



STUDENT HANDBOOK

2019-2020

This Student Handbook is a tool for successful experiences at LCC International University. The current edition supersedes and replaces all previous editions and versions. Information in the handbook reflects the official LCC policies.

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Mission Statement

LCC International University provides Christian liberal arts education within a diverse learning community that transforms people for servant leadership.

Vision Statement

To be the leading Christian liberal arts university in Europe, renowned for its flourishing academic community, spiritual vitality, and global impact.

Value Statements

We believe that a liberal arts education integrates learning with all aspects of life.

We affirm a Christian worldview that invites all people to grow in truth and restoration through the power of the Gospel of Jesus Christ.

We value community as a safe place where people are respected and empowered, so that their dignity is upheld.

We pursue relationships that are mutual, authentic and based on trust.

We celebrate diversity of culture and traditions, personalities and opinions.

Non-Negotiable Distinctives

Christian

We confirm the identity of LCC as a Christian university, with a unique focus on servant leadership. This non-compromising identity sets LCC apart from other major universities in Lithuania and the region.

Liberal Arts

We confirm the identity of LCC as a liberal arts university which emphasizes eight core competencies: critical thinking, conflict transformation, multicultural perspective, effective communication, Christian worldview, servant leadership, multidisciplinary knowledge and community building. Our definition of liberal arts education takes into account quantitative diversity of course work, but further emphasizes the importance of student self-transformation.

International

We confirm our identity as an international university in terms of student diversity and teaching staff. Further, this international identity is mirrored in our course content and teaching approach.

Relational

LCC is a relational university, believing that student transformation takes place within the context of community and one-on-one relationships.

North American Style

An integral part of the LCC uniqueness is to provide a North American style of education, but in the region of Eastern Europe.

Philanthropic

A philanthropic identity is central to the life and mission of LCC. Indeed, we are global citizens who share a responsibility to collectively care for people in need.

CONTACT INFORMATION

STAFF/FACULTY AT LCC INTERNATIONAL UNIVERSITY

People who can help make your experience the best it can be!

President's Office	Name	Office	Extension
*President	Marlene Wall	30	1030
Executive Assistant	Indrė Balčiūnaitė	31	1031
Academic Administration	Name	Office	Extension
*Vice President, Academics	J.D. Miner	32	1032
Director of Institutional Effectiveness	Žydrūnė Žemaitytė-Kviklienė	33	1043
Academic Division Assistant	Avital Agafonova	219	1219
Department Chair, Business	Douglas Puffert	223	1223
Department Chair, English	Robin Gingerich	112	1112
Department Chair, Communications	Michael Finch	121	1121
Department Chair, Psychology	Wayne Norman	116	1116
Department Chair, International Relations and Development	Scott Neumann	Library	
Department Chair, Lithuanian Studies	Radvyda Vaišvilaitė	214	1214
Department Chair, Theology	Steven J. Van Zanen	215	1215
Library Director	Jolanta Kaun	302	1301
Information Resources Manager, Library	Beata Girskenė	302	1301
Circulation Librarian	Dainora Kasperavičiūtė	302	1302
Registrar	Indrė Gudauskaitė	23	1023
Assistant Registrar	Ineta Matonytė	23	1423
Center for International Education	Name	Office	Extension
Director, Center for International Education	Viktorija Giedraitienė	MC101	2101
Program Coordinator	Inga Mikulėnė	MC101	2303
Experience Coordinator, Study Abroad	Milvydas Knyzelis	MC103	2203
Senior Recruiter, Study Abroad	Sarah Snodgrass	MC103	2103
Recruiter, Study Abroad	Lėja Jakštaitė	MC103	2103
Advancement Division	Name	Office	Extension
Director of Development	Orinta Pagojienė	20	1020
Advancement Associate	Ron Kuehl	20	1020
Institutional Research Director	Simona Melinytė - Avelė	33	1033
Basketball Team Director	Marius Tamolis	MC101	2102
Student Life Division	Name	Office	Extension
*Vice President, Student Life	Margarita Pavlovič	22b	1522
Office Assistant, Student Life	Elvinas Globis	22	1022
Director of Student Support and Career Development Center	Eglė Valiaugienė	22a	1422
Migration Coordinator	Inga Verbutienė	21a	1422
Student Counselor	Ina Kamaitytė	NH E 107	3107
Chaplain	Joel Altena	22d	1722
Associate Dean of Students	Jacob Jensen	22c	1622
Discipleship Coordinator	Hannah Schundler	22d	1722
Intercultural Education Coordinator	JoAnn Klandrud	021c	1521
Resident Director-Neumann Hall West	Julija Tumosaitė	NH W407	3417
Resident Director-Neumann Hall East	Venus Lee	NH E407	3407
Resident Director- Enns Hall	Aaron Howell	EN200b	4200
Student Success Center, Coordinator	Hailey Altena	228	1228
*Student Council President	Amy Duckworth	Leader lounge	1702
Human Resources	Name	Office	Extension
*Vice President, Human Resources	Natalija Zacharova-Nausėdė	21b	1021
HR Director	Julija Gelumauskienė	21a	1421
Employee Relations Coordinator	Kristina Kiltinavičiūtė	21a	1421
Finance Division	Name	Office	Extension
Chief Financial Officer	John Ward	42	1042
Chief Accountant	Toma Šlimaitė	41	1041
Accountant	Diana Kvasniauskaitė	41	1041
Facilities Manager	Nerijus Urbonas	44	1044

Information Technologies Department

Computer Systems Administrator
 Computer Systems Administrator
 IT Director
 Programmer Analyst

Name

Andrej Gorochovik
 Džiugas Pocius
 Povilas Norbutas
 Antonijus Puzanauskas

Office

209
 210
 209a
 313

Extension

1209
 1210
 1709
 1313

Marketing

*Vice President, Marketing
 Admission Office Administrator
 Admissions Counselor
 Asst. Admissions Director for EU countries
 Director of Corporate Communications
 Media Communication Coordinator
 Student Financial Services Director
 Student Financial Services Coordinator

Name

Aistė Motekaitienė
 Margarita Sivickaitė
 Ieva Paulauskienė
 Vidmantė Tamošiūnaitė
 Vilma Songailaitė
 Oleksandra Demkovych
 Leila Juzvaitė-Gembutė
 Emilija Kašėtaitė

Office

311a
 25
 25
 25
 311
 311
 24
 24

Extension

1027
 1425
 1425
 1425
 1311
 1711
 1024
 1424

Check the signs around campus for other office locations.

*Indicates member of President's Cabinet – plus Academic
 Council Chair

General Numbers

Admissions Counselors
 Help Desk – IT
 Library Circulation Desk
 Michealsen Fitness Centras
 Migration Affairs
 Neumann Hall Reception
 Enns Hall Reception
 DeFehr Reception
 Student Life office assistant
 Center for International Education
 Student Housing
 External Guests Accommodation

Location

25
 209
 Library
 Michealsen
 22a
 Neumann
 Enns
 DeFehr lobby
 DF22
 MC 101, 103
 EN200b
 DF22

Extension

1025
 1210
 1302
 2000
 1422
 3000
 4000
 1000
 1022
 2101
 4200
 1022

E-mail

admission@lcc.lt
 helpdesk@lcc.lt
 lassist@lcc.lt
 asstrec_mc@lcc.lt
 visa@lcc.lt
 asstrec_enns@lcc.lt
 asstrec_neumann@lcc.lt
 asstrec_defehr@lcc.lt
 studentlife@lcc.lt
 cie@lcc.lt
 housing@lcc.lt
 stay@lcc.lt

LCC CALENDAR 2019– 2020

Arrivals & Orientation

August 1	Thursday	Fall housing registration deadline (First Year and ER Students)
August 5-9	Monday - Friday	Residence Hall staff training and orientation
August 12-16	Monday - Friday	All student life staff training week
August 15	Thursday	Assumption Day holiday (National holiday)*
August 19-20	Monday-Tuesday	New faculty/staff arrivals
August 20	Tuesday	Full payment deadline for Fall semester
August 21-23	Wednesday - Friday	New faculty/staff orientation (details to be announced)
August 22	Thursday	Residence Halls open for Resident Assistants
August 23	Friday	Returning faculty/staff arrivals
August 26	Monday	All faculty/staff retreat
August 26	Monday	Residence Halls open for new MES students
August 27-September 1	Tuesday - Sunday	Study Abroad student orientation(Aug 30-Sept 1 on campus)
August 28	Wednesday	Residence Halls open for all new students
August 28	Wednesday	Faculty Assembly meeting
August 29- September 1	Thursday - Sunday	Erasmus & International Exchange student orientation
August 29-August 31	Thursday - Saturday	New student orientation
August 31	Saturday	Residence Halls open for all returning students

Fall Semester 2019

September 2	Monday	Classes begin
September 2-6	Monday - Friday	ADD/DROP week for classes
September 2	Monday	Convocation
September 4	Wednesday	Beginning Chapel
September 6	Friday	All Community Day (17:00) & BBQ
September 25-27	Wednesday- Friday	LCC Board of Directors meetings
September 27	Friday	Friday Chapel with Board of Directors
October 4	Friday	Last day to withdraw from class without academic penalty
October 28 - November 1	Monday - Friday	Fall Break
November 1	Friday	All Saints Day (National holiday)*
November 4	Monday	FR, PRIME, and probation students' mid-semester grades due
November 4	Monday	Classes resume
November 11-November 29	3 weeks	Registration for Spring 2020
November 11-November 15	1 week	Registration for MA Spring 2020
November 15	Friday	Financial Aid Deadline
November 20	Wednesday	Winter Break housing registration /Spring housing registration deadline
November 30	Saturday	Thanksgiving(Staff/ Faculty only)
December 13	Friday	Christmas Program
December 14	Saturday	December Graduation
December 16-20	Monday - Friday	Final exams
December 20	Friday	Full payment deadline for Spring semester
December 21	Saturday	Residence Halls close
December 21 - January 1	Saturday -Wednesday	LCC offices closed for Christmas break*
December 27- January 1	Friday- Tuesday	Saltshaker Conference
December 31	Tuesday	All grades due in the Registrar's office

Spring Semester 2020

January 2	Thursday	LCC offices open
January 6-7	Monday-Tuesday	New faculty/staff arrivals
January 7-12	Tuesday - Sunday	Study Abroad student orientation (Jan 10-12 on campus)
January 8-9	Wednesday-Thursday	New faculty/staff orientation
January 9-12	Thursday - Sunday	Erasmus & International Exchange student orientation
January 10	Friday	All faculty/staff seminar
January 11	Saturday	New student orientation Residence Halls open for all students
January 13	Monday	Classes begin
January 13-17	Monday - Friday	ADD/DROP week for classes
January 15	Wednesday	Beginning Chapel
January 16	Thursday	100 days before graduation
February 3 - 7	Monday - Friday	Leadership Development Program week/ New student leader recruitment
February 14	Friday	Last day to withdraw from class without academic penalty
February 16	Sunday	Independence Day (National holiday)*
February 17-21	Monday- Friday	Registration for Summer Session 2020
March 2-6	Monday-Friday	Registration for MA Summer 2020
March 9-13	Monday - Friday	Spring Break
March 11	Wednesday	Restoration of Lithuania Statehood Day (National holiday)*
March 13	Friday (noon)	New freshmen, PRIME and probation students' mid-semester grades due
March 16	Monday	Classes resume
March 23- April 10	3 weeks	Registration for Fall 2020

March 24	Tuesday	Fall housing registration Summer housing registration deadline
April 10	Friday	Good Friday Chapel
April 13	Monday	Easter (National holiday)*
March 25-27	Wednesday -Friday	LCC Board of Directors meetings
April 24	Friday	Closing Assembly (17:00) & BBQ
April 27- May 1	Monday - Friday	Final exams
May 1	Friday	Labor Day (National holiday)*
May 2	Saturday	Graduation
May 4	Monday	Residence Halls close
May 6	Wednesday (by noon)	All grades due in the Registrar's office

MA program sessions 2019-2020

2019

July 29-August 9	Monday - Friday	MA TESOL on campus (first year students-July 29-August 6)
August 3-10	Saturday - Saturday	MA in IM on campus (for 1st year students)
August 9	Friday	MA in IM and MA in TESOL Graduation
August 5-November 8	3 months	MA in IM online classes(2nd year students)
August 12-November 8	3 months	MA in IM online classes(1st year students)
August 19- November 17	3 months	MA TESOL Fall semester online classes (1st and 2nd year students)
November 11-15	1 week	MA Registration for Spring semester 2020
November 15	Friday	Housing application deadline for MA in IM students (January 2020 session)
December 13	Friday	Payment deadline for MA in IM and TESOL Spring 2020 semester

