

2023-24 LWTech Student Handbook

Welcome to LWTech!

Dear new and returning LWTech students,

Thank you for choosing LWTech as your home for this school year. As your 2023-2024 student government president, it is an honor to represent our community.

Amidst extraordinary challenges these past years, I want to emphasize the importance of change. Change is the pillar for growth, and at LWTech, we are committed to your safety, well-being, and sense of belonging. As your student government team, we are your allies, seeking your feedback and to involve you in the development of our campus.

Your voice strengthens the rich tapestry that is our institution, and we want you to let it be heard. Meet new people, expand worldviews, and embrace change each day as you continue your journey.

Sincerely,

-Sydney Rapp
2023-2024 Associated Student Government President

Getting Started and Making Transitions

LWTech offers you many services to help you be a successful student. Use these services to transition smoothly to college life. If you are a high school student or international student, you are supported through specific offices: High School Programs and International Student Services.

We also encourage you to explore ways to get involved on campus through [Associated Student Government](#) and [The Office of Student Life](#). Learn how to manage your classes and pay tuition. Discover what [support services](#) and resources LWTech provides to help you succeed! Finally, make sure you know LWTech's [academic and enrollment policies](#) and your rights as a student.

All these services are for you, ensuring you will be a successful LWTech student. Take advantage of them!

Admissions and Registration

West Building, W201
(425) 739-8104

Apply for Admission

(425) 739-8381
admission.coach@lwtech.edu

All students must [apply for admission](#) to the college. Depending on your [program of study](#), there may be special admission requirements or procedures like tests, prerequisite courses, or application materials. Work with our Admission Coach to get a personalized admissions guide based on your needs, including applying for financial aid and a guide to campus services and amenities! If you have any questions about being admitted talk with an Admission Coach.

Prior Learning Assessment (PLA)

LWTech.edu/PLA

Prior learning is knowledge and skills gained through: work and life experience, military training and experience, formal and informal education, and training from in- and out-of-state institutions, including foreign institutions. Identifying credit for prior learning can be accomplished by an assessment process, conducted by qualified faculty that may result in one or several courses being posted on your transcript. Up to 25% of the total credits required for a degree or certificate may be earned through the [PLA process](#). LWTech awarding PLA credits does not guarantee or imply that other institutions will accept those credits. If credit is awarded you are responsible for paying the transcription charge.

College Account User Name

Lake Washington Institute of Technology (LWTech) recognizes using primary names, whenever possible, is key to creating an inclusive and welcoming learning environment for all students. A primary name, sometimes referred to as preferred name, is a first name that students can ask the college to use instead of a legal first name. Students may opt to use a primary name however it is not required. Currently, students are able to request the college to update their LWTech email address and Canvas display name to reflect a primary name. It is important to note that making these changes to the student email address and Canvas display name is not the same as a legal name change through a court system.

When current students update their primary name at LWTech, this change is reflected on all classroom rosters used by their instructors. Students can [update their primary name online](#) at any time [through LionsLink](#), or make the request in person at the Enrollment Services counter, West Building, W201.

To change your LWTech email address to your primary name, please contact the Vice President of Student Services with your request.

Student Address Change

West Building, W201
(425) 739-8104

To receive information from the school through the mail please ensure Enrollment Services has your correct mailing address on file. Human Resources also requires an updated address for student employment purposes. You may update any of your contact information using [LionsLink](#).

Accident & Health Insurance

West Building, W207
(425) 739-8100

Accident and health insurance may be available at a nominal cost through a plan designed for Washington State community and technical college students. The insurance covers time when

students are enrolled in courses during the quarter. We recommended you obtain accident coverage, when other insurance is not available. Information about plans are available by W207 on the wall of community resources. Due to the cost of tool sets, we also recommend you insure your program required tools and equipment.

Information Technology Services (ITS)

LWTech.edu/ITS

Technology Building, T318

(425) 739-8100 x 8306

Student Email

my.lwtech.edu

helpdesk@lwtech.edu

(425) 739-8100 x 8603

After Admission to LWTech you receive a free email account. Use this email for academic and personal use, including digital storage for class assignments. You may also designate a different email address as your preferred means of communication in your LionsLink account. Please note, the email listed as your preferred email will be used as the official means of electronic communication at the college. This is how you will receive important college notices, so please check your preferred email regularly. LWTech uses your preferred email address to send you all required communication:

- [Cleary Act Notices](#); required safety information
- [FERPA Notices](#); required privacy information
- Required [student conduct](#) notices
- [Financial Aid](#) information
- Registration information

For assistance with the college issued email address please contact the information technology services help desk.

International Programs & Global Education Office

East Building, E215

(425) 739-8145

LWTech.edu/International

The [International Programs & Global Education Office](#) provides diverse services and programs for international students and scholars. These services and programs include: immigration and academic advising, class registration, orientation to LWTech, medical insurance enrollment, cultural adjustment support, and assistance with applying for Practical Training work experience.

If you are seeking admission as F-1 student contact the International Programs & Global Education Office for an application and admission assistance. Applicants are encouraged to apply early, until one month prior to the quarterly orientation date. This allows time to obtain proper visas. International transfer students within the United States may apply up until two weeks prior to the quarterly orientation date. Mandatory orientation tailored for all new international students, including transfer students, occurs one week prior to the start of each quarter.

Many international students begin their studies in the Intensive English Program before progressing to academic programs. If you are an international student and have not completed high school in your home country, you may be eligible for the international high school completion program. This allows you to take courses that will help earn high school and college credits at the same time.

High School Programs

East Building, E214

(425) 739-8107

LWTech.edu/HighSchool

At Lake Washington Institute of Technology (LWTech), the [High School Program's](#) comprehensive approach to student selection is the product of national best practices, bounded by state regulation, and supported by intensive training and a dedicated, professional, highly qualified team.

Lake Washington Technical Academy

[Lake Washington Technical Academy](#) offers eligible high school students ages 16-21 an opportunity to earn a high school diploma while concurrently working toward a college degree or certificate. If interested, you must:

- Be at least 16 years of age and not yet 21 before the 1st of September
- Not have earned a high school diploma but may have earned a GED
- Have completed grade 10
- Attend a required orientation and meet all eligibility requirements
- Complete a selective admissions process including essays and an interview

After admission processes are completed advisors will make a recommendation to either the Academy as a direct entry student, or the “Open Doors” program.

Direct Entry

Students who have a high school grade point average of at least 2.4 and are on track to graduate may enter the academy directly. Students may start college courses any quarter.

Open Doors

Students who have less than a 2.4 grade point average, and are behind in credits, may be served through the [Open Doors program](#). Students receive academic support and college preparation during their first foundation quarter. Open doors students may begin college courses following completion of their foundation quarter.

Running Start

The [Running Start program](#) is a partnership between LWTech and local public high schools. Students classified as high school juniors and seniors may apply. Applications are available in the high school programs office.

Getting Involved On Campus

There are many ways to be involved in your college’s student life. Being a student government officer, joining or starting a student club or student affinity group, or volunteering with academic programs are great involvement pathways. See the information listed below or visit the Office of Student Life (OSL) to learn more about these opportunities.

LWTech Associated Student Government (ASG)

LWTech.edu/ASG

asg@lwtech.edu

(425) 739-8707

East Building, E126

An active LWTech student government provides excellent leadership opportunities for students as well as a forum to discuss and support student's issues. Involvement in ASG offers students a chance to:

- Learn and practice leadership skills.
- Be involved in the campus community.
- Contribute to your quality of student life.

Student government is a group of students selected by a committee, during spring quarter, to fulfill LWTech's student government association constitution and by-laws. A president, vice president, records officer, finance officer, and public relations officer staff the executive board. Check with the Office of Student Life for opportunities to serve as an ASG officer. All officers must have a 2.0 grade point average, be enrolled for 6 or more credits, and have no pending student conduct issues.

ASG Committees

Throughout the year, ASG looks for students to serve on various college committees. There are a variety of committees that need student input. To sign up for a committee, visit East Building, E126.

Services & Activities Fee

The ASG and college trustees annually approve a services and activities fee based budget. Among other things, these fees make up the student government budget that funds clubs, campus activities, student employment positions, tutoring, childcare services, and student focused emergency grants. Please take advantage of these and more opportunities by getting involved. For more information, contact the Office of Student Life or an ASG officer.

Technology Fee

The ASG, LWTech student body, and Board of Trustees approved a technology fee for use by students to fund on-campus technology improvements. This fee is managed by the college and expended by students through annual proposals. For more information about this fee contact the Office of Student Life.

Wellness Fee

The Associated Student Government, through a vote of the student body, passed a wellness fee where all enrolled students are charged \$2.00 per credit, up to 10 credits to access the Wellness Center, East building, E116. This fee was passed by a majority of the student body, through a widely advertised vote.

Office of Student Life

LWTech.edu/campus-life/office-of-student-life

East Building, E128

(425) 739-8314

OSL@lwtech.edu

[The Office of Student Life](#) houses several components of student life including: Associated Student Government, leadership development, student clubs, Lions CREW activity planning, on-campus volunteering, equity and diversity activities, new student orientation, and engaging experiences for all students that are fun and educational. Look for opportunities to get involved throughout the year. OSL also employs students to host many campus events. Look for job opportunities throughout the year. Lastly, OSL also acts as a resource for all students. OSL helps students post for-sale fliers, find volunteer opportunities at the college, schedule study spaces, fax financial aid paperwork, and answer various questions about the college.

Lion's Creating Resources for Engagement and Wellness (CREW) Activities

The Lions CREW Team provides events, activities, and resources for LWTech students that enrich our campus life and community. The purpose of these events, activities, and resources are to: involve all students in activities, programs, or services. Each quarter these events are created by our Lions CREW Team for their peers. We encourage all students to take advantage of campus activities.

Student Chartered Clubs

clubs@lwtech.edu

Student clubs are a great way to meet new friends or learn about an interesting topic with others. Any currently enrolled student may charter a club through the Office of Student Life. Clubs offer leadership and learning opportunities by being involved with college business processes, community building, and student government. Club leaders may apply for funding to sponsor on- and off-campus events and professional development; usually conference attendance. They are also eligible to fundraise on campus. Club meetings are open to all students. For more information about joining or starting a club, contact the Office of Student Life.

Commencement

The [commencement ceremony](#) is a time when student academic achievement is celebrated. The Office of Student Life staff manages all aspects of the ceremony including: registering for the event and assigning honor cords. Information about commencement is available online. High School Programs manages a High School graduation ceremony. Enrollment Services manages your application for degree or certificate and the Office of Student Life manages the commencement ceremony.

New Student Orientation

OSL@lwtech.edu

New Student Orientation is a great experience for all new to LWTech students, or new to college students. Student leaders help all participants learn about the college by giving tours, help you meet your advisor, and get logged onto various college platforms you'll need for academic success. This joint program with Academic Advising is a great first step on your way to academic achievement.

