is dismissed from his/her program and may continue to take classes as a non-matriculated student. If that student's grades improve steadily over a two term period that student may apply for re-admission to the College. If a student is unsuccessful in his/her appeal attempt, and was dismissed because he/she committed a violation of College policy, then that student is dismissed from the College and may not take classes as a non-matriculated student.

Tuition Refunds

For 2 or 3 credit classes:

Refund requests received before the second class: 100% of tuition minus the non-refundable registration fee.

Requests received before the third class: 50% of tuition minus the non-refundable registration fee.

Requests received after the third class: NO REFUND.

For non credit or 1 credit courses or workshops of more than 3 classes:

Refund request before the first class: 100% of tuition minus the non-refundable registration fee.

Refund request after the first class: NO REFUND.

For courses of three (3) sessions or less: NO REFUNDS.

Course tuition includes a non-refundable registration fee of \$20.00 for non-matriculating students and \$100.00 for matriculating students.

Requests for refunds must be in writing.

The form to drop a course can be found on our website at www.lebanoncollege.edu or at Lebanon College. Please send your request to the Registrar at Lebanon College.

Textbooks

Most courses for academic credit require textbooks, and/or other course materials. These materials should be brought to the first class. The term booklist is available online at www.lebanoncollege.edu.

Textbooks are available online at www.lebanoncollege.textbookx.com.

FINANCIAL AID

Types of Aid Available

Financial aid is available to qualified students at Lebanon College. Financial aid is any grant, scholarship, loan, or employment opportunity with the express purpose of assisting students with education-related expenses. Financial aid at Lebanon College is awarded on the basis of student need and the availability of funds.

Financial aid funding comes primarily from four sources, the Federal government, state government, colleges and universities, and private organizations. Descriptions of the aid programs, eligibility requirements, application procedures, and award amounts are summarized on the following pages. Additional financial aid resources are available at www.studentaid.ed.gov and at www.nhheaf.org (for NH Residents) or www.vsac.org (for VT Residents)

Eligible students wishing to be considered for assistance from Federal aid programs administered by Lebanon College must complete a Free Application for Federal Student Aid (FAFSA) for each academic year. The FAFSA may be completed online at www.fafsa.ed.gov. In addition, a Lebanon College in-house financial aid application form must be completed and returned to the Financial Aid office.

Lebanon College participates in a variety of Federal aid programs that are listed below.

- Pell Grants
- FSEOG (Federal Supplemental Educational Opportunity Grant)
- FWS (Federal Work Study)
- Federal Stafford Loans (subsidized and unsubsidized)

To find out more about those programs, refer to the U.S. Department of Education's Web site at www.ed.gov.

Veterans' Assistance

The programs of Lebanon College are approved by the NH State Approving Agency for Veterans Education Programs for persons eligible for educational benefits from the U.S. Department of Veterans Affairs. Students who have questions about their eligibility should call the Veterans Administration at 1-888-442-4551 or on the web at www.va.gov. Students who request veterans' educational assistance are required to have all previous post-secondary experience evaluated for possible transfer credit in order to be eligible for benefits. For more information, contact the Financial Aid Office of the school. The refund policy for veterans receiving benefits under the Montgomery GI Bill is in accordance with 38 CFR 21.4254(c)(13).

Qualified enrolled veterans and their dependents may receive monthly financial benefits as full or part-time students. Applications and information on the program are available from the Financial Aid Officer (VA Certifying Officer). Additional information is available at <http://www.GIBILL.va.gov>.

War Orphan Benefits

Residents of New Hampshire or Vermont age 16-25 whose veteran parent(s) died as a result of service in World War I, World War II, the Korean conflict or the Southeast Asian conflict and whose veteran parent(s) were legal residents of New Hampshire or Vermont at the time of death are eligible to receive full tuition and a maximum of \$250.00 per year for room, board, books, and supplies.

Information can be obtained at: The N.H. Postsecondary Education Commission, 2 Industrial Park Drive, Concord, NH 03301

In-House Financial Aid

Lebanon College's in-house financial aid is available to matriculated as well as non-matriculated students taking academic courses. To apply, a Lebanon College in-house financial aid application form must be completed and returned to the Financial Aid office.