2020

January 2	Thursday	Residence Halls open for MA in IM students(Housing is subject to availability)
January 3-9	Friday-Thursday	MA in IM on campus (1st year students)
January 3- April 5	3 months	MA in IM Spring semester online classes(for 2nd year students)
January 10 - April 5	3 months	MA in IM Spring Semester online classes(for 1st year students)
January 6- April 5	3 months	MA TESOL Spring Semester fully online classes(for 1st and 2nd year students)
March 2-6	1 week	MA IM and MA TESOL Registration for summer semester 2020
March 2	Monday	Housing application deadline for 2nd year and graduating MA students (August 2020 session)
March 24	Tuesday	MA in IM and TESOL Payment deadline for Summer 2020
April 6-13 (Easter)	1 weeks	MA TESOL Spring break (no classes)
April 13 - July 17	3 months	MA in IM Summer Semester online classes (for 1st year students)
April 13 - August 3	3 months	MA in IM Summer Semester online classes (for 2nd year students)
April 14 - July 19	3 months	MA TESOL Summer semester fully online classes (for 1st and second year students)
June 1	Monday	Housing application deadline for MA 1st year students (August 2020 session)
July 27- August 7	Monday- Friday	MA TESOL Summer Residency Sessions
July 26	Sunday	Residence Halls open for MA TESOL students
July 31	Friday	Residence Halls open for MA IM students
August 1-8	Saturday-Saturday	MA in IM Summer Residency Sessions (for 1st year students)
August 7	Friday	MA in IM and MA TESOL Graduation
August 9	Sunday	Residence Halls close for MA students

Summer sessions 2020

MAY SESSION

May 7	Thursday	New faculty arrivals
May 8-9	Friday - Saturday	New faculty orientation
May 11	Monday	Classes begin
May 29	Friday	Final exams, classes end Faculty departures

JUNE SESSION

June 4	Thursday	New faculty arrivals
June 5-6	Friday - Saturday	New faculty orientation
June 8	Monday	Classes begin
June 22	Monday	St. John's Day (National holiday)*
June 26	Friday	Final exams; classes end
June 27	Saturday	Faculty departures

JULY SESSION

July 6	Monday	Statehood Day (National holiday)*
July 6	Monday	Classes begin
July 24	Friday	Classes end

Summer Language Institute

June 29	Monday	SLI faculty arrivals
June 30-July 3	Tuesday - Friday	SLI faculty orientation
July 3	Friday	SLI Students move into Residence Halls
July 4	Saturday	Student registration
July 6	Monday	Statehood Day (National holiday)*
July 6	Monday	Classes begin
July 24	Friday	Classes end
July 25	Saturday	Students move out of Residence Halls
July 26	Sunday	Faculty departures

Lithuanian Language and Culture Summer Course

July 27-August 21	4 weeks	Classes
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YOUR SPACE | A CAMPUS GUIDE

The following is an alphabetical list of student space, services & programs designed to be a quick reference. Follow the indicated links for more information or consult the LCC website.

Commuter Student Lounge

Located: Lower level of DeFehr Center

Commuter student lounge is a space in the lower level of DeFehr center and is designed for students to study, eat, relax, and interact with other students between classes.

Cafeteria

Location: Michealsen Centras Lobby

The cafeteria is open Monday through Friday from 09:00-17:00. You may eat food (either your own or purchased from the cafeteria), meet with friends or study groups.

Cashiers

Location: DeFehr Center, Michealsen Centras. Students can pay for souvenirs but not make student payments (tuition, housing, etc.). These payments are processed by SFS.

Campus Security & Safety

More info: Facilities Manager, DeFehr 44 and Vice President Student Life, 22b

Your safety is important to us and we are all responsible for campus security and safety. Report safety issues or suspicious activities immediately to the Facilities manager +37067804477 or RD On-Duty +37064345644.

Classrooms

Location: DeFehr center 012, 102-107, 202-205, 207, Kaminskiene Lecture Auditorium, Neufeld Auditorium

DeFehr center classrooms seat 15-30 people. *Kaminskienė Lecture Auditorium* seats approximately 60 people and is used for lectures, receptions and meetings. *Neufeld Auditorium* seats 230 people and is used for large lectures, presentations, chapel and concerts. Room reservations for students are made through the Student Life office assistant or DeFehr receptionist. Priority is given to Academic and Student Life activities.

Computer Labs

More info: DeFehr Helpdesk, Neufeld Auditorium, Neumann Hall
The main computer lab and IT helpdesk are open Monday through Thursday 08:00 – 20:00, Friday 08:00 – 20:00, Saturday 10:00 – 16:00, Sunday closed.

Psychological Counseling

More info: Neumann Hall, East 107

Students sometimes experience challenges that can hinder their academic success or personal growth. Students may find the help of a trained counselor in meeting those challenges. All counseling sessions are confidential. Email ina@lcc.lt beforehand to set up an appointment.

Enns Hall

Located: Kretingos str. 36

Enns houses approximately 140 students on the 2nd – 5th floors. Faculty & staff live in suites on the first floor of the building. Enns is staffed by 1 Resident Director (RD) and 4 Resident Assistants (RAs) who help make it a safe and healthy place for students to live. The building is open to all students 08:00 - 23:00 each day. Non-residential students must check in at the reception and follow residence hall guidelines for behavior. The Resident Director's office is a part of the residence life resource room on the 2nd floor.

Emergencies

Each reception desk has emergency cards to pick up and you are advised to keep in your wallet. Call 112 right away in case of severe emergencies. Feel free to call main LCC reception to get advice on how to act in emergency situation. Please call RD On-Duty +37064345644 in case of an emergency in the halls.

Employment

More info: Student Support and Career Development Center, DeFehr 22a

You can learn about on-campus, off-campus, and summer employment opportunities at the Student Support and Career Development Center. Job opportunities are posted on the bulletin board, through emails and on our career [Facebook group](#). Visit the center to learn more about employment opportunities locally and internationally.

Faculty Offices

Location: DeFehr Faculty Wing

Faculty offices are generally arranged by department. On the 1st floor you will find the English and Social Science departments. On the 2nd floor you will find the Business Administration, Lithuanian Studies and Theology departments.

Help Desk | IT

Location: DeFehr 2nd Floor

The IT helpdesk is open Monday through Thursday 08:00 – 20:00, Friday 08:00 – 20:00, Saturday 10:00 – 16:00, Sunday closed.

Identification (ID) Card

Location: DeFehr 22

An LCC ID card is an official LCC document intended to be used as the primary source of identification for faculty, staff and students on LCC property and to provide a more secure university community. The card can be used to open doors in LCC buildings, to cover student printing or copying expenditures, to check out textbooks and books from the LCC library, to get a membership in gym, to participate in seminars at LCC, and to receive discounts from our university partners in the city. Residential students will also be able to access Residence Halls with that card. LCC ID card fee is 10 EUR. In order to use these services, card needs to be topped with cash at the Library. Read more about [LCC ID card](#).

Intercultural Education Program

More info: Office of Intercultural Programs, DeFehr 21c

The Intercultural Team of student leaders and the Intercultural Education Coordinator create programming designed to educate students about the diversity on our campus, promote campus unity and create dialogue about cultural issues. The program also assists international students in their transition to life in Lithuania and Lithuanian students to life in an international community. The doors of the Office of Intercultural Programs are always open to students wanting to learn something new, receive help or offer ideas for new initiatives related to culture!

Leadership Development Program

More info: Student Life Division, DeFehr 22

Every year the Student Life Division selects around 60 students to serve in various leadership roles. The goal of the Leadership Development Program is to provide opportunities for leadership development for students as they work collaboratively with other students, guided and supported by staff mentors in an experience

where they are together in a process of positive social change. More about the program can be found [on LCC portal](#).

Library

Location: DeFehr 3rd Floor

The Balčiūnai Library provides access to variety of resources, including print & digital books, access to print and online periodicals, online full-text databases, media material, and curriculum textbooks. It houses a collection of over 59,000 English volumes. The library offers quiet study space as well as a few areas for group work, and easy access to learning resources. Library hours: Monday-Thursday 08:00-20:00, Friday 08:00-18:00, Saturday 10:00-18:00, Sunday closed.

Michealsen Centras, Fitness Center / Gym

More info: Michealsen Centras Attendants, Facilities Manager DeFehr 44

The Michealsen Centras is one of the best athletic facilities in western Lithuania. Come work out in our fitness center, join friends for a game of volleyball, basketball, indoor hockey or football or just come and spend time enjoying sports on your own. Open from Monday - Thursday 10:00 - 22:00, Friday - Saturday 10:00 - 21:00, Sunday 16:00 - 21:00. You can obtain monthly membership as well as pay per visit. Students must activate their LCC ID cards to start using the fitness center facilities in the Michealsen Centras reception. Please submit a document at the fitness center desk to obtain a locker key. A fitness coach individually consults on: Mondays, Wednesdays, and Fridays from 17:00 to 20:00. Users of the gym and fitness center must have appropriate clothing and sport shoes.

Migration Coordinator

Located: DeFehr 22a

The LCC Migration Affairs Coordinator provides assistance for students with the TRP/visa process. Please check your student email for notifications regarding deadlines, policies and procedures.

Medical Assistance

More info: DeFehr 22

In case you need to see a doctor or have a medical problem, contact the Student Life office assistant for more information on partner clinics, appointments, and use of your medical insurance. In case urgent medical help is needed, call general emergency number 112. Brochures on how to use your insurance and medical help are located at every reception desk. Your insurance policy can be found on the S drive > Migration Office. Bring your passport, TRP, and insurance when visiting a doctor. See Medical Assistance section of the Handbook for more information.

Neumann Hall

Located: Kretingos g. 36

Neumann is home to approximately 258 students and is staffed by 2 Resident Directors (RDs) and 9 Resident Assistants (RAs) who help make it a safe and healthy place for students to live. Faculty & staff also live in suites along the front of the building and on the 6th Floor West. The building is open to all students 08:00 - 23:00 each day. Non-residential students and visitors must check in at the reception desk and follow residence hall guidelines for behavior. Common rooms open to all students: 1st floor lounge, 2nd floor bicycle storage room, 3rd floor computer lab, 4th floor student lounge, 5th floor art studio, 6th floor study room and the 6th floor chapel. Resident Director's offices are located on each end of the 4th floor.

Receptionists

Located: DeFehr Lobby, Residence Halls, Michealsen Center

The receptionists greet visitors that come to LCC facilities; they answer phones, receive mail, check out keys and provide basic

information about campus facilities and services. Student mail and packages are distributed there. Personal items should never be left at reception.

Registrar

Located: DeFehr 23

The registrar, together with Department Chairs, provides a program plan (academic progress report) for all students, indicating the course requirements necessary to graduate. The registrar is also available to interpret policies and explain academic requirements and procedures. The registrar handles registration, all student records, transcripts, diplomas, and Diploma Supplements. The registrar functions as the ECTS institutional coordinator.

Spiritual Life Office

More info: DeFehr Center 22d

The Spiritual Life staff is available to have conversations about faith, to pray with you, and to offer pastoral care and counseling. Together with the Discipleship Coordinator, the Chaplain seeks to encourage healthy and respectful dialogue between the different faith traditions on campus and encourage all persons to grow in truth and restoration through the gospel of Jesus Christ. Contact us at chaplain@lcc.lt and stop by our office for a cup of tea.

Student Council

Located: down the stairs past DeFehr Lobby

Student Council is located in Student leader lounge and is your advocate on campus at President's Cabinet and Board of Director's meetings. Student Council holds office hours at least one hour per day and has open meetings each week. Sign up for clubs, get assistance with LSP and ISIC cards, ask questions and be active! Find out about the yearbook, Student Times, and other student led initiatives.

Student Leader Lounge

Located: down the stairs from DeFehr Lobby

The Student Leader Lounge is a space for student leaders and Student Council members to meet and organize their group's activities. Student Council is sharing the place and has their office located within the lounge.

