

Student Handbook

LUTHER CLASSICAL COLLEGE



514 S Beech St

Casper, WY 82601

307 216 5294

www.lutherclassical.org

Student Handbook

Student Handbook.....	1
Overview	2
Campus Life	5
Code of Conduct.....	8
Academics	14
Student Services	15
Records and Privacy Policy	17
Student Care	18
Grievance Policy.....	20
Student Urgent Care & Emergency Action Plan	32
Important Numbers.....	35
Reporting Criminal or Civil Offenses	36
Notes	40
Student Services Quick Guide	41
Contact Information.....	42

For a more detailed contents listing, please see the end of this handbook.

About This Handbook

In March 2025, the regents of Luther Classical College adopted this handbook as the college's student policy for the 2025–2026 academic year, based on three years of work by the mission and student life committee. This handbook will be revised between academic years as necessity dictates.

Overview

The Purpose of Luther Classical College

MISSION STATEMENT

Luther Classical College educates Lutherans in the classical, Lutheran tradition and prepares them for godly vocations within family, church, and society, fostering Christian culture through study of the best of our Western heritage.

Collegium Martini Lutheri Classicum studentes traditione classica Lutheranaque educit, et pro vocationibus piis apud oeconomiam, ecclesiam, civitatem praeparat, alens per studium optimorum patrimonii occidentis culturam Christianam.

VISION STATEMENT

Luther Classical College offers both B.A. and A.A. programs in which students learn the truth of the Christian faith as professed in the Lutheran Confessions; are encouraged in genuine Lutheran culture; and are prepared for life in the home, the church, and the community—cherishing the Western corpus of literature, philosophy, music, art, scientific discovery, and Christian theology, and preserving the use of classical languages.

INSTITUTIONAL OBJECTIVES

1. To cultivate confessional Lutheran theology, liturgy, hymnody, and heritage through chapel worship, classroom instruction, and public performances and exhibitions that showcase the Gospel message of salvation in Christ.
2. To transmit the greatest insights of the Western liberal arts tradition to the next generation through a robustly classical core curriculum required of all students, including Latin readings for all B.A. students.
3. To instill in the rising generation of Lutherans the priority of Christian marriage, family, and piety, through instruction in the doctrine of vocation and the virtuous examples of faculty, staff, and administrators.
4. To equip students to serve those whom God will entrust to their care in the family, the church, and the community by offering distinctive programs of study suitable to a wide range of vocations.

The Religious Affiliation of Luther Classical College

THEOLOGICAL CONFESSION

Luther Classical College holds all regents, administrators, faculty, and students to the following statement of faith:

We believe that the prophetic and apostolic Scriptures of the Old and New Testaments are the pure Word of God, clear and without error of any kind, inspired by the Holy Spirit and preserved by His grace to be the only source and standard of teaching and godly life in the Church of God (John 10:35; 2 Timothy 3:16–17). Scripture has been written so that we may believe that Jesus is the Christ, the Son of God, and that by believing we may have life in His name (John 20:31).

We confess one God in three persons, the eternal Trinity, Father, Son, and Holy Spirit (Matthew 28:19).

We confess that God, Father, Son, and Holy Spirit, created out of nothing all that exists in six days, without the aid of evolutionary processes or enormous spans of time (Genesis 1).

God made man in His image, to know and love Him perfectly (Genesis 1:26). He created them male and female for different and beautifully complementary roles and has instituted marriage as the union of one man and one woman for life (Matthew 19:4–6). He condemns all other sexual unions, whether casual (fornication) or perverse (homosexual), as contrary to human nature and destructive of human happiness (1 Corinthians 6:9). God gave marriage for the mutual companionship of husband and wife, the procreation of children, and the raising of these children in the fear and instruction of God (Genesis 1:28, 2:18; Ephesians 6:4). Since all human life, born and unborn, young and old, has been created in God's image and redeemed by the incarnation, life, death, and resurrection of the Son of God, every form of ending innocent human life (abortion, infanticide, euthanasia, suicide, murder) is an assault on God as the Creator and Redeemer of mankind (Genesis 9:6; John 3:16).

All men since the fall of Adam have been conceived and born in sin, without fear, love, or trust in God, and turned inward to their own selfish inclinations (John 3:6; Ephesians 2:1–3). They would be condemned not only to temporal death but also to eternal separation from God in hell unless saved by His grace (Romans 3:23).

To carry out His undeserved kindness toward the human race, the Father sent His Son to take on human flesh in the womb of the virgin Mary, live under the law, suffer, die, and rise again from the dead (Galatians 4:4–5). Jesus Christ, the eternal Son of God made flesh, equal to the Father as respects His divinity and inferior as respects His humanity, perfect God and perfect man, satisfied the wrath of God against sinners by His perfect life and innocent death, by which He offered to His own justice the payment for all sins of all sinners and reconciled the entire world to God (Philippians 2:5–11; 2 Corinthians 5:19).

God's grace extends also to His distributing this salvation to sinful man through the ministry of His Spirit, who works in Christ's Church through the preaching of the Gospel, confession and absolution, and the administration of Baptism and the Lord's Supper (John 20:21–23; 1 Corinthians 4:1; Romans 10:16). To this end, Christ established the pastoral office for the New Testament church (Matthew 28:18–20).

Baptism is a saving work of God, the washing of water with the word, by which God forgives sins, unites believers with Christ's death and resurrection, makes children of God out of children of the devil, and sends His Holy Spirit to rule and govern the hearts of those who believe in Him (Romans 6:4; Titus 3:5; Acts 2:38). Christ's command and promise concerning baptism apply also to infants, since babies, too, are sinners in need of salvation and can have faith in Him by the power of the Holy Spirit (Matthew 18:6, 28:19; Acts 2:39).

Absolution is the forgiveness of sins spoken by the pastor, as by God himself, on those who confess their sins and want to do better. This word of forgiveness, won by the Lord Jesus, is powerful when spoken by anyone, but God orders pastors to speak it for the particular comfort of His Church (John 20:21–23).

The Lord's Supper is the true body and blood of Christ, under the bread and wine, instituted by Christ himself, for us Christians to eat and to drink (Matthew 26:26–28; 1 Corinthians 11:23–25).

God's grace also includes the creation of faith in the human heart by the power of the Holy Spirit working through His Word (Romans 10:17). By this faith we receive the promises of the Gospel, of Baptism, and of the Lord's Supper, and so cling to the forgiveness and life won by Christ and offered to us in His Word (Mark 16:16; Hebrews 11:1).

The Lord Jesus calls all who believe in Him to a holy life, daily repenting of sin and striving to live according to His commandments (Matthew 5:48; 1 Peter 1:16). These commandments remain the eternal will of God and are therefore the norm according to which Christians live their lives, especially as they have been fulfilled in the life and suffering of the Lord Jesus (1 Corinthians 11:1). Though Christians remain sinners and so sin daily out of weakness, they at the same time flee deliberate and persistent sin, fight against the evil inclinations of their flesh, and do not let sin rule in their lives (Romans 6:14). God has called us to holiness and to the joyful expectation of living in perfection in His glorious presence.