RISE Center

RISE@lwtech.edu

The Resources for Inclusion, Support, and Empowerment (RISE) Center builds an equitable and inclusive campus community for all students through educational programs and advocacy. The RISE Center works alongside the Office of Student Life to offer activities each quarter.

Center of Excellence for Veteran Student Success

Veterans@lwtech.edu

The Veterans Center provides a multitude of support services to students that identify as active duty, veteran (all eras), dependents, and spouses of veterans. Our mission is to assist our students' transition from military to civilian culture by connecting them to the local & campus community.

Wellness Center

Wellness.Center@lwtech.edu

The Wellness Center provides a location for students to access fitness equipment, showers, and lockers for use during exercise. The Center also provides wellness focused programs for students. Access can be gained by filling out the waiver at the front desk of the Wellness Center in E116.

D.E.N. Daily Eating Necessities – LWTech's Food Pantry

The Associated Student Government supports a small food pantry for enrolled students. The intent of the pantry is to help students get a small bite to eat while on campus, when they do not have enough money to purchase a meal. The DEN is a donation-based pantry and anyone may donate non-perishable, healthy snack items to E128, the Office of Student Life.

Meditation Room

Technology Building, T118

This is a room allocated for those in need of a quiet space on campus to engage in meditation, prayer, or silent reflection. It is intended to be a safe and inclusive environment. Usage of the meditation room is on a first-come, first-served basis, and only LWTech students, staff, or faculty are eligible to use the room during designated open hours. The room is managed by the Wellness Center staff. The meditation room can be accessed with an assigned card from the Wellness Center. Any questions or concerns about the meditation room can be directed to the Wellness Center by calling 425-739-8100 ext. 8319, emailing wellness.center@lwtech.edu, or stopping by the Wellness Center in East Building, E116.

Managing Your Classes/Registration & Advising

Assessment Center

LWTech.edu/Assessment

West Building, W204
(425) 739-8115

The [Assessment Center](#) offers testing services for students, faculty, staff, and community members. Testing, except math and English placement, is by appointment only. Each assessment has specific hours, requirements, or fees and these may change at any time. Please see the [Assessment Center website](#) for more information and to schedule a testing appointment. Assessments include:

- Computer Based Exams
- Math and English Placement
- College Level Examination Program (CLEP)
- Test of Essential Academic Skills (TEAS)
- Microsoft Office Specialist (MOS)
- Microsoft Certified Application Specialist (MCAS)
- Internet and Computing Core (IC3)
- Adobe Certified Associate (ACA)
- WAOL, Distance Learning and Online Test Proctoring
- General Education Development (GED) Certificate

Enrollment Services

LWTech.edu/admissions/enrollment

West Building, W201
(425) 739-8104

Enrollment Services coordinates a variety of services for students to be admitted and enrolled.

Incoming Transcript Evaluation Procedures

West Building, W201

Evaluation of credits only occurs for admitted students at LWTech. Use the following steps to have courses from other accredited colleges transferred to LWTech:

- Official transcripts may be brought, electronically sent, or mailed to LWTech. If transcripts are brought to the college they must be in a sealed envelope. The initiating school (the college you attended) may also mail or electronically send transcripts to LWTech.
- For the year you attended the prior college either college catalogs or course descriptions must be submitted to Enrollment Services. Additional information may be required and not all courses may be transferable. Evaluation of out-of-state and international transcripts and non-technical courses more than five years old may require additional review.
- Transfer of technical courses requires faculty advisor review. Faculty may or may not accept for transfer technical courses more than five years old.
- Credit may be awarded for advanced placement (AP), international baccalaureate (IB), or CLEP credits.

Specific Class Wait Lists

When registering for a full class, students may add their name to that classes' waitlist. Once added, check the waitlist status using LionsLink. Students may remove their name from the waitlist using LionsLink. Students are encouraged to attend the first day of class regardless of waitlist status. The instructor may be willing to add additional students to a full class.

Full and Part-Time Student Status

LWTEch considers students enrolled in 12 or more credits full-time enrolled. This corresponds to financial aid full-time enrollment status. Some programs may require higher quarterly credit loads to complete requirements in a specific time period. Some external agencies use different credit values to calculate full-time status. LWTEch considers students registered for fewer than 12 credits part-time. Please consult the Financial Aid Office for definitions of three-quarter time, half-time, and less than half-time.

Withdrawing from Courses

Course withdrawal occurs when a student drops a course in person at the Enrollment Services office, through their LionsLink account, in writing, by signed fax, or using their preferred email address to contact the [Enrollment Services](#) department. The ability to drop courses via LionsLink ends at the end the of the 100% refund period as noted online. Withdrawing from a class funded with financial aid may reduce financial aid eligibility. Contact the [Financial Aid](#) department for information to determine eligibility.

Transcripts and Grades

A [transcript](#) is the official record of all courses and received grades. Students may request official transcripts by ordering them online through [National Student Clearinghouse](#). Students may also order transcripts with a [records request](#). Use your [LionsLink account](#) to access unofficial transcripts.

Degree and Certificate General Requirements

Use the [college catalog](#) for each academic or technical program's course and graduation requirements.

Change of Program Process

Students wanting to change programs must [complete a change of program form](#) prior to the beginning of the quarter. Students changing programs may need to wait for available space or quarter start (for cohort programs) to begin the new program.

Apply for Graduation

LWTEch.edu/Graduation

To complete a degree or certificate use the [apply for graduation form](#). You will receive email correspondence describing the status of your application. Walking in the graduation ceremony (known as commencement) is a different process. Visit the [Office of Student Life](#) or [High School Programs](#) department to learn more about walking in those graduation ceremonies.

Student Development Services

Academic Advising Services

LWTEch.edu/Advising

West Building, W207
(425) 739-8300

[Academic Advising](#) staff help students make academic decisions related to program choice, registration requirements and success strategies while enrolled at LWTEch. Students are encouraged to see an adviser regarding the following:

- New Student Advising
- Academic planning (completed before or during the first quarter)
- Health Science pre-requisite advising
- Registration process; entry codes for academic courses
- Interpretation of placement assessment results
- General information about programs and classes
- Transferring to another college or university
- Student grievance and due process
- Study skills
- Standards of Academic Progress
- Referral to other campus resources

Advising services for international students are provided by the International Programs staff.

New Student Orientation

There are two options for orientation, online and in-person. The in-person orientation happens every quarter, for one day, and all students are welcome. Students will meet with college staff in workshops focused on being academically and socially successful their first quarter at LWTech. The [online orientation](#) is available at any time.

Program Faculty as an Advisor

After enrolling in their first quarter, students should meet with their assigned faculty advisor who will assist them with academic advising, quarterly registration and academic planning.

Transferring to Other Colleges

Students planning [to transfer to another college or university](#) should contact the other school regarding transfer student admission requirements. Many LWTech credit courses transfer to community and technical colleges or four-year universities, but exceptions do occur. For assistance with transferring to another college or university, contact academic advising services.

Academic Early Alert

The Student Development Office provides support to students who have received an Academic Early Alert. Academic alerts connect students to services and resources designed to foster academic success. The alert is not a discipline action or violation of the student code of conduct. After the fourth week of the quarter the college sends academic alerts. The alert is delivered via email or letter and informs students about class progress. It also includes helpful information about support services such as tutoring, counseling, and advising. Students served by special population programs such as High School Programs or TRIO may receive multiple alerts during the quarter.

Paying for College

Business Office

The [Business Office](#) serves the financial needs of the college and helps to support overall operations by providing financial services to students, faculty and staff. Students may pay various fees at the cashier's office.

Cashier (Paying Bills)

West Building, W201F
(425) 739-8403

When registering for courses you must pay class tuition and fees by the first day of the quarter. Students are encouraged to pay at the time of registration or to enroll in the college's payment plan. If you enroll in a payment plan you must withdraw by the scheduled refund dates to receive the level of refund outlined in the college's refund policy. Students who enroll after the first day of the quarter must pay tuition and fees at the time of registration. Students with a balance due for tuition and fees are subject to being dropped from classes. Unpaid balances may be subject to collections and you may be responsible for any collection and legal fees.

Student Accounts Office

West Building, W212
(425) 739-8184

Contact the [Student Accounts Office](#) for information on tuition payments, third party funding, or the student payment plan. The Student Payment Plan allows students to pay tuition and fees on an installment plan. Payments are made in monthly installments for each academic quarter. If you are expecting financial aid or funding through a third party agency, do not sign up for the Student Payment Plan unless asked to do so by college personnel.

Policies for Refunds of Tuition and Fees

Students who officially withdraw from classes within the [refund period](#) will be eligible for refunds according to the refund schedule. Please review the information below to familiarize yourself with the policies that impact receiving a refund upon withdrawing from classes or the college. Enrollment Services is the first stop to receive any assistance related to receiving tuition and fee refunds.

- A refund will occur only when you officially withdraw within the refund period (see the Academic Calendar for dates) by completing an add/drop form, available in Enrollment Services. Students may also add or drop classes using their LWTech email account (s-first.last@lwtech.edu) by emailing registration@lwtech.edu. All requests sent via LWTech email accounts are considered official.
- Refunds are provided back to students the same way they were distributed. If you pay with a credit card, the refund will be credited to that credit card account; if you pay by cash or check, a refund check will be mailed to your current address on file with Enrollment Services
- Amounts of less than \$5 will not be refunded; allow up to four (4) weeks for processing
- Refunds for students receiving financial aid will be refunded to the financial aid program or agency
- Not attending a class does not make students eligible for a refund; which would include both tuition and fees
- Students will forfeit all claims to refund of tuition and fees if they fail to withdraw from a course or are suspended or terminated for misconduct
- For a first-time, federally funded student, the refund will be calculated on a prorated basis consistent with applicable federal rules, as determined by Financial Aid

Course Cancellations

The college reserves the right to cancel courses due to unforeseen circumstances, including but not limited to low enrollment, loss of an instructor, and change in equipment needs. In all college initiated cancellations, the student will receive a 100% refund of tuition and fees.

Refund Policy for State-Supported Credit Courses

The refund schedule for state-supported credit courses is as follows:

- 100% through first ten (10) business days of the quarter
- 50% after tenth (10th) business day of the quarter through 20th calendar day of the quarter.
- Contact Enrollment Services by emailing registration@lwtech.edu for information about refunds after the 20th calendar day

Refund Percentage Information

Please see the [Refund Policy webpage](#) for more information about refund percentages. The following policies are in place to explain the refund percentage.

