

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

2000	STUDENTS
	2100 <u>Nondiscrimination and Student Rights</u>
R	2110 Equal Education Opportunity/Student with Disabilities
R	2111 Documentation Requirements
R	2113 Temporary Disabling Condition
R	2114 Service Animal
R	2115 Confidentiality
R	2116 Students with Disabilities Testing Accommodations
R	2120 Preferred Name
R	2130 Harassment
R	2150 Searches by College Personnel and/or Law Enforcement
R	2160 Student Grievance and Appellate Process
R	2180 Military Service
	2200 <u>Admission</u>
R	2210 Admission Requirements
R	2220 Resident Classification
R	2240 International Student Admission
	2300 <u>Attendance</u>
R	2310 Student Attendance
R	2400 <u>Student Educational Records</u>
	2500 <u>Student Academic Achievement</u>
R	2510 Grading System
R	2511 Degree Program Statute of Limitations
R	2512 Course Substitution
R	2530 Student Academic Progress
R	2531 Academic Forgiveness
	2600 <u>Discipline</u>
R	2610 Student Code of Conduct
R	2630 Student Athlete Drug Screening
	2700 <u>Financial Aid</u>
R	2710 Federal Financial Aid Programs
R	2720 State of Missouri Financial Assistance Program
R	2730 Scholarship Program
R	2740 Work Study
R	2750 Veteran's Educational Benefits
R	2760 Student Loans

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

	2800	<u>Student Services</u>
R	2810	Students with Communicable Diseases
R	2812	Emergency Health Care
R	2820	Campus Crime and Security
R	2821	Security and Access to Facilities
R	2822	Preparation and Reporting of the Annual Disclosure of Crime Statistics
R	2823	Timely Warning
R	2824	Voluntary Confidential Reporting
R	2825	Sedalia Police Department and Pettis County Sheriff's Office
R	2826	Security Awareness Programs
R	2827	Off-Campus Student Organizations and Monitoring of Criminal Activity
R	2828	Alcoholic Beverages
R	2829	Sex Offenses
R	2830	Drugs, Alcohol, and Tobacco Products
R	2840	Food Service
R	2850	Bookstore
R	2860	Residence Halls
	2900	<u>Activities & Athletics</u>
R	2930	Student Organizations
R	2940	Student Government Association

STUDENTS

Regulation 2110 **Policy 2110**

Nondiscrimination and Student Rights

Equal Education Opportunity/Students with Disabilities

The student with a disability who requires accommodations must register with the Access Office in Student Services. It is the student's responsibility to initiate the request for services.

Students are encouraged to establish documentation and a request for accommodations at least two weeks prior to the first day of the semester.

Students with a disability are responsible for providing documentation from the appropriate medical or psychological professional and should make an intake appointment with the Access Office. Students are responsible for any charges associated with obtaining documentation.

The Access Office shall have the authority to make the final determination as to reasonable accommodations. Students will be expected to meet the technical standards of the specific programs they are pursuing.

After accommodations have been established by the Access Office, a letter will be presented to the student describing the accommodations that he/she qualifies to receive for each class in which he/she is enrolled that semester. A confidential letter will also be presented to the instructor describing the accommodations for which the student qualifies for that class. However, the letter will not contain any specific disability.

(changes 1/2014)

Nondiscrimination and Student Rights**Equal Education Opportunity/Students with Disabilities****Documentation Requirements**

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, the Access Office must have recent documentation (within 3 years) of the student's disability. The documentation should include an evaluation by an appropriate medical or psychological professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested.

The general guidelines listed below are developed to assist the student in working with the student's treating/diagnosing professional(s) to prepare the information needed to evaluate the student's request(s).