The Lord Jesus will come again visibly upon the earth for judgment and will on the Last Day raise up all the dead. Those who have done evil and rejected Him He will send to everlasting punishment. Those who have trusted Him and so done good according to His will He will welcome to everlasting life (John 5:29).

CONFESSIOAL SUBSCRIPTION

The college, the regents, the president, all clergymen, and all faculty accept without reservation:

1. The Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and of practice.
2. All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Treatise on the Power and Primacy of the Pope, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

Campus Life

Worship Services

Daily chapel services are provided for the spiritual growth of students, staff, and the public during the workweek.

Orientation Week

During the week preceding the Fall Semester, students gather to hear God's Word and sing His praises, get settled in their college housing, become acquainted with their professors and classmates, experience God's beautiful creation in Wyoming, obtain the necessary books and supplies, and prepare to begin their coursework with habits oriented toward the successful completion of their academic goals. A schedule of carefully planned activities will be provided to students as part of their registration packet. For more information, contact the dean of students (p. 3042).

Campus Facilities

Luther Classical College is located near downtown Casper, Wyoming in a historic brick church building on 514 S Beech St.

The college's academic, library, and worship space can be found at the Beech Street Campus. The campus consists of a large chapel adjoined by an educational wing with classrooms, offices, a library, kitchen, and mess hall. LCC's student housing is located throughout the city of Casper.

Updates will be posted to www.lutherclassical.org as further information becomes available.

Student Housing

Luther Classical College's student housing consists of LCC owned and managed properties throughout the city of Casper. The first LCC owned student house, "Otto House" (named in the memory of Rev. E.J. Otto), opened in August 2025 and is located near the Wyoming District Office and Mt Hope Lutheran Church. LCC also offers students safe and affordable off-campus housing through LCC-managed properties. The housing coordinator oversees the placement of students into housing.

Further information and updates can be found at www.lutherclassical.org/student-housing/

Library Services

See *Academic Catalog*.

Student Activities

The student-run Student Activities Committee, under the direction and guidance of the dean of students, arranges regular events to assist students in social and physical development. For example, hiking, skiing, bowling, and other events. The Student Activities Committee will be elected by the student body at the beginning of every academic year.

Student Government

The student body has formed a constitutional committee in order to explore the best form of student government. Once the committee has recommended a governance structure, it will have to be ratified by a two-thirds majority of the student body and confirmed by the dean of students.

Student Clubs and Associations

Students are welcome to form clubs and associations around mutual interests and activities. For example, students may join LCC's pro-life club known as LCC4Life which engages in pro-life advocacy and volunteer work as well as engages in pro-life education. If a club or an association will be engaging in activities in which students become representatives of the college to the general public or require travel out of town, the student organization needs to register with the dean of students and receive a faculty advisor. The faculty advisor will be able to assist the student club in receiving support for outside activities from the college.

Volunteer Opportunities

Casper provides many opportunities for students to engage in volunteer work in both the local LCMS community and the broader Casper community. The local congregations of Mt Hope and Trinity have a number of events, initiatives, and programs in need of volunteers. The Wyoming District of the LCMS and Mtr Hope Lutheran School provide opportunities for service. Casper also contains many nonprofits dedicated to Christian and pro-life causes like TrueCare or the Wyoming Rescue Mission.

Local and Regional Attractions

Located along the North Platte River at the foot of beautiful Casper Mountain, Casper, Wyoming, is home to about 60,000 people. Casper has two conservative, liturgical LCMS congregations of about three hundred members each. Educational attractions within the city include the National Historical Trails Interpretative Center, Tate Geological Museum, Werner Wildlife Museum, and the Nicolaysen Art Museum. Recreational opportunities abound: jogging trails along the North Platte River, hiking and mountain biking on Casper Mountain, plus biathlon, snowshoeing, and skiing in the winter.

With a lovely view of Casper Mountain, the campus also has all the amenities of city life nearby. Smith's Grocery is a five-minute walk from campus, and in just another minute or two one can walk to Arby's or Subway for lunch. Albertson's Grocery and Walmart, as well as the Wendy's and Guadalajara restaurants, are each a five-minute drive from campus. A leading regional medical center is only ten minutes away, while an urgent care center is within a five-minute drive. A 5-minute drive brings students to Casper College, where they may wish to enroll in elective courses (especially for LCC's A.A. Trade Partnership Program—see p. 71), utilize the library, or attend a concert.

Casper International Airport provides direct service to Denver. Sheridan is a 2-hour drive to the north, while Cheyenne and Laramie are each about 2.5 hours to the south. Denver is about 4 hours away by car. The towering Grand Tetons are about 4 hours away and the amazing scenery and wildlife of Yellowstone National Park are within a 6-hour drive.

Luther Classical College also is centrally located among classical Lutheran elementary and high schools. See “Classical Lutheran Schools & Homeschools” (p. 74) for a list of schools and the travel time to each from Casper, Wyoming. With several classical schools within a 4-hour radius, plus additional schools within a full day’s drive, LCC is poised to provide ample field experience opportunities for students in the Teacher Certification Track as well as to host regional conferences for teachers’ continuing education. No other college in the nation is more centrally located than LCC to such a large number of classical Lutheran schools.

Non-discrimination Statement

Luther Classical College admits students of any race, color, and national or ethnic origin, as this is consistent with Scripture. LCC welcomes students of all ethnicities and linguistic backgrounds, provided they agree with the college’s Theological Confession and meet the academic requirements for admission. The Bible teaches that there is one human race created in God’s image (Genesis 1:27). All the peoples of the earth are descendants from Noah and his wife (Genesis 9:32). All the ethnic and national groups of the earth can be traced back to the seventy distinct tribes dispersed from Babel (Genesis 10; Acts 17:26). Every person in every one of these people groups has inherited original sin (Romans 5:12), so that it is true that “all have sinned” and deserve death (Romans 3:23, 6:23). When it comes to sin, “there is no distinction” in regard to ethnicity (Romans 10:12). Likewise, God’s gracious plan of salvation is for “all nations” (Matthew 28:19), so much so that “there is neither Jew nor Greek” when it comes to salvation. Even while working especially through Abraham’s family, God’s plan of salvation has always involved all nations (Genesis 12:3; 2 Samuel 22:50; Psalm 117:1; Isaiah 11:10, 42:1,6; Malachi 1:11). At Pentecost, three thousand people from Africa, Europe, and the Near East heard Peter’s sermon and were baptized into Christ (Acts 2:5–12,41). St. John’s vision of heaven repeatedly emphasizes that people from “all nations, tribes, peoples, and tongues” will be gathered together in heaven. (Revelation 7:9; cf. 5:9, 14:6) LCC, as a community of Christian scholars who gather for daily chapel worship, therefore readily welcomes students and faculty from every nation, tribe, people, and language. In chapel, the campus community regularly chants in Hebrew (Hosanna, Hallelujah, Amen), Greek (Kyrie Eleison), and Latin (Te Deum, Gloria in Excelsis, Nunc Dimittis). Classroom instruction is primarily in English but also utilizes Latin when helpful. The curriculum gleans the best insights from a myriad of cultures, especially Near Eastern, North African, and European, recognizing that God providentially blessed the church with orthodox fathers both north and south of the Mediterranean Sea and with the Lutheran Reformers whose work in Germany has spread to Scandinavia, to the Americas, to Africa, and to Asia.