Refund percentages are based on prior full payment of tuition & fees

- If you are using the Student Payment Plan or have made partial payment you may still owe a balance if you drop your class during the partial refund periods noted previously
- Refunds for state-supported courses that start after the regular quarter begins, or short courses that begin any time during the quarter, shall be made in proportion to the tuition and fee refund percentages above
- Refund deadlines may differ for classes that begin after the first week of the quarter; and may also differ for Washington On-Line, extended learning classes, and classes with start dates mid-quarter and later
- The college will use the start date of the student's longest course during the quarter when calculating refunds upon the student withdrawal from all courses; this ratio depends on the total number of class sessions and the number of sessions already held, regardless of attendance in those same classes

Petitions for Exceptions

The college considers extenuating circumstances for exceptions to the refund policy. The key reasons an exception might be made are:

- Being called to active US military duty
- Documented medical problems for yourself or a dependent

Please contact Enrollment Services for the general petition form and questions regarding required documentation of military orders or medical issues.

Pass-Through Fees Refund

Fees that are passed through to another agency may be refunded at 100% through the first week of the quarter only. No refund will be made if an insurance claim has been filed.

Financial Aid

LWTech.edu/FinancialAid

West Building, W209

financialaid@lwtech.edu

Most students are eligible to receive some form of federal, state, or institutional financial assistance if they meet basic eligibility requirements. Students do not need to be low income to receive some types of aid. Aid programs include: Federal Pell grants, Federal Supplemental Educational Opportunity grants (SEOG), Federal Direct Stafford and PLUS student loans, Washington College Grant, state and federal work-study jobs, scholarships, and institutional aid. Depending on the time of the year, it may take weeks or months to process a file; therefore, it is important to submit all required paperwork on time and timely respond to all requests from the Financial Aid Office if they ask for more documentation. Please see the [Financial Aid webpage](#) for a message regarding current processing time. Students may check the status of their award online by viewing your [dashboard within LionsLink](#). 2021-2022 award information is still found at the [Student Portal Login](#).

The [Financial Aid department](#) also assists Veterans applying for Veteran's educational benefits. Learn more by visiting the [Veteran Success Center Information Site](#).

Financial Aid Eligibility

To be eligible for financial aid:

- Apply each year; the financial aid award year is from July 1 to June 30 of the next year. Students must re-apply each year for aid. Students may apply beginning October 1 for the following award year.
- Attend LWTech for the express purpose of obtaining an eligible degree or certificate, for most types of aid.
- Be a citizen of the United States or an eligible non-citizen.
- Non-citizen students unable to file a Free Application for Federal Student Aid ([FASFA](#)), due to immigration status may be eligible to complete a Washington Application for State Financial Aid ([WASFA](#)) if they meet one of the two criteria listed below.
 - Completion of a high school diploma or GED or equivalent, **and** have lived in Washington State for one year prior to starting classes at LWTech **and** signed a residency affidavit in the WASFA application or Enrollment Services office and qualify for in-state tuition, **or**
 - DACA (whether status is current or expired) students who meet Washington State residency requirements
- Achieve and maintain satisfactory academic progress in the chosen program of study as defined by the financial aid [satisfactory academic progress policy](#);
- Not be in default on any previous student loans or owing a refund on any grants;
- A high school diploma or equivalent such as a GED is generally required to receive aid; however, students without a high school diploma or GED may receive aid under certain conditions if they meet [Ability to Benefit requirements](#).
- Students with a bachelor's degree or equivalent from the United States or a foreign country are not eligible for most federal or state grants but may receive assistance from student loans, work-study, or scholarships where available.

Need Determination

Need determination is the amount of assistance received based on the student's demonstrated need, determined by the completion of a Free Application for Federal Student Aid ([FAFSA](#)) or Washington Application for State Financial Aid ([WASFA](#)).

Attendance Costs

Student budgets estimate expenses for a nine-month academic year, or three quarters. This budget determines a student's financial need. Budgets include standard, or average, expenses for a student's cost of attendance. Indirect educational expenses (room/board, transportation, food, etc.) are based on averages for Washington State students; as determined by the Washington Financial Aid Association. Direct educational expenses are an average of tuition, fees, and other college costs.

Financial Aid Deadlines

To receive priority consideration for funding, students must meet [posted deadlines](#). Some financial aid funding is limited and the office cannot guarantee funds will be available. The deadline will be met when all applicable, required items are received by the Financial Aid office by posted deadlines. Applications turned in after the posted deadline will be considered for funding during the next quarterly deadline.

Application processing deadlines:

- Summer 2023: March 15, 2023
- Fall 2023: June 15, 2023
- Winter 2024: September 15, 2023
- Spring 2024: December 15, 2023
- Summer 2024: March 15, 2024

Federal Financial Aid Refund Policy

Students who receive certain federal and state financial aid are subject to state repayment and federal Return to Title IV Funds regulations. These regulations state that aid eligibility for most students receiving state or federal aid must be recalculated if the student withdraws from all classes early or ceases to attend during the quarter. Some students may owe a repayment of funds received. These regulations and any resulting amounts owed are separate from and may be in addition to the college's own tuition refund policy.

Workforce Development

LWTech.edu/WFD

West Building, W207
(425) 739-8339

Many programs exist to help you go from college to work. Workforce Development has tuition and book funding, as well as individualized academic and career advising support for eligible students. Visit West Building, W207 for more information.

Basic Food, Employment & Training (BFET) program

LWTech.edu/BFET

West Building, W207
(425) 576-5811

The Basic Food, Employment & Training ([BFET](#)) program is a federally funded program designed to support students who are receiving federal food assistance, or food stamps. Students in the [BFET program](#) may receive:

- Funding for books & supplies, up to \$250 per quarter; funding for tuition may be available on a limited basis
- Childcare assistance through Working Connections Childcare (DCYF)
- Career and educational advising and planning
- Eligibility for food stamps if previously denied
- Support in navigating DSHS services
- Assistance with accessing other forms of financial aid

Eligibility guidelines include:

- Must be receiving or eligible to receive federal Basic Food Assistance
- Cannot be receiving Temporary Assistance for Needy Families (TANF)
- Must have a complete 2023-24 FAFSA/WASFA
- Must be enrolled in a professional-technical or transfer program (not a Bachelor program) or basic skills classes like GED, HS+, ELL or BEdA
- Must be committed to getting a job upon program completion

NOTE: Federal Basic Food Assistance is a form of financial support that many students may be eligible for. Once receiving this assistance, students are then eligible for BFET. To see if you qualify and to apply for Federal Basic Food Assistance, go to www.washingtonconnection.org.

Opportunity Grant Scholarship

West Building, W207
(425) 739-8100 x 8448

The [Opportunity Grant \(OG\) Scholarship](#) is designed to help low-income students in high demand pathways to reach their educational and employment goals. Students in the OG program may receive:

- Tuition and fees for up to 45 credits or up to 3 years; whichever comes first
- Up to \$1000 per academic year for books and related supplies
- Support services, academic advising, and career planning
- Job search assistance and resources

Eligibility guidelines to receive the grant include:

- Low income, determined by the 2023-24 FAFSA and 2023-24 income guidelines
- Washington state resident for at least 1 year and resident status
- Must be enrolled in Accounting, Baking Arts, Business Technology, Computing & Software Development, Computer Security & Network Technology, Healthcare or Professional-Technical IBEST programs
- Have a cumulative and quarterly GPA of 2.0 or higher

Priority will be given to students who do not have a previous Bachelor's degree or higher.

Worker Retraining Program

West Building, W207
(425) 739-8206

The [Worker Retraining Program](#) at LWTech provides specific services to students that meet eligibility requirements under these circumstances:

- Laid off from work – currently receiving unemployment benefits or exhausted benefits in the last 48 months

- Displaced homemakers – through divorce, separation, death, or other circumstances, you are no longer supported by the income of a partner in your home
- Self-employed and are now unemployed due to general economic conditions
- Military veterans discharged in the last 48 months
- Current military with separation orders
- Vulnerable to layoff – working, don't already have a college certificate or degree and/or employer requires the training

Services may include:

- Tuition and book assistance
- Educational planning
- Development of an individual training plan
- Priority Registration
- Career and job search assistance
- Assistance with CAT/TB applications

WorkFirst

West Building, W207
(425) 739-8131

[WorkFirst](#) offers access to training, support, resource referrals, and possible tuition and book assistance to TANF (Temporary Assistance for Needy Families) recipients attending LWTech, and referred by DSHS. Students must be enrolled in a professional technical program (not a transfer or Bachelor program) or basic skills classes like GED, HS+, ELL or BEdA. Support services include:

- Tuition and book assistance (when available; assistance in finding other financial aid resources)
- Academic advising and career planning
- Short term training and assistance in finding employment
- Information and referrals to community-based organizations
- Priority registration
- Support in navigating DSHS services

Support Services for All Students

Career Services

LWTech.edu/careerservices

West Building, W201
(425) 793-8113

Career Services offers career exploration and job search assistance to students, and alumni. Career Services is a Worksource Connections site and includes community-based organizations that can assist students with job search and training opportunities. Whether students are looking for a first job, needing a part time job while attending school, or are ready to start a career after graduation, Career Services focuses on providing tools needed to reach employment goals. Services include:

- “HIRE LIONS” powered by Handshake – Search for current jobs, internships, and student employment opportunities related to your program of study, post a resume and apply to jobs online; to register go to LWTech.edu/careerservices
- Job search information and resources at the Career Services webpage
- Job search resources and assistance by appointment

- Resume, interview, and networking assistance
- [Career exploration](#) workshops and resources
- Labor market information
- Information on local job fairs and hiring events
- On-campus employer recruiting opportunities
- Computer, fax, copy machine and phone are available to assist in job searches

Career Spots

LWTech.edu/ERC

Supported by Career Services, W201

Career Spots is a series of free online workshops that focus on career exploration and job search strategies. As a workforce college, we value education that leads to employment. The Career Spots video series includes such topics as Resume Writing, Job Search Ethics, What Recruiters Look For, Top 10 Interview Mistakes, Networking Strategies, and Finding an Internship. All of these workshops and much more are available from the [Career Services webpage](#).

Center of Excellence for Veteran Student Success

LWTech.edu/Veterans

East Building, E131

(425) 739-8213

The [Veterans Center](#) provides a multitude of support services to students that identify as active duty, veteran (all eras), dependents, and spouses of veterans. Our mission is to assist our students' transition from military to civilian culture by connecting them to the local & campus community.

With help from our community partners, we can also provide:

- Enrollment support
- Program advising
- Housing support services
- Financial support
- Transitional training & skill building
- Social support services
- VA benefit claims assistance
- Employment assistance
- Low/no cost mental health services
- Access to VA Healthcare

Computer Lab

LWTech.edu/campus-life/computer-lab

Technology Building, T215H

(425) 739-8563

The LWTech Library [Computer Lab](#) is a designated Quiet Area of the [Library](#) and offers both Windows and Mac computers, internet, and specialty software that is not available on computers in other areas of the Library. The computer lab is located in the Library Learning Commons and gives students free access to computers outside of class. It is for all students and our community members.