1. **Current functional impact of the condition(s):** The current relevant functional impacts on physical (mobility, dexterity, endurance, etc.), perceptual, cognitive (attention, distractibility, communication, etc), and behavioral abilities should be described as a clinical narrative and/or through the provision of specific results from the diagnostic procedures and assessments;
2. **Treatments, medications, accommodations/auxiliary aids, services currently prescribed or in use:** Provide a description of treatments, medications, accommodations/auxiliary aids and/or services currently in use and their estimated effectiveness in minimizing the impact of the condition(s). Include any significant side effects that may impact physical, perceptual, behavioral or cognitive performance. If any additional accommodations or auxiliary aids are warranted, please list them along with a clear rationale and related functional limitations. Any accommodations or auxiliary aids will be taken into consideration, but not automatically implemented;
3. **The expected progression or stability of disability over time:** If possible, provide a description of the expected change in the functional impact of the condition(s) over time. If the condition is variable, describe the known triggers that may exacerbate the condition;
4. **A diagnostic statement identifying the disability:** When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes, the date of the most recent evaluation, or the dates of evaluations performed by referring professionals. If the most recent evaluation was not a full evaluation, indicate when the last full evaluation was conducted; and

5. Diagnostic reports must include the names, titles and contact information of the diagnostician, the test utilized in the diagnosing and the date(s) of the testing. Reports must be typed and otherwise legible.

STUDENTS

Regulation 2113

Nondiscrimination and Student Rights

Equal Education Opportunity/Student with Disabilities

Temporary Disabling Condition

State Fair Community College students with temporary disabling conditions may be eligible to receive temporary assistance through the Access Office. Students should submit sufficient documentation regarding their condition. Each student's situation will be evaluated on an individual basis. Certain temporary conditions may not meet the ADA standards and thus may not receive full accommodations. The student should contact the Access Office located in the Office of Student Services, Hopkins 751, to receive specific review of his or her circumstances.

Nondiscrimination and Student Rights**Equal Education Opportunity/Students with Disabilities****Service Animals**

In compliance with the ADA, service animals are welcome in all buildings on campus and may attend any class, meeting or other event. Students with disabilities desiring to use a service animal on campus must first contact the Access Office to register as a student with a disability. The Access Office will evaluate the disability and establish any additional accommodations appropriate to the functional limitations of the disability. The owner should provide the Access Office information as to how the service animal accommodates for the owner's disability.

The following guidelines apply to the use of service animals on campus:

1. Service dogs must be licensed in accordance with city and county regulations and wear a vaccination tag;
2. Other types of service animals must have vaccinations appropriate for that type of animal;
3. Service animals must be in good health and service animals to be housed in College housing must have an annual clean bill of health from a licensed veterinarian;
4. Service animals must be on a leash at all times; and
5. The owner must be in full control of the service animal at all times.

Reasonable behavior is expected from service animals while on campus. If a service animal, for example, exhibits unacceptable behavior, the owner is expected to employ the proper training techniques to correct the situation.

The owners of disruptive and/or aggressive service animals may be asked to remove them from the College facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into the facility until appropriate steps have been taken to change the behavior.

Cleanliness of the service animal is mandatory. Daily grooming and occasional baths by a vet, groomer, or owner should keep service animal odor to a minimum. Flea control is essential, and adequate preventative measures should be taken.

Consideration of others must be taken into account when providing maintenance and hygiene of service animals.

Assistance Animals

An assistance animal is any animal that works, provides assistance, performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability.

An assistance animal does not necessarily need to be trained, and is not limited to any specific type of animal. An assistance animal is restricted to the residence of the individual, and may not accompany the resident to other areas of the college without permission.

Although it is the policy of State Fair Community College that individuals are generally prohibited from having animals other than fish in campus housing, the Access and Disability Office will consider a request by an individual with a disability for a reasonable accommodation from this prohibition to allow an assistance animal. However, no assistance animal may be kept in campus housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

State Fair Community College, in consultation with the resident, and other parties, as appropriate, may consider the criteria below in determining whether the presence of the animal is reasonable in the making of housing assignments for individuals with assistance animals:

- Whether the animal poses or has posed in the past a direct threat to the individual or others; Whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear;
- Whether the size of the animal is too large for available assigned housing space;
- Whether the animal's presence would force another individual from individual housing (e.g. serious allergies);
- Whether the animal's presence otherwise violates individuals' right to peace and quiet enjoyment; and
- Whether the animal is housebroken or is unable to live with others in a reasonable manner.