Code of Conduct

Luther Classical College has set in place this Code of Conduct not only to facilitate the good order and tranquility of the college, but to instill in the young men and women of our college the importance of living the Christian life. Our Baptism into Christ calls us to live as children of our Father, abounding in good works (2 Cor. 9:8). Jesus describes His Christians as “the light of the world,” “a city set on a hill,” and “the salt of the earth,” and instructs us to let our light so shine that men see our good works and glorify our Father who is in heaven (Matt. 5:13-16). More than a simple set of rules, the Code of Conduct of LCC expresses how Christians, redeemed by the blood of Jesus and living by His Spirit, should conduct themselves in this world throughout their lives. The LCC Student Code of Conduct can be summarized in the following words:

The LCC student...

1. Upholds sound doctrine and remains steadfast in the faith.
2. Values God’s good gifts and the gathering of the saints.
3. Despises the works of the flesh.
4. Treats all people with respect and compassion as bearers of the image of God for whom Christ shed His precious blood.
5. Maintains and pursues academic excellence.
6. Dresses for the occasion.
7. Rules over his technology rather than be ruled by it.

I. An LCC Student Upholds Sound Doctrine and Remains Steadfast in the Faith

WHAT DOES THIS MEAN?

Students must be members of a Lutheran congregation that confesses the Holy Scriptures to be the inspired and inerrant Word of God. Their home congregation should hold the Confessions of the Lutheran Church because (*quia*) these Confessions agree with the Scriptures. Students themselves must hold to their confirmation vows and confess all the prophetic and apostolic Scriptures to be the inspired Word of God. They should confess the doctrine of the Evangelical Lutheran Church, drawn from the Scriptures, as they have learned to know it in Luther’s Small Catechism, to be faithful and true, and they should be determined, by God’s grace, to remain steadfast in this confession and suffer all, even death, rather than fall away from it.

WHAT IF A STUDENT REJECTED THIS FAITH?

Since the Lutheran confession and the conviction that the Bible is the inerrant Word of God are essential to the mission and life of the college, no student will be accepted or be allowed to remain at LCC should he openly reject this confession and conviction.

2. An LCC Student Values God's Good Gifts and the Gathering of the Saints

WHAT DOES THIS MEAN?

Daily chapel services (normally Matins and Vespers or Divine Service) are hosted by Trinity Lutheran Church and Mount Hope Lutheran Church under the authority of their pastors and the Dean of Chapel. Students are expected to faithfully attend these services, with the exception of sickness or absence from campus for a family emergency or a college sponsored trip.

LCMS students are expected to faithfully attend Divine Services at Mount Hope Lutheran Church or Trinity Lutheran Church in Casper on Sundays and other appointed Festival and Solemn Days, such as Ash Wednesday, Holy Week, and Ascension. Students from other confessional Lutheran church bodies should speak with their home pastor and with the dean of chapel for assistance in finding an appropriate congregation for receiving the Lord's Supper during the academic year. LCC also expects students to regularly attend Divine Service when out of town at a faithful Lutheran congregation.

Students are expected to read the Scriptures daily and live according to them.

Students are expected to pray daily for their families, church, and community, including their professors and fellow students at LCC.

3. An LCC Student Despises the Works of the Flesh.

WHAT DOES THIS MEAN?

Students are expected to refrain from all works of the flesh and not to give any approval to those who practice them.

WHAT ARE THE WORKS OF THE FLESH?

In his letter to the Galatians, Saint Paul explains in chapter 5: "Now the works of the flesh are evident, which are: adultery, fornication, uncleanness, lewdness, idolatry, sorcery, hatred, contentions, jealousies, outbursts of wrath, selfish ambitions, dissensions, heresies, envy, murders, drunkenness, revelries, and the like; of which I tell you beforehand, just as I also told you in time past, that those who practice such things will not inherit the kingdom of God."

WHAT DISCIPLINARY ACTIONS CAN THE WORKS OF THE FLESH MERIT?

While all Christians remain sinners until the day of death and so sin daily, there are certain sins that Scripture especially warns against because they are so damaging to family, church, community, and the human soul. For the sake of those who are tempted to commit these sins and for the sake of the church and college community, certain sins will warrant a disciplinary hearing from the LCC Discipline Committee and expulsion from LCC if found to be serious. These include especially sexual immorality (including pornography), drunkenness, use of intoxicating drugs (including marijuana), cheating or plagiarism (see "Academic Discipline" section in the [*Academic Catalog*](#)), open disrespect toward professors, pastors, staff, and other students, and unruliness.

4. An LCC Student Treats All People with Respect and Compassion as Bearers of the Image of God for Whom Christ Shed His Precious Blood.

WHAT DOES THIS MEAN?

Students are expected to uphold the Fourth Commandment when interacting with professors and the administration and staff of LCC and pastors of local congregations as those who have authority over them.

Students are expected to be diligent, prompt, respectful, kind, disciplined, and grateful.

5. An LCC Student Maintains and Pursues Academic Excellence

WHAT DOES THIS MEAN?

Luther Classical College prohibits cheating and plagiarism of all kinds.

Plagiarism is the willful representation of someone else's work as your own, whether by copying exact wording, using similar phrasing, or pursuing a similar course of argument. Unless explicit permission for group work is given by the professor, all assignments are to be the creative work of each individual student. Plagiarism in the form of unattributed borrowing from sources whether in print form, electronically, or AI generated is not compatible with the educational aims of the college, nor is it in accord with Christian virtue, which requires honesty in our dealings with one another. Students are responsible for violations of academic honesty, intentional or not, if they copy material from any sources without identifying and acknowledging that source or if they paraphrase ideas from any source without acknowledgment.

Avoiding plagiarism generally requires nothing more than giving credit where credit is due, by referring the reader to the original source and placing quotation marks around any copied language. (See LCC's "Academic Style Guide" found in the ASK for assistance in formatting citations according to appropriate academic standards.)

Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else, or an assignment written for another course.

WHAT IF A STUDENT FAILS TO MAINTAIN ACADEMIC STANDARDS?

Individual professors are responsible for enforcing this policy and assigning penalties related to violations of academic honesty within the courses which they teach, both for the sake of the student and for the integrity of the college as an academic institution that respects the intellectual property rights of others. Such penalties will vary according to the nature of the offense but may include failure of the assignment, exam, or course. Persistent or grave violations related to academic honesty may result in suspension or expulsion from the College. All violations related to academic honesty will be reported to the Academic Dean.

6. An LCC Student Dresses for the Occasion

WHAT DOES THIS MEAN?