The following services are offered:

- PCs and MACs with up-to-date software used in most of the classrooms
- A quiet atmosphere
- Technical and computer help from staff
- The Lab has the same hours as the Library Learning Commons

Community Resource Referrals

LWTech.edu/communityresources

West Building, W207

(425) 739-8100 ext. 8474

The Workforce Development team provides individualized referrals to community-based organizations and college resources to help students overcome current challenges and persist through program completion. Students can reach out for referrals and help in accessing:

- Basic needs services
- Basic food assistance
- Food banks
- Housing and homelessness support services (LWTech may also have funding to support students experiencing housing insecurity)
- Utility assistance programs
- Transportation assistance
- Education and employment resources

Disability Support Services

LWTech.edu/DSS

West Building, W207

(425) 739-8300

DSSinfo@lwtech.edu

If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services ([DSS](#)) Department. They coordinate reasonable accommodations for students with documented disabilities. A reasonable accommodation also applies to all services, programs, events, and facilities of the college. All information and documentation is confidential. Receiving accommodations, services, and/or aids based on a disability is a three-step process:

- Self-identifying to the DSS Office.
- Providing typed documentation from a qualified professional to the DSS Office that outlines the nature and extent of the disability.
- Requesting services through an intake interview with the DSS staff. Students must request accommodations through DSS Online Services quarterly. Once the request is made, DSS staff will email a letter of academic accommodations to instructors.

For [additional information](#) on appropriate medical documentation and the college's non-discrimination policy, please visit the [DSS webpage](#).

eLearning

LWTech.edu/eLearning

Technology Building, T313

(425) 739-8137

elearning@lwtech.edu

The [eLearning department](#) at LWTech provides support for online, hybrid, and web-enhanced courses using the [Canvas](#) learning management system. Canvas trainings for [students](#) are offered. Schedule a training via the online calendar request form or visit the link. Find your next learning opportunity by visiting our eLearning training calendar.

eTutoring

LWTech.edu/tutoring

Virtual

eTutoring is available to all LWTech students. Students can access eTutoring through any current Canvas course. The link is located at the bottom of the navigation list in each course. Please visit the [eTutoring schedule](#) for a list of classes available for tutoring.

Essential Skills Office

LWTech.edu/essentialskills

West Building, W206

(425) 739-8359

The LWTech [Essential Skills Office](#) offers group classes and individualized instruction for current and new students. Help with any of the following skills is available:

- English, reading, writing, and spelling
- GED preparation
- CASAS testing
- Computers with internet access
- Informational writing handouts and tutorials
- Software to practice grammar

Library Learning Commons

LWTech.edu/Library

Technology Building, T215

(425) 739-8320

library@lwtech.edu

[Library Learning Commons](#) librarians and staff assist LWTech students, staff, as well as members of the community to engage with unique learning materials selected to support all program and course areas. Orientations to the Library and instruction sessions for individuals or classes can be arranged with a Librarian.

Consider these resources when using the library:

- Resource Check Out
 - Use your student ID card to check out books, a wide assortment of DVDs, equipment, books, journals, and additional resources.
- Group Study
 - Small, group study rooms with various resources are available through the [reservation system](#) on a first come first served basis. 24 hour-advance notice is needed to book a room. Rooms may be reserved within the period of one month, for less than four hours at a time. This reservation system also includes a digital media studio.
- Computer Resources

- Internet and print ready computers are available for completing assignments and accessing resources and online databases like: Artsot, Credo Reference, CulturGrams, EBSCOhost, InfoBase Fact on File, Health Reference Center, LexisNexis, ProQuest and others!

RISE Center

LWTech.edu/RISE

East Building, E128

(425) 739-8693

The [Resources for Inclusion, Support, and Empowerment \(RISE\) Center](#) builds an equitable and inclusive campus community for all students through educational programs and advocacy. Additionally, the center is a support service for students from traditionally underrepresented and underserved backgrounds, such as students from minoritized ethnic/racial groups, students with disabilities, first-generation college students (those who are the first in their family to attend/graduate from college), and members of the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community.

StudentLingo

Supported by Workforce Development, W207

[StudentLingo](#) is a series of free online workshops that help students navigate and succeed in college. The workshops include such topics as Online Learning Strategies, Discovering Your Learning Style, Exam Preparation Tips, Reducing Test Anxiety, Financial Literacy, and Overcoming Procrastination. Workshops are available 24 hours a day and can be retaken multiple time.

Supplemental Instruction

LWTech.edu/SI

Technology Building, T217

(425) 739-8427

The LWTech Supplemental Instruction ([SI](#)) is a free academic support program open to all LWTech students. The SI Study Center has student and faculty facilitators available to assist students with math and writing assignments for any class in any program. Student SI Facilitators also lead weekly [study sessions](#) for targeted high-impact academic core classes, and provide in-class support for students in introductory-level courses in technical programs.

SI Study Center

Student SI Leaders work alongside professors to provide support for high-impact core classes. SI Leaders provide in-class support for lower level classes and lead study sessions in the [SI Study Center](#) for specific courses. Courses supported include (but are not limited to):

- Math 87, Math 90, Math 98, Math 99x, Math 141 (pre-calculus), and Math 146 (statistics)
- English 99 and English 101
- MMDP 122 (Photoshop) & MMDP 124 (3D/Maya) in the MMDP SI Lab (Tech bldg 1st floor)
- Computer Science courses in the Computer Science SI Lab (2nd floor of the Library – Learning Commons)

The Learning Lab

LWTech.edu/LearningLab

Technology Building, T217

(425)739-8361

thelearninglab@lwtech.edu

The [Learning Lab](#) is a FREE drop-in tutoring center that supports all LWTech students in their math, English, science, social science, pre-requisite, general education, and select program classes. The goal of The Learning Lab is to help students complete their programs by providing tutoring, current course textbooks, up-to-date technology, assistive technology, ADA accessibility, whiteboard tables, SMART Board, printing, a separate study room, and more. The Learning Lab strives to make college a rewarding and successful experience for every LWTech student. Students who use The Learning Lab describe it as: welcoming, respectful, supportive, student-directed, empowering, and collaborative.

TRIO Projects

LWTech.edu/TRIO

Technology Building, T217

(425)739-8361

TRIO@lwtech.edu

The goal of [TRIO](#) is to provide services to eligible students who are first-generation (neither parent nor guardian has a bachelor's degree and neither does the student), and/or low-income, or [students with disabilities](#). TRIO encourages students to complete their [degree or certificate](#) and [transfer to a four-year college](#), or program if possible. The staff at TRIO strive to make college a rewarding and successful experience for our students. TRIO at LWTech provides more than academic support. TRIO provides a safe place for students to ask questions and find resources. From the moment students enter the TRIO programs, they will have the support they need to achieve their academic and personal goals.

LWTech has two federal TRIO grant projects:

Student Support Services (SSS)

- SSS provides academic support services for first-generation and/or low-income students.

Support Services for Students with Disabilities (SSSD)

- SSSD provides academic support services for students with documented disabilities.

Both projects provide the following FREE services:

- [One-on-One Tutoring](#)
- [Academic Advising/Educational Planning](#)
- Financial Education/Scholarship/FAFSA Application Assistance
- [Student Success Appointments](#)
- [Transfer/Career Planning](#)
- Graduation Assistance
- Copying, Printing, and Faxing

For more information, or to [apply](#), [complete the TRIO eligibility survey](#), email [TRIO](#), or stop by T217 to speak with an advisor.

Campus Resources and Amenities

LWTech maintains a variety of resources and amenities for you to use throughout the day.

Eateries

LWTech.edu/Dining

Bakery

East Building, E151
(425) 739-8304

A variety of delicious pastries, pies, cakes, and breads may be purchased from our student-run bakery. The bakery opens around the third week of every quarter.

Avanti Marketplace

East Building, E149

The Avanti Marketplace provides 24-hour access to an excellent selection of fresh food meal options, snacks, and a variety of beverage choices.

Chef City Grill

East Building, E147
(425) 739-8310

Chef City Grill, LWTech's award-winning restaurant, is operated by faculty and students of the Culinary Arts program. The seasonal menu features upscale cuisine offered at affordable prices. Actual dates of operation vary, so be sure to call for the most current information. Reservations are required for groups of six or more.

StopWatch Espresso

East Building, East Mall

StopWatch Espresso, an outside coffee company, is the college's espresso company offering a wide variety of drinks and snacks.

Amenities

Bookstore

LWTech.edu/Bookstore

East Building, E127
(425) 739-8108

bookstore@lwtech.edu

All required and recommended books/materials are available in the bookstore, or can be ordered online at lwtechshop.com. The bookstore offers up to 80% off the retail price through the book rental program, and will price match online competitors. Additionally, the bookstore sells a variety of snacks, drinks, sundries, LWTech apparel and gift items.

Calculator Rental

Technology Building, T215
(425) 739-8314

The Library has calculators available to rent for all math classes. TI-84 Plus and TI-83 are both available for check out.

Computer Repair

Technology Building, T219
(425) 739-8100 ext. 8613

The computer science, network and technology shop services computer hardware or software problems for LWTech students and staff. Parts are supplied by the customer, and labor is no cost.

Dental Care

LWTech.edu/DentalClinic
East Building, E107
(425) 739-8130

The Dental Assisting and Dental Hygiene programs operate a non-profit full service [Dental Clinic](http://LWTech.edu/DentalClinic), which is open to the public. This allows chair-side education for our Dental Assisting and Dental Hygiene students. Licensed dentists, dental hygienists and certified dental assistants provide dental treatment at low cost. Call or stop by for fees, information, and appointments.

Early Learning Center

LWTech.edu/Childcare
South Portables 1-8
(425) 576-5838
ELC@LWTech.edu

The [ELC](http://LWTech.edu/Childcare) provides nurturing care in an educationally enriched environment for children 18 months to six years of age. The professional staff plan developmentally appropriate activities based on the needs and interests of the children in care. Priority enrollment and reduced fees are provided for students. The ELC also serves employees of the College and the local community. Community members are served on a space available basis. Spots fill up quickly, so be sure to contact the center as early as possible.

Auto Repair Shop

East Building, E139
(425) 739-8100 ext. 8509

[Repair services are available for students or general public](#) vehicles and equipment, if they fit course curriculum and training needs. Students in the following programs, do the work as part of their hands-on practice. To have repair work considered, please contact the faculty at the following website pages:

- [Automotive repair technician](#)
- [Auto body technician](#)
- [Diesel and heavy equipment technician](#)

Faxing

East Building, E128
(425) 739-8314
OSL@lwtech.edu

Fax services are available when you need to fax financial documents. Stop by the Office of Student Life, they can assist you.

Menstrual Hygiene Products

East Building, E128
(425) 739-8314
OSL@lwtech.edu

With the passage of state law ([RCW 28B.170.010](#)), menstrual hygiene products are now available at no cost in our gender inclusive and female bathrooms. If you need assistance with receiving free menstrual hygiene products, please contact the Office of Student Life

Wellness Center

LWTech.edu/FitnessCenter
East Building, E116
(425) 739-8319
Wellness.Center@lwtech.edu

The Wellness Center is focused on student's wellness goals. Stop by the Center to work out, pick up nutrition information, and other services focused on health and wellness.

