



CHAMP Welding Handbook

*BASIC, INTERMEDIATE, AND ADVANCED WELDING
CERTIFICATES FABRICATION WELDING AAS*

Doug Cash

Please retain, as you will need this handbook for all the semesters you attend Lamar Community College’s Welding Program.

Table of Contents

Welding Program Overview	4
Associate of Applied Science in Fabrication Welding.....	4
Welding, Basic Certificate	4
Welding, Intermediate Certificate	5
Welding, Advanced Certificate.....	5
Course Design	5
Attendance	5
Grading	6
Textbook	6
Employment Connections.....	6
General Shop Conduct and Safety Rules	7
Shop Cleanliness Rules	9
Dress Code.....	9
Injuries and Emergencies.....	10
LCC Welding Staff information.....	10
College Catalog - Student Code of Conduct.....	11
College Catalog - Code of Conduct Violations	15
College Catalog - Student Disciplinary Procedures	17
Definitions	17
Procedures	19
Appeals.....	20
Special Discipline Process Provisions	22
Retaliatory Acts	24
Revising this Procedure	24
Suspected Substance Abuse	24



CHAMP Welding Handbook by Kelli Gaines at Lamar Community College by [Colorado Helps Advanced Manufacturing Programs](#) is licensed under a [Creative Commons Attribution 4.0 International License](#). Based on a work at Lamar Community College with [Colorado Community College System](#). Permissions beyond the scope of this license may be available at [Colorado Community College System](#).

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

Welding Program Overview

Associate of Applied Science in Fabrication Welding

This degree program is designed to train students in beginning, intermediate and advanced welding applications. Students who complete this degree will be qualified for a variety of career opportunities in the welding industry with the ability to secure jobs with competitive pay. The core courses added to the skill courses will prepare students for future advancement in the industry to include supervisory and management positions.

Upon completing the welding program, students will be able to:

1. Describe proper safety procedures in welding environments.
2. Demonstrate the proper use and applications of welding equipment.
3. Demonstrate the appropriate and correct application of blueprints in welding.
4. Perform Gas Metal Arc Welding/Flux Core Arc Welding (GMAW/FCAW), Gas Tungsten Arc Welding (GTAW), and Shielded Metal Arc Welding (SMAW) welding procedures from flat, horizontal, vertical and overhead positions.
5. Demonstrate safe work habits that reflect concern and care for self, others and the environment.
6. Apply the skills necessary to secure employment and be successful in the welding workplace.

Welding, Basic Certificate

Careers: Entry Level Grinder, Fitter, Welder's Helper

This Certificate provides entry-level skills courses in welding technology. Students who complete the basic welding certificate will be qualified for entry level positions in welding shops. These would be at the lowest rate of pay and would require additional training to

be provided by the employer. This certificate is essentially designed to provide the foundation for the intermediate and advanced welding certificates.

Welding, Intermediate Certificate

Careers: Welder's Helper, Apprentice Welder, Welder

This Certificate builds upon the knowledge gained in the basic skills certificate to provide entry-level and advancing skills courses in welding technology. Students who complete this certificate will be prepared for more complex applications in the welding industry. Completion of this certificate will qualify welders for careers in fabrication and/or repetitive application processes performed in most manufacturing shops.

Welding, Advanced Certificate

Careers: Pipe Welder, Aerospace Welder, Weld Operator

This Certificate provides training in intermediate and advanced skills courses in welding technology. Students who complete this certificate in addition to the basic and intermediate certificates will be qualified for a wide variety of careers in the welding industry.

Course Design

All of the courses in the welding program are designed in a hybrid format. There are two components to a hybrid course: One component is work completed in the welding lab and the second component is work completed online. Typically online work will be completed on a certain topic prior to receiving training for the related skill in the lab. Students are expected to successfully accomplish both components; however, the lab work is weighted more heavily in the final course grade.

Attendance

Students are expected to attend all sessions of each course in which they enroll. When circumstances make regular attendance impossible, students should report such absences to the instructor as soon as possible and make up assignments as the instructor

requires. The instructor has the option of setting guidelines for attendance in determining grades. However, each instructor shall inform students verbally and/or in writing of his/her specific attendance requirements and students have the responsibility for knowing the attendance policy. All class sessions will be held in order to meet credit and contact hour requirements. Class cancellations will be made-up at the convenience of the instructor and students.