Sources for in-house financial aid are:

- Cunningham Scholarship
- Partners Scholarship
- Rodney Poland Scholarship Fund
- Presidential Scholarship
- Senior Citizen Scholarship (65 years; proof of age required)
- Wechsler Scholarship
- Jackson Wright Scholarship

Students who are working, receiving a paycheck and who have a major credit card may be eligible for a Lebanon College Short-term, No-interest Loan. Please contact the Lebanon College financial aid office for more details.

For more information on these in-house programs, please contact the College Financial Aid Office for an in-house financial aid application.

Other funding options for full or part-time students include:

- New Hampshire Higher Education Assistance Foundation – www.nhheaf.org
- Vermont Student Assistance Corporation – www.vsac.org
- New Hampshire Charitable Foundation – www.nhcf.org
- Lebanon Chamber of Commerce Scholarship Fund
- Rotary Scholarship
- Other Scholarships that may be available to Lebanon College students can be found on the web at www.fastweb.com.

In addition, Lebanon College has Business Partners Scholarships where certain employers will often help with job-related educational expenses for their employees and their spouses. For a complete listing please contact the Financial Aid Office at Lebanon College.

Return of Title IV Funds

This policy applies to matriculated students who complete 60% or less of the enrollment period (i.e., Fall, Spring or Summer session) for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term "Title IV aid" refers to the following

Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

To conform with the policy, Lebanon College must determine the student's withdrawal date. The withdrawal date is defined as:

1. the date the student officially notified the Registrar's Office at Lebanon College of their intent to withdraw; or
2. the last date of attendance at an academically-related activity by a student or the midpoint of a term when a student does not officially notify Lebanon College.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

Earned aid is not related in any way to institutional charges. In addition, the College's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the college for the course. For more information on the Lebanon College withdrawal and institutional charges' policies, please consult the Lebanon College catalog.

The responsibility to repay unearned Title IV aid is shared by Lebanon College and the student. For example, the calculation may require Lebanon College to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

How to Handle an Overpayment

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45 day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, Lebanon College will notify the U.S. Department of Education of the student's overpayment situation. The student will no

longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45-day period, the student can make full payment to Lebanon College of the overpayment. The college will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. Please make check payable to Lebanon College, Attn: Finance Office.

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this please contact the Lebanon College Financial Aid Office. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up.

If you want to contact the U.S. Department of Education, their address is listed below.

U.S. Department of Education
Student Financial Assistance Programs
P.O. Box 4222
Iowa City, IA 52245
Phone: 1-800-621-3115
E-Mail: DCS_HELP@ed.gov
Website: www.ed.gov

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Financial Aid Office.

Financial Aid Standards of Academic Progress

According to United States Department of Education regulations and New Hampshire State of Higher Education policy, all students applying for federal and/or state financial assistance must be enrolled in an eligible program and maintain satisfactory progress in a degree program to receive federal and/or state funds. Satisfactory progress is measured in terms of qualitative, quantitative, and maximum time frame standards. All course work at Lebanon College is applicable to those standards.

Qualitative Measure

The qualitative measure of satisfactory academic progress follows the college's measure for good academic standing (from the Grade section). Please note that for academic progress purposes, academic probation is considered a warning period for academic standing. Students on academic probation are considered to be meeting the qualitative requirement of the satisfactory academic progress policy.

Quantitative Measure

The quantity of a student's progress is measured by the Cumulative Completion Rate (hours earned divided by hours enrolled). The minimum Cumulative Completion Rate for financial aid recipients is $\frac{2}{3}$ per semester. For example, a student who enrolls in 12 hours (six hours per consecutive term) must complete at least 8 of those hours to maintain

satisfactory progress and retain financial aid eligibility ($12 \times \frac{2}{3} = 8$). Students who receive an I, F, or W for a course in a semester or session will have those courses included in the total of semester hours attempted but not completed. This Cumulative Completion Rate will be calculated in December and in May to determine eligibility for financial aid for the following semester or session. If a student falls below the $\frac{2}{3}$ Cumulative Completion Rate, he or she will be subject to Financial Aid Suspension (see below).

Please note the following special considerations:

Repeated courses will add total hours attempted but not hours completed; the grade will simply be replaced. The new grade will be included in the GPA calculation, which will be considered when progress is again checked. Total withdrawals, including excused withdrawals, will count toward hours attempted for the Cumulative Completion Rate, and are subject to the same reinstatement and/or appeal procedures.