Student Financial Services | SFS

Located: DeFehr 24

Student Financial Services (SFS) assists students with the financial awards application process, communicates deadlines for payment via your student account and information about external programs for student financial assistance. Cash hours are from 9:00-11:00 and from 14:00-16:00 on work days.

Student Life Division | SL

Located: DeFehr 22, Neumann Hall, Enns Hall

Student Life is a division at LCC that ensures the holistic development and growth of students. Student Life provides a number of services and programs to students designed to help you get the most of your LCC experience. The division fosters an inclusive community where each person is valued and respected, provides opportunities for experiential learning and development of LCC's core learning outcomes, broadens students' education to maximize their social, cultural, physical, intellectual, and spiritual development.

Student Success Center

Located: DeFehr 228

The Student Success Center (SSC) provides assistance to students to thrive and equips them to take responsibility for their education and learning. The SSC oversees the First Year Seminar (FYS) program that engages students from the beginning of their time at LCC, and continues this process by providing a solid

foundation to succeed at LCC. The SSC connects you to resources on campus: math and writing tutoring, personality assessment, career counseling, etc. It works with probation students as well.

Student Support and Career Development Center | SSCD

More info: DeFehr 22a

The center provides essential student support such as ID cards, employment, migration, health insurance and medical assistance, etc. It also ensures relevant and timely communication to students through newsletters and social media channels. The director informs students about on-campus and local job opportunities, summer employment, graduate studies, summer schools as well as coordinates the Business Practicum course.

Center for International Education (CIE)

Located: Michealsen Centras 101; 103

The Center for International Education creates opportunities for incoming and outgoing staff/faculty and students to engage in various forms of international mobility. Current programs include

Study Abroad Lithuania, Erasmus+ and International Exchange programs with various partners around the world. CIE oversees and provides information about international exchange study and internship opportunities to LCC students including studies in the US, Asia, and EU.

Textbook Room

Located: DeFehr Basement

Administered by the library, the textbook room holds over 15,000 textbooks which are checked out to students. Textbooks are distributed to enrolled students in the 1st week of each semester, and are collected back during final exam week. Contact librarians to access textbook room holdings.

Toilets

Located: DeFehr Basement, Michealsen Centras

Student toilets are located near the emergency fire exit in the DeFehr basement and in the lobby of Michealsen Centras.

ACADEMIC INFORMATION

Get to know the staff on campus

- » LCC academics are overseen by the **ACADEMIC VICE PRESIDENT**.
- » The **REGISTRAR**, together with Department Chairs, provides a program plan (academic progress report) for all students, indicating the course requirements necessary to graduate. The Registrar is also available to interpret policies and explain academic requirements and procedures. The Registrar handles registration, all student records, transcripts, diplomas, and diploma supplements. The Registrar functions as the ECTS institutional coordinator.
- » Your **ADVISOR** is your personal academic counselor who will work with you to plan your studies at LCC.

LCC communicates all official information to you via your official LCC e-mail account.

CHECK YOUR EMAIL REGULARLY FOR:

- » Your course registration
- » Your semester grades
- » Updates from the Academic Vice President
- » Important communication about academic issues

Also check the [LCC portal](#) for specific information:

- Academic information (program name, modules, academic advisor's name)
- Grades by semester
- Academic progress report (academic plan)
- Registration portal (students can register for each semester)
- Course schedule
- Students' individual schedules
- Students' financial statements
- Library login
- Proxy access to online resources for distant students
- Forms for Interlibrary Loan request
- BA academic catalog
- E-class (Moodle) login
- LCC email
- LCC staff/faculty/students email directory

Quick Reference

The following alphabetical list of academic information and policies is designed to be a quick reference. This is not a complete statement of academic policies or information. Consult the LCC International University Academic Catalog for a complete listing of LCC academic policies and requirements on the [LCC portal](#)

Absenteeism

More Info: Registrar

Circumstances that result in more than 3 hours of absences in a 6 ECTS credits course, or 1.5 hours or more in a 3 ECTS credits course, are subject to a penalty as outlined on the course syllabus up to a maximum of 15% of the final grade. Absence is no reason for late submission of assignments or an expectation for make-up tests. Faculty members exercise their own discretion with regards to penalty in such cases. Penalties may range from refusal to accept late materials to a late grade penalty. Faculty are expected to follow the policy printed on their course syllabus. The student is responsible for all assignments and homework missed while being absent. Students are required to submit the assignments on time or otherwise to agree with a faculty member. Moreover, LCC instructors are not required to arrange for any missed presentations, tests, exams or any other activities.

A student may exceed the limit of absences without academic penalty in case of the following:

- Attendance at a conference/academic competition approved by the Chair of the academic program the student is enrolled in
- Participation in study fairs in Vilnius and Kaunas approved by the Academic Vice President
- Participation in a competition on an approved LCC International University athletic team

- Extended medical or psychological illness (3 or more consecutive class hours) with a provision of an official doctor's notice
- Death of an immediate family member

In order to receive excused absence for these occurrences the student is required to collect an [Excused Absence Form](#) available online or from the Registrar's office, complete it and provide supporting documentation (if necessary). This form is to be signed (approved) by the Chair of the academic program or Program Director (PRIME) the student is enrolled in and then presented to each of the student's instructors for initial where an excused absence is to be recognized. The completed signed and initialed form is to be returned to the Registrar's Office.

Academic Leave

More Info: Registrar

If you wish to temporarily discontinue your studies at LCC, you must apply for academic leave during the semester prior to leaving. You must complete the Academic Leave Form available under Academics section on the Portal [Requests & Forms](#) or in the Registrar's Office. Note that stepping out of the annual sequence of courses may mean that you will need additional semesters at LCC.

Add/Drop Period

More Info: Your Advisor

This is the period of time at the beginning of each term (1 week during fall and spring, and 1 day during summer sessions) in which you may make changes to your registration without penalty. To add or drop a class, obtain an add/drop form from the Registrar's office. Once the form is filled out and signed by the necessary persons (your advisor and then professors) place it in the drop box at the reception desk.

Academic Integrity

More Info: Academic Vice President

LCC seeks to be an institution that incorporates Christian character into all its decisions, activities and programs. Thus academic integrity is of highest importance. Students and faculty work together in relationships based on trust. Trust and integrity are essential to strong character and responsible citizenship.

As students accomplish academic work, LCC wants them to develop integrity, trust and strong character. LCC encourages students to develop their own thinking and make their own conclusions based on their own research. Each student's writing, assignments and other work should reflect that student's thought and effort. LCC believes that each student should be rewarded for his or her own work and shouldn't benefit from work that is not their own or work that is done dishonestly.

For these reasons LCC addresses and disciplines academic misconduct.

Plagiarism

More Info: Registrar

Any of the following violations are deemed instances of plagiarism:

- Using the exact words of a published or unpublished author without quotation marks and/or without making reference to the source of these words.
- Using another student's research or writing assignment (in whole or in part) and submitting it as one's own work.
- Using another individual's written work and presenting it as one's own. For example, using a ghostwriter or having another individual revise or copy edit work to the extent that it is no longer recognizable as the student's genuine work.
- Duplicating a table, graph or diagram, in whole or in part, without reference to the source.
- Paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g. personal communications, ideas from a verbal presentation) without reference to the source.
- Using your own work from a previous or current course without proper citation.

Work may be deemed minimally plagiarized or substantially plagiarized at the instructor's discretion with reference to the descriptions of these in the Faculty Handbook and the Students Handbook.

Where a paper is deemed by the instructor to be minimally plagiarized, the instructor will require the paper to be rewritten in correct form, with a grade reduction as penalty. The grade reduction is to be determined by the instructor.

Where the assignment is deemed by the instructor to be substantially, the paper will be given a 0% with no possibility for regaining those points. The instructor will submit an Academic Misconduct Incident Report to the Registrar along with the plagiarized paper.

Two instances of substantial plagiarism, or an instance of substantial plagiarism combined with any other form of

cheating or academic misconduct within a single class, will result in failure of the course, a warning letter to the student and a disciplinary meeting with the Academic Vice President.

Two instances of substantial plagiarism, or an instance of substantial plagiarism combined with any other form of cheating or academic misconduct within two different classes, will result in a warning letter to the student and a disciplinary meeting with the Academic Vice President.

A third instance of substantial plagiarism, cheating or other academic misconduct results in dismissal from the university.

Cheating

More Info: Registrar

Any of the following violations are deemed instances of cheating:

- Copying the answers of another student in any test, examination, or take-home assignment.
- Using materials in an examination or test other than those approved by the instructor.

If a student cheats during a quiz, test or final examination, the student's examination may be removed. The student receives a 0% for the examination. The instructor will submit an *Academic Misconduct Incident Report* to the Registrar along with the quiz, test or final examination.

Other Academic Misconduct

More Info: Registrar

Other types of academic misconduct include:

- Fabricating evidence or statistics which supposedly represent original research.
- Returning a test for a proposed grade improvement having changed any information on that test after it was marked or scored.
- Submitting the same paper or portions thereof for more than one class or assignment, without approval by the instructors involved.
- Knowingly contributing to another student's cheating or plagiarism by sharing, for the purpose of deceit, material with another student
- Any other actions that compromise academic integrity.

If a student commits an act of academic misconduct the instructor will submit an *Academic Misconduct Incident Report* with a description and supporting documentation describing the misconduct.

Confirmation Letters (oficialios pažymos)

More Info: Registrar

Confirmation letters are issued by the Registrar's Office to confirm your status at LCC. They can be used to prove that you pay for your studies, receive no scholarship, or to provide necessary info for SoDra, Namų valdyba, International Student Cards (ISIC) issuing agencies, travel agencies, work and travel, etc.

- Fill in a [form online](#).
- There is no fee for confirmation letters
- Please expect 3 days to process confirmation letters. Requests to provide confirmation letters on the same day are not accepted.
- Pick up your letter from the mailbox (by the Reception Desk)

Students with Disabilities and Special Needs

More Info: Registrar or Student Success Center

LCC International University strives to create equal access to higher education for all individuals, to establish favorable conditions of equal opportunities for all students. There is a cross-departmental effort to ensure that students with special needs get the needed support. Student Financial Services

informs students by email with detailed information when government stipends and funding becomes available to students with special needs. The Student Life Division ensures a comfortable environment for learning and living for all students. All Student Life programs and services are available for students with special needs. If special assistance is required, the Student Life staff works with each student individually to identify the support needed to overcome difficulties. Both LCC Residence Halls are wheelchair accessible and have elevators providing access to all floors. There are rooms which have been modified to accommodate wheelchairs. The housing coordinator works with each student with significant mobility limitations that require accommodation or other specific needs. DeFehr Center's first floor is wheelchair accessible and classes for students with disabilities are scheduled in such a way that allows them to access the needed facilities. All academic facilities are accessible for disabled students. Michealsen Centras is accessible for students with disabilities and is available for students for sports and leisure activities. Students are invited to share information about the support they need due to their special needs on their Housing Application. LCC has a full time Student Counselor to help students who have psychological difficulties and who is well connected with the local psychological services departments.

Upon documented verification of the disability, academic support is individualized based on the learning needs of each student. Individuals with special needs may ask for academic and technical support, registration assistance, and help for academic service. This support will be coordinated and managed by the Registrar and the Student Success Center.

The procedure for requesting special support includes:

- Students are invited to inform us about the support needed to overcome difficulties related to their disabilities and special needs through the **online form** by the second week of the semester. Only emergency cases will be reviewed after the second week of a semester
- Students need to submit official verification of a status of a disability (comprehensive disability documentation or other medical documents that confirm special needs) in English or Lithuanian languages to the Academic Vice President of the University.
- Confirmation from CAS (Committee on Academic Standing) for a special needs program is received.
- Representatives from CAS meet with the student to discuss appropriate accommodations.
- A memo to faculty who are involved in the student's study program will be sent by the Academic Vice President/Registrar.

The student is responsible for further discussions with the faculty to finalize mutually agreeable plans.

Documentation is kept in the Registrar's Office in the student's file and information is added to the Registry of Students with Special Needs.

A qualified disabled student must follow the required procedures for requesting special support in order to ensure equitable participation in an education program or activity. Academic support is provided for those students who require additional assistance. Academic accommodations may include items such as Individual time schedule, tutoring support, accommodations related to testing and assessment, length of studying. For further information visit the [LCC Portal](#).

NOTE: Accommodating student's special needs will not be granted retroactively.