The individual must provide written consent for the Access and Disability Office to disclose information regarding the request for and presence of the assistance animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Hall personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability. State Fair Community College reserves the right to assign an individual with an assistance animal to a single room without a roommate upon availability.

Owner's Responsibilities

Owners granted the accommodation of an assistance animal in their residence hall unit shall be subject to the following rules, in addition to any other college rules and regulations not specifically related to assistance animals. The owner must:

- **Keep the Animal in Residence Hall Unit.** An assistance animal must be contained within the owner's privately assigned individual living accommodations except to the extent the individual is taking the animal out for natural relief. When an assistance animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance animals are not allowed in any college facilities other than the college housing to which the resident is assigned.
- **Keep the Animal under Control.** The Assistance Animal must be properly housed and restrained or otherwise under the dominion and control of the owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from campus housing.
- **Abide by Laws and Policies.** The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner's responsibility to know and understand these ordinances, laws, and regulations. The college has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The college reserves the right to request documentation showing that the animal has been licensed. Additionally, the owner must abide by all equally applicable residential policies, such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
- **Ensure the Animal is Well Cared-For.** The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment, abuse, neglect, or leaving the assistance animal unattended for unreasonably long periods of time may result in immediate removal of the Assistance Animal and/or discipline for the responsible individual pursuant to the SFCC Student Code of Conduct and/or any housing-related sanctions within the Residence Hall Rules and Regulation. The college will not base this determination on speculation or fear about the harm or damages an animal may cause. SFCC personnel shall not be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. Additionally, assistance animals may not be left overnight in campus housing to be cared for by any individual other than the owner. If the owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the assistance animal is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.

- **Be Responsible for Property Damage.** The owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by the college. An individual with a disability may be charged for any damage caused by his or her Assistance Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the college's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college shall have the right to bill the owner's account for unmet obligations under this provision.
- **Notify the Access and Disability Office if Assistance Animal is No Longer Needed.** The animal is allowed in campus housing only as long as it is necessary because of the owner's disability. The owner must notify the Access and Disability Office in writing if the assistance animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this policy when requesting a different animal.

Removal of the Assistance Animal

The college may require the Owner to remove the assistance animal from campus housing if:

- The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others, including campus property;
- The animal's presence results in a fundamental alteration of a college program; The owner does not comply with the Owner's Responsibilities set forth above; or
- The animal or its presence creates an unmanageable disturbance or interference with the campus community.

The Access and Disability Office will base such individualized determinations upon the consideration of the behavior of the particular animal and resident on a case-by-case basis, and in consultation with Residence Life, the resident, and other parties as appropriate. The college will not base this determination on speculation or fear about the harm or damages an animal may cause. Any removal of the animal may be appealed pursuant to the grievance procedure found in regulation 2160 and on the Campus Resources Tab on mySTAR. The owner will be afforded all rights of due process and appeal as outlined in that process.

Should the Assistance Animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.
(updated 7/24/18)

STUDENTS

Regulation 2115 **Policy 2115**

Nondiscrimination and Student Rights

Confidentiality

The Access Office treats as confidential any written material obtained to verify a disability, to plan for appropriate services, or to document services and contacts with this office. The following are guidelines used by the Access Office regarding disability related information.

All SFCC personnel (faculty, staff, and administration) are required to keep information regarding a student's disability confidential and any breach of this policy shall result in immediate disciplinary action.

All disability related information regarding students served by the Access Office will be maintained in a secure file cabinet in the Access office for three (3) years. Three years after the last date of a student's enrollment all materials in a student's folder in the Access Office will be destroyed.

The Access Office may release information to college officials on a "need to know" basis. The need to know must be based on compelling and legitimate educational reasons for the information disclosure. Faculty and staff do not need to know the student's diagnosis. College administration does not have direct access to disability files. Administration may gain disability or other disability related health information under supervision of the Dean of Student and Academic Support Services on a "need to know" basis.

Students who request services/accommodations acknowledge that some level of disclosure to select faculty may be necessary to provide the requested accommodation(s). Disclosure will occur with the student's specific written permission with the understanding that only necessary information for the purposes of accommodation will be communicated.