Maximum Time Measure

Financial aid recipients remain eligible to receive federal and state aid for courses attempted up to the maximum allowable time of 150% of the hours required to complete the degree. All attempted, withdrawn, and/or transferred credits count toward this maximum time limit, regardless of changes in program, until a certificate or degree has been awarded. For example, a student pursuing an associate's degree requiring 60 semester hours may attempt up to 90 hours before financial aid eligibility is suspended ($60 \times 150\% = 90$).

Financial Aid Probation or Suspension

Failure to meet minimum academic progress requirements will result in Financial Aid Probation or Suspension. The first time a student fails to meet the minimum requirement, he/she will be placed on financial aid probation. Probation is a warning, in writing, that subsequent failure to meet the minimum requirement will result in financial aid suspension. The second and subsequent time a student fails to meet the minimum requirement will result in loss of financial aid for the following term(s) of enrollment. If placed on Financial Aid Suspension, notification will be sent to the student and all forms of Title IV federal and state aid will be withdrawn for the next session(s) in which the student enrolls. The Financial Aid Office will review the academic progress of financial aid recipients twice per academic year: once in November and again in March.

STANDARD OF CONDUCT

Academic Honesty

Each student is expected to adhere to high standards of academic honesty. Cheating and plagiarism in any form will not be tolerated by Lebanon College.

Plagiarism is the presentation, by a student, of someone else's work as his or her own, without acknowledgement of the source and/or author of the information. Cheating is the

act of or attempt at giving or receiving unauthorized information or assistance during testing or assignments.

Academic dishonesty results in a failing grade and possible dismissal from the College. If you have any concerns, please speak to your faculty, advisor, or the Academic Dean.

Academic Probation

Any matriculated student whose cumulative average falls below 2.00 for any academic term will be placed on academic probation. That student will be given the next term to raise his/her average to a satisfactory level. If a student does not raise his/her cumulative average to at least 2.00 for a second term, that student may face academic dismissal. A student who is dismissed academically cannot reapply for one year following the dismissal. A student on academic probation may be ineligible for financial aid.

Policy on Satisfactory Academic Progress

All students must maintain Satisfactory Academic Progress, achieve minimum academic standards, progress at a satisfactory rate toward program completion, and complete the program of study within the maximum time frame in order to remain enrolled at the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial aid. Satisfactory academic progress is determined by measuring the students CGPA and the student's rate of progress toward completion of their academic program as outlined below. Students achieving these standards are considered to be in good academic standing (making satisfactory academic progress). Successful course completion standards at each evaluation point ensure that the student can successfully complete the program of study within the maximum number of credits attempted. Lebanon College bases the following policy on three academic terms during the academic year.

All students must maintain Satisfactory Academic Progress (SAP) by;

1. Achieving minimum academic standards with a Minimum Cumulative Grade Average - A 2.0 cumulative grade point average is required and successful completion of all required courses are the minimum requirements for graduation in all degree and certificate programs. The student must complete the program with a CGPA of 2.0 or higher to graduate;
2. Progress at a satisfactory rate toward program completion in a Maximum Time Frame (MTF) - The maximum time frame is defined as 1.5 times the length of the program in term hours attempted. Students must complete all requirements for graduation within the maximum time frame. For example, using the 150% maximum time frame, a student would have 3 years to complete an Associate Degree program to remain enrolled at the college;
3. A student must also complete the Minimum Completion Percentage of credits attempted each term. This means the student must successfully complete 67% of the credits attempted for the term with a C (2.0) or better.

Satisfactory Academic Progress is computed at the end of each term which includes the determination of CGPA, the maximum time frame and minimum completion requirements will also be reviewed at the end of each term as well. The grades will take into account the following implications on SAP:

- Withdrawal (W) grades - Withdrawal courses will be included in credits attempted and hence will impact the CGPA;
- Incomplete (I) grades – Incomplete grades are not included in CGPA. If coursework is not completed by the end of the next term a grade of (F) will be assigned and will be included in CGPA and MTF;
- Repeated courses(R) – Repeated courses are indicated by an R on the transcript with the best letter grade appearing; Courses repeated for a better grade are included as attempted credits and will impact CGPA and MTF;
- Non-punitive grades – Non-punitive grades are included in CGPA but not towards MTF;
- Transfer credits –The student will start with no credits attempted or completed for purposes of determining satisfactory academic progress;
- Non-credit or remedial courses - Credits earned for remedial courses are included CGPA, but not toward MTF;
- Audited courses – Course audits are not included in CGPA;
- Pass(P)/Fail(F) grade – Courses taken as pass/fail count as total credits taken but do not go towards CGPA.

