

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**

1. Absence due to illness or other emergency must be reported to the reception desk (and/or outreach staff, if applicable) and the Dean of Academic Affairs by 8:00 a.m. on the day of the absence. Class cancellations will be posted as noted above in 5.9 Class Cancellation Policy. For these absences, fill out the Leave Request Slip found on the LCOOC website under the Faculty & Staff Documents page and submit to the Dean of Academic Affairs
2. Requests to be absent from the campus to attend professional meetings or to transact other official college business should be written and directed to the Academic Dean in advance of the intended absence and noted on the faculty member's Outlook Calendar. If the absence will result in a class cancellation, the Class Cancellation Policy should be followed as noted in 5.9 above.
3. Adjunct faculty also need to notify the Dean of Academic Affairs and appropriate staff as outlined in 5.10.1 above. Adjunct faculty may also be subject to prorating of pay for class cancellations.
4. If a need should arise for substitute faculty to teach one or more classes, a request for a substitute should be submitted by the faculty member to the Dean of Academic Affairs for approval as far in advance as possible.

### **5.11 CLASSROOM ENVIRONMENT**

The classroom environment is the designated place for teaching and learning. As such, it is imperative to maintain a respectful, free, and open atmosphere for knowledge exchange between students and College staff. If irreconcilable issues within the classroom arise, these issues shall be dealt with outside the classroom in a manner consistent with the conflict resolution principles in the Employee Handbook.

### **5.12 TEXTBOOKS**

Course textbook orders are due in the Canvas Textbook Dropbox at least six weeks prior to registration for the following semester. Full-time faculty members are responsible for submitting the orders for instructor copies. Adjunct faculty should consult with the Academic Dean for current textbooks being used. Adjunct Faculty textbooks must be returned to the office of the Dean of Academic Affairs.

### **5.13 LEARNING MANAGEMENT SYSTEM**

The Dean of Academic Affairs administers the Learning Management System (LMS) to ensure optimal performance, manage user accounts, safeguards user privacy and data, and provide technical support for college faculty, adjunct, and students.

Instructure Canvas is the official LMS supported by the College. This policy applies to all full time and adjunct faculty who use LCOOC's instance of Instructure Canvas.