Transcripts

More Info: Registrar

A transcript is an official record of your academic work (courses taken, credits / grades earned) at LCC. Transcripts are often

used in applying for jobs or for further studies. Official transcripts must be requested in advance from the Registrar's office.

- Fill in a [form online](#)
- Transcript fee is 2.50 EUR if mailing is not required and 6 EUR if it is required
- Please expect 3 days to process transcripts. Requests to provide confirmation letters on the same day are not accepted.
- Pick up your letter from the mailbox (by the Box)
- Transcripts will not be released if you have outstanding financial or library debts on your student account

Full-time/Part-time Students

More Info: Registrar

All study programs at LCC are registered as full-time programs. If you take 24 or more ECTS credits in a semester, you are considered to be a full-time student. You cannot take fewer than 24 ECTS credits per semester. In the fall and spring semesters, the normal academic load is 30 ECTS credits. As a full-time student you may take up to 33--36 ECTS credits if your GPA was 7 or greater in the previous semester.

Grading System

10-Point Scale	Percentage	Grade Meaning
10	93-100	Excellent
9	87-92	Very good
8	80-86	Good
7	73-79	Highly satisfactory
6	67-72	Satisfactory
5	60-66	Sufficient
4 (F)	50-59	Insufficient (Fail)
3 (F)	40-49	Insufficient (Fail)
2 (F)	30-39	Insufficient (Fail)
1 (F)	25-29	Insufficient (Fail)
0 (F)	0-24	Insufficient (Fail)
0 (F)	0 (WF)	Withdrawn Fail

I "Incomplete" – An incomplete may be granted only for illness or other unexpected unusual circumstances. In order to be eligible for an incomplete grade a student must have 2/3 of the course work completed (excluding the final exams) and have a passing grade (5 and/or above) at the point of application. A student must request an incomplete grade and receive the instructor's approval by the last day of classes, before final exam week begins.

The final grade for an incomplete should be reported to the Registrar as soon as the incomplete work is finished but no later than two weeks before the end of the following full term. The I grade becomes an F (1-4) if the student has not completed the work within the time allowed. If illness or accident prevents the student from making up the work within the allotted time, the Registrar, in consultation with the Academic Vice President, may authorize a W (Withdrawn) in those courses which the student was passing at the time he/she became incapacitated. Courses carrying a grade of W receive no credit and are not counted as hours attempted. Academic leave does not negate these requirements.

AU "Auditing" – You may attend courses without attempting to earn a grade or apply the course towards your graduation requirements. 50% of normal course tuition is charged for auditing, and you must attend at least 50% of the course sessions to earn for AU to be listed on your transcript.

Grade Appeal – If you wish to appeal a grade, submit a written appeal to the instructor who gave the grade, stating the reason(s) the student feels a change of grade is warranted. Schedule a conference with the instructor, at which time the

instructor will explain to the student how the student's grade was determined. The registrar can assist students in contacting an instructor. If the instructor does not believe that a change in grade is warranted, and the student wishes to continue with the appeal, the student may submit a written appeal to the office of the Academic Vice President. The instructor may be asked to review the basis used in determining the grade and report the review to the Academic Vice President.. Grade appeals must be submitted to the instructor and resolved not later than the 14th day after students receive their grades. If the instructor does not believe that a change in grade is warranted, students may appeal to the Academic Vice President by the 21st day after they receive their grades. The Academic Vice President will inform students of the final decision not later than the 28th day after the appeal is received.

Repeated Courses – Each attempt at a course is recorded on your transcript. A course may be repeated once to earn a higher grade or as many times as necessary to earn a passing grade. The repeat will be so noted on the transcript. Only your highest grade will count towards your CUM GPA.

Graduation Requirements

More Info: Your Advisor

The academic requirements found in LCC Academic Catalog at the time you are accepted into LCC are applicable for your entire course of study. The [2019-2020 Academic Catalog](#) is available on the [LCC portal](#). Final responsibility for meeting all graduation requirements rests with you.

Late Arrival

More Info: Registrar

In order to facilitate the learning process, all students are expected to attend classes on the first day of each semester. This policy addresses exceptional cases (i.e. summer employment), when students are unable to arrive on time to class. All students must register according to the registration schedule. All students must pay for courses according to the payment schedule.

In cases when registered students cannot attend some/ all of the classes in the first week of the semester, they must inform the Registrar's office one month before the start of the semester. Students must complete the Late Arrival Request form [The Late Arrival Form](#). In these cases, students must arrive before or on Monday of the second week of classes. However, absences for these late students count as "unexcused absences."

In cases when registered students are unable to attend some or all of the classes in the second week of the semester, they must appeal to the Academic Vice President at least three (3) months before the start of the semester. Students must complete the Late Arrival Request form **The Late Arrival Form** including an appeal letter. For example, when students sign a job contract (typically in the spring), they must first ensure that the dates of the job contract allow them to arrive on time to classes or they are required to appeal to the Academic Vice President. The Academic Vice President may request additional documentation prior to making the decision. The appeal may be granted or the appeal may be denied.

If the appeal is granted, the student may arrive late and maintain their place in the course. However, absences for late students count as "unexcused absences." In this case, the student will only be allowed to make up any missed work/ tests in the classes at the instructor's discretion.

If the appeal is denied and the student plans to arrive later than the first week of classes, the student is encouraged to change their arrival plans, request an academic leave or they will be withdrawn from LCC. In this case, the student loses their student status, and, in the case of international students, their visa/ TRP will be revoked.

If a student has not submitted a Late Arrival Request form and they do not attend classes during the first week, students forfeit their place in the course, they will be withdrawn from LCC. In this case, the student loses their student status, and, in the case of international students, their visa/ TRP will be revoked.

Unusual circumstances or situations will be handled on a case by case basis by the Academic Vice President.

Because of the rapid pace of the May, June, and July sessions, each day of those sessions should be understood as one weeks' worth of classes in regard to the policy above.

Major/Module

More Info: Your Advisor

You will choose (declare) your major at the time of admission to LCC. You may change your major at any time during your studies by filling out the appropriate form in the Registrar's office. Consult with your advisor or the Registrar's office in this process. Note that changing a major may cause your studies to extend beyond four years.

Registration

More Info: Your Advisor

Registration for LCC courses takes place during the second half of the spring and fall terms. The registration periods and the drop/add period are the only times that you may make changes to your course registration. Registration information and dates are communicated to you via your LCC email. Any course changes (adding/dropping courses, change of sections and adding courses from the waiting list) should be made by submitting a signed Add/Drop form. If you stop attending a course without officially dropping it, you will receive a 0. Starting to attend a course without officially adding it will not carry any credit.

2019-2020 Registration Periods and Dates

For Spring 2020	November 11-29, 2019
For summer 2020	February 17-21, 2020
For Fall 2020	March 23-April 10, 2020

Transfer

More Info: Registrar

You may receive transfer credit for academic work at other accredited universities, accredited colleges (kolegija) and accredited theological colleges only. In the case of the theological colleges non-state accreditation agencies such as EAAA (Euro Asian Accrediting Agency) or ABHE (Association for Biblical Higher Education) are acceptable. Following a transcript evaluation, you may become eligible for transferring a maximum of 90 ECTS credits from an accredited university or a maximum of 60 ECTS credits from an accredited college (kolegija) or theological institution towards your LCC bachelor's degree. See the LCC catalog for more information.

Withdrawal

More Info: Registrar

During the fall and spring semester, students may add and drop courses without penalty only during the first week of the semester. A student may withdraw from a course without academic penalty and receive certain refund percentage back

from the eighth to the thirty-fifth calendar day of the semester. After the thirty-fifth calendar day, a student may withdraw from a course but will earn a grade of WF, equivalent to a O(F). During Summer Session, a student may add or drop courses only during the first day of the session. A student may withdraw from a course without academic penalty and receive certain refund percentage back from the second to the seventh calendar day of the session. After the seventh day, a student may withdraw from a course, but will earn a grade of WF, equivalent to a O(F). For detailed information on the refund percentages, refer to Fall/Spring and Summer Session refund schedules.

Fall and Spring Semester Refund Schedule:

Calendar days 1-7: 100% refund, no academic penalty

Calendar days 8-21: 50% refund, no academic penalty

Calendar days 22-35: 25% refund, no academic penalty

Calendar day 36 and later: 0% refund, receive a grade of WF (withdrawn-fail)

Summer Session Refund Schedule:

Day 1 of classes: 100% refund, no academic penalty

Calendar days 2-7: 50% refund, no academic penalty

Calendar day 8 and later: 0% refund, receive a grade of WF (withdrawn-fail)

Students must fill out an Add/Drop form available at the Registrar's office for all schedule changes.

Students may withdraw from LCC by completing an official Withdrawal Request Form available on the [LCC portal](#).

ACADEMIC GOOD STANDING

Committee on Academic Standing (CAS)

To remain in good standing, students must maintain a cumulative GPA at or above 6.00. Student academic progress is reviewed by the Committee on Academic Standing (CAS) at the end of each term. The committee is comprised of the Associate Dean, Associate Dean of Students, one instructional faculty member, one member of the Student Council, one member of the Student Success Center and the Registrar. The role of CAS is to develop, monitor and act on policy related to student academic good standing at LCC. CAS regularly reviews the academic progress of students who are not performing well enough to meet requirements for graduation. It also reviews cases where students have not met the university's academic integrity policies. CAS will take actions according to the policies including placing students on probation, suspension or dismissal. Failure to meet academic requirements, adhere to the terms of academic contract, or instances of academic misconduct may result in suspension or dismissal during, or at the end of, a semester.

Academic Warning Letter	The Registrar sends a letter of warning to all students whose semester GPA falls below 6.00 but whose CUM GPA remains above 6.00. This is to alert the student of potential loss of good standing status if their current performance does not improve.
Academic Probation	A student whose CUM GPA falls below 6.00 is automatically placed on academic probation. Academic probation is designed to be an incentive for students to work toward the high academic standards expected at LCC and ensure that they complete their study program. Academic contracts are designed to give probationary students the best chance of raising their CUM GPA to the required level in the next term in order to return to good standing. Academic contracts are adapted to the student's situation, but will always include strict adherence to the terms of the courses in which they are enrolled as outlined in the syllabus or otherwise announced to the class as well as the achievement of a CUM GPA of 6.00. If achieving good standing in one term seems unlikely or even impossible, the Committee on Academic Standing considers the option of placing a student on probation for up to three semesters. If the contract is fulfilled at the end of the period, the student returns to good standing. Failure to meet the requirements outlined in the contract will result in suspension or dismissal. A student may appeal the specific terms of an academic contract by submitting a letter to the Academic Vice President, providing evidence that the student's progress towards good standing is not being served by these terms.
Suspension	The decision to suspend a student is determined by CAS, COD or a combination of both after careful review in case a student is unable to remain in Good Academic Standing or to conform to the Community Standards due to any unusual circumstances including circumstances caused by medical, psychological, behavioral and/or discipline issues. Suspension provides students the opportunity to consider whether they wish to continue their education at LCC. While on suspension the person loses the status of a student and with that all rights and privileges afforded to LCC students. Suspensions are always at least one semester and seldom more than two semesters in length.
Dismissal	The decision to dismiss a student is determined by CAS after a careful review of student's academic performance (e.g. if CUM GPA goes down after the second or third semester on probation). Dismissed person loses the status of student and all rights and privileges accorded to LCC students.

Appeal Process after Suspension/Dismissal

STEP #1	Students who have been suspended or dismissed and wish to appeal the decision need to discuss their situation with the CAS members at a specially arranged CAS hearing. If a student is unable to attend the hearing, he/she can send a statement explaining the reasons why the decision needs to be reviewed. CAS will communicate the final decision after the hearing. If a student fails to attend the hearing or send a statement, the CAS decision is final and non-negotiable.
STEP #2	Students who are not satisfied with the CAS decision after the hearing may submit a written appeal to the Academic Vice President within 24 hours. The Academic Vice President will review the case along with one of the Associate Deans and a Department Chair. That decision will be final and non-negotiable.