Withdrawals

Formal Withdrawal from a program during a term counts as a term toward the MTF. The minimum credit requirements are not met, with possible loss of financial aid eligibility. The only exception is for military withdrawal where minimum credit and maximum term requirements are waived for the official withdrawal.

Students who discontinue attending classes and do not officially withdraw will be assigned “AF” in all courses and will not be allowed to continue at Lebanon College.

Academic Probation

Students who do not achieve the necessary CGPA or completion rate will be placed on Academic Probation. Students on Academic Probation are considered to be making satisfactory academic progress for purposes of financial aid. Eligibility for financial aid continues during this period. Students on probation will be evaluated at the end of the next term and must obtain a CGPA of 2.0 or they will be dismissed. Students who raise their CGPA and rate of completion at or above the minimums will be removed from probation and returned to regular status. Advisement letters will be sent to all students who have completed a term with less than a 2.0 CGPA.

Appeal Process for Unsatisfactory Progress Probation

A student who wishes to appeal the determination that satisfactory progress has not been maintained must adhere to the following appeals sequence. Appeals must be submitted in writing and describe any mitigating circumstances the student feels deserve further

consideration. The appeal is reviewed by the Academic Dean who will review the written records, collect other information as necessary, and issue the final determination within ten (10) days from the date of the original written request.

Procedures for Re-Establishing Satisfactory Academic Progress

Students will be returned to regular status after one term has elapsed and the student has successfully retaken previously failed courses and/or successfully raised his/her CGPA to meet or exceed the minimum SAP requirements.

The Effects When a Student Changes a Program

Students changing levels from an associate to certificate (or vice versa) will have their academic progress assessed on their current program only. When a student changes programs, only courses that apply towards the new program's degree are calculated in the student's CGPA and course completion percentage. The student's standard program length will be recalculated and the student will start with the recalculated CGPA, credits attempted and completed for purposes of determining satisfactory academic progress.

The Effects on Satisfactory Academic Progress When a Student Seeks to Earn Additional Degrees

Academic progress is determined by current degree and certificate programs. Students enrolled in one program while simultaneously working on another are only eligible for financial aid in their current program.

Gambling

Gambling is not permitted on the College premises.

Personal Conduct

As a student, you represent Lebanon College to the public. Courtesy, respect and friendliness are qualities that each of us should consistently display. We must be constantly aware of the welfare of our students, visitors, employees, so work, walk and talk quietly; give requested assistance cheerfully; and keep surroundings as pleasant as possible. Good personal conduct costs nothing. Tact, thoughtfulness and kindness will help make experiences as pleasant as possible and will also create a friendly environment for everyone.

COLLEGE RECORDS

Transfer Credits

Lebanon College accepts transfer credit from the following sources:

- Accredited colleges and universities
- American Council on Education (ACE) evaluation
- College Level Examination Program (CLEP)

- Life experience (portfolio evaluation required)
- Lebanon College Advanced Placement testing

Up to 33 credits may be transferred to a College associate degree program. Up to six credits may be transferred to a certificate program. A minimum grade of “C” is required for transfer credit. In cases of transfer to another college, the total credit allowed for courses taken at Lebanon College rests entirely with the receiving institution.

Procedure for Determining Transfer Credit

An official transcript in a sealed envelope must be sent from the originating college/university to Lebanon College.

Courses taken at regionally accredited institutions will be reviewed by the Academic Dean to determine appropriateness to the Lebanon College program being considered.

Transfer credit for courses from non-accredited institutions will be considered only upon receipt and evaluation of a syllabus and curriculum vitae of the instructor.

CLEP performance will be evaluated by the Academic Dean and appropriate credit granted for courses in the Core Program.

Upon submission of a portfolio meeting the criteria outlined in the Lebanon College publications Student Portfolio for Evaluation of Life Experience Credit and Evaluation of Nonacademic Life Experience Credit, the Academic Dean, Department Coordinator, and faculty will evaluate the portfolio and determine the amount of credit to be granted and the program requirements to be waived by granting these credits.

Transfer credit, credit by exam, and credit for life experience will be recorded on the student transcript.

Records Release

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, Lebanon College will not release personally identifiable records of a student to any individual, agency, or organization without the student’s prior written consent, except as provided by law.

The form to request a transcript is available online at www.lebanoncollege.edu . There is a \$5.00 charge for each transcript. Please allow 2 weeks for processing.

