

Leeward CC Course Syllabi Statements

Title IX

The University of Hawaii is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these, the University has staff and resources on campus to support and assist you. Staff can also direct you to resources that are in the community.

As a member of the University faculty, I am **required to immediately report** any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources and the University's Policy, Interim EP 1.204, go to:

<http://www.hawaii.edu/titleix>.

UH Alert Emergency Notification

The UH Alert emergency notification system is the primary communication tool used to alert the Leeward Community College community of an immediate threat to the safety and security of our students and employees. UH Alert is also used to announce campus closures.

You must register online to receive the UH Alert service. UH Alert includes automated emergency messages sent via email and text message alerts sent to mobile phones. All students, faculty and staff are encouraged to sign up online at: <https://www.hawaii.edu/alert>.

Student with Disabilities Statement:

Leeward Community College abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which stipulate that no student shall be denied the benefits of an education "solely by reason of a handicap." Students with documented disabilities who believe that they may need accommodations in this class are encouraged to contact the Coordinator of the Kāko'o 'Ike (KI) program as soon as possible to ensure that such accommodations are implemented in a timely fashion.

The KI Office is located on the second floor of the Learning Commons building (to the right of the main Learning Commons entrance). Students may also contact the coordinator by phone at 455-0421.

Learning Resource Center

The Learning Resource Center (LRC) offers free support for a wide range of Leeward CC content courses as well as computer skills support. Content tutors are fellow students who are available by appointment to help with course concepts and study strategies. For several science subjects, drop-in help is provided in science study areas. The LRC also offers online and phone tutoring and holds specialized workshops and group review sessions for some subjects.

For more information or to make an appointment, stop by the LRC on the second floor of the Learning Commons, call 455-0412, or visit the LRC website at <http://www2.leeward.hawaii.edu/lrc>

The Writing Center

The Writing Center provides free writing support for Leeward CC students. The writing consultants are fellow students who are available--in person in the Writing Center, online via SKYPE, and by phone--to help with writing assignments for any Leeward CC class, scholarship essays, and college success skills (including time management, organization, note taking, and reading). They are available on both an appointment and drop-in basis.

For more information or to make an appointment, stop by the Writing Center located on the second floor of the Learning Commons; call 455-0409; or visit the Writing Center website at <http://www.leeward.hawaii.edu/writingcenter>

Leeward Community College's Maka'ala Program

It is desired that every student be successful at Leeward Community College. Therefore, if the instructor feels that you need extra support outside of the classroom in order to have a positive experience in class, the instructor will refer you to the College's Maka'ala Program to ensure that you have access to all of the resources you may need.

The Maka'ala Program is a campus-wide program that seeks to support to students early in the semester when they first begin experiencing difficulty in a class. If the instructor feels that you are having difficulty in class within the first 5 weeks of the semester, and working together to address your challenges shows that you would really benefit from being connected to resources outside of the classroom, the instructor will refer you to the program. Once referred, the Maka'ala Program will:

- Send an email to your hawaii.edu account to let you know about the referral; and
- Have a counselor follow up with you by phone or by email to find out what kinds of help you might need, to connect you with the necessary resources, and to help you devise a strategy for success.

The instructor will not refer you to the Maka'ala Program without telling you. However, if you are referred to the program, know that it has been done in an effort to connect you with all of the help you may need to do well this semester.

Maka'ala means "eyes that are awake," and reminds us that it is the responsibility of everyone involved—*instructors, support services AND students—to be alert, watchful and vigilant and to attend to students' success with "wide-open eyes."*