Grading

Evaluation Criteria: The following will be used for grade evaluation:

- 50% Performance
- 25% Participation
- 25% Employability

Performance will be evaluated using the following criteria:

- Demonstration of welding skill
- Equipment set up and usage

Textbook

WEL 110, WEL 111, WEL 224, WEL 230

Modern Welding, 11th Ed., Althouse Bodwitch, 978-1-60525-795-2

WEL 106

Welding Print Reading, 6th Ed., Walker, 978-1-60525-911-6

WEL 101, WEL 102

Oxyfuel Gas Welding, 7th Ed., Bodwitch, 978-1-60525-574-3

Employment Connections

During a student's academic career at LCC they will have opportunities to connect with the Colorado Workforce Center, attend career fairs and visit with local manufacturer's and participate in employment

workshops such as resume writing and interview skills.

LCC's Career Center, Lower Bowman Building Rm 148, (719) 336-1688
Colorado Workforce Center, 405 East Olive Street, (719) 336-2256

General Shop Conduct and Safety Rules

1. Eye protection must be worn at all times when in the workshop. This applies regardless if you are working on machinery or not. Activities of others can affect your safety.
2. No student is allowed to work in the shop alone. Period. You must have at least one other person with you. If there is an accident, the other person can call for help and come to your aid.
3. Obtain first aid immediately for any injury. Report all accidents/injuries to the instructor no matter how insignificant they may seem at the time. This will help us to mitigate hazards in the future.
4. Do not operate machinery that you have not been authorized to use. This will protect both you and the equipment from harm. All machine tools require machine specific training and are not to be used without the Instructor authorization. See the instructor, not your partner for proper instruction.
5. Only LCC students are allowed in the shop.
6. No pets allowed in the shop. Pets are a distraction and become a tripping hazard by free roaming the shop floor.
7. Do not attempt to oil, clean, adjust or repair any machine while it is running. Performing maintenance on moving machinery exposes you to additional hazards. We wish to reduce hazardous situations.
8. Ensure that all machine guarding is in place and functioning properly. Inform the instructor if the guarding is damaged or malfunctioning. Malfunctioning guarding will not properly protect you and becomes a hazard itself.
9. Do not leave machines running unattended. Others may not notice the machine is running and be injured by moving tooling.
10. Do not try to stop the machine with your hands or body. Stopping the machine with your body can result in entanglement. Let the machine come to a stop naturally. Always keep hands, hair, feet, etc. clear of all moving machinery at all times. Be aware of all

moving parts, especially cutting tools and chucks.

11. Double-check that tooling and work pieces are properly supported and clamped prior to starting the machine. Starting a spindle with loose tooling or machining a loosely clamped work piece can produce flying hazards.
12. Heavy or unwieldy work pieces often require special support structures to machine safely. Ask for help if you are unsure if your work piece requires additional support.
13. Remove chuck keys, wrenches and other tools from machines after making adjustments. Chuck keys left in the chuck when the machine turns on become dangerous flying objects.
14. Ask for help when moving awkward or heavy objects. This will protect you and those around you from injury.
15. When working with another person, only one person should operate the machine.
16. Do not lean against the machines, it is poor etiquette. If you need a rest, grab a chair.
17. Do not talk unnecessarily while operating a machine. Do not talk to others while they are operating a machine. Do not become a distraction to others. Concentrate on the work and the machine at all times, it only takes a moment for an accident to occur. If you must talk, turn off the machine.
18. Be sure you have sufficient light to see clearly when performing any job. Well lit workspaces are much safer and less straining on the operator.
19. Work at a pace that is comfortable for you. Rushing will compromise safe working practices along with part quality and increases the chance of damaging equipment.
20. Listen to the machine(s) - if something does not sound right, shut it down. Often if the machine sounds abnormal to you, it probably is not operating properly. Inform the instructor if you believe the machine to be operating abnormally..
21. Never use compressed air for cleaning machinery. This will embed particulates into the precision machine ways and will drastically reduce the life of the machine tool. Use the supplied chip brushes and rags to clean machinery.
22. Never use compressed air to clean your clothes or any part of your body. Particles can become embedded in skin and eyes. In extreme cases, air can be introduced into the bloodstream.