GENERAL INFORMATION

College Catalog

The College Catalog is designed to inform the public, prospective students, current students, faculty, staff, and alumni about Lebanon College, its history, program

requirements, courses, costs, faculty and trustees. Each catalog is published to cover a particular time period and is accurate to the published date. However, the College reserves the right to change, when appropriate, any cost, provision, or program. The catalog is not to be considered an irrevocable contract, but a community guide to the College.

College Newsletter

Lebanon College publishes a term newsletter that is distributed to over 5000 current and former students as well other members of our community. This newsletter gives all constituencies of the College a chance to speak out and enlighten our community. All faculty, staff, students, trustees, and alumni are invited to contribute to the College Newsletter.

Campus Safety

Lebanon College is in the historic center of Lebanon, New Hampshire, which is rated in recent national surveys, as one of the safest and most livable small cities in the United States. On Campus and in the surrounding area, the crime rate is extremely low. Crime statistic reports are available from the admissions office upon request.

Fund Raising

Any project involving the raising of funds by individuals or groups in the College or persons outside the College must receive prior administrative approval in writing from the Office of the Dean.

Guests

Students are responsible for the behavior of their guests. In case of misbehavior by guests, student hosts will be held accountable in terms of financial restitution and disciplinary action.

Lost and Found

The receptionist is in charge of lost and found items. If the loss is serious, he/she will report it to the Finance office. Found items are to be labeled as follows:

- Description of article
- Date and place found
- Owner's name if known
- Finder's name and address, and if the finder wishes to receive the item if it is not claimed.

All lost and found items will be held for 30 days only. If not claimed within this period, they will be returned to the finder, if desired, or otherwise disposed.

Mail Policy

Please do not have any personal mail sent to the College address so as not to add to the already large volume of mail that must be handled for the College.

Packages

Lebanon College reserves the right to inspect the contents of all bundles, handbags, and parcels being taken into and out of its facilities.

Parking

All students are expected to park in the lower parking lot behind the College in all day “designated” parking areas, with the exception of those spots marked for handicapped parking. Two and three hour parking is available in the upper level parking lot for short-term parking.

Off Campus Events

Permission for off campus social events of honorary, departmental or professional organizations shall be obtained through the Office of the Dean.

Recreation

Lebanon College is located in the Connecticut River Valley region of New Hampshire and Vermont, close to a variety of four-season recreational opportunities. Sports facilities, golf, tennis, swimming, skiing, hiking, or biking, are some of the activities within close walking or driving distance of the campus. In addition, Dartmouth College is a short drive away. The White Mountains National Forest is within a 2-hour drive.

ADMINISTRATIVE POLICY

Discrimination

Lebanon College does not discriminate on the basis of color, religion, sex, national origin, sexual orientation, or disabilities in its student admission policies and employment policies.

Sexual Harassment

It is the policy of Lebanon College that all students have a right to study and learn in an environment free of sexual harassment. Harassment and discrimination based on gender are illegal under federal and state law and will not be tolerated. Maintenance of a discriminatory learning environment is also prohibited. Every student, faculty, and staff has the duty to observe the law and shall be subject to disciplinary action up to and including expulsion for failing to do so.

Any student who believes he/she has been the subject of sexual harassment should report the alleged incident immediately to the Academic Dean's office. The Dean's office shall investigate all complaints expeditiously. All interested persons shall be afforded an opportunity to submit information relevant to a complaint.

According to NH RSA 354-A; 7, V:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Investigations shall be conducted with particular care to preserve the confidentiality of all persons involved. Only those who have an immediate need to know, including but not limited to the investigator, the complainant, and the alleged harasser or retaliator shall be provided with the identity of the complainant and the substance of the allegations. All parties contacted in the course of an investigation shall be advised of the necessity of confidentiality and that any breach of confidentiality shall be treated as misconduct subject to disciplinary action.

Students shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.

Computer Use Policy

The College provides an opportunity for students and other members of the college community to enhance educational experiences and expand academic knowledge by making available access to computer facilities and resources, including the Internet and the World Wide Web. Thus, technology places a significant amount of power and information in the hands of its users that carries an equal amount of responsibility. Therefore, the following policy has been adopted to define responsible and ethical behavior relating to use of computing facilities and resources at the college.