Readmission After Suspension/Dismissal

Readmission for suspended students is not automatic and students may apply for readmission following the applicable suspension period. Suspended students may apply for readmission to LCC by contacting the Registrar. Suspended students must present evidence that they are ready to return to LCC. The Academic Vice President will take into full account the student's complete record of past performance at LCC. Suspended students are readmitted on probation if their CUM GPA was below 6.00 at the point of suspension. Dismissed students are not normally readmitted. However, in cases of strong rationale students may reapply but they are not guaranteed readmission. Dismissed students may reapply after two semesters away from LCC by contacting the Registrar. CAS will take into full account the student's complete record of past performance at LCC. Students who have not attended LCC for more than two academic years will be required to follow the curriculum in the catalog for the academic year in which they are readmitted. If a readmitted student fails to live up to the terms of their contract, the student will normally be dismissed.

PRIME Students

Prerequisite Intensive Module in English (PRIME) students are expected to achieve and maintain a minimum CUM GPA of 7.00 to remain in good standing. Students may be enrolled as PRIME students for a maximum of two semesters. Those who demonstrate that their English language ability has improved such that they are ready for BA degree courses will transition to their BA study program fully at the end of their first semester, or partially at the end of their first semester (50/50), or fully at the end of their second semester.

PRIME students with a semester GPA between 5.00 and 7.00 after their first semester will meet with the PRIME Director to review their performance and may receive a warning letter outlining conditions for continued study. PRIME students with a semester GPA below 5.00 after their first semester will normally be dismissed from LCC. Suspension is not an option for PRIME students. PRIME students who fail to meet the required semester GPA of 7.00 after their second semester in PRIME will normally not be recommended for a BA study program and may be dismissed from LCC. All decisions regarding PRIME students are subject to adjustments based on teachers' recommendation. Recommendation for dismissal from PRIME will be forwarded by the PRIME Director to CAS for final review. Dismissed students will be notified in writing. Students may submit a written appeal to the Academic Vice President within three days of notification. The Academic Vice President's decision will be final and non-negotiable.

Student athletes

Student-athletes must maintain academic good standing. Student-athletes who fall out of academic good standing:
Can participate in athletics for one more semester while on probation (if it is possible to regain academic good standing during that semester) – to be determined by CAS.
Must terminate their participation in athletics while on probation (if it is NOT possible to regain academic good standing during that semester) – to be determined by CAS.

LIBRARY INFORMATION

Library use policy

- All students enrolled in undergraduate courses at LCC International University are given library privileges. Each is given a personal account in the library automated system through which they can view and renew their checkouts and place holds on items checked out by other patrons.
- LCC ID card must be presented to check items out from the library. The card is valid for the student's academic stay at the university.
- Library patrons take responsibility for checked out items and in case of their loss or damage (handwriting, highlighting, missing pages, water damage, etc.) will have to pay their replacement cost plus a processing fee.
- Each student may have a maximum of 20 items checked out at one time.
- Senior students are granted special permission to check out up to 30 items for an entire term.
- Regular loan period for books is 4 weeks, and for media material (DVD, audio CD) it is 3 days. Reference resources (REF) and periodicals do not circulate.
- It is the student's responsibility to be aware of the due date of checked out items. This can be done by accessing the student's account in the library catalogue.
- Fines for overdue items are calculated beginning the day after the due date and are not charged for days when the library is closed. Fines for overdue items are 0.30 EUR per item per day, with a maximum of 3 EUR per item. The library system will email overdue alerts the day after an item is due, and again when it is 5 days overdue.
- A patron's account is blocked and borrowing privileges are suspended if items are overdue for 10 days, or if fines exceed 3 EUR.
- Library fees and fines are reviewed annually.
- The library reserves the right to recall any checked out item if there is a compelling reason to do so.

Course textbooks are checked out for the entire term to students registered in the class. Textbooks returned after examination week will incur a fine. Textbooks for students registered in online classes and residing outside the Klaipeda region will be mailed to them at the library's expense and have to be returned at the student's expense.

Reserved readings (RES) are to be checked out at the Circulation desk. The checkout period is indicated on each item. The fine for late return of a Reserve item is a flat rate of 1.50 EUR per item per day.

Overnight rule. Reserve items may be checked out overnight one hour before the library closes and must be returned not later than one hour after the library opens.

Weekend and holidays rule. Reserve items may be checked out one hour before the library closes for a weekend or holiday, and must be returned not later than one hour after the library reopens.

Summer loans. For students not enrolled in summer term courses, borrowing non-academic library resources over the summer is at the discretion of the library staff. Borrowing textbooks over the summer is at the discretion of the instructor.

Library Fees:

Library fines	0.30 EUR/day/book
Late Textbook return	3 EUR/copy
Late Reserve item return	1.50 EUR/day/item
Lost / Damaged library item	Full replacement value of the item
Lost library item processing fee	4 EUR/item
Alumni library card fee	3 EUR/card
Thesis binder fee	6 EUR/binder

Services:

Printing – Black/white copy *	0.03 EUR
Printing – Color copy	0.20 EUR

* Students need to add money to their LCC ID cards for all photocopying and printing in the library.

Damaged/lost library materials

Any learning resource is the property of the LCC International University library. The student is responsible for the borrowed library material. If the item is lost or returned damaged (highlighted, written over, ripped pages, spilled, etc.), library staff will ask the borrower to compensate for the loss or the damage not resulting from normal use.

Library can be accessed through your [LCC portal](#).

STUDENT LIFE INFORMATION

Get to know the staff on campus

- » The LCC Student Life Division is overseen by the **STUDENT LIFE VICE PRESIDENT (VP)**.
- » The **STUDENT LIFE OFFICE ASSISTANT** is available at the Student Life office front desk to help point you where you need to go and answer general Student Life related questions.
- » The **DIRECTOR OF STUDENT SUPPORT AND CAREER DEVELOPMENT** oversees the center that is responsible for providing essential student services such as migration, ID cards, employment, etc. It also promotes career-related educational events as well as employment opportunities.
- » The **MIGRATION AFFAIRS COORDINATOR (MAC)** supports students in their visa/TRP application process, informs them about the legal side of being a resident in Lithuania.
- » The **CHAPLAIN** oversees the programs dedicated to your spiritual development including Chapel, Bible studies, faith discussions, and a mission trip. The **DISCIPLESHIP COORDINATOR (DC)** works alongside the Chaplain, implementing Spiritual Life programs and mentoring the Spiritual Life student leaders.
- » The **ASSOCIATE DEAN OF STUDENTS (ADS)** is responsible for student housing, Residence Life and Intercultural Programs. The ADS is also available to interpret policies and explain Student Life good standing requirements and procedures. The ADS handles all student discipline.
- » The **RESIDENT DIRECTORS** are professional staff that oversee the Residence Halls, ensure discipline and proper use of the facilities, as well as run Residence Life programming by organizing various educational and social events.
- » The **INTERCULTURAL EDUCATION COORDINATOR (IEC)** oversees the Intercultural Programs (the Intercultural Education Program and the Community Multicultural Awareness Program (CMAP)) and the student leaders who assist with them. The coordinator also helps international students to adapt to life in a foreign culture and Lithuanians to adapt to an international community.
- » The **COUNSELOR** helps students deal with emotional and psychological difficulties, as well as helps students in self-growth and self-discovery.
- » The **STUDENT COUNCIL** is responsible for representing you at official LCC International University meetings (i.e. President's Cabinet, CAS) and at LSS (Lithuania Student Union), organizing various events, getting your feedback, and providing organization and funding for student interest clubs and committees.
- » The **STUDENT SUCCESS CENTER** provides academic orientation, support, and intervention systems for students. Current offerings include First Year Orientation, the Writing Center, and Math tutoring. The SSC provides individual conferencing with all new students enrolled in the required First Year Seminar (FYS) course, and offers academic advising with academic writing and algebra to any student, as needed.

Find out what you need to know

LCC communicates all official information to you via your official LCC e-mail account. Check your LCC email regularly for:

- » [e]vents e-mail with current week's upcoming events on campus, activities, notices and other community information
 - » Updates from the Student Life office regarding LCC policies and procedures that affect students
- Other LCC information outlets:
- » Facebook group "Events on LCC Campus" (Only for current students)
 - » Facebook fan page "LCC International University Student Life" (Open to everyone)
 - » All policies are posted on S Drive>Student Life>Student Life Policies

Quick Reference

The following is an alphabetical list of student life information and policies is designed to be a quick reference. This is not a complete statement of policies or information. For more information, contact the individuals listed below.

Alcohol-free or "dry" campus

More info: Associate Dean of Students

Students are to refrain from the use or possession of alcohol (including beer & cider) in or on the grounds of any LCC facility, including student residences. Students may not possess alcoholic beverages or empty containers on campus, including the student residences. Drunkenness (examples include but are not limited to: slurred speech, vomiting, stumbling or needing assistance to walk, loss of motor coordination, aggression, brief loss of memory, or abusive behavior) is not permitted in or around university facilities. Student Life staff members may administer breathalyzer tests when drunkenness is suspected. Refusal to be tested is equivalent to violation of the policy. Please note: the legal drinking age in Lithuania is 20.

Advertising on campus

More info: SL Office assistant, Communications office

Posters, flyers, and other event marketing materials need to be posted on bulletin boards ONLY. No postings are allowed to be placed on the **windows, doors or walls** of any LCC building. All advertisements should have information about who organizes the event. Event organizers are responsible to remove posters, flyers and other marketing materials within 24 hours after the event.

Posters may not contain material that would be in violation of any LCC policy or contain material that is obscene, pornographic, vulgar, racist, sexist, and etc.

Advertisements can also be posted through emails. See [e]vents for more information. Other promotions such as banners, signs, stickers, and etc. may also be permitted; however, the appropriateness of such items should be discussed with your immediate supervisor or the SL Office assistant.

Audio/Visual equipment | A/V

More info: IT Help Desk

A/V equipment (including the portable sound system) can be reserved through the IT Help Desk for student events, but it can only be reserved by a staff person. Work with your immediate supervisor to make a reservation.

Chapel

More info: Chaplain

Chapel is held every week on Wednesday from 12:15 to 13:00 in Neufeld Auditorium. Chapel is a time set aside for the LCC community to gather to explore who God is, what it means to live as people loved by God, and how to embrace God's call for

relationships marked by peace and reconciliation. All students, staff, and faculty are encouraged to attend and no other institutional or student meetings/events should be scheduled at this time.

Computers and Technology

Each personal computer (both PC and Mac) connected to wired or wireless LCC networks must have up-to-date antivirus software. Any misuse of the LCC computer network (illegal downloading/streaming of copyrighted material, hacking, initialization of DDoS attacks, etc.) is highly prohibited. Each case of abuse will be investigated and prosecuted.

[e]vents email

More info: SL Office assistant

This is our Monday newsletter for the events upcoming week, it also has info on job opportunities, activities, lost & found items. Check your LCC e-mail regularly. If you want to send out information to all students, send an email to studentlife@lcc.lt.

Emergency Care Fund

More info: Student Life Vice President

The Emergency Care Fund offers limited financial assistance to students who are unable to meet immediate, essential expenses because of temporary hardship related to an unexpected situation.

Flag Usage

More info: Office of Intercultural Programs

The Office of Intercultural Programs purchases a national flag for each nation represented on campus. Flags can be checked out for event use but must be returned within 2 hours following an event. If not returned, or returned damaged, it is the responsibility of the person or department that used the flag(s) to replace it.

Fundraising

More info: Student Life Office assistant

No fundraising activities are allowed without a prior approval.

Only fundraising that benefits a charitable cause will be approved.

Fill out [a request form](#) at least 2 weeks in advance.

Drugs

More info: Associate Dean of Students

Drugs are forbidden. Students are to refrain from the use and possession of drugs (including marijuana) or non-prescribed narcotics. Possession, distribution or sale of illegal drugs will not be tolerated. Student Life staff members may administer urinalysis tests when drug use is suspected. Refusal to be tested is equivalent to violation of the policy. These cases will also be reported to police.

Lithuanian Student Card (LSP)

More info: Student Council

LSP is an official Lithuanian student identity card. This card identifies you as a student outside of LCC, giving you special privileges such as cheaper public transportation and other student discounts. All students, both EU and non EU, are encouraged to obtain an LSP card. LSP cards must be returned upon graduation.

