

Services for students include academic advising, career coaching, personal support, transfer guidance, student grant aid, computer lab, tutoring and refresher help in English and Math, along with assistance in the coordination of educational, social, and cultural activities. Services are available at no cost.

### **5.8 FIELD TRIPS – Instructional and Co-curricular travel**

1. Instructional travel is an integral part of many college students' education and experience. The group travel or class trip must be part of the educational objective of the course of study and fall within budgetary limitations. Refer to Policy 13.8 Travel for College Business (Employee Handbook) which contains a sub-paragraph on Instructional and Co-curricular Travel that complements this section. This form is located on Canvas under Academic Department. Hard copies of these forms may be found at the college receptionist desk. A copy of each of these signed forms must be with the instructor/leader of the field trip and with the Dean of Student Affairs before the trip leaves in case they are needed during the course of the field trip.
2. Field trips for instructional purposes require an approval in advance by the Dean of Academic Affairs via a signature on the vehicle use form or e-mail approval.
3. The trip supervisor must file an approved requisition requesting the travel at least two weeks before any trip is taken.
4. Allowable expenses may be paid in advance upon request to the business office or will be paid upon return to campus. To claim these expenses, a Travel Expense Voucher and necessary receipts must be filed in the business office. In the case of an advance, an estimate of the expenses must be provided by the supervisor of the trip.
5. An employee or student may not solicit funds in support of a college sponsored trip from outside college sources without prior permission from the President or authorized representative.

### **5.9 CLASS CANCELLATION POLICY**

1. If during the one-hundred and sixty (160) instructional days the college is closed and/or classes are cancelled by administration, the instructor will ensure that any instructional material missed during the closure will be covered, as deemed appropriate, by the faculty member.
2. A class at LCOOC may be cancelled for the following reasons: weather; facility emergency; or an "act of God". An instructor may cancel a class only with prior arrangement with the Dean of Academic Affairs in case of illness. If this condition occurs the following steps will be followed:
  - a. call the Dean of Academic Affairs and the receptionist;
  - b. Post a message on the Canvas course site for the class if it is canceled at the last minute.
3. If a class or classes are cancelled for any of the above reasons, the class content that was missed will be made up.

### **5.10 FACULTY ABSENCES**