The policy is applicable to all college faculty, staff, and students. As a user of these resources, all faculty, staff and students are responsible for reading and understanding the policy. As a part of the physical and social learning infrastructure, the college acquires, develops, and maintains a computing infrastructure consisting of computers, networks, and a variety of related support systems. These computing resources are to be utilized for college-related purposes. All information technology resources are the property of the college. Except for personally owned computers, the college owns, or has responsibility for all of the computers and internal computer networks used on campus. Users of college computing resources and facilities do not own the systems or the accounts they use when accessing college computers or systems. All existing federal and state laws and college regulations and policies apply, including not only those regulations that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property. Rules prohibiting misuse, theft, or vandalism apply to all software, data, and physical equipment, including college-owned data as well as data stored by individuals on college computing systems.

Grievance Procedure

When a student believes he/she has a concern with a member of the staff at Lebanon College (staff meaning any person employed by the College), the following procedure should be followed:

Step 1

Within three weekdays of the date on which the concern occurred, the student is ENCOURAGED to meet with the staff member to discuss the concern. It is hoped that most concerns can be resolved at this level. If the staff member and the student are not able to resolve the concern OR if the student refuses to meet with the staff member, the student may proceed to step 2.

Step 2

The student may request a meeting with the staff person's immediate supervisor to occur within one week of the event (The Academic Dean will assist in identifying the supervisor's name). If the student feels the concern is unresolved at this step, he/she may proceed to step 3.

Step 3

The student may (no later than three weekdays after the meeting in Step 2) request that the immediate supervisor of the staff member arrange a meeting with the student, the staff member involved, and his/her supervisor to discuss the concern. If the student feels the concern is unresolved at this step, he/she may proceed to step 4.

Step 4

No later than three weekdays after the meeting in Step 3, the student may submit an appeal in writing to the Academic Dean. The appeal needs to contain all the pertinent dates, documents, and issues relevant to the concern. The Academic Dean will meet with all relevant parties for the purpose of reviewing the actions to date in an attempt to resolve the problem. The resolution and/or decision by the Academic Dean will be conveyed in writing to the student within 3 weekdays of this meeting.

Step 5

Should the decision of the Dean in Step 4 be unsatisfactory to the student, he/she can appeal to the President of the College. This appeal should be submitted no later than 2 weekdays after receiving the written response from the Academic Dean. The President will review the concern and the actions to date. The President has the options of setting a meeting with the appropriate parties to continue discussion or accept the decision of the Dean. In either case, the President's Office shall notify the student in writing of his/her action within 3 weekdays of the submission of the written appeal.

Step 6

Should the decision of the president be unsatisfactory to the student, he/she should immediately submit a written appeal to the Lebanon College Board of Trustees. The President or the Dean can help the student identify the appropriate trustee to whom the

appeal should be addressed. The trustees meet periodically, so the student should ask the trustees for a date when his/her appeal will be considered.

Step 7

Should the decision of the Board of Trustees be unsatisfactory to the student, he or she should appeal immediately to the accrediting board by writing to ACICS at Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC, 20002-4241 or calling them at (202) 336-6780.

Student Privacy

In accordance with the Family Rights and Privacy Act of 1974, Lebanon College will not release personally identifiable records of a student to any individual, agency, or organization without the student's prior written consent. For more information regarding this policy, please contact the Lebanon College Registrar's Office.

Smoking, Drugs and Alcohol

Lebanon College is a smoke-free facility. Smoking is not permitted in the building. The use of drugs or alcohol at Lebanon College is strictly forbidden. Any student reporting for class under the influence of drugs or alcohol will be subject to disciplinary action ranging from verbal warning to expulsion.

Fire Safety

Whenever the fire alarm sounds, students are required to leave the building immediately and may not return until receiving permission from College staff. Tampering with or misuse of fire alarms, extinguishers, smoke detectors, or any other fire safety equipment is prohibited. New Hampshire general law provides fines and/or imprisonment for issuing a false alarm or bomb threat. Students involved in issuing false alarms, or tampering with any fire equipment in public areas, are subject to a minimum fine of \$500 and the possibility of immediate suspension.

Use of College Name

No group of students shall use the name of the College in outside activities, thereby representing the College, unless approved and authorized by the President.

The name of the College may not be used for unauthorized commercial purposes.

Disciplinary Action

All members of the College community share the responsibility for assuring a civil atmosphere where the educational mission of the College can be met. The College is committed to protecting student constitutional rights and assuring equity and justice in enforcing regulations. Lebanon College reserves the right to discipline or discharge students for failure to comply with Lebanon College policies and guidelines.

