

Luzerne County Community College  
Continuing Education Department Career Training Student  
Rules and Regulations

You are expected to arrive on time, apply full efforts in learning training materials and conduct yourself in a responsible manner at all times. Any irresponsible, rude, or inappropriate behavior will be cause for dismissal from the school. The following are considered inappropriate behavior:

1. Attendance: You MUST attend the entire program. You are expected to attend and arrive to each class on time. You must call the instructor prior to the start time of the class, if you will not be in attendance that day. If you are absent from class more than 3 days, you may be terminated from the program. A doctor's note will be needed for every absent day. Eligibility to make up days missed will be at the discretion of the Program Director.
2. If you have notified the instructor of your absence prior to the start time of the class and you need to make up the time to cover the total hours of the program, the cost of the make up time, is \*\$70 per hour for each hour you need to make up for the instructional hours in the classroom. This fee is per hour and must be paid prior to the makeup time and paid by the student. Eligibility to make up days missed will be at the discretion of the Program Director with approval from the Associate Dean of Continuing Education.
3. All requests for refunds MUST be submitted in writing, by mail, fax, or in person. The date of receipt in the Continuing Education office is the date in which we will calculate the refund. Non-attendance does not constitute a withdrawal. Check the website for details of the current policy but know that if you do not notify the Continuing Education Office in writing prior to the second day of class,.
4. Smoking in the school building or vehicle.
5. Academic dishonesty, including but not limited to, cheating on test, plagiarism, and collusion.
6. Disruption of the orderly process of the school or interference with school teaching, activities, and functions.
7. Willful acts of misconduct that may cause damage to the school property, , including equipment or that may affect the safety of state, students, or the general public.
8. Unlawful manufacture, distribution, dispensing, possession, or use of controlled substances.
9. Drinking or possession of alcoholic beverages on school grounds.
10. Unauthorized entry to or use of school property, including the failure to leave school buildings or grounds after being requested to do so by an authorized employee of the school.
11. Molestation, assault and battery, threats with bodily harm or conduct that threatens or endangers the health or safety of any person lawfully on or in the vicinity of school property or at school sponsored or supervised events.
12. Theft, concealment, defacement or damage of school property or the property of school staff or other students.
13. Illegal gambling, disorderly conduct, or lewd, indecent, or obscene conduct or expression.
14. Failure to comply with the reasonable directions of authorized school officials acting in performance of their duties, including refusing to provide identification upon request.
15. Illegal or unauthorized possession of firearms, fireworks, explosives, dangerous chemicals, or arms classified as weapons.
16. Activities that interfere with the rights of others members of the school community or with normal functions of the school.
17. Acts of harassment, written, verbal or physical that stigmatize or victimize an individual on the basis of, but not limited to, the following:  
Race, Ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disability.

*\*Professional Truck Driving program the fee is \$100 when the truck is used for training.*

**It is the responsibility of the student to make sure you check the Luzerne County Community College website at [www.coned.luzerne.edu](http://www.coned.luzerne.edu) or ask the coordinator for a copy of the all policy's and procedures for attending LCCC Continuing Education programs.**

Career Training Program: \_\_\_\_\_

Class Start Date: \_\_\_\_\_