Medical Assistance

More info: SL office assistant

LCC has a number of partner clinics where LCC students can be registered for appointments. Lithuanians are insured by the state insurance, EU students need to have EHIC obtained from their home country, and non- EU students are required to subscribe to the medical insurance plan arranged by LCC, as it is required for a

visa and TRP eligibility. All students are advised to print their insurance document and keep it on them from the beginning of the academic year. A copy is also available on the S Drive > Migration office. More information on medical assistance and use of insurance can be found [on LCC Portal](#)

Audiovisual works on Campus

More info: SL office assistant

Movies may be shown on LCC campus **publicly** for educational, noncommercial purposes given that the movie was obtained legally (purchased, rented, borrowed from the Library). *Educational purposes* are defined as occurring within a predetermined syllabus, non-formal programming (Student Life programs) and for the educational benefit of students. To honor the intellectual property rights, no audiovisual works (including movies) can be used for entertainment.

Musical Instruments

More info: Chaplain

Use of Chapel musical instruments and equipment and personal instrument storage must be arranged through the Chaplain. LCC students may store musical instruments in Neufeld Auditorium storage (if space allows), but do so at their own risk.

Political activity on campus

LCC International University is an apolitical institution. All members of the community are expected to respect fundamental human rights. Direct political advertising campaigns by politicians or political parties are forbidden on campus. LCC promotes democratic traditions and ideals. Open and peaceful events are accepted, where all opinions are respected and freedom of critical thinking is expressed in academically respectful ways.

Registering for a Student Club

More info: Student Council

All student clubs and organizations must be registered through Student Council in order to function on campus and receive benefits such as permission to advertise, funding, support and access to Student leader lounge.

Respect for University Property

More info: Associate Dean of Students, Facilities Manager

No objects such as balls and frisbees may be thrown inside university facilities with the exception of the Michealsen Centras gym. All beverages (coffee, tea, water, etc.) must be covered if consumed inside the university with the exception of the Cafeteria. Charges will be applied to those who damage the property.

Room Reservations

More info: Student Life Office assistant

Staff and Faculty can reserve rooms through the Calendar in Outlook. Students can reserve rooms at the Student Life desk or at Reception. Please ensure that you reserve your room prior to advertising your event. The priority for reserving rooms always goes to academic and student life events, then to official meetings, student activities and finally personal use. You are responsible to re-set the room after your event.

Smoking

More info: Associate Dean of Students

All university facilities are smoke-free environments. Smoking is permitted in designated smoking areas only: behind the DeFehr Center and in the smoking hut between Enns and Neumann Halls. Smoking outside of designated smoking areas will incur a

disciplinary action. This policy applies to vapes and e-cigarettes as well.

Sponsorships off campus

If you are seeking a sponsorship off campus whether in cash or in-kind, first contact Advancement Office for further information.

Technology Use

More info: Associate Dean of Students, IT Director

LCC's networks are primarily for academic purposes. IT and/or Student Life may discontinue network access for users who violate standards (i.e. peer to peer, FTP, illegal or copy written files, sexually explicit materials). It is the responsibility of the banned user to contact Student Life or IT regarding renewing access. Private Wi-Fi routers are forbidden in LCC buildings.

TRP | Temporary Residence Permit

More info: Migration Affairs Coordinator

All international students are required by law to have a valid TRP in order to attend classes (for a certain period, a TRP could be

substituted with the Lithuanian National Visa which gives its visa holder very similar rights and responsibilities as a TRP). It is the student's responsibility to adhere to the TRP application deadlines communicated to students through their LCC email. TRP is given out only to enrolled students and is cancelled for those on academic leave.

Threats, Assault or Harassment

More info: Associate Dean of Students

Refrain from verbal or non-verbal threats of any kind. Under no condition may any member of LCC's community feel violated (continued ridicule or uninvited sexual advances included). Any assault (physical and/or sexual) will be dealt with severely.

Weapons

More info: Associate Dean of Students

Firearms and weapons including, but not limited to, any type of gun, hunting knives, switchblades, martial arts weapons, numb-chucks, brass knuckles, etc. are not permitted on LCC premises. Explosives including fireworks are also not allowed on any LCC property.

LIVING ON CAMPUS

LCC International University has two residence halls on campus, Neumann Hall and Enns Hall. The residence halls are more than just buildings. Each is a community where LCC students from around the world can sleep, eat, study, socialize, laugh, learn, and build relationships. Approximately 400 students live in university housing.

Residence halls are staffed by three Resident Directors (RDs), two in Neumann and one in Enns, who are full time LCC employees and live in apartments in their buildings. The RDs each work with a staff of 4-5 Resident Assistants (RAs). The RAs are student leaders who live on each floor/pod of the residence halls and whose goal is to make the halls a fun and healthy place for you to live! The RDs and RAs are here to answer your questions, plan exciting and educational activities for you to participate in, and to provide general assistance as needed. The Community Life Department is intentional in hiring caring, competent and energetic RDs and RAs in order to make the residence hall communities the best they can be!

Housing Sign-up

Space in University Housing is limited, so full-time LCC International University students who live outside Klaipeda are given first priority for housing. If space allows and after new freshmen are placed, Klaipeda residents or students who are studying part-time (18 and fewer ECTS) are welcome to apply at the end of August.

Everyone interested in living in one of LCC's residence halls must complete a housing application.

Please note! Housing Sign-Up Timeline is announced each semester though email and information is placed on the [LCC Portal](#). Only the Housing_Coordinator deals with student housing requests, monitors the application process, and has the right to confirm the allocation of beds. The Housing Coordinator reserves the right to adjust the housing list as necessary. These housing placements are intended for the entirety of the academic year

Arriving late or arriving early

- If you are a *late arrival* for the Fall semester, you must inform the Registrar so that your name will be on the late arrival list. If your name is not on the late arrival list and you have not checked in to the Residence Halls on the first day of classes, you will be removed from the housing roster and the bed you previously signed-up for will be offered to a student on the wait list.
- If you would like to *arrive earlier* than official Halls opening dates, you must inform the Housing Coordinator at least 3 days in advance and get a confirmation of space availability. Arriving with no advance confirmation will incur a 15 Eur fine.

Email Housing Coordinator at housing@lcc.lt if you have any questions about housing.

For full information about residential living, spaces in the halls, housing standards, etc., check out the Housing page on LCC website and our [Living on Campus Guide](#).

STUDENT LIFE GOOD STANDING

Associate Dean of Students

Our mission in Student Life is to facilitate holistic student education through the practice of an authentic Christian learning community. If you are not honoring good standing expectations, disciplinary actions may be taken by Associate Dean of Students. The type of action depends upon the seriousness of the offense, willingness to take responsibility for personal actions and attitude, and it may vary from student to student. Every opportunity is explored to contribute to the student's personal growth and success, while seeking to maintain a healthy living and learning environment. **The goal of the restoration process is to help students develop in character, personality, and ability.**

Committee on Discipline (COD)

The role of the Committee on Discipline (COD) is to monitor and act on policy related to Student Life good standing at LCC. The COD also reviews cases requiring dismissal from university housing and/or the university itself in which students have not complied with Community Standards. The COD will take actions according to the policies laid out in the Student Handbook, including housing evictions, suspension or dismissal. The committee is comprised as follows: Associate Dean of Students, Registrar, one instructional faculty member, one member of the Student Council, a Resident Assistant at least in the second year of service, and one representative from the Student Success Center.

Warning (either verbal or written)	A notice to the student that the student is violating or has violated institutional regulations. The residence life staff may include the policy statement and rationale for clarification purposes. If the behavior is repeated, it will result in a warning with consequence. This is typically partnered with a level I violation
Warning with Consequence	An official disciplinary action in response to a violation of specified regulations. Students are given an opportunity to think critically about the decisions they have made. Consequences may include (but are not limited to): a conversation with a residence life staff member, an educational reading, a reflection paper, meeting with a counselor or a mentor, and/or active restoration. The warning with consequence is typically given for a repeated Level I violation or a first-time Level II violation
Active restoration	The goal of active restoration is to find a way for students to give back to the community. This may include a plan to address the injury or harm caused to an individual and/or the community or it may include an assignment of community service that is both beneficial to the community and likely to assist

	the student in understanding the harm caused by his/her misconduct. The goal is to help the student learn, grow and to stop the undesired behavior
Restitution	Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
Residency Probation	An official disciplinary action in response to violating specific regulations. Residency probation is set for a designated period of time (either four or six months) and includes the probability of more serious disciplinary sanctions if the student is found to be violating any institutional regulation(s) in the future and especially during the probationary period. Typically this is partnered with multiple level II violations. Consequences may include meeting with a counselor, a mentor, a restorative act, or loss of privileges. If further violations occur during this time, it may lead to a Student Life contract.
Student Life Contract	A Student Life Contract indicates that a student has violated his residency probation and is designed to give the student a further opportunity to demonstrate that they need to understand what it takes to remain within the LCC community. The Student Life contract may involve other requirements, such as mandatory accountability meetings with a counselor or appropriate staff or faculty member (mentor), writing a paper appropriate to the behavioral offense, or loss of privileges. Further violations may result in eviction from University housing, suspension or dismissal. Level III violations will be responded to more seriously resulting in a minimum Student Life contract upon the first offense.
Housing Eviction	For Community Standards that are violated repeatedly or if severe violations have taken place (i.e. those that threaten the safety and welfare of the community), the Committee on Discipline (COD) will consider housing eviction, suspension or dismissal. Level III violations will be responded to more seriously, students could receive serious consequences upon the first offense.
Disciplinary Suspension	Separation of the student from the University for a definite period of time, after which the student may apply to return. A suspension is indicated when a student is either unable or unwilling to improve their conduct to remain in good standing. While suspended the student loses student status and with that all rights and privileges accorded to LCC students. Suspensions are always at least one semester and seldom more than two semesters in length. Conditions for readmission will be specified. During suspension the student is not permitted to be on LCC property except by prior permission by the Associate Dean of Students.
Dismissal from University	Dismissals are also determined by COD, and based on the severity of the Student Life violation. A dismissed person loses the status of student and with that all rights and privileges accorded to LCC students. They may also lose Residence Hall visiting privileges.

Appeal Process after Suspension/Dismissal

STEP #1	Students who have been dismissed from housing and/or the university may discuss their situation in person with the COD members at a specially arranged COD hearing. If a student is unable to attend the hearing, he/she can send a statement explaining the reasons why the decision needs to be reviewed. COD will communicate the final decision after the hearing. If a student fails to attend the hearing or send a statement, the COD decision is final and non-negotiable.
STEP #2	Students who are not satisfied with a COD decision after the hearing may submit a written appeal to the Academic Vice President within 24 hours stating any extenuating circumstances that affected their ability to remain within community guidelines for behavior. The Student Life Vice President will review the case. Once a decision is made, it is final and non-negotiable.

Responding to Community Standard Violations

Upon receiving a notification of a violation, typically the following process is followed:

University Receives Notice	The residence life staff member receives an incident report. The residence life staff member reviews the report and gathers information to more clearly understand the situation.
Student Receives Notice	The student is asked to meet with the residence life staff member.
Initial Investigative Meeting with Student	During this meeting the residence life staff member will: <ul style="list-style-type: none"> • Review report with student. • Allow student to share their perspective and the residence life staff member to gather more information. • Review relevant policies in the Student Handbook. • Answer student's questions.
Consequence meeting	During this meeting the residence life staff member will: <ul style="list-style-type: none"> • Reconnect with student. • Provide student a written copy of the violation(s). If there is a history of violations, this will be included also. • Finalize the consequences with a timeline. Consequences may include: <ul style="list-style-type: none"> • Educational interventions • Restorative acts • Probation • Provide a written letter.

Expectations of students in this process:

1. To be active, respectful participants in this process.
2. To respond truthfully about their actions, even at the risk of negative consequences.
3. Cooperate fully with the investigation, making an effort to learn and grow.
4. Refrain from attempting to negatively influence witnesses, other students or faculty/staff members or undermine the disciplinary process.

Student rights in the process:

1. Hear a summary of the evidence/report of the violation.
2. Respond to the information and present their perspective/further information throughout the disciplinary process.
3. Appeal the decision. Students who are not satisfied with a COD decision after the hearing may submit a written appeal to the Student Life Vice President within 24 hours stating any extenuating circumstances that affected their ability to remain within community guidelines for behavior. The Student Life Vice President will review the case. Once a decision is made, it is final and non-negotiable.

Readmission After Suspension/Dismissal

If readmitted into housing during the semester following a suspension, students are accepted under the terms specified in the decision letter by the Associate Dean of Students. A permanent record of the eviction will remain in the student's files at LCC. Records of ALL violations (including warnings) remain active for 12 months from the month when the violation was made.