Annual Plant Sales

LWTech.edu/PlantSale
Horticulture Complex
(425) 739-8356

The environmental horticulture program offers a study arboretum with a broad selection of well-established landscape plants. Picnic tables are available for gathering with friends, studying, or a refreshing pause. Look for the fall and spring [plant sales](#) during October and late April/early May.

Lockers

West/East/Allied Health Buildings
(425) 739-8224
security@lwtech.edu

Lockers are available in some campus locations on a first-come, first-served basis. Students must provide their own lock and are responsible for the safety of the locker's contents. In the event of an emergency or unusual situation, the college may conduct a search of any locker because lockers remain the property of the college. Lockers are emptied and cleaned routinely and advance notices are posted before lockers are cleaned. Any padlocks left attached to either the locker or the locker door will be cut and disposed of on the day of the cleanout. Any items not cleared before cleaning will be treated as lost and found items and taken to the Campus Public Safety Office, East Building, E145.

Posting Advertisements

East Building, E128
(425) 739-8314
OSL@lwtech.edu

The Office of Student Life posts fliers from students for the following items: rooms for rent, textbooks for sale, and other approved advertisements. To submit a flier for posting, bring it to E128.

Printers and Copy Machines

Library-Learning Commons & Allied Health Building 2nd floor

For a fee, [printer and copy machines](#) are available for use for students. If you have issues with the copiers, please visit the reference desk (Library-Learning Commons) or the Office of Student Life.

Student ID Cards

West Building, W201
(425) 739-8104

The Enrollment Services Office provides [student identification cards](#) at no extra charge for currently enrolled students. Student IDs may be ordered in person [during office hours](#) or [online](#). ID cards serve as your library card and your print card. If your card is lost, a \$2 replacement fee is charged.

Parking & Transportation

For complete rules and policies associated with parking please visit Campus Safety and Security. Free general parking, only within marked, painted parking stalls, is available to all faculty, staff, and students. Rules have been established for student and visitor safety. Anyone involved in an on-campus vehicle accident resulting in injury or damage exceeding \$500 must immediately report the accident to [Campus Safety and Security](#).

Parking Vehicles on Campus

East Building, E145
(425) 739-8224
security@lwtech.edu

Parking is available to college employees, students, and visitors. The on-campus speed limit is 10 miles per hour. Parking lots are used only for parking. LWTech parking lots are not used for car maintenance, drag racing, or car stunts. Parking in any other place not specifically designated by painted stalls or signed as a motor vehicle parking space is prohibited. State motor vehicle regulations also apply. Contact Campus Public Safety if temporarily disabled or inoperative vehicles must be left on campus. After 72 hours vehicles may be impounded at the owner's expense. Citations may be issued for violating parking regulations. Vehicles that violate parking and traffic regulations may be cited and/or towed and impounded under WAC 495D-116-170 (at the owner's expense). Kirkland police may issue citations for violations of traffic law and parking infractions as they apply throughout the City of Kirkland. Other information about parking is as follows:

- Bicycle Parking
 - Bicycle racks and bike box lockers are available and rental is coordinated through Facilities and Operations. Bikes may not be secured inside buildings.
- Carpool Parking
 - Carpool permits are issued yearly and are available at the Campus Public Safety Office. Carpool regulations require two or more people per vehicle and permit holders may register multiple vehicles. Carpool parking areas are restricted to

current permit holders 7:30 a.m. to 5 p.m., Monday through Friday. Carpool parking areas are open to general parking after 5 p.m. during the week and anytime on weekends.

- **Accessibility Parking**
 - Accessibility parking spaces are located on campus, in accordance with ADA Regulations. A valid state accessible parking placard or accessible license plate must be visible when parking. Violations of accessible parking rules may be reported to Campus Public Safety
- **Visitor Parking**
 - Visitor parking spaces are available to guests, in the west parking lot. Visitors must sign in at the visitor computer located in the West Building at the information desk or go to LWTech.edu/CampusGuest on their mobile devices. Visitor parking spaces are open to general parking after 5 p.m. during the week, and anytime on weekends.
- **Dental Clinic Parking**
 - A limited number of parking spaces are reserved and available for dental patients, from 7:30 a.m. to 5 p.m., Monday through Friday in the North and South Parking Lots. Faculty, staff, and students may park in dental spaces only after 5 p.m. during the week, and anytime on weekends.
- **Motorcycle Parking**
 - A limited number of motorcycle spaces are located throughout campus. While motorcycles may park in any designated, painted parking space, 4-wheeled vehicles may not park in spaces designated (signed) for motorcycles only.

Electric Vehicle Charging

East Building, E199
(425) 739-8218

Two charging stations are located in the parking lot under the Technology Center building. Please follow the instructions on the vehicle charging station, which may include time limits. If you experience any problems, contact Facilities & Operations.

Public Transportation Information

The college is a regular stop on Metro bus route 238. To learn more about your public transportation options contact King County Metro to learn about route changes/closures, accessibility, Ride Share, and Vanpool.

On Campus Lounges, Spaces and Labs

Meditation & Relaxation Room

LWTech.edu/campus-life/meditation-room

Technology Building, T118
(425) 739-8369

This room is for those in need of a quiet space on campus to engage in meditation, prayer, or silent reflection. It is intended to be a safe and inclusive environment. Usage of the Meditation Room is on first-come, first-served basis, and only LWTech students, staff, and faculty are eligible to use the room during designated open hours. The room is managed by Wellness Center staff. Any questions or concerns about the Meditation Room can be directed to the Wellness Center by calling (425) 739-8314 or stopping by the center in East Building, E116.

Open Lounge Areas

East Building, E128
(425) 739-8314
OSL@lwtech.edu

The college has designed numerous spaces available to all students for relaxing and gathering. These areas are specifically designed for student groups. The Office of Student Life staff manages many of these areas, if there are problems with these areas please report any issues to E128.

Study Spaces

There are many study spaces either in the rooms or in various campus lounges. Take advantage of them today.

Library Learning Commons

Technology Building, T215
(425) 739-8320

Study rooms for small group study can also be reserved. Computers with internet access and printing capabilities are available to students for completing assignments and accessing online resources.

Safety & Emergency Procedures

Campus Public Safety

LWTech.edu/Safety
East Building, E145
(425) 739-8224
security@lwtech.edu

[Campus Public Safety](#) offers a variety of services to students. More information about those services is described below. General safety information and immediate campus emergency response information can be found on the multi-colored emergency flipcharts located throughout the campus. In addition, specific program (classroom) safety information is available from any instructor. Whenever an accident occurs, please notify LWTech Campus Public Safety. Call 911 (cell phones) or 9-911 (on-campus phones) for all criminal or medical emergency responses; then notify Campus Public Safety of the emergency at x8224.

Building Evacuation/Lockdown Process

If an emergency on campus requires the evacuation of a building or buildings, notification to evacuate will be sent via fire alarm, the college-wide P.A. system, Alertus Mass Notification System, or through cell phone texts, e-mails, or phone calls via the college's subscriber-based emergency notification system (OmniAlert) and the subscriber-based Flashalert.org. In all cases, evacuate calmly to the designated evacuation assembly area for your specific building. Evacuation routes and evacuation assembly areas are noted in each room. Remain at the location until given an "all clear" announcement from an authorized LWTech official. In the event of a building lockdown, the campus will be advised of the situation via the P.A. system, Alertus Mass Notification System, and OmniAlert. Follow announced instructions and stay inside until an "all clear" announcement is given.

Campus Emergency Alert System Service

Sign Up for Alert System:

LWTech.edu/Alerts

The campus emergency alert systems are available to faculty, staff, students, family and friends, and area community members. These two systems send emergency alerts anytime there is a campus emergency or an unplanned campus closure.

Emergency Closure Information

flashalertseattle.net

In the event of a college closure, tune to local radio and TV stations, or visit the web for information on college operations.

First Aid Information

To prevent spread of disease through contact with human blood or bodily fluids during emergencies, and in selected clinic courses, wearing protective gloves is advised. For courses with potential exposure to blood or body fluids, protective equipment is available in the classroom. First aid kits are available in many locations across the campus, as shown on campus emergency flipcharts. Dispose of used first aid products with Facilities and Operations.

Hoverboards

Evidence demonstrates that some batteries and chargers in motorized self-balancing scooters, popularly called hoverboards, are dangerous and prone to explosion, creating a substantial safety and fire risk. The safety of our students and our entire campus community is important. LWTech prohibits the use, possession, or storage of hoverboards in any of our campus buildings or on campus property.

Lost and Found Service

Unclaimed (found) items on campus should be turned in to Campus Public Safety. To inquire about lost items contact Campus Public Safety or simply visit Trackmole.com and enter Lake Washington Institute of Technology to view lost and found items.

Personal Safety Escorts

If faculty, staff, or students feel unsafe while walking across campus LWTech Campus Public Safety offers personal safety escorts.

Smoking

Smoking on campus is not a right. Generally, LWTech is a smoke-free campus. However, the college nonetheless recognizes the privilege of personal choice. Smoking on campus, including the use of electronic cigarettes, is limited to the following designated-smoking areas ONLY:

- In the fenced areas on the west and east wings of the east Building (facing north)
- The North Parking Lot
- The South Parking Lot
- The West Parking Lot
- The Horticulture (SW) Parking Lot
- The Tech Building Outside Parking Lot (Outside parking area ONLY)

Washington State Law prohibits smoking within 25 feet of any campus building entry door, window, or building air intake. Smoking is prohibited on all fire lanes, campus roads, and sidewalks. Do not litter the grounds with cigarette or cigar butts; put all cigarette and cigar butts

in ashtrays provided for that purpose. Failure to comply with LWTech smoking regulations may result in a referral to the Student Conduct process.

Policies

Office of the Vice President of Student Services

West Building, W201
(425) 739-8100

College policies and procedures affect students whenever they are on campus, or if they are representing LWTech in any off campus instructional or non-instructional activities. Contact either the [Vice President of Student Services](#) or the Vice President of Instructional Services for additional information.

Academic & Enrollment

Academic Alert Process

Students affected by the policies stated in this section are encouraged to consult with their adviser, counselor, or members of the counseling staff to examine their objectives carefully before continuing enrollment. Students who are placed on [academic notice 1, 2, 3, and 4](#) will be notified via preferred email as listed in LionsLink.

Academic Standards and Regulations

Academic standards include regulations regarding student behavior, discipline, standards of progress, and academic performance. The guidelines for academic standards and related procedures are developed, maintained, and implemented by the Vice President of Instructional Services, or designee.