The disciplinary system outlined in this *Handbook* supercedes all other written literature regarding the College disciplinary system. Disciplinary actions will be carried out at the discretion of the faculty, staff, or Dean. The Dean should be consulted in all disciplinary cases prior to implementation.

The following are examples of the type of discipline that may be used:

1. Verbal warning
2. Written warning
3. Suspension
4. Expulsion

The type of discipline used will depend on the seriousness of the offense. In the case of a verbal warning, the individual initiating the warning shall document that a verbal warning was given. In the case of a written warning, the student will be asked to sign the warning. Refusal to sign a warning does not absolve the student from the consequences of the warning. Failure to sign the warning will be noted by the Dean.

The following are examples of conduct that may result in immediate discharge:

1. Disclosure of confidential information.
2. Consuming or possessing drugs or alcohol while on campus or reporting to class under the influence of drugs or alcohol.
3. Misappropriation of Lebanon College student or staff property.
4. Misrepresenting or falsifying records.
5. Violation of safety rules.
6. Demonstrated discourtesy to a visitor, employee, guest, or student.
7. Insubordination.
8. Possession of a weapon on Lebanon College property.
9. Failure to report an accident involving visitors, staff, or students.
10. Intimidation, threats, or inappropriate physical contact with an employee, supervisor, guest, or student.
11. Plagiarism or cheating.
12. Receiving three consecutive written warnings for violating the same College policy or guideline within a period of one year from the date of the first violation.

The above list is not intended to be all-inclusive, and Lebanon College reserves the right to discipline a student for any reason that the College determines to be appropriate.

STUDENT SERVICES

Alumni Association

The Alumni Association includes all graduates, as well as all former students, in good standing. The Association fosters social, educational, and professional opportunities, plus a chance to network with individuals and groups who share a common interest in

their alma mater. The goal of the Association is to build a strong and vital group to sponsor events, meetings, and reunions. Contact the College for more information.

Career and Job Placement

Lebanon College will assist, whenever possible, students who seek employment. The College keeps an employment listing board and has an agreement with a local employment agency for support and ongoing information.

Counseling

In addition to academic advising, Lebanon College has a staff counselor to offer academic and personal counseling by appointment in a confidential environment. Adjacent to the College is a professional, private counseling service available on a fee basis.

Housing

Lebanon College is a commuter institution and has no student housing. The College will, however, aid any student who lives outside our commuting area in finding suitable and safe accommodations.

Identification Cards

The Admissions Office issues official cards of identification at the beginning of the year. The cost of replacing an I.D. card will be \$5.00. The I.D. card can be used for some academic discounts, signing books out of the College Library and affiliated libraries, and other identification needs. If an I.D. card is used for improper purposes by the student issued the card or by anyone else in possession of the card, the I.D. card will be confiscated.

Library

Lebanon College has a library with a reference collection and circulating books, journals, video and audiocassettes, and CD-ROM collections. Computer terminals with online capability are also available. Students enrolled in courses and programs also have borrowing privileges at the Lebanon Public Library system (6,000 volumes) adjacent to campus, as well as reference privileges at the Dartmouth College Libraries (1 million volumes). Faculty have reserve privileges at the Lebanon College Library and the Lebanon Public Libraries. Our library is a member of a statewide consortium of libraries, allowing students access to the collections of other libraries through the Internet and inter-library loan. Students and faculty also have access to a database of journals, with both full-text articles and abstracts available.

In addition, Lebanon College students have access through Explorer and Netscape browsers to a large volume of research materials. Students have access to both Macintosh and PC computer platforms to many Internet sources.

The Lebanon College Library is open Monday through Saturday. If a librarian is not available, staff in the College's front office can assist patrons.

Medical Services

Lebanon College has no medical facility on campus. However, adjacent to the campus, there are medical and dental services. For emergencies, Alice Peck Day Hospital is within 2 miles. In addition, the largest northern New England medical facility, Dartmouth Hitchcock Medical Center, is within 10 minutes of the College.

Athletics

Lebanon College knows the importance of exercise and physical fitness. As a commuter school, the College has no facilities in which to offer physical fitness or sports activities. However, the College has affiliations and partnerships with area sports programs, including a full-service sports and fitness center adjacent to campus, available on a reduced fee basis to our students. Lebanon College, from time to time, will sponsor an athletic team.