Students shall present themselves in a way which shows respect to both God, who made them male and female in His image (Genesis 1:27), and neighbor. Mindful that self-righteous people may obey rules regarding appearance according to the letter while circumventing them in spirit, LCC asks students to focus on the spirit of the guidelines

presented below, avoiding that which is shocking or crude according the Scriptural norm, “Love is not rude. It does not insist on its own way” (1 Corinthians 13:5).

WHAT IS CLASSROOM ATTIRE (BUSINESS CASUAL)?

For class and other activity days, on campus and while attending chapel services:

- Students should maintain good hygiene and grooming according to their gender.
- Clothing should be clean and free of rips, holes, and stains, and should not be excessively tight or loose.
- Men should refrain from wearing hats indoors.
- Recommended dress for normal classroom attendance is business casual, i.e. slacks or jeans with a collared shirt for men; and dress, skirt and blouse, or slacks/jeans and blouse for women.

WHEN SHOULD A STUDENT WEAR SPECIAL ATTIRE (SEMI-FORMAL OR FORMAL)?

For attending divine services, formal college events such as banquets, or for class presentations:

- Men should wear a dress shirt, dress pants, and shoes. Sports coats, suits, and ties are encouraged, especially for higher festivals of the church year, funerals, and other occasions.
- Women should wear a dress, skirt and blouse, or dress pants and blouse.

WHAT SHOULD A STUDENT WEAR WHILE REPRESENTING LCC AT COLLEGE-RELATED EVENTS

Students attending conferences, completing teacher-training field experience, or in any similar way representing LCC should avoid casual and athletic attire and select business casual, semi-formal, or formal as appropriate to the situation.

WHAT IF A STUDENT DRESSES INAPPROPRIATELY?

Any student found not following the “Dress and Appearance” expectations may be dismissed from class or from other school-related activities and asked to go home and change.

7. An LCC Student Rules Over His Technology Rather Than Be Ruled by It.

WHAT DOES THIS MEAN?

God gave man dominion over His creation which includes creating new and different technologies (Genesis 4:22). Many of these technologies have improved our lives in this world and have aided in learning, such as books and pencils and paper. There are technologies that become a hindrance to learning and to normal human interactions when being used improperly or too much. Social media and the variety of devices used to access social media are known to have addictive qualities. Moreover, the internet has become a venue for pornography. How sad that the same tools which, when used with prudence and in moderation can serve as a blessing, have been turned to evil. The technology policy at Luther Classical College seeks to foster a culture of learning and normal human interaction, while guarding students against intemperate behaviors, psychological isolation, and, especially, spiritual harm.

WHAT DOES THIS MEAN FOR CELL PHONES?

While cell phones, and specifically smartphones, offer a plethora of useful functions at one’s fingertips, they also are distracting, shorten attention spans, and often cause time to be wasted simply “scrolling.” To foster a healthy community, cell phones and other electronic devices should not be seen or heard while students are in classrooms or in places of worship. In the rare instance that a student may need to make or receive a call or text during school

hours or immediately before or after a worship service, the student should respectfully step out of the way of others to avoid distracting them. Within the sanctuary, cell phones should be completely silenced and put out of sight and out of reach.

HOW SHALL A STUDENT UTILIZE COMPUTERS AND TABLETS?

Students are required to have personal computers or tablets for the purpose of writing papers and checking email. However, in order to optimize student learning, computers and tablets generally are not allowed in the classrooms during normal class times. Students are expected to take notes with pen or pencil on paper. Research indicates that making frequent eye contact with the professor and taking notes by hand increases both understanding and retention. On rare occasions, the professor may exercise discretion to permit or even to require the use of laptops within the classroom, such as for internet-based research or for peer-editing exercises. Ordinarily, however, students should come to class expecting to listen to the professor give a lecture, read aloud from books and notes while participating in class, and look one's classmates in their eyes during a rich discussion that celebrates the learning community God has given us.

WHAT DOES THIS MEAN FOR FIREARMS AND WEAPONS?

LCC respects and upholds the right of U.S. citizens to lawfully own, carry, and use firearms in accordance with the Second Amendment to the U.S. Constitution. Likewise, LCC strongly agrees with the State of Wyoming's liberal allowance of concealed carry of firearms. However, the campuses of LCC are private property and the president reserves the right to limit which persons may carry a firearm on LCC campuses. In the interest of safety and out of respect for LCC's stakeholders, all students are prohibited from carrying or storing firearms, bows and arrows, and knives (exception for pocket knives) on LCC owned or managed property. Students who wish to bring firearms for sporting activities must make arrangements to store them off campus. College personnel may seize and confiscate knives and weapons from students deemed a danger to themselves or others,

8. When can a student be expelled from LCC?

A STUDENT CAN BE EXPELLED FOR THE FOLLOWING REASONS

1. When he rejects the common confession of the college
2. For acts of plagiarism and cheating
3. For grievous public sin or impenitence
4. For criminal activity
5. For gross misconduct
6. If a student's behavior proves sufficiently worrisome or disruptive

WHAT IS EXPULSION?

Expulsion is the permanent involuntary separation of a student from Luther Classical College. An expelled student is permanently ineligible for enrollment and may not enter College property, use College facilities, or attend College-sponsored events or activities without prior written authorization from the President or the President's designee.

Upon notification of expulsion, the student must leave College property and remove any personal belongings within the time and under the conditions specified by the College. The College may arrange for supervision or other reasonable measures during this process.

An expelled student who enters or remains on College property without authorization may be directed to leave and may be subject to applicable trespass laws.

Academics

Degree requirements, registration policies, enrollment policies, and current financial policies including tuition information, refund policies, and scholarships are published in the current [Academic Catalog](https://www.lutherclassical.org/academics/academic-catalog/) at <https://www.lutherclassical.org/academics/academic-catalog/>. Students are encouraged to become familiar with these policies.

Student Services

Dean of Students

The dean of students oversees all aspects of student life beyond curriculum and instruction (which the academic dean oversees) and the chapel (which the dean of chapel oversees). The dean of students provides mentoring, guidance, and discipline to students. The housing coordinator assists the dean of students by ensuring adequate housing for students.

Faculty Advisors

Students will be assigned a member of the faculty for the purpose of advice and counsel throughout their time at Luther Classical College. The advisor will monitor student grades and progress and will, as he is able, offer help, advice, and exhortation toward academic excellence and Christian virtue. Advisors are to meet with their assigned students periodically throughout the academic year.

Tutoring

The Faculty of Luther Classical College are always ready to help and assist students with any academic problems they may experience. However, additional outside tutoring may be advisable or even required for students. Students desiring additional tutoring may ask faculty members for suggestions of suitable tutors. In general, it is up to the initiative of the student to acquire tutoring help.

Counseling

Luther Classical College provides several avenues for students who wish to seek out wise counsel and to talk out the various issues that appear in their lives. Students are welcome to seek out advice and support from their faculty advisors. The dean of students is available to provide Christian advice and guidance. The student life assistant is available specifically as a resource for females, who would wish to seek out Christian support from a godly woman. For spiritual concerns and counseling, students can seek out the dean of chapel or any ordained member of the staff and faculty for spiritual care as well as private confession and absolution. (See Student Care p. 18 for more information.)