Academic Dishonesty

LWTech regards acts of academic dishonesty, including such activities as plagiarism or cheating, as serious offenses. In the event that cheating, plagiarism, or other forms of academic dishonesty on the part of student is discovered, each incident will be handled on an individual basis as deemed appropriate. Care will be taken that students' rights are not violated and that punitive measures are instituted only in cases where documentation or other evidence of the offenses meets the "preponderance of evidence" standard. A description of all such incidents shall be forwarded to the Vice President of Instruction where a file of such occurrences will be maintained. The Vice President of Instruction or designee may institute academic action against a student according to college policy and the Student Handbook.

Academic Standards of Progress

LWTech is a state supported public institution. Washington State law [RCW 28B.10.695](#) requires colleges to adopt policies to help ensure students seeking degrees and certificates complete these programs in a timely manner and efficiently use state resources. LWTech expects its students to take their education seriously and plan for success. The college provides many types of assistance to students, including setting standards for academic success and appropriate interventions to assist students in their academic progress.

The Financial Aid Office maintains additional policies related to Standards of Academic Progress as related to the provision of federal and state financial aid. These policies are separate from what is described below and can be found at LWTech.edu/FinancialAid

Procedure for Grades Below a 2.0

LWTech students must earn a cumulative and/or quarterly grade point average of 2.0 or above. If not, the college will place the student progressively on academic notice level one, two, three, and four. The level depends upon how many times in consecutive quarters the student's GPA falls below 2.0. If the student's cumulative and most recent quarterly grade point average is 2.0 or above, the college will return the student to good standing.

- Academic Notice, Level 1
 - No action required
 - In the first quarter after a quarter of good standing that the cumulative or quarterly grade point average falls below 2.0, the college notifies the student that they have been placed on academic notice, level one status. At this level:
 - Students are encouraged to meet with their advisor to develop a success plan
 - There is no appeal of this academic alert.
- Academic Notice, Level 2
 - Meeting with Academic Advisor required
 - In the second consecutive quarter of enrollment with a cumulative or quarterly grade point average below 2.0, the student is placed on academic notice, level two status. At this level:
 - Students will be required to meet with their advisor to receive support and develop a success plan.
 - The student's registration will be blocked and permission of the academic advisor required for class registration.
 - The college prohibits late registration for students on academic notice level two.
 - There is no appeal of academic notice level two.
- Academic Notice, Level 3
 - One quarter suspension from the college
 - In the third consecutive quarter enrollment with a cumulative or quarterly grade point average below 2.0, the student is placed on academic notice, level three status. At this level:
 - The college will suspend the student for one quarter; this means the student will be dropped from any future enrollment. During the student's suspension, the student may not register for any course
 - The student may not participate in events or activities reserved for students.
 - In order to return, the student must meet with the Director of Student Development to receive support and develop a success plan.
 - Success plans may include and are not limited to: restrictions on the number of credits a student may take, requirements to participate in support services such as tutoring, coordinated care between offices on campus and off campus as needed, and/or requirements to take classes in a particular sequence.
 - Registration for future quarters can only happen after this meeting and with permission from the Director.
 - The college prohibits late registration for students returning from academic suspension.
 - Some programs may have additional re-application requirements.

To initiate an appeal, please complete the [Academic Notice Appeal form](#). You will need the following information to complete the form:

- Name
- Student ID
- Email address
- Last quarter of attendance
- Describe the circumstances that resulted in academic notice level three or four
- Describe how these circumstances have been resolved
- Describe your plan for academic success if you are re-admitted to the college
- Describe other factors the vice president should know about the situation

Administrative Withdrawals

You may be administratively withdrawn from an individual class or all classes in a particular quarter for the following reasons. In all cases, tuition refunds will follow LWTech's posted refund policy.

- Failure to meet prerequisite requirements: Many classes require completion of prerequisite coursework to ensure students are prepared for course content and rigor. Students must meet the requirements of a class either by grade, transfer coursework, placement score, or faculty permission.
- Conduct sanctions: When a student is found in violation of one or more of the student conduct codes published in the student handbook, administrative withdrawal may be selected as an appropriate sanction.
- Non-attendance: In order to maximize enrollment opportunities for all students, instructors may request the Enrollment Services office to administratively withdraw students who (1) Do not attend the first and/or any subsequent class meetings AND (2) Do not notify the instructor in advance of the absence.

Grade Forgiveness

In order to compensate for the effects of circumstances in a student's past that may have negatively affected his or her GPA, LWTech offers a grade forgiveness policy. This procedure can be accomplished through an appeal filed with the registrar. The following criteria must be met to be eligible for such an appeal:

1. Grades must be three or more years old.
2. Only quarters including credits graded below a 2.0 may be forgiven.
3. Grade forgiveness can include one or several quarters from a prior census point back, as requested by the student.
4. The student must demonstrate a 2.0 GPA in all decimal graded courses taken after the last date of the period for which a student is requesting forgiveness.

All courses in a given quarter are removed from the GPA but remain on the student's transcript. This appeal can be requested by turning in a letter of appeal to the registrar in Enrollment Services. A determination will be made whether grade forgiveness is appropriate on a case-by-case basis.

NOTE: Grade forgiveness can only be granted once.

Grades previously forgiven will not be reinstated. Also if a student is transferring to another college, that college may not recognize the grade forgiveness previously granted at Lake Washington Institute of Technology.

Grade Appeal and Change Procedures

Appeal Expectations and Conditions

A grade appeal only applies to the final course grade. The assignment of a grade is the sole right and responsibility of the instructor, reflecting their careful and deliberate judgment. Assigned grades are presumed to be correct. Students have the right to appeal a grade assigned in error or perceived as prejudiced, arbitrary, or capricious. In a grade appeal, the appropriate instructional division dean will meet only with the student and the instructor. No other advocate may be present. The student is responsible for knowing and initiating the grade appeal process; the burden of proof rests on the student. The student must file a grade appeal with the appropriate division dean as indicated below within the academic quarter following the quarter for which the grade was received. Documented extenuating circumstances (such as medical complications or recall to military duty) may extend this timeline. Students needing assistance with the appeal process due to a disability or language barrier should contact the Director of Student Development before beginning the process.

Grade Appeal Process

Students are responsible for maintaining standards of academic progress and following course procedures established by their instructors. The purpose of the grade appeal is to recognize faculty authority in the grading process while protecting students from possibly erroneous, prejudiced, arbitrary, or capricious academic evaluation. All attempts to resolve grade disputes must originate between the student and the instructor.

1. The student must first meet with the instructor who assigned the grade. The instructor will explain the rationale for awarding the grade. The student is responsible for demonstrating grade error or that arbitrary or capricious assignment of the final course grade occurred.
 - a. If the student can provide evidence of multiple attempts to contact the instructor without a response, the student may bring that evidence to the Dean and request to skip step one.
2. If the result of the student's meeting with the instructor does not produce a satisfactory resolution of the student request, the student may appeal in writing (including a rationale for the appeal, date of meeting with faculty member, and all supporting documentation) to the appropriate division dean. If the grade appeal is due to academic dishonesty, the student may elect to follow this process or request review by the Honor Code Panel. If the appeal is being heard by the dean, he/she will:
 - a. Send the written student appeal to the faculty member requesting the faculty member's written response and documentation supporting the grade decision
 - b. Send the faculty member's written response and documentation to the student and inquire if this now resolves the situation:
 - i. If yes, the process ends
 - ii. If no, the dean follows steps c-f below
 - c. Meet with the student
 - d. Meet with the instructor
 - e. Review the course materials, any supporting documentation provided by the instructor and/or the student, and the grade assigned

- f. Render a written decision (including a brief rationale) to deny, approve, or modify the appeal within 15 business days of the initial request for a grade appeal. (This timeline may be extended if all parties are informed in writing).

[Full procedures and forms are available online.](#)

The decision of the dean is final.

3. In the case of a grade appeal when the college no longer employs the course instructor or the instructor is unavailable for an extended period of time, the student may appeal in writing (including a rationale for the appeal) to the appropriate division dean. The dean will first attempt to contact and work with the instructor who is no longer employed or unavailable and follow the process in part two above. If the dean is unsuccessful, the dean will:
 - a. Convene a two-person faculty reading committee to consider the appeal. To the extent possible, committee members will be members of the original instructor's program or department, or have expertise in the appropriate field of study or a closely related field. The reading committee will:
 - i. Review course materials, including evaluation criteria, and the student's work
 - ii. Make a recommendation to the dean to deny, approve, or modify the appeal.
 - iii. Complete its work within 15 business days of the initial request for a grade appeal.
 - b. Review the reading committee's work and render a written decision (including a brief rationale) to deny, approve, or modify the appeal within five business days (this timeline may be extended if all parties are informed in writing).

The decision of the dean is final.

Grade Change

After grades have been posted to the student transcript, they can only be changed for the following reasons: a) to correct an error in the calculation of the grade; b) to take into account additional work done to remove an Incomplete grade; c) as the result of a student grade appeal; or d) due to academic dishonesty.

A grade change form must be completed and submitted by the faculty of record for the class to the Enrollment Services before a grade change becomes official. Grade changes, not including grades under appeal, must be completed within one quarter following the end of the quarter that the class was officially scheduled. Incomplete grades must be made up no later than one quarter after the quarter in which the grade was given excluding summer. If the grade is not made up within this time period, the grade shall be a 0.0 (F) or a grade assigned by the instructor.

Academic Dishonesty Program Dismissal/Appeal and Final Grade Appeal

The decision to remove a student from any instructional program due to academic dishonesty, or the decision to take other non-disciplinary actions based on allegations of academic dishonesty, may be made by the dean (or associate dean if there is one overseeing the

program). The notice of program dismissal or other non-disciplinary actions will be in writing, provided to the student within 2 business days of the decision, and will include:

1. Language from college or program specific handbooks/procedures/policies stating the prohibited behavior and possible consequences.
2. A description of the incident and evidence used to make the decision.
3. A description of the decision including any time limits and referral to the student conduct process if applicable.
4. Rights of the student to appeal the decision and process to do so.

Student Appeal of Academic Dishonesty Program Dismissal or Final Grade

Students may appeal program dismissal, final grades and/or other non-disciplinary action(s) related to academic dishonesty to the honor code panel. The student must submit a written appeal within 21 calendar days after notice was served. The student's appeal should be delivered to the Vice President of Instruction and must include a rationale for the appeal.

Honor Code Panel

As needed, the Vice President of Instruction will convene an Honor Code Panel to hear student appeals of program dismissals, final grades and other non-disciplinary actions due to academic dishonesty. The Panel will consist of:

1. Two (2) faculty who are not:
 - a. Instructors in the student's program of study, and
 - b. Current, previous, or (likely) future instructors of the student, and
 - c. Connected to the tenure committee (if applicable) of the faculty involved in the student's case
2. One (1) administrator

The appointed administrator will chair the Honor Code Panel and schedule a hearing within 15 business days after the college receives the student's appeal. The date and time of the hearing will be provided in writing to the student and the dean, associate dean, or faculty member (in the case of a grade appeal) at least seven (7) days in advance of the hearing.