23. If you do not know how to do something – ASK! Do not engage in any activity that may have unusual risk. Trust your judgment. Check with the instructor if you have any doubts about what you are doing.

Shop Cleanliness Rules

1. Keep floors free of oil, grease or any other liquid. Clean up spilled liquids immediately, they are slipping hazards.
2. Store materials in such a way that they cannot become tripping hazards. Immediately return all excess material to its proper storage place.
3. Put tools away when not in use. This prevents loss of tools and also makes them available to others.
4. Place all scrap in scrap containers.
5. Stop work 10 minutes prior to the time you need to leave the shop. This will provide ample time to clean and replace tools to their homes.
6. KEEP THE SHOP CLEAN AT ALL TIMES. It is all of our responsibility to keep the shop clean. There is no excuse for a cluttered/messy workspace. If your workspace is cluttered, then you are working too fast. Slow down. Know this, you will not anger someone if you clean up after them. In fact, they will likely do the same for you.

Dress Code

1. No open toed shoes or high heels. To provide secure footing, choose shoes with softer soles and stable platforms. Wearing appropriate footwear will help protect feet from falling objects and hot sparks or chips. Steel toed shoes are recommended.
2. No loose clothing allowed. This includes but is not limited to ties, scarves and loose-sleeved shirts. Short sleeves or sleeves rolled above the elbow are preferred. When welding, long sleeves are required for protection from arc-flash and metal sparks.
3. No shorts, dresses or skirts allowed when working in the shop. Burred edges of freshly metal such as sheet stock are razor sharp. Wearing of long pants will protect you and those around you.

Additionally, hot chips will burn/cut exposed skin potentially startling the operator.

- A. Remove all jewelry that could be caught in moving machinery. This includes rings and loose bracelets. Remove necklaces and the like, if not securely restrained.
- B. Restrain all hair that has potential for entanglement with moving machinery.
- C. Wearing of gloves when working on moving machinery is prohibited. Gloves can easily become entangled in moving machinery and thus are not allowed.. The only exceptions to this rule are; 1) the wearing membranous gloves (such as latex or nitrile) for personal protection or contamination control; 2) The wearing of gloves while using a bench or portable grinder or buffing wheel. If you need to wear gloves, see instructor for acceptable types for your application.

Injuries and Emergencies

Inform instructor immediately of any injury. ***Call 911 if an emergency.***

Campus Security 6 am – 6 pm office (719)336-1543 cell (719) 688-8287

Campus Security 6 pm- 2:30 am office (719)336-1192 cell (719)688-1412

LCC Welding Staff information

Welding Shop Phone Number (719)336-1544

Faculty: Doug Caash

Adjunct Instruction: Terry Martin

Main Campus

Lamar Community College

2401 S. Main Street
Lamar CO 81052
(719)336-2248

College Catalog - Student Code of Conduct

Lamar Community College strives to provide a safe, environment for students, staff, and faculty. It has set reasonable expectations for student conduct as well as students' rights and responsibilities (see below). Additionally, the College employs a security who provides on- campus security.

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. **Academic Misconduct:** Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Lamar Community College disciplinary procedures.
2. **Disruptive Behavior:** Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.
3. **Deceitful Acts:** Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.
4. **Conduct that is Detrimental to College or to Safety:** Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Vice President of Academic & Student Services. Examples include, but are not limited to, slamming

- doors, throwing chairs, and/or defacing of college property.
5. Physical/Non-physical Abuse:
 6. Physical abuse or conduct that threatens or endangers another person's health or safety.
 7. Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
 8. Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
 9. Harassment and/or Discrimination: Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
 10. Sexual Misconduct: Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. See [State Board Policy 4-120a](#) for more information
 11. Weapons: Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals) or use/threat of use of any instrument as a weapon to intimidate, harass, or cause harm to others.
 12. Narcotics/Alcohol: Use, being under the influence, manufacturing, possession, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.
 13. Note: Possession of a State of Colorado medical marijuana card does not entitle a student to possess or use marijuana on the college campus, buildings, or grounds. Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado

Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law.

14. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.
15. Dress Code: Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.
16. Leaving Children Unattended: Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.
17. Violation of Laws, Directives, and Signage:
18. Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
19. Violations of college traffic and parking rules, regulations, or signage.
20. Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
21. Violations of college policies, protocols, or procedures.
22. Illegal Gambling: Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.
23. Unauthorized Entry and/or Unauthorized Possession: Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to

the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials.

24. Unacceptable Use of College Equipment, Network or System: Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.
25. Unauthorized Pets/Animals: Possession of any unauthorized pet or animal, excluding trained service animals while on college-owned or college-controlled property.
26. Tampering with Student Organization, Election, or Vote: Tampering with the process of any college recognized student organization, election or vote.
27. Group or Organization Conduct: Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.
28. [Tobacco Use/Tobacco Products: Colorado Revised Statute \(C.R.S.\) 25-14-2014 outlines General Smoking Restrictions in the State of Colorado.](#)
29. The use of tobacco and tobacco products is not allowed inside any Lamar Community College facilities or in any state owned vehicles. Smoking of or use of any tobacco product, including electronic cigarettes must take place a minimum of 15-feet from any doorways. For purposes of this policy, "tobacco product" is defined as: 1) Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested, inhaled or applied to the skin of an individual; or 2)

Any electronic device that can be used to deliver nicotine to the person inhaling from the device including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.

30. Students should be aware that [C.R.S. 18=13-21](#) states: “Any person who is under eighteen years of age who purchases or attempts to purchase any cigarettes or tobacco products commits a class 2 petty offense.
31. Abuse of the Student Disciplinary and/or Grievance Procedure: Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:
 32. Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
 33. Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
 34. Attempting to discourage an individual’s proper participation in, or use of, the student disciplinary / grievance procedure.
 35. Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
 36. Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
 37. Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
 38. Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.
 39. Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure
40. Please note: In most circumstances, Lamar Community College will treat attempts to commit code of conduct violations as if those attempts had been completed.

College Catalog - Code of Conduct Violations

1. Dishonesty such as cheating, plagiarism, lying (see Academic Affairs section of the Student Handbook for more on academic dishonesty);
2. Oral or written abuse, hazing action or discriminatory behavior toward an individual or group which reflects hatred, contempt, ridicule, and/or harm, thereby injures the person, property or reputation of another person(s);
3. Inappropriate or disruptive behavior that interferes with the College learning and/or working environment or any College activity;
4. Physical harm or threat to College employees, students, or visitors;
5. Theft, misuse, or damage to College equipment, facilities, or property;
6. Unauthorized entry or use of College equipment, facilities, or property;
7. Indecent or obscene conduct during any College sponsored activity on or off campus;
8. Failure to comply with directions of college employees;
9. Condoning another student's act which violates Policy;
10. Unauthorized representation/contracting of the College;
11. Tobacco use violations;
12. Possession, use, or sale of weapons or firearms.
Weapons/firearms in personal vehicles are considered possession. Weapons and firearms are described as, but not limited to, air or gas powered BB or pellet guns; shot guns, rifles, handguns; slingshots, bows, arrows; knives with blades over three inches in length, switchblades, spring loaded blades; fireworks, pyrotechnics, ammunition, gunpowder, explosives, brass knuckles, chains, paint ball guns, and similar items;
13. Possession, use, sale or distribution of alcoholic beverages,

14. Possession, use, sale, or distribution of drugs as defined by State and Federal laws;
15. Unauthorized distribution or sale of goods on campus;
16. College parking violations;
17. Inappropriate dress;
18. Pets with the exception of seeing-eye dogs for the blind or legal fish in the Residence Halls.
19. At the discretion of campus officials, operation of any motorized or non-motorized vehicle-including skateboards, roller skates and bicycles-is prohibited if it constitutes a pedestrian or motor traffic hazard, or which endangers the health and safety of a person or property on the campus.

College Catalog - Student Disciplinary Procedures

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College. If a student is charged with violating the College's Code, he/she is entitled to have these procedures followed in the consideration of the charge.