Information Management System

LCC uses an online information management system called Populi for maintaining the academic and financial records of students. Each student receives login privileges to access personal records, pay tuition bills, renew library books, and the like.

Some professors also may utilize Populi for posting electronic copies of class handouts or for receiving electronically submitted assignments.

Library

See the [*Academic Catalog*](#).

Bookstore

LCC does not operate a book store. Students are expected to purchase coursebooks through a third-party bookseller at their own initiative.

Campus Employment

A variety of part-time jobs will be available for students on campus, such as the following: Latin tutor, resident assistant, library assistant, groundskeeping assistant, and janitor. Contact the [Business Manager](#) for more information.

Records and Privacy Policy

Records

Students' academic transcripts and alumni contact information will be kept by the university for the life of the institution. All other student files will be destroyed five years after departure from LCC.

Records are kept with the registrar. Students may request supervised access to all their records. Student files may be accessed by those who demonstrate a legal right to them along with reasonable cause.

Students may download unofficial transcripts. Official transcripts and verification of enrollment must be obtained from the registrar's office.

Transcripts from other institutions given to LCC become the property of LCC.

Privacy

LCC strongly advocates for the privacy of its students, faculty, and staff (to the extent reasonably possible) in campus life and online. Therefore, classes, lectures, and events may not be recorded without the express permission of the professor or appropriate dean. LCC shall not require students to use social media (e.g. Facebook). Be advised that LCC may take photos and video recordings throughout the year for publicity and marketing purposes. Students grant LCC the right to use and publish any recorded footage in which their name, image, or voice may be included.

Family Education Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), an applicant for admission to a college receiving federal financial aid has the opportunity to either waive or not waive the applicant's right to inspect and review confidential letters of recommendation concerning the applicant's admission. Students enrolled at such colleges also have the right to educational privacy. If students are 18 years old or older, then they, and not their parents, have rights to access their educational records and rights to preserve their educational privacy (20 U.S.C. 1232g).

Although Luther Classical College declines federal financial aid and therefore is exempt from FERPA, college accreditation standards request that LCC adhere to FERPA. Therefore, LCC offers students the opportunity to waive or else not waive the right to inspect and review confidential letters of recommendation. Furthermore, for students who have attained 18 years of age, LCC offers students the opportunity to grant or else to withhold access to their educational records by their parents. The Application for Admission includes these options. After admission, students may file an amendment of their preferences with the registrar.

Student Care

Health Insurance

Because Luther Classical College expects students to live independently, students should obtain health insurance or an alternative to health insurance on their own or through their parent's family plan. If any student needs assistance obtaining health insurance or an insurance alternative, the student should contact the dean of students.

To protect the academic progress, financial stability, and personal well-being of our community, LCC requires all students enrolled half-time or more to maintain active, comprehensive health insurance coverage or an active membership in a federally qualified Healthcare Sharing Ministry for the duration of their enrollment.

Medical emergencies, severe illnesses, or non-routine care can impose unexpected financial burdens that disrupt a student's education. Because LCC does not operate an on-campus student health center or offer an institutional Student Health Insurance Plan (SHIP), students must independently maintain private coverage that provides care in the campus region.

- **Submission Deadline:** Students must submit proof of insurance (e.g., copy of insurance/membership card) at time of enrollment.
- **Duty to Update:** If a student experiences a loss of coverage or change in provider network during the academic year, he is required to notify the Registrar within 14 business days and submit updated policy details.

Students who fail to submit verified proof of insurance by the deadline will be subject to an Administrative Hold placed on their student account. This hold will prevent registration for subsequent terms until compliant documentation is provided.

Medical and Dental

Casper is home to Banner Wyoming Medical Center, a level 2 trauma center, and the largest hospital in the state of Wyoming. The office of the dean of students can assist in finding local hospitals, clinics, and dentists.

Pastoral Care, Individual Confession and Absolution

The dean of chapel oversees all ordained clergy on staff, who are available for pastoral counseling. The dean of chapel also posts regular times when students may come unannounced for individual confession and absolution. Other times are available by appointment. For more information see Luther's Small Catechism and LSB pp. 292-293.

Counseling

Luther Classical College provides various avenues for students to pursue counseling. Students can seek out support from their faculty advisor, spiritual care from ordained clergymen on staff, and from the dean of students. The student life assistant is available for women who wish to seek out counseling from a fellow female. For more serious issues, the dean of chapel and dean of students maintain a list of professional counseling services in Casper.

A student who exhibits behavior indicating he may be at risk of self-harm or a danger to others may be referred for pastoral counseling. In cases involving the abuse or neglect of children and vulnerable adults all people are considered mandatory reporters under Wyoming law (there is an exemption for clergy in confession and absolution). In addition to pastoral counseling, the student's emergency contact will be notified by the dean of students and may be asked to take the student home depending on the circumstances. In some cases, a student may require significant psychological care and may be removed from the college upon the recommendation of the three deans and the president.

A student experiencing difficulties such as depression, suicidal thoughts, or addiction should immediately seek counsel from the dean of students, dean of chapel, or a pastor on the faculty at LCC.

Grievance Policy

GENERAL GUIDELINES FOR RESOLVING GRIEVANCES

In any community of sinful people, grievances will arise. At LCC, the new creation that we are in Christ Jesus handles those grievances by the Third Use of the Law, particularly of the Eighth Commandment. Malicious gossip, slander, or attempts to hurt someone's reputation will not be tolerated regardless of the merits of the initial grievance; if the initial grievance was in fact justified, then malicious gossip only multiplies rather than resolves the problem. Honoring God's gift of the Eighth Commandment, the following serve as general guidelines:

1. Mild grievances should be forgiven by the offended party even without mentioning the concern to the offending party or to any third party. "The discretion of a man makes him slow to anger, and his glory is to overlook a transgression" (Proverbs 19:11). "And above all things have fervent love for one another, for 'love will cover a multitude of sins.' Be hospitable to one another without grumbling" (1 Peter 4:8-9, quoting Proverbs 10:12).
2. Confused grievances may be addressed by carefully seeking advice from either the alleged offending party or, if the aggrieved party is doubting his own perspective, a third party, as in: "I'm bothered by this, but I'm not sure whether I should be. Maybe I'm the one at fault. What do you think?" The key is to speak with the third party in humility, not for gossip, taking the alleged offender's words or actions in the kindest possible way (Small Catechism, Eighth Commandment). "The way of a fool [in this application, the alleged victim] is right in his own eyes, but a wise man is he who listens to counsel." (Proverbs 12:15)
3. Stronger and clearer grievances require that the aggrieved party speak to the offending party directly and also privately. "If your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother" (Matthew 18:15). This step may be skipped in good conscience only when the aggrieved party has reason to fear retaliation or other imminent harm from the alleged offender. An aggrieved party fearing retaliation or imminent harm should consult the dean of students, the dean of chapel or a law enforcement official, as may be appropriate, for further advice.
4. When a grievance cannot be resolved readily between the offended and offending parties, the aggrieved party may involve others. "But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established'" (Matthew 18:16). Note, however, that the role of the two or three witnesses is not necessarily to reinforce the accusation, but rather to promote justice and mercy; those witnesses ensure that "every word may be established" for what it is: accurate or inaccurate, fair or unfair? "Matthew 18" discussions aim toward reconciliation, regardless of who is or is not at fault.
5. Together with forgiveness (mercy), restitution (justice) also may be an appropriate part of resolving the grievance, whether by mutually agreement of the two parties alone (Matthew 18:15) or in consultation with one or two witnesses (Matthew 18:16).