The Access office will communicate to faculty that the student is registered with the Access Office and the specific accommodations the student is eligible to receive in the classroom. Instructors, staff, and administrators must ensure discussions of accommodation information occur in confidential settings. Students who disclose disability and other health information in a public setting may not hold the College accountable for the disclosure of confidential information.

Justifications for deviations from this policy, though rare, will be determined by the Access Office and the Dean of Student and Academic Support Services. In some instances, ethical guidelines, including the following instances, may require the Access Office to release confidential information without the student's consent: (1) when there is imminent (immediate) danger to the student or others; (2) when the College learns that a child, disabled adult, or elderly adult has been abused or neglected; and (3) when subpoenaed to release information to a court of law or when information is requested from an agency with investigative authority. Written

documentation of these deviations will be maintained in the student's Access Office file for three years.

Anytime a student requests information to be released the student and the Access Office will complete an Authorization of Release form which includes the following: the name of the student, what disability information was released, who released the information, the date of the release, and how the information was released.

A student may request to review the contents of his/her own file. This review must occur in the presence of an Access staff member. All information in the file is the property of the Access office. Students may receive copies of disability related records verifying the disability and the need for services and accommodation(s). Students must sign a release for the copies and an inventory list of all materials copied will be kept in the folder.

Grievances involving issues addressed in this regulation may be redressed through the Judicial Officer following guidelines outlined in Regulation 2160.

Justifications for deviations from this policy, though rare, will be determined by the Access Office and Dean of Student and Academic Support Services and the documentation of these deviations will be maintained in the Access Office.

STUDENTS

Regulation 2116
(Policy 2116)

Nondiscrimination and Student Rights

Students with Disabilities Testing Accommodations

Owner – Dean of Academic and Student Support Services

Contact – Coordinator of Access Services

SFCC is committed to providing fair and appropriate testing accommodations for eligible students. Accommodations include, but are not limited to, extended test taking time, use of assistive technology, minimal distraction testing environment, oral tests, use of readers and the use of scribes. In order to be eligible for these accommodations, the student must provide the Access office with the documentation that is required to determine eligibility as described in Regulation 2111.

Access office Responsibilities

The process of determining reasonable and appropriate testing accommodations for qualified students with disabilities is a collaborative effort between the Access office and the qualified student. The Access office will evaluate the documentation, determine eligibility for testing accommodations, and meet with students on an individual basis to discuss reasonable and appropriate options. The Access office also will work with faculty, with Testing Services, and with other department to facilitate delivery of reasonable accommodations. Students may request a modification of their accommodations at any time. The Access office will base the request of new or additional services on official documentation.

Testing Services Responsibilities

Testing Services has primary responsibility for providing appropriate testing accommodations for students with disabilities and offers students a limited distraction environment with study carrels and noise-reducing disposable earplugs.

Testing Services staff is available to proctor exams and quizzes on the main campus. For extended campus students the designated testing coordinator at these sites will coordinate the proctoring. The Access office or Testing Services Director will approve all testing sites. Occasionally, with approval of the Access office, faculty may proctor their own exams, especially for students whose accommodation is extended test time. All proctors will receive training from Testing Services Coordinator.

SFCC is committed to providing fair and appropriate testing accommodations for eligible students. Accommodations include, but are not limited to, extended test taking time, use of assistive technology, minimal distraction testing environment, oral tests, use of readers and the use of scribes. In order to be eligible for these accommodations, the student must provide the Access office with the documentation that is required to determine eligibility as described in Regulation 2111.

Access office Responsibilities

The process of determining reasonable and appropriate testing accommodations for qualified students with disabilities is a collaborative effort between the Access office and the qualified student. The Access office will evaluate the documentation, determine eligibility for testing accommodations, and meet with students on an individual basis to discuss reasonable and appropriate options. The Access office also will work with faculty, with Testing Services, and with other department to facilitate delivery of reasonable accommodations. Students may request a modification of their accommodations at any time. The Access office will base the request of new or additional services on official documentation.

Testing Center Responsibilities

Testing Services has primary responsibility for providing appropriate testing accommodations for students with disabilities and offers students a limited distraction environment with study carrels and noise-reducing disposable earplugs.