The dean, associate dean, or faculty member, and the student must provide the Honor Code Panel chair with copies of all evidence that will be presented to the Honor Code Panel at least four (4) business days in advance of the hearing. The chair will provide copies of all materials to all parties and Panel members at least two (2) business days in advance of the hearing. The chair will advise the faculty members on the panel and assure the process is followed.

The Honor Code Panel will:

1. Review the evidence provided in advance.
2. Schedule a hearing to review arguments.
3. Hear any additional arguments the accused student may wish to present at the scheduled hearing.
4. Hear any additional arguments the dean, associate dean, or faculty member may wish to present at the scheduled hearing.

5. Make a determination whether to uphold or reverse the initial decision. In order to reverse a grade decision of a faculty member, the two faculty representatives on the panel must agree to do so unanimously.
6. Forward the recorded hearing, and its written findings, conclusions, and recommendation to the Vice President of Instruction. This must occur within seven (7) business days of the hearing.
7. Send a copy of the written findings, conclusions, and recommendation to the student, and the dean, associate dean, or faculty member. This must occur within seven (7) business days of the hearing.

The student, and the dean, associate dean, or faculty member may each submit a written response to the Vice President of Instruction within 10 days of the date the panel issues its recommendation. The Vice President of Instruction will review all materials and render a final decision within 15 business days.

The decision of the Vice President of Instruction is final.

If the allegation of academic dishonesty also results in disciplinary charges under the student conduct code, the Vice President of Instruction or designee will forward any final findings related to academic dishonesty to the student conduct officer.

Repeating a Course

Students may repeat a course only twice for credit. The highest credits and grade points earned in either the original or the repeated course are used in GPA computations.

Field Trips

Field trips offer students an opportunity to transfer classroom learning directly into an area of study. Many instructors make them a regular part of an instruction plan. Field trip expenses are the student's responsibility and are considered a part of the cost of the training program. To drive other students on field trips, student drivers must have a valid Washington state driver's license and sufficient insurance coverage to meet Washington's insured motorist standards. Students under 18 years of age must have parent's permission to participate in field trips.

Student Rights

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Lake Washington Institute of Technology receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Lake Washington Institute of Technology official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Lake Washington Institute of Technology official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Lake Washington Institute of

Technology to amend a record should write the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Lake Washington Institute of Technology decides not to amend the record as requested, Lake Washington Institute of Technology will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Lake Washington Institute of Technology discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Lake Washington Institute of Technology discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is:
 - a. a person employed by Lake Washington Institute of Technology in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);
 - b. a person or company with whom Lake Washington Institute of Technology has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or
 - c. a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the college. Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student ID Numbers and Social Security Numbers

The Student Identification Number (SID) is a college-assigned number unrelated to a social security number (SSN). To comply with federal laws, LWTech must ask for the SSN or Individual Tax Identification Number (TIN) of all students. LWTech uses the SSN/TIN to report Hope Scholarship/Life Time tax credits; to administer state/federal financial aid; to verify enrollment, degree, and transcript records; and to conduct institutional research. If a SSN/TIN is not submitted, students will not be denied access to the college. However, students may be subject to civil penalties; refer to the Internal Revenue Service Treasury Regulation 1.6050S-1 e4 for more information. Pursuant to State law RCW 28B.10.042 and federal FERPA laws, the college will protect a SSN from unauthorized use and/or disclosure. A SSN will never be used as an SID.

Students without Social Security Numbers

Social Security numbers are not required for admission or registration. LWTech welcomes all students to pursue their educational goals at our campus, regardless of immigration or citizenship status. While we must ask about your Social Security Numbers and citizenship status to meet certain state requirements, your information is not shared outside of LWTech;

except when required by a lawfully issued subpoena or court order. Student records, including information about immigration status, are protected by federal privacy laws.

Record Accessibility

Lake Washington Institute of Technology has adopted procedures to comply with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (FERPA). Directory Information under FERPA for Postsecondary Institutions.

The law permits the college to make available to the public directory information:

- Student name
- Dates of enrollment
- Degrees or Certificates earned
- Program of study
- Honors awards received
- Full or part-time enrollment status
- Eligibility for participation in official activities and organizations
- College assigned email address

Students who choose to be excluded from the student directory as defined in Public Law 93-380 are requested to file a petition with Enrollment Services, West Building W201.

Release of Information to Health Department

For the well-being of the community and as a legal obligation, the college cooperates with local health departments in their investigations of infectious disease. The college will assist in notifying students who may have come in contact with an individual who has tested positive for a communicable illness, including sexually transmitted diseases. Staff may be asked for directory information about a student. This will be provided, as appropriate, to the health department. The college has identified its counselors as primary contacts with the health departments for the purpose of communicable disease contact notification. Inquiries about students are directed to the counselors whenever possible. Information will be supplied in a manner which provides for the mental and physical health of the students while their rights to strict confidentiality are protected. Strict confidentiality will be maintained in regard to information about sexually transmitted diseases.

Accommodations and Absences for Reasons of Faith or Conscience – Students

LWTech is committed to ensuring that students with faith- or conscience-based beliefs have equal opportunity to access and benefit from the College's educational offerings and services. To this end and in compliance with Title VII of the Civil Rights Act of 1964 and Washington's Law Against Discrimination, LWTech has adopted procedures for reasonably accommodating and allowing for absences and accommodations based upon the faith or conscience based beliefs, observances, and practices of its students.

Procedure: Accommodations for Reasons of Faith or Conscience

LWTech students are entitled to reasonable accommodations for reasons of faith or conscience. Students, regardless of their faith-or conscience-based beliefs, have an equal opportunity to access and benefit from curricular, co-curricular and extra-curricular offerings and activities. When college policy conflicts with student faith- and conscience-based beliefs and practices, the College will work with students to identify and implement reasonable accommodations.

To receive an accommodation, a student must fill out and submit a request for accommodation form to the Vice President of Student Services (VPSS) or designee at least two-weeks prior to

the desired start of the curricular, co-curricular, or extracurricular offering or as soon the student becomes aware of a conflict with College policy. All requests for accommodation must be submitted in writing and contain a concise explanation of how the requested accommodation is related to the student's faith- or conscience-based belief. The [request form](#) can be completed online.

- Upon receiving a request for accommodation form, the VPSS or designee will work with instruction and the student to identify a reasonable accommodation. Accommodations granted under this policy must be approved by the Office of the Vice President of Student Services or designee in advance of implementation.
- The VPSS or designee may deny a request for accommodation if the proposed accommodation would (a) pose a legitimate threat to health, safety or well-being of members of the college community, (b) fundamentally change the nature of the course or activity, or (c) result in an undue hardship to the college.
- The VPSS or designee will provide the student with a document identifying the approved accommodation. The student is solely responsible for providing a copy of this document to each instructor or staff member overseeing a class or activity requiring reasonable accommodation.
- Upon receiving a copy of the letter approving an accommodation, the instructor or staff will determine what adjustments, if any, are necessary to activities, coursework, testing, and/or assignments. The instructor or staff member will inform the student of these adjustments in a timely manner. Regardless of an instructor's or staff member's expectations or grading policies, reasonable accommodations granted under this policy shall not adversely impact a student's grade or evaluation.

Instructors and staff members are not required to honor a request for accommodation that has not been reviewed, approved, and communicated in compliance with the foregoing procedures. Appeals must follow the college's current "Grievances, Appeals and Complaints" procedure.

Procedure: Absence Due to Faith or Conscience

Students may request an absent from course activities due to reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Students' grades may not be adversely impacted by absences authorized under this policy, regardless of an instructor's class expectations or grading policies.

- Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.
- Students must request the absence through Office of Instruction at least 10 business days prior to the desired absence, unless the purpose of the absence was not known until later. All absences under this policy must be approved by the Office of Instruction in advance of the absence. LWTech will not authorize an absence for a student after the absence occurs without compelling circumstances.
- Requests for absences in classes with a clinical component must be received before the first day of the quarter.
- All requests for authorized absences under this policy must be in writing and contain a concise explanation of how the requested holiday is related to a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The request form can be completed [online](#).
- The Office of Instruction will provide the student with a document verifying the date of the approved absence and further instructions. To protect the student's privacy, this letter will not provide details about the student description of the absence.

- In order to ensure that their absence does not negatively affect their grades, the student must comply with directions for notifying their instructors of their upcoming authorized absence. The student is solely responsible for ensuring the documentation authorizing the absence is provided to each of the instructors whose classes or assignments will be affected by the absence.
- After an instructor is notified by the student of an upcoming absence, the instructor will determine what adjustments, if any, will need to be made to the student's scheduled classwork or assignments. The instructor will inform the student of these adjustments within two days of receiving the student's notification.
- If any of the student's desired absence dates fall on a day when a test was scheduled or an assignment was due, the instructor may require that the student take the test or submit the assignment before or after the regularly assigned date.
- If a student fails to notify any of their instructors of an authorized absence (as directed by the Office of Instruction), the instructor is not obligated to make any accommodations for the student's absence or treat the absence as authorized under this policy or the law.

Animals on Campus

7.P.07

The college bans pets or animals of any kind on college property unless the animal is a service animal prescribed to accommodate a person's disability. The person responsible for a service animal on college property must keep direct and positive control of the animal at all times. No one may leave an animal in a vehicle on campus as this may constitute animal abuse.

Campus Sex Crimes Prevention and Registered Sex Offender Procedures

5.A.140

LWTech is committed to balancing the safety of the community with providing a pathway to registered sex offenders (RSO) and other formerly incarcerated individuals to a living wage job. The college strives to provide an educational environment that will allow RSOs and other formerly incarcerated individuals to focus on their studies.

Information provided by law enforcement agencies concerning RSOs attending the college may be obtained from the office of the Vice President of Student Services.

Upon receiving written notification from the County Sheriff's Office, or any other agency, or self-disclosure from a prospective or enrolled student, about the likely presence of a RSO on or near any college controlled facility, activity or event, the college may take such steps as are necessary and appropriate under applicable state law to inform members of the college community of the presence of RSOs. Persons likely to be present include applicants for admission, attending students, employees of the college or persons otherwise known or suspected to frequent the college or college-controlled facilities, activities, or events.

The Director of Campus Public Safety shall be the designated official to receive notifications from the County Sheriff's Office or other police agencies. Prior to notification, the Director of Campus Public Safety may, when deemed advisable, contact appropriate police and/or community corrections personnel to obtain information to guide notification actions. The Vice President of Student Services shall coordinate notification to the campus community with the

Director of Campus Public Safety. Any person on campus receiving notification from a police agency shall provide a copy of such notification to the Director of Campus Public Safety. The Vice President of Student Services, or designee, shall make the appropriate notifications if the RSO is enrolled or deemed likely to enroll in, or to attend, a course, program, or other activity or event that is controlled or sponsored by the college. The Office of the Vice President of Student Services will maintain the following records on all RSOs covered under this policy:

- copies of all files, photos and other correspondence provided by other agencies;
- a record of all notifications made;
- copies of all community advisory flyers; or
- other public notices.