When the preceding suggestions do not suffice to reconcile the two parties, then one of the following grievance resolution methods should be implemented: "Resolving Grievances among Students" or "Resolving Grievances between Students and College Personnel," below. In severe situations, the guidelines listed under "Student Urgent

Care & Emergency **Action Plan**

WHAT TO DO DURING A MEDICAL EMERGENCY

Your safety comes first. If you or another student experiences a medical emergency, follow these steps.

1. Call for Help Immediately

Call 911 Right Away If Someone:

- Is unconscious
- Has trouble breathing
- Has chest pain
- Is having a seizure
- Is severely bleeding
- May have overdosed
- Is not responding
- Is talking about suicide or self-harm

After calling 911 or in non-emergency situations:

- Contact the Dean of Students
- Notify an RA, professor, or staff member nearby

2. Stay With the Person

If someone is sick or injured:

- Stay calm
- Stay with them until help arrives
- Keep them awake and talking if possible
- Do not move them if they may have a head, neck, or back injury
- Keep crowds away

Never leave a person alone during a serious medical or mental health emergency.

3. Know When To Use Local Health Services

Go to the hospital or urgent care for:

- Fever or flu symptoms
- Minor injuries
- Sprains
- Ear infections
- Stomach illness

- Mild allergic reactions
- Anxiety or panic symptoms
- Medication concerns

If you are unsure whether it is an emergency, ask college employees for guidance.

4. Mental Health Emergencies

Seek help immediately if you or another student:

- Talks about self-harm or suicide
- Has a panic attack that will not stop
- Appears extremely confused or disconnected from reality
- Is behaving dangerously
- Is having a severe emotional breakdown

What To Do

- Stay calm and listen
- Do not argue or judge
- Call:
 - 988 Suicide & Crisis Lifeline
 - 911 if immediate danger exists
 - Dean of Students
 - Dean of Chapel

You are never bothering anyone by asking for help.

5. Alcohol or Drug Emergencies

Call 911 immediately if someone:

- Cannot stay awake
- Is vomiting repeatedly
- Has slow or irregular breathing
- Turns pale, blue, or gray
- Has a seizure
- Cannot be awakened

Important:

Do not let someone “sleep it off” if they may have alcohol poisoning or an overdose.

Stay with the person until emergency responders arrive.

6. Transportation Safety

Do not drive yourself to urgent care or the hospital if you:

- Feel faint
- Have trouble breathing
- Are injured
- Are having a panic attack
- Are under the influence of alcohol or drugs

Instead:

- Call 911
- Ask a trusted friend, RA, or staff member for help
- Contact the Dean of Students

7. Important Information To Keep With You

Every student should have:

- Emergency contact information
- Health insurance card
- List of allergies
- Current medications
- Emergency numbers saved in their phone

8. Be Prepared

Students are encouraged to:

- Learn basic CPR and first aid
- Know where AEDs and fire extinguishers are located on campus
- Keep a small first aid kit in their room or backpack
- Check on friends who may be struggling
- Report safety concerns early

9. After an Emergency

After receiving care:

- Follow medical instructions
- Contact professors if academic support is needed
- Reach out to counseling services if emotional support is needed
- Check in with friends involved in the situation

Important Numbers

- Emergency: 911
- Suicide & Crisis Lifeline: 988
- Dean of Students: (307) 346-7031
- Banner Health: (307) 577-7201
- Banner Health Walk-in Clinic: (307) 233-7300
- Instacare of Casper: (307) 237-2273
- BestMed Urgent Care: (307) 309-5915

Remember: Asking for help early can prevent a situation from becoming more serious.

Reporting Criminal or Civil Offenses” (p. 32) may apply, whether in place of or in addition to the grievance policies listed here.

RESOLVING GRIEVANCES AMONG STUDENTS

When applying the “General Guidelines for Resolving Grievances,” above, to grievances among students, the aggrieved student may seek “Matthew 18:16” assistance from a classmate, a roommate, a residential supervisor, the housing coordinator, a faculty advisor, the academic dean (if the grievance is related to academics, such as plagiarism), the dean of students (for all non-academic grievances), or the dean of chapel as most seems appropriate to the nature of the relationship and both the kind and the degree of the grievance. The academic dean, the dean of students, and the dean of chapel each have an independent responsibility to refer students to a final course of action for resolving their grievances. The course of action may involve “Filing a Formal Grievance Complaint,” below. The offending party may be disciplined (up to and including suspension or expulsion) by the academic dean (in the case of academic violations) or the dean of students (in the case of other aspects of campus life). See the Academic Catalog for more information.

RESOLVING GRIEVANCES BETWEEN STUDENTS AND COLLEGE PERSONNEL

When applying the “General Guidelines for Resolving Grievances,” above, to grievances among students, the aggrieved student should seek “Matthew 18:16” assistance from the pertinent supervisor of the alleged offender:

- The academic dean supervises the professors, the librarian, and other academic staff.
- The dean of students supervises the housing coordinator and other student life staff.
- The dean of chapel supervises all preachers and musicians serving for chapel as well as all speakers for the Christian Culture series.
- The chief financial officer supervises all business office staff.
- The admissions director supervises all admissions staff.
- The president supervises each of the above-named supervisors.
- The chairman of the board of regents supervises the president.

If the alleged offending party serves in multiple roles for the college, then the appropriate supervisor is the one who oversees that party with respect to the role that is most relevant to the grievance.

When the grievance cannot be informally resolved by applying Matthew 18:16 with the appropriate supervisor’s assistance, the student may choose to file a formal grievance complaint, as explained below.

FILING A FORMAL GRIEVANCE COMPLAINT

It becomes appropriate to file a formal grievance complaint only when an adequate resolution has not been achieved after a good faith effort to apply the “General Guidelines for Resolving Grievances” in accordance with the appropriate application of either “Resolving Grievances among Students” or “Resolving Grievances between Students and College Personnel.”

Preparing the Complaint

1. The complaint should be in writing, dated, and signed by the aggrieved party.
2. The complaint should summarize the alleged offense(s) and name the alleged offender(s). The summary should be concise but clear, indicating the nature, timing, and circumstance of the offense(s).

3. The complaint should summarize the aggrieved party's attempt to fulfill the "General Guidelines for Resolving Grievances" and indicate why the results were not satisfactory to the aggrieved party.
4. The complaint should propose an appropriate remedy, suggesting a specific restitution if appropriate.