Advocacy

The Student Council will listen to and address student concerns and questions. Student Council can also work with students and represent them if there is a legitimate grievance as to the procedure or consequence of a Student Life action.

Standard of Evidence

LCC's disciplinary process requires a preponderance of evidence for finding an individual responsible for a violation. Unlike the criminal system, which requires evidence "beyond a reasonable doubt", the university's disciplinary decision is based on the "greater weight of the evidence." A preponderance of evidence standard requires that the information show it is "more likely than not" that a violation has occurred.

Non-Disciplinary Policy of LCC International University

Students struggling with difficult issues in their personal lives are encouraged to seek out a Student Life staff member for help at any time. Except in situations where the university is required by law to take appropriate disciplinary action (e.g. harassment, sexual assault, etc.), students who come to a Student Life professional staff member for help related to lifestyle behaviors (e.g. alcohol, drug use, gambling issues, tobacco dependency, sexual issues, etc.) prior to staff becoming aware of a violation of university policy will be offered support and help outside of the regular student conduct process.

Grace

Grace will be part of the discipline process as Student Life staff members take into consideration your attitude and past behavior. Student Life staff members have the option of giving grace at any point in the discipline process.

Parental/Guardian Notification

Parents and legal guardians of students under the age of 18 *may be notified* of conduct violations cases in the cases of alcohol possession and use, smoking and possession of tobacco products. Parents and legal guardians of students over the age of 18 may be notified in the cases of conduct violations when there is a potential or real *harm to him/herself* (suicidal ideation and attempt, hospitalization, serious substance abuse cases, severe symptoms of eating disorders or conduct violations) or other situations when there is a potential or real *harm to others* (possession and/or provision of a controlled substance, possession of weapons, sexual assault, homicide threat or attempt).

Self-report and Amnesty

LCC students may self-report to the Associate Dean of Students that they have been involved in a situation where they have violated or may have violated the LCC's Community standards provided that the specific incident has not come to the university's attention via normal reporting procedure. When receiving a student's self-report, Student Life will work with the student to understand the situation, and to assist the student in addressing the situation so that they will be in compliance with the LCC's Community Standards. The University provides amnesty to individuals who come forward. Approved self-reports will not receive sanctions but may be assigned appropriate interventions, restitution acts, referrals, and/or education. These reports do not become part of a student's discipline record. However, if there are continued violations of community standards after self-report, amnesty will not be granted. The University encourages students who are struggling with substance abuse or psychological issues to seek help. If any student freely brings their own substance use, addiction, dependency to the attention of University officials, educational options will be explored but will not result in a conduct proceeding or record.

Questions Regarding These Policies

We are glad to talk to you about the expectations of our community and why we have them. The Academic Vice President, Student Life Vice President, and Associate Dean of Students welcome your questions and interaction on these policies. A qualified counselor is available to work through issues of confidential or personal concern.

COMMUNITY STANDARDS VIOLATIONS CHART

The following list provides a list of violations of Community Standards. Each decision is considered on an individual basis, taking into account the attitudes and unique circumstances surrounding each incident. Disrespect toward any faculty or staff member during this discipline process will be considered when making discipline decisions. Consequences are at the discretion of Student Life personnel, and may include fines, essays, mentoring, community service or any other means deemed appropriate to help the student learn and grow and to stop the undesired behavior. The expectations to follow the community standards apply to both resident and non-resident students on any LCC property.

Level of Violations	List of Violations
Level I Violations Generally result in losing some privileges and/or a fine. Students may also be assigned an active restoration as appropriate, or may receive a warning (for very minor violations). Repeat offenses will result in additional consequences.	Candle hazard Fireworks hazard Failure to attend mandatory meeting Failure to complete assigned kitchen duty or move out responsibilities Repeated buzzing in to residence halls Inappropriate displays of affection Inappropriate use of electronic appliances Noise violation Failure to participate in fire drills Failure to pass room inspection Pet policy violation Quiet hours violation Removal of built-in furniture, common furniture in private rooms Throwing objects out of windows Visiting hours violation
Level II Violations Generally result in losing some privileges and being assigned active restoration. In addition, a student may be placed on Residence Life Probation or Deferred Suspension (depending upon the severity of the violation and/or previous student conduct violations). Repeat offenses will result in additional consequences.	Abuse of the student conduct process Alcohol violations (possession, use, in the presence of) Drunkenness on LCC property Computer misuse (hacking, failure to use anti-virus software) Copying of LCC keys/misuse of LCC keys Disruption of university activities Failure to complete assigned consequence(s) Failure to comply with university official Fighting on LCC property Hazing Improperly entering/exiting building On roof without proper authorization Overnight guest violations Pornography / Erotica (magazines, posters, social networks, etc.) Property damage/vandalism Breaking and entering Destructive behavior Questionable conduct Sexual misconduct / sexually intimate behavior, acts of sexual intimacy Tampering with fire equipment / false fire alarm Tobacco use inside LCC facilities (to include e-cigarettes/water pipe/smokeless tobacco/vapes) Tobacco use outside of designated areas on LCC property Verbal harassment – non-discriminatory Three Level I violations during a 12 month time period
Level III Violations Level III violations are most often violation of local laws and generally result in a referral to the Committee on Discipline which can lead to immediate suspension from housing. Level III violations can also result in expulsion from the university	Sexual harassment Verbal or physical harassment - discriminatory Assault (physical or sexual) Underage alcohol violations Underage tobacco use Weapons inside of LCC facilities Provision or sale of a controlled substance Possession or use of controlled substances Theft Multiple Level II violations

** Repair costs may be subject to the discretion of the LCC maintenance department.

MEDICAL ASSISTANCE AND INSURANCE

The health and safety of our students is our utmost priority. Always inform LCC staff person if you feel unwell or sick and we will coordinate the needed help. LCC makes sure that all students have insurance coverage and assists them in cases of medical emergency. Due to the international nature of our campus, there are different groups of students and the process for getting medical help differs.

Type of students	Details of medical insurance use
Lithuanian students	Insured by state insurance – SODRA Choose a clinic and register with a family doctor
EU students	Insured through EU health insurance system Obtain EHIC card from your home country Covers emergency healthcare
Non-EU students	Insured through Lietuvos Draudimas for TRP/visa purposes Covers emergency healthcare Print your insurance documents

Students are strongly advised to have their insurance documents and ID cards in a place where they can be quickly accessed.

- To get reimbursed for medical expenses, collect all documents – prescriptions, receipts, invoices (in Lithuanian it is called sąskaita-faktūra) and bring them to the Student Life office assistant in order to claim money back from the insurance company.
- All questions related to medical assistance, hospitals and clinics, reimbursement for medical services, and use of insurance should be directed to the Student Life office assistant – office 22 in DeFehr – who can help schedule doctor appointments, contact your insurance company to clarify the policies, or suggest clinics.

If you are in severe pain, you cannot move, or your friend passed out, call the General Help Line – 112.
If you are in severe pain or very sick, go to a hospital. Check first which hospital is on duty.
If you have a cold or your pain is bearable, set up an appointment at a clinic.

LCC Partner Clinics

Medicinos centras LORNA
Tel. No: (8 46) 31 07 97
Naujoji Uosto st. 12a
www.lorna.lt
Hours I-V 8:00-19:00

MEDIKANOS diagnostikos ir gydymo centras
Tel. No: (8 46) 41 05 86
S. Daukanto st. 22
www.medikana.lt
Hours I-V 9:00-19:00

Liepų odontologijos klinika
Tel. No.: (8 46) 16 05 777
Liepų st. 54
www.liepuklinika.lt
Hours I-V 9:00-18:00

10% discount for all medical treatments for LCC students

For all emergency situations (injury, trauma, severe stomach pain, headaches, etc.), please go straight to the hospitals' Accident and Emergency Admission's department. Different hospitals accept patients on different days of the week. For head injuries, always go to the Klaipeda University Hospital Emergency Room.

Monday	Klaipeda University Hospital Liepojos g. 41. Bus 3, 9 and 15 Tel. 370 46 396 522
Tuesday	Klaipeda Republican (former Red Cross) Hospital S. Neries g. 3. Tel. 370 46 410 695
Wednesday	Klaipeda University Hospital Liepojos g. 41. Bus 3, 9 and 15 Tel. 370 46 396 522
Thursday	Klaipeda Seamen's Hospital Liepojos g. 45. Bus 3, 9 and 15 Tel. 370 46 491 019
Friday	Klaipeda University Hospital Liepojos g. 41. Bus 3, 9 and 15 Tel. 370 46 396 522
Saturday	Klaipeda Republican (former Red Cross) Hospital S. Neries g. 3. Tel. 370 46 410 695
Sunday	Klaipeda University Hospital Liepojos g. 41. Bus 3, 9 and 15 Tel. 370 46 396 522
Any day for minors (under 18)	Klaipeda Children's Hospital K. Donelaičio str. 7. Tel. 370 46 484 144

LOCAL CHURCH INFORMATION

	Church	Address	Contact Information	Time
Catholic	Christ the King Church/ Kristaus karaliaus bažnyčia	Bokštų str. 10A	8 463 13110 www.kristuskaralius.lt	Sunday: 9:00, 10:30, 12:00, 18:00 Saturday: 18:00 Monday – Friday: 17:00, 18:00
	Mary Queen of Peace Church/ Marijos taikos karalienės bažnyčia	Rumpiškės str. 6	8 464 101208 601 64256mtkparapija@gmail.com www.taikoskaraliene.lt	Sunday: 8:00, 9:00, 10:00, 12:00, 18:00. Monday – Friday: 8:00, 18:00
	St. Francis of Assisi Chapel/ Šventojo Pranciškaus Asyžiečio bažnyčia	Savanorių str. 4	www.facebook.com/vilties miestas.lt/info	Daily: 6:30 morning prayer 18:00 holy mass Saturdays: 17:00 holy mass Sundays: 11:00 (family service) 15:00
	St. Joseph Worker's Church/ Šv. Juozapo darbininko bažnyčia	Smiltelės str. 27	8 463 61954 info@juozaponamai.lt www.juozaponamai.lt	Sunday: 8:00, 10:00, 12:00, 18:00 Monday – Friday: 8:00, 18:00
	St. Kazimieras Church/ Šv. Kazimiero bažnyčia	Kretingos str. 40	8 46 350600 8 463 50685	Sunday: 9:00, 10:30, 12:00, 18:00 Monday – Saturday: 9:00, 18:00
Russian Orthodox	Orthodox Church Of All Russian Saints	Liepu str. 45A	+370 651 82706 http://vrs.cerkov.ru	Daily Services: Divine Liturgy: 8:30 Evening service: 17:00
	Orthodox Church of the Holy Martyrs Saint Sophia and her Daughters Faith, Hope and Love	Debreceno str. 46 (backyard), former school building	+37068291939 www.vnls.eu	Morning service: Divine Liturgy: Saturday: 9:00 & 17:00 Sunday: 9:30
	The Protection of the Mother of God - St. Nicholas Orthodox Church	Smilteles str. 14A	+370 65606300 www.pokrov.lt	Divine Liturgy: Saturday: 8:30 & 17:00 Sunday: 8:30
Protestant	City Church/ Miesto bažnyčia	Kretingos str. 36, Michaelson Centras	8 46 496829 info@m-b.lt www.m-b.lt	Sunday: 11:00 (English & Russian translation available)
	International Christian Fellowship	Kretingos 36 Kaminskiene hall	jharder@lcc.lt	English worship service Selected dates.
	Greater Grace Church/ Didesnės malonės bažnyčia	Vaivorykštės tako school Sportininkų g. 11.	8 659 30051 www.d-m.lt/index.html	Sunday: 11:00 (English translation available) Thursday Bible studies: 18:00
	Klaipėda Evangelical Baptist Church/ Evangelikų baptistų bažnyčia	Vytauto str. 38	8 463 14475 klaipeda@baptist.lt www.kebb.lt/lt	Sunday: 9:30 (Russian) 11:30 (Lithuanian)
	Klaipėda Evangelical Lutheran Church/ Evangelikų liuteronų bažnyčia	Pylimo str. 2	8 463 14473 klaipeda@lelb.eu www.klaipeda.lelb.eu/lt	Sunday: 10:00 (Lithuanian) 2 nd Sunday of the month 14:30 (German)
	Klaipėda Free Christian Church/ Laisvųjų krikščionių bažnyčia	Vytauto str. 38 2nd floor	8 676 03336 modestas@lkb.lt www.klaipeda.lkb.lt	Sunday: 11:30 (English translation available)
	Klaipėda Gospel Church/ Evangelijos bažnyčia	Šviesos str. 3 (2 nd floor)	8 641 21731 km.eb@misija.eu www.misija.eu	Sunday: 11:00 (English translation available)
	Salvation Army/ Išganymo armija	Tiltų str. 18, 2 nd floor.	8 612 46898 klaipeda@isganymo-armija.org	Sunday: 11:00
	The Light of Salvation (Pentecostal)	Taikos pr. 38	dmitrijr@takas.lt	Sunday: 11:00 (Mixed Russian & Lithuanian)
	The Way of Life (Pentecostal)	Naikupes 25	+370 699 99828	Sundays: 11:00 (in Russian)
	Vineyard Klaipėda/ Vynuogyno bažnyčia	Vaivorykštės tako gimnazijos salė, Sportininkų g. 11.	8 680 74792 vynuogynas@gmail.com www.v-k.lt	Sunday: 12:00 Wednesday Bible studies: 19:00 (English translation available)

FINANCIAL INFORMATION

The **STUDENT FINANCIAL SERVICES** office oversees everything related to your financial account and financial aid (scholarships, grants, loans, etc.).