See Residence Hall Handbook for discipline related to residence hall infractions.

Definitions

Code of Conduct: A document developed and published by each college, which defines prescribed conduct of students.

Impartial Decision Maker: The individual/committee designated by the College President to hear student disciplinary appeals.

Chief Student Services Officer/CSSO: Vice President of Student Services or her designee who administer student grievances.

The CSSO may delegate the responsibility over student grievances to another person.

Title IX/EO Coordinator: The employee(s) designated by the college president to oversee all civil rights complaints.

Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official college email address requesting a delivery receipt notification. If notice is mailed, student shall be given three (3) additional days to respond.

Day: Refers to the calendar day unless otherwise noted.

Sanctions: One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.

1. **Warning:** A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.
2. **Probation:** After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
3. **Other disciplinary sanction:** fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.
4. **College suspension or expulsion:** An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.

Suspension is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community colleges within CCCS. Once the

suspension is lifted the student is eligible for admission or re-admission. Examples of suspension include, but are not limited to the following: the college, a department or program, a class, residence hall, use of a college facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.

Expulsion is an indefinite separation from the college. The student is not eligible for admission or re-admission at any of the community colleges within CCCS. In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the college's discretion to admit or deny the student.

Interim Suspension: An immediate action taken by the CSSO to ensure the safety and well-being of members of the college community; preservation of college property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the college. In the event of an interim suspension, the hearing before the CSSO or designee shall occur as soon as possible following the interim suspension. If the college issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the college does not implement a permanent sanction, the interim suspension will be removed from the student's record.

Procedures

The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the college will investigate those incidents through the

Civil Rights Grievance and Investigation Process, System President's Procedure (SP) 4-31a. Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the CSSO or designee shall render a sanction decision.

The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the Decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the Decision.

Appeals

In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The ONLY grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal;

or

2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or

Sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding.

If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the CSSO or designee in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to discrimination and/or harassment pursuant to SP 4- 31a, the appeals officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- If the appeals officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee

- for reconsideration (remand) should be pursued;
- Appeals are not intended to be full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
 - An appeal is not an opportunity for an appeals officer or committee to substitute their judgment for that of the CSSO or designee merely because they disagree with its finding and/or sanctions.
 - Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
 - Sanctions imposed are implemented immediately unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
 - The appeals officer or committee will render a written decision on the appeal to all parties within four (4) days from receiving the appeal request. The committee's decision to deny appeal requests is final.

Special Discipline Process Provisions

- In the event that the student is under the age of eighteen or incapacitated, he or she may have an advisor present to assist him/her in presenting his/her case.
- Students do not have the right to be represented by an attorney or law student during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only.
- The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO or designee to

review before making a final decision. Any hearing held shall be conducted in private unless all parties agree otherwise.

- A record of the hearing should be maintained by the CSSO or designee. If student has a disability and would like to request an accommodation to assist him/her through the discipline process they may do so by informing the CSSO or designee. The CSSO or designee will then work with disability support services to accommodate the request.
- Jurisdiction-College disciplinary proceedings may be instituted against a student charged with violation of a law if the violation occurred at the College or college-sanctioned activities or was of such a nature to have an impact on the college and the violation is also a violation of the college's student code of conduct.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Standard of proof-the college will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the college will determine whether it is more likely than not a conduct code was violated.
- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships/clinical placements, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The procedural rights afforded to students above may be waived by the student.

Retaliatory Acts

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of code of conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of code of conduct violations.

Revising this Procedure

LCC reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

Suspected Substance Abuse

LCC Welding Program has established policies that will be implemented in the case of a positive drug screen. Any suspected or observed violation of school policy regarding substance abuse will be reported to the Welding Program Department Head and Dean of Academic Services, immediately. In addition, students may be required to submit to a drug screen at any time by any instructor, at the student's expense. Refusal on the part of the student to comply with random drug screening is grounds for immediate suspension from the Welding Program.

My signature indicates that I have read, understand and agree to adhere to the requirements as stated in the **CHAMP Welding Handbook**.

Name of Student (Print)

Signature of Student