Submitting the Complaint

If the alleged offender is a student, the complaint should be submitted to the dean of students, who will provide a copy to the alleged offender.

If the alleged offender is a college personnel, the complaint should be submitted to the supervisor identified in "Resolving Grievances between Students and College Personnel," above, who will provide a copy to the alleged offender.

Response by the Alleged Offender

The alleged offender shall be given opportunity to provide a written response to both the supervisor and the aggrieved party by the tenth (10th) day following the receipt of the student's complaint. If the alleged offender does not do so, he forfeits any right to provide documentation of his side of the story. In order to establish the truth of the matter, the supervisor may at his sole discretion interview witnesses, meet with the parties individually, or meet with the parties together.

Resolution

The supervisor shall present a written resolution to the student by the fifteenth (15th) day following the receipt of the student's complaint, whether or not the alleged offender provided a written response. The supervisor's written resolution shall indicate what restitution or other remedy, if any, the supervisor deems appropriate and why.

Appeal

If the student is not satisfied with the supervisor's resolution, the student may file an appeal, in writing, to the president of the college by the tenth (10th) day following the receipt of the supervisor's resolution. (If the supervisor is the president, then the chair of the board of regents shall serve as the arbitrator for the appeal.) The student's appeal should include a copy of the original written complaint, the alleged offending party's response (if any), and a brief statement of the reasons why the decision does not adequately resolve the student's grievance.

Ordinarily, the president will provide a written response to the student by the fifteenth (15th) day following the receipt of the appeal.

Alternatively, if the president regards the grievance as sufficiently complicated or severe, he may request that an ad hoc committee fulfill the responsibilities of investigating the grievance and suggesting an appropriate remedy. An investigative committee has fifteen (15) days to report to the president. In cases where an ad hoc committee has been called, the president has five (5) days to respond to the student by notifying him that a committee has been formed; the student shall receive the president's response within a total of twenty (20) days: five (5) days for the initial response plus fifteen (15) days to allow for the work of the committee.

Whether determined on his own or in consultation with an ad hoc committee, the president's decision is the final administrative decision for all student grievances with respect to campus disciplinary actions. The aggrieved party

may have additional legal rights and legal recourse, independent of the college's grievance procedures. See "Student Urgent Care & Emergency **Action Plan**"

WHAT TO DO DURING A MEDICAL EMERGENCY

Your safety comes first. If you or another student experiences a medical emergency, follow these steps.

1. Call for Help Immediately

Call 911 Right Away If Someone:

- Is unconscious
- Has trouble breathing
- Has chest pain
- Is having a seizure
- Is severely bleeding
- May have overdosed
- Is not responding
- Is talking about suicide or self-harm

After calling 911 or in non-emergency situations:

- Contact the Dean of Students
- Notify an RA, professor, or staff member nearby

2. Stay With the Person

If someone is sick or injured:

- Stay calm
- Stay with them until help arrives
- Keep them awake and talking if possible
- Do not move them if they may have a head, neck, or back injury
- Keep crowds away

Never leave a person alone during a serious medical or mental health emergency.

3. Know When To Use Local Health Services

Go to the hospital or urgent care for:

- Fever or flu symptoms
- Minor injuries
- Sprains
- Ear infections
- Stomach illness
- Mild allergic reactions
- Anxiety or panic symptoms
- Medication concerns

If you are unsure whether it is an emergency, ask college employees for guidance.

4. Mental Health Emergencies

Seek help immediately if you or another student:

- Talks about self-harm or suicide
- Has a panic attack that will not stop
- Appears extremely confused or disconnected from reality
- Is behaving dangerously
- Is having a severe emotional breakdown

What To Do

- Stay calm and listen
- Do not argue or judge
- Call:
 - 988 Suicide & Crisis Lifeline
 - 911 if immediate danger exists
 - Dean of Students
 - Dean of Chapel

You are never bothering anyone by asking for help.

5. Alcohol or Drug Emergencies

Call 911 immediately if someone:

- Cannot stay awake
- Is vomiting repeatedly
- Has slow or irregular breathing
- Turns pale, blue, or gray

- Has a seizure
- Cannot be awakened

Important:

Do not let someone “sleep it off” if they may have alcohol poisoning or an overdose.

Stay with the person until emergency responders arrive.

6. Transportation Safety

Do not drive yourself to urgent care or the hospital if you:

- Feel faint
- Have trouble breathing
- Are injured
- Are having a panic attack
- Are under the influence of alcohol or drugs

Instead:

- Call 911
- Ask a trusted friend, RA, or staff member for help
- Contact the Dean of Students

7. Important Information To Keep With You

Every student should have:

- Emergency contact information
- Health insurance card
- List of allergies
- Current medications
- Emergency numbers saved in their phone

8. Be Prepared

Students are encouraged to:

- Learn basic CPR and first aid
- Know where AEDs and fire extinguishers are located on campus
- Keep a small first aid kit in their room or backpack

- Check on friends who may be struggling
- Report safety concerns early

9. After an Emergency

After receiving care:

- Follow medical instructions
- Contact professors if academic support is needed
- Reach out to counseling services if emotional support is needed
- Check in with friends involved in the situation

Important Numbers

- Emergency: 911
- Suicide & Crisis Lifeline: 988
- Dean of Students: (307) 346-7031
- Banner Health: (307) 577-7201
- Banner Health Walk-in Clinic: (307) 233-7300
- Instacare of Casper: (307) 237-2273
- BestMed Urgent Care: (307) 309-5915

Remember: Asking for help early can prevent a situation from becoming more serious.

Reporting Criminal or Civil Offenses” (p. 32).

Confidentiality

All communication between the student and the college regarding the grievance shall be confidential to the extent permitted by law, provided that the supervisor, president, and members of the ad hoc committee, if any, may communicate among each other and among the aggrieved party, the alleged offender, and any witnesses as necessary to fulfill their responsibilities as defined above; and, similarly, that the academic dean and/or dean of students may be informed sufficiently for implementing applicable disciplinary actions against any offending student, or the appropriate supervisor may be informed sufficiently for implementing applicable disciplinary actions against any offending college personnel.

Record Retention

The office of the dean of students will maintain a secure record of all student complaints, appeals, proceedings, and instructions for filing complaints with the accrediting body and relevant government agencies.

Student Urgent Care & Emergency Action Plan

WHAT TO DO DURING A MEDICAL EMERGENCY

Your safety comes first. If you or another student experiences a medical emergency, follow these steps.

1. Call for Help Immediately

Call 911 Right Away If Someone:

- Is unconscious
- Has trouble breathing
- Has chest pain
- Is having a seizure
- Is severely bleeding
- May have overdosed
- Is not responding
- Is talking about suicide or self-harm

After calling 911 or in non-emergency situations:

- Contact the Dean of Students
- Notify an RA, professor, or staff member nearby

2. Stay With the Person

If someone is sick or injured:

- Stay calm
- Stay with them until help arrives
- Keep them awake and talking if possible
- Do not move them if they may have a head, neck, or back injury
- Keep crowds away

Never leave a person alone during a serious medical or mental health emergency.