For full **SFS policy descriptions and further information** regarding financial aid types, please see the [LCC Portal](#).

2019-2020 TUITION AND FEE SCHEDULE

STATEMENT ABOUT TUITION

Student tuition covers around 50% of the total cost of the student's education. The LCC tuition rate is set annually by the Board of Directors at no less than 2% and no more than 6% above the average of Lithuania's inflation level (HCPI rate published by the Ministry of Finance on August 31). Please refer to the table below for the tuition rates for the 2019-2020 academic year.

Tuition

1-ECTS credit	51.25 EUR
3-ECTS credit course	153.75 EUR
6-ECTS credit course	307.50 EUR
Tuition 2019-2020 academic year (60-ECTS credits)	3,075.00 EUR
Tuition rate for PRIME students for a semester 2019-2020	768.75 EUR
Tuition rate for PRIME students for academic year 2019-2020	1,537.50 EUR

STATEMENT ABOUT HOUSING FEES

LCC International University charges differentiated fees for housing based on the capacity of the room and the purpose of their stay. LCC considers BA students to be the primary group of residents and their accommodation during study periods to be the primary purpose. Below you'll find the student residence fees for 2019-2020.

Housing Fees

Housing is charged for each semester. NOTE: this does not include fees for Christmas break. It is charged separately.
Spring/Fall Non-refundable Housing Deposit 60 EUR

Neumann Hall or Enns Hall

2 person room	500 EUR/semester
4 person room	450 EUR/semester
5 person room	400 EUR/semester
6 person room	350 EUR/semester

Christmas Break Charges

Christmas break is the period between Fall and Spring semesters. Students are charged weekly. The fee might be changed during the year.

Any Hall	15 EUR/week
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May, June and July Sessions

Summer sessions are charged monthly. Students can stay in the residence hall for the whole month.

Neumann and Enns Halls

2 person room	125 EUR/month
4 person room	115 EUR/month
5 person room	100 EUR/month
6 person room	90 EUR/month

Off-Season Charges

Every year Student Life announces dates when student residence opens and closes for each academic session. Different dates exist for freshmen, returning students and student leaders. Any stay prior or past opening/closing dates falls into an off-season category. Off-season fees are charged per day for any stay lasting up to 25 nights. In case a person stays longer, he/she must pay a monthly fee. Check student residence opening and closing dates with the Academic Calendar and Student Life.

Any Hall	5 EUR/night
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Off-Season Charges for Institutional Purposes

International students staying longer or arriving earlier for TRP reapplication purposes as well as graduates that are waiting for diplomas can pay a reduced weekly fee of 15 EUR/week.

Housing Registration and Deposit Payment

In order to secure a place in the residence hall, all students are required to pay a deposit prior to Fall and Spring housing registration. All housing deposits are credited to the student's account. Fall and Spring housing deposits are non-refundable. Fall

housing registration starts in March; Spring housing registration takes place in November. The Housing Coordinator finalizes the registration results after verifying that due payments have been made. Below is the summary of the housing registration and deposit payment process:

Spring 2020 Registration

Apply by: Nov 15
Pay: Nov 21
Deposit: 60 EUR

Fall 2020 Registration

Apply by: Mar 26
Pay: April 3
Deposit: 60 EUR

Other Fees

Payment Schedule fee	17 EUR/semester
Debt Contract fee	23 EUR
Late Payment fee	60 EUR
BA Graduation fee	40 EUR
MA IM Graduation fee	75 EUR
MA TESOL Graduation fee	75 EUR
Overdue fee charge	3% per month
Summer session non-refundable deposit	30 EUR/course
Transcript fee (if no mailing required)	2.50 EUR
Transcript fee (if mailing is required)	6 EUR
Refund transfer fee (local)	1 EUR
Refund transfer fee (international)	10 EUR
Application fee - MA	30 EUR

Bank Details for Payments

Please make all your payments through a bank! Our bank details:

Bank name:	AB SEB bankas	AB Swedbank
Bank code:	70440	73000
Account number:	LT53 7044 0600 0054 4963 (EUR only)	LT43 7300 0100 3490 5217 (EUR only)
SWIFT (for international payments):	CBVILT2X	HABALT22

Please make sure your bank transfer includes the following information:

- Your full name
- LCC ID
- Payment code
- The amount of the payment
- The description of the payment
- The date of the payment

Payment Options and Deadlines

LCC provides students with **two payment options**:

- Students may pay their semester tuition and housing fees in full no later than **August 20** (Fall semester) and **December 20** (Spring semester).
- Students may also choose the **Payment Schedule** option, which allows for covering semester tuition and housing fees in three equal installments. The 17 EUR Payment Schedule fee is payable with the first installment. Students who choose this payment option are required to fill in an online [Payment Schedule Registration Form](#) no later than August 1, (Fall semester)- December 1, (Spring semester). Payment Schedule due dates are the following:

Due dates for Fall 2019

August 15, 2019
September 15, 2019
October 15, 2019

Due dates for Spring 2020

December, 15, 2019
January 15, 2020
February 15, 2020

NOTE: Late Payment Schedule registration forms require a 23 EUR Payment Schedule fee.

Students are required to follow established deadlines and pay their fees on time. If LCC does not receive a payment by the required deadline, the next day (Fall semester – August 21, Spring semester – December 21) a Late Payment Fee of 60 EUR will be charged to the student's account. Moreover, students are automatically signed up for the Debt Contract (administrative fee 23 EUR). If the payment is not received by the first day of classes, the students will be withdrawn from that semester's class lists. The student will be able to register and attend classes only when ALL fees are paid. All overdue amounts are subject to a 3% monthly late fee.

Please note that if you have not registered during the registration week and want to register during the Add/Drop week, you first need to bring the payment slip to the Registrar office showing the proof of payment for upcoming semester. Only then will you be allowed to proceed with your registration.

Debts

More Info: Student Financial Services

We strongly urge students to make payments on time. Any outstanding balances are subject to **3% monthly interest** and students are not permitted to attend classes. If you have not made necessary and timely payments to your student account (for tuition, library fines, student card and other fees) the following penalties result:

- » No registration for future terms
- » Your transcripts are not released if requested
- » You will not receive semester grade reports

Course and Housing Withdrawal 2019-2020

Students who wish to withdraw from a course after the beginning of the first day of classes must complete the course withdrawal process. See LCC Registrar for more details. Students who wish to withdraw from LCC housing after the first day of classes must inform Housing Coordinator. Students on a "late arrival" list are saved the bed until they inform the Housing coordinator otherwise.

Tuition and Housing fees will be refunded according to the following schedule:

Fall 2019 Semester	Refund
September 2 - September 8	100%
September 9 - September 22	50%
September 23- October 6	25%
After October 6	0%
Spring 2020 Semester	Refund
January 13 - January 19	100%
January 20 - February 2	50%
February 3 - February 16	25%
After February 16	0%
Summer Sessions	Refund
Calendar Day 1 of the class	100%
Calendar Days 2-7 of the class	50%
After calendar day 7 of the class	0%

Tuition refund is based upon the day the withdrawal process is complete, not the day the student ceases to attend the course.

Housing refund is based upon the day the student moves out of the halls and completes move out process.

Payment Calendar

FALL 2019	
August 1	Fall 2019 Payment Schedule Registration Form due
August 15	1 st Fall 2019 semester payment + 17 EUR Payment Schedule Fee due <i>(for those on Payment Schedule)</i>
August 20	Full Fall 2019 semester payment due <i>(when paying in full)</i>
September 15	2 nd Fall 2019 semester payment due <i>(for those on Payment Schedule)</i>
October 15	3 rd Fall 2019 semester payment due <i>(for those on Payment Schedule)</i>
November 15	Spring 2020 Housing Registration Begins
November 21	60 EUR Spring 2020 Housing Deposit due
SPRING 2020	
December 1	Spring 2020 Payment Schedule Registration Form due
December 15	1 st Spring 2020 semester payment + 17 EUR Payment Schedule Fee due <i>(for those on Payment Schedule)</i>
December 20	Full Spring 2020 semester payment due <i>(when paying in full)</i>
January 15	2 nd Spring 2020 semester payment due <i>(for those on Payment Schedule)</i>
February 15	3 rd Spring 2020 semester payment due <i>(for those on Payment Schedule)</i>
SUMMER 2020	
February 25	30 EUR non-refundable deposit for each summer course
May 4	Payment for May 2020 session <i>(tuition & housing)</i>
June 1	Payment for June 2020 session <i>(tuition & housing)</i>
June 29	Payment for July 2020 session <i>(tuition & housing)</i>
FALL 2020	
March 26	Fall 2020 Housing Registration deadline
April 3	60 EUR Fall 2020 Housing Deposit due

* Housing deposits are non-refundable.

2020-2021 Financial Aid

Financial Aid applications for the 2020-2021 academic year are due on **November 15, 2019**. Students can download application forms from LCC Student Portal after August 15, 2019. Late applications are not accepted. More **detailed information about Financial Aid** types may be found on [LCC Portal](#).

USEFUL INFORMATION

Transportation

Bus station	Butkų, Juzės str. 9, tel. +370 46 411547	<i>Discount with LSP</i>
Train station	Priestočio str. 1, tel. +370 46 202202, +370 46 202316 Passenger Information number +370 700 55111	<i>Discount with LSP</i>
Taxi	+370 46 311211, +370 46 345345, +370 46 311113, +370 46 222333	

Useful Apps

- Bolt – taxi
- CityBee – car sharing
- Barбора – groceries online
- Trafi, Busai Klaipėda – bus schedule and routes
- HERE WeGo - a set of maps that you can use offline.
- Wolt – food delivery

Ferries to Smiltynė Nemuno str. 8

City bus & mini-bus to the city

City bus: 9, 14, 17 (from “Treko” bus stop)

5, 9, 14, 17 (from “Studentų” bus stop)

Mini-bus: 5 (from “Treko” and “Studentų” bus stop).

Rates:

City-bus: 0,80 EUR in kiosk/ 1.00 EUR in the bus. Considerable cost savings available if you buy a monthly electronic ticket in any kiosk. **Bus ticket prices**

Mini bus: 1,00 EUR

Discounts with LSP (Lithuanian Student Card):

City bus: 50% discount for single fare; 80% discount on a personal monthly card.

Train: 50% discount

Inter-town Buses: 50% discount

For more information please visit www.klaipedatransport.lt

Emergency Call Number 112

24 hour emergency number for all networks. Does not require SIM card. From LCC dial 0 in front.

Other Useful Info:

[Klaipėda City Municipality](#)

[Kursiu Nerija National Park](#)

[Vilnius International Airport](#)

[International Kaunas Airport](#)

[Palanga Airport](#)

[Restaurant, Club, Bar and Entertainment Catalogue](#)

[Museums of Lithuania](#)

[Lithuanian Sea Museum](#)

[Cinema “Forum Cinemas”](#)

[Lithuanian Tourism Directory](#)

[Rural Tourism](#)