In the case of a college employee, the Executive Director for Human Resources, or equivalent officer, shall maintain a similar file and, with consultation of the President, shall coordinate notification.

The extent of the public disclosure of relevant and necessary information shall be rationally related to (a) the level of risk posed by the RSO to the community, (b) the locations where the RSO resides or is regularly found, and (c) the needs of the members of the college community for information to enhance their individual and collective safety. The extent and types of notifications may be adjusted on a case-by-case basis, but shall be generally guided by the RSO risk factors as follows:

Level I - Low Risk

Notice Sent to:

1. Campus Public Safety
2. Student Conduct Officer
3. Vice President of Student Services
4. Vice President of Instruction
5. Vice President of Administrative Services
6. College President
7. Director of the Early Learning Center
8. Principal/Dean of High School Programs
9. Executive Director of Human Resources
10. Director of Financial Aid

Additional Procedures for Level I RSOs:

1. The RSO is required to meet with the vice president of student services or the student conduct officer within the first quarter of enrollment and provide contact information for their probation officer.
2. The meeting with the vice president of student services will cover a) the college's commitment to ensuring a harassment free educational environment for the RSO, b) an explanation of the RSO designation and associated restrictions, c) ability of the college to meet any restrictions the RSO must follow, and d) the importance of the college's conduct code. There are no additional requirements after this meeting.

Level II - Medium Risk

Notice Sent to:

1. All Level I notifications
2. Faculty and staff in whose program and/or courses the student is enrolled
3. The college's Campus, Assessment, Response, and Evaluation (CARE) team
4. Any College instructional program with a significant population of students under the age of 18
5. Any other program or office with whom the student has or is likely to have contact (such as student support services or academic support services)

Additional Procedures for Level II RSOs:

1. The RSO is required to meet with the vice president of student services or the student conduct officer prior to first day of class and provide contact information for their probation officer.
2. The meeting with the vice president of student services will cover a) the college's commitment to ensuring a harassment free educational environment for the RSO, b) an explanation of the RSO designation and associated restrictions, c) ability of the college to meet any restrictions the RSO must follow, and d) the importance of the college's conduct code. There are no additional requirements after this meeting.

Level III - High Risk

Notice Sent to:

1. All Level I and II notifications
2. All College employees via internal e-mail
3. All Students via campus e-mail
4. College bulletin boards and digital signage
5. Any other means to get the information out to the college community

Additional Procedures for Level III RSOs:

1. Written notification of the RSO's intent to enroll at the college must be received at least three months prior to actual enrollment and provide contact information for their probation officer
2. The RSO is required to meet with the vice president of student services or the student conduct officer prior to registering for class
3. The meeting with the vice president of student services will cover a) the college's commitment to ensuring a harassment free educational environment for the RSO, b) an explanation of the RSO designation and associated restrictions, c) ability of the college to meet any restrictions the RSO must follow, and d) the importance of the college's conduct code
4. The RSO must provide documentation of at least six consecutive months without any violations of their registration conditions leading up to enrolling at the college
5. Level III RSOs are restricted to attending classes at the main campus in Kirkland or online classes if it does not interfere with any restrictions by law enforcement

6. Notification to the campus community will occur approximately 6 weeks before the start of the RSO's enrollment at the school
7. While on campus, the RSO may be monitored by campus public safety staff and may be introduced to each class they attend as a Level III RSO
8. The vice president of student services may restrict the RSO's access to campus locations and may request a plan of access, egress and their campus schedule indicating where they are at all times

For Level II and Level III RSOs, the College ordinarily will notify the RSO of the notifications it is making. For employees who have been assigned the Level II and Level III risk categories, the College reserves its rights not to employ the person and/or to assign or limit employment hours, job duties, or work sites.

Sex Offender Risk Level Classification

The Washington Association of Sheriffs and Police Chiefs (WASPC) through the "Model Policy" established guidelines for risk level classification and the dissemination of information about RSOs.

1. Level 1: The vast majority of RSOs are classified as Level 1 offenders. They are considered at low risk to re-offend. These individuals may be first time offenders and they usually know their victims.
2. Level 2 RSOs have a moderate risk of re-offending. They generally have more than one victim and the abuse may be long term. These RSOs usually groom their victims and may use threats to commit their crimes. These crimes may be predatory with the RSO using a position of trust to commit their crimes. Typically, these individuals do not appreciate the damage they have done to their victims.
3. Level 3 RSOs are considered to have a high risk to re-offend. They usually have one or more victims and may have committed prior crimes of violence. They may not know their victim(s). The crime may show a manifest cruelty to the victim(s) and these RSOs usually deny or minimize the crime. These RSOs commonly have clear indications of a personality disorder.
4. Kidnapping: If the victim is a minor and not related to the RSO, then the RSO is required to register for this offense.

The information above was excerpted from the King County Registered Sex Offenders Website

Children on Campus

5.A.142

In general, children are not permitted in classrooms. Children may be permitted in classrooms in unusual circumstances, with express instructor permission, when constant supervision of the child by the parent, guardian, or other responsible adult is possible, and there is no disruption to other students or the instructor. If disruption occurs, the instructor has the right to ask the student and child to leave the classroom.

Children are never permitted in labs, shops, or any other area where hazards exist.

Individuals who bring children to campus are responsible for their supervision at all times and may not leave a child unattended. Parents, guardians, or other responsible parties will be

contacted regarding children left unattended on campus and informed that children must be properly supervised. Individuals who fail to properly supervise children on campus will be referred to campus public safety personnel and are subject to disciplinary sanctions, as appropriate.

If the parent, guardian, or other responsible party cannot be located, college staff will contact emergency services to protect the child

Drugs and Alcohol

Students, faculty, staff and administration support the board policy and the law in having a drug and alcohol-free campus. Drugs and alcohol are not permitted anywhere on campus. This includes in parking lots and cars. Violation of this rule may result in immediate termination or suspension. Furthermore, anyone consuming, distributing, possessing or under the influence of controlled or illicit substances on the campus is subject to suspension, probation, termination, arrest, and prosecution. Any involvement with drugs may also terminate eligibility for the financial aid program. Drug and alcohol prevention and assistance is available to students through Student Development & Retention, W207. There are also several community help line numbers: 24 hour crises clinic – (206) 461-3222, DCHS/Mental Health, Chemical Abuse and Dependency Services – (206) 263-9000, Teen Link – (206) 461-4922, drug and alcohol hotline – (206) 722-3700.

Harassment

Harassment is unacceptable, discriminatory, and against the law. It is defined as unwelcome verbal or physical advances, or any other conduct or behavior in which the intent or effect is to create an intimidating, hostile, or offensive environment. It will not be tolerated on campus or at any off-campus events. If a student feels they have been subjected to such behavior, they should report it to the college's affirmative action officer who is the Executive Director of Human Resources. Students concerns will be promptly investigated. Students will not suffer retaliation from reporting such concerns. The college strictly forbids harassment based on other types of unlawful discrimination such as race or ethnicity, creed, color, national origin, citizenship, sex, marital status, sexual orientation, gender identity, age, religion, disability, genetic information, or veteran status.

Title IX Sexual Harassment

2.P.14

Lake Washington Institute of Technology (the College) recognizes its responsibility to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex, as required by Title IX of the Educational Amendments of 1972 and the Violence Against Women Reauthorization Act. To this end, the College will enact and adopt Title IX Grievance Procedure for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any individual found responsible for violating Lake Washington Institute's Title IX policy is subject to disciplinary action up to and including dismissal from the College educational programs and activities and/or termination of employment.

Application of this Title IX Grievance Procedure is restricted to allegations of "Sexual Harassment," as that term is defined in 34 C.F.R. §106.30. Nothing in this procedure limits or otherwise restricts Lake Washington Institute of Technology's ability to investigate and pursue discipline based on alleged violations of other federal, state, and local laws, their implementing regulations, and other College policies prohibiting gender discrimination through processes set

forth in Lake Washington Institute of Technology's code of student conduct, employment contracts, employee handbooks, and collective bargaining agreements. Any employee, student, applicant, or visitor who believes that they have been the subject of Sexual Harassment should report the incident or incidents to Lake Washington Institute of Technology's Title IX Coordinator. If the complaint is against that Title IX Coordinator, the Complainant should report the matter to the President's office for referral to an alternate designee.

Grievances, Appeals, and Complaints

Grievances and Appeals of College Actions

1. Students may appeal or grieve a college action (excluding grades, academic dishonesty, and student conduct decisions) by filing a written notice of appeal with the appropriate vice president or executive cabinet leader.
 - a. Appeals must be filed with twenty-one (21) days of notice of the college action. Documented extenuating circumstances (such as medical complications or recall to military duty) may extend this timeframe.
 - b. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the college action shall be deemed final.
 - c. The grievance shall be filed with the Vice President of Instruction regarding academic actions, with the Vice President of Administrative Services for administrative and business service issues, and with the Vice President of Student Services for other student matters. Other executive cabinet leaders that may receive appeals include the Executive Director of Human Resources, the Director of Marketing and Communications, the Director of Institutional Research and Grants, and the Director of the Foundation.
2. The notice of appeal must include a brief statement explaining why the student is seeking review of the action.
3. The parties to an appeal shall be the student and the college employee who initiated the college action.
4. A student who timely appeals a college action has a right to a prompt, fair, and impartial review of the matter.
5. On appeal, the college bears the burden of establishing the evidentiary facts underlying the college action based on a preponderance of the evidence.
6. From the date of receipt of the appeal, the vice president or other executive cabinet leader has 15 business days to render a written decision to both parties. The brief written statement will minimally contain the reasons for the decision. This decision is final.
7. This procedure does not apply to:
 - a. Grade appeals which are described separately above
 - b. Student Conduct Decisions which are described separately below
 - c. Academic Dishonesty matters heard by the dean or honor code panel, as set forth above
8. Please file your written grievance [online](#)

Student Conduct Appeals

Students may appeal a disciplinary action by filing a written notice of appeal within twenty-one (21) days of service of the conduct decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

Equal Opportunity and Title IX Complaints

Students should direct complaints to the college's [Affirmative Action Officer/Title IX Coordinator](#).

Limitation of Liability

The college's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

Student Dress

Students should dress appropriately for training in their chosen occupational area. Instructors inform students of dress expectations found in industry and advise on appropriate classroom or laboratory dress codes.

Student Protection

No one in the college community shall suffer recrimination or discrimination because of participation in the due process grievance procedure. Confidentiality will be observed pending resolution. A grievance shall be considered resolved if timelines are not maintained.

Students as Minors

Students younger than 18 years of age may be affected by certain laws and policies that do not apply to older students. Those student's parents will need to sign the "Parent Acknowledgment" form. Upon signature, students will be treated as an adult and will be expected to conform to the same conduct expected of adult students. Please pick up the form at the High School Programs office.