3. Know When To Use Local Health Services

Go to the hospital or urgent care for:

- Fever or flu symptoms

- Minor injuries
- Sprains
- Ear infections
- Stomach illness
- Mild allergic reactions
- Anxiety or panic symptoms
- Medication concerns

If you are unsure whether it is an emergency, ask college employees for guidance.

4. Mental Health Emergencies

Seek help immediately if you or another student:

- Talks about self-harm or suicide
- Has a panic attack that will not stop
- Appears extremely confused or disconnected from reality
- Is behaving dangerously
- Is having a severe emotional breakdown

What To Do

- Stay calm and listen
- Do not argue or judge
- Call:
 - 988 Suicide & Crisis Lifeline
 - 911 if immediate danger exists
 - Dean of Students
 - Dean of Chapel

You are never bothering anyone by asking for help.

5. Alcohol or Drug Emergencies

Call 911 immediately if someone:

- Cannot stay awake
- Is vomiting repeatedly
- Has slow or irregular breathing
- Turns pale, blue, or gray
- Has a seizure

- Cannot be awakened

Important:

Do not let someone “sleep it off” if they may have alcohol poisoning or an overdose.

Stay with the person until emergency responders arrive.

6. Transportation Safety

Do not drive yourself to urgent care or the hospital if you:

- Feel faint
- Have trouble breathing
- Are injured
- Are having a panic attack
- Are under the influence of alcohol or drugs

Instead:

- Call 911
- Ask a trusted friend, RA, or staff member for help
- Contact the Dean of Students

7. Important Information To Keep With You

Every student should have:

- Emergency contact information
- Health insurance card
- List of allergies
- Current medications
- Emergency numbers saved in their phone

8. Be Prepared

Students are encouraged to:

- Learn basic CPR and first aid
- Know where AEDs and fire extinguishers are located on campus
- Keep a small first aid kit in their room or backpack
- Check on friends who may be struggling

- Report safety concerns early

9. After an Emergency

After receiving care:

- Follow medical instructions
- Contact professors if academic support is needed
- Reach out to counseling services if emotional support is needed
- Check in with friends involved in the situation

Important Numbers

- Emergency: 911
- Suicide & Crisis Lifeline: 988
- Dean of Students: (307) 346-7031
- Banner Health: (307) 577-7201
- Banner Health Walk-in Clinic: (307) 233-7300
- Instacare of Casper: (307) 237-2273
- BestMed Urgent Care: (307) 309-5915

Remember: Asking for help early can prevent a situation from becoming more serious.

Reporting Criminal or Civil Offenses

Members of the campus community have legal rights to report criminal or civil offenses to a law enforcement officer. Although Christians generally should refrain from taking each other to court (1 Corinthians 6:1–8), there may be instances in which a member of the campus community has need to report a criminal or civil offense to a law enforcement officer.

In the event of an emergency, members of the campus community should immediately call **911**.

If a student or staff member becomes aware of criminal activity or an abusive family situation, one can safely communicate one's tip to **1-800-78-CRIME**.

Local Law Enforcement Contact

Casper Police Department

201 N David
Casper, WY 82601
307-235-8278

Natrona County Sheriff's Office

201 N David #2
Casper, WY 82601
307-235-9282

Student Handbook	1
About This Handbook	1
Overview.....	2
The Purpose of Luther Classical College.....	2
Mission Statement.....	2
Vision Statement	2
Institutional Objectives	2
The Religious Affiliation of Luther Classical College.....	3
Theological Confession	3
Confessional Subscription	4
Campus Life.....	5
Worship Services	5
Orientation Week	5
Campus Facilities.....	5
Student Housing	5
Library Services	5
Student Activities.....	5
Student Government.....	6
Student Clubs and Associations	6
Volunteer Opportunities	6
Local and Regional Attractions	6
Non-discrimination Statement.....	7
Code of Conduct.....	8
1. An LCC Student Upholds Sound Doctrine and Remains Steadfast in the Faith.....	8
2. An LCC Student Values God’s Good Gifts and the Gathering of the Saints	9
3. An LCC Student Despises the Works of the Flesh.	9
4. An LCC Student Treats All People with Respect and Compassion as Bearers of the Image of God for Whom Christ Shed His Precious Blood.	10
5. An LCC Student Maintains and Pursues Academic Excellence	10
6. An LCC Student Dresses for the Occasion	10
7. An LCC Student Rules Over His Technology Rather Than Be Ruled by It.....	11
What Does This Mean for Firearms?	12
Academics.....	14
Student Services	15
Dean of Students.....	15

Faculty Advisors	15
Tutoring	15
Counseling.....	15
Information Management System.....	15
Library.....	15
Bookstore.....	16
Campus Employment	16
Records and Privacy Policy	17
Records	17
Privacy	17
Family Education Rights and Privacy Act (FERPA)	17
Student Care.....	18
Health Insurance	18
Medical and Dental	18
Pastoral Care, Individual Confession and Absolution	18
Counseling.....	18
Grievance Policy	20
General Guidelines for Resolving Grievances.....	20
Resolving Grievances among Students.....	25
Resolving Grievances between Students and College Personnel.....	25
Filing a Formal Grievance Complaint.....	25
Student Urgent Care & Emergency Action Plan.....	32
Important Numbers.....	35
Reporting Criminal or Civil Offenses	36
Notes	40
Student Services Quick Guide.....	41
Contact Information	42

Notes

Student Services Quick Guide

Prospective Student Inquiries _____ Director of Admissions

Course Registration _____ Registrar

Financial Questions _____ Business Manager

Coursework Questions _____ Professor teaching course

Academic Advising _____ Assigned Advisor or Academic Dean or Registrar

Housing _____ Housing Coordinator/Dean of Students

Activities _____ Dean of Students

Library _____ Librarian

Parking Issues _____ Business Manager

Counseling _____ Dean of Chapel, Dean of Students, Student Life Assistant, Ordained Clergy

Contact Information

For General Inquiries:

514 S Beech St.
Casper, WY 82601
307 216 5294
www.lutherclassical.org

For Questions about Student Life and Housing:

Dr. Caleb Karges
Dean of Students, Housing Coordinator
caleb.karges@lutherclassical.org

For Questions about Spiritual Life

Rev. Joshua Hayes
Dean of Chapel
joshua.hayes@lutherclassical.org

For Questions about Academic Records:

Mrs. Megan Mullet
Registrar
registrar@lutherclassical.org

For Questions about Library Services and Campus Employment

Mr. William Gottwalt
Librarian, Business Manager
william.gottwalt@lutherclassical.org

For Questions about the Curriculum:

Rev. Dr. John Hellwege
Academic Dean
John.hellwege@lutherclassical.org

For Guidance in Applying for Admission:

Rev. Jacob Benson
Chief Advancement and Admissions Officer

www.lutherclassical.org/apply
admissions@lutherclassical.org

To Make a Donation or Become a Supporting Congregation:

Rev. Jacob Benson

Chief Advancement and Admissions Officer

jacob.benson@lutherclassical.org