Testing Services staff is available to proctor exams and quizzes on the main campus. For extended campus students the designated testing coordinator at these sites will coordinate the proctoring. The Access office or Testing Services coordinator will approve all testing sites. Occasionally with approval of the Access office, faculty may proctor their own exams, especially for students whose accommodation is extended test time. All proctors will receive training from Testing Services Coordinator.

Faculty will complete the Test Proctoring Form, which will document how appropriate testing accommodations for students with disabilities will be provided, including student name, date of the test, the name of the class and the teacher, the name of the test, the amount of extra time (if applicable), the location of the quiet room (if applicable), and the name and the title of the test proctor. Testing Services will maintain a copy of all Test Proctoring forms for a minimum of three academic years.

Reduced Distraction Testing Environment

The testing environment will be an environment with limited visual and auditory distractions consistent with reasonable accommodations of the student. A reduced distraction environment does not necessitate a private room be afforded to each student. Students with similar testing needs may share a room for testing purposes at the discretion of the test proctor. Students will be allowed to utilize earplugs or headphones at no cost. The proctor reserves the right to check the equipment at any point prior to or during the examination. The primary location of testing on the Sedalia campus is in the Yeater Learning Center Testing Services, Room 171. In extended campus environments, the reduced distraction testing environment is provided in unused classrooms and conference rooms.

Confidentiality:

The Access office, Testing Services, administrators, and faculty will treat all ADA test proctoring forms as confidential, in accordance with Regulation 2115 Nondiscrimination and Student Rights Equal Educational Opportunity Students with Disabilities Confidentiality.

Completed disability test proctoring forms, including all extended campus proctoring forms, will be retained through the Testing Services document management process.

Academic Honesty

Any student observed utilizing any unauthorized materials or resources during a test will be reported to the instructor, and Testing Services staff shall fill out a Student Concern and Incident Report. Testing Services has the right to stop a test at any time if academic dishonesty is witnessed. **Please see the College's Academic Honesty policy and regulation, 6480.**

Responsibility of Students

1. The student must request accommodations from the Access office every semester in a timely manner. The student will work with the Access office staff to determine reasonable and appropriate accommodations for each class.
2. The student shall schedule appointments with Testing Services for testing accommodations with as much advance notice if possible, in most cases no later than three business days prior to the exam. Requested accommodations for *specialized* testing (placement testing, program entrance testing, and exit testing, etc.) require in most cases at least three weeks' notice if possible.
3. If a student must cancel an arranged exam with Testing Center for any reason, it is the student's responsibility to notify Testing Services by telephone, voicemail or email, in advance of the scheduled exam, if possible. This responsibility includes cancellations when students decide to take the exam in class, when the class test was cancelled by the instructor, or when the student drops or withdraws from the class.
4. If a student is ill or needs to reschedule exams for any other reason, or if a student misses an exam, the student is responsible for seeking their instructor's permission to reschedule the missed exam. The student must provide his or her instructor's written permission to Testing Services. The student also must schedule a new time agreeable to all parties (the student, the instructor, and Testing Services). Instructors are allowed to establish their own policies for make-up assessments and those policies must apply to all students and must be spelled out in the syllabus. For all students, the ability to schedule make-up exams is dependent on their instructor's policy.
5. If the student is late for a scheduled proctoring for any reason, Testing Services or designated proctor will subtract the time missed from the total time allowed for the exam. Proctors will wait up to 20 minutes before determining the student is a "no show." The student shall inform the Access office immediately if he/she believes a test accommodation has not been appropriately provided.

Responsibility of Instructors

1. The Access office will notify instructors about students who are eligible for accommodations each semester before accommodations may be implemented.

2. Instructors shall treat all information about a student's accommodation as confidential. Instructors should ensure that conversations about accommodations, even when initiated by the student, are conducted at a place and time that they may remain confidential.
3. Prior to tests, instructors will submit a Test Proctoring Form to Testing Services complete with the student's name, name of the test, date of test, the name of the class and course number and the instructor's contact information.
4. If an instructor plans a pop quiz, the instructor shall complete the Test Proctoring Form, leave the date and time blank and then notify Testing Services of the date and time of the pop quiz.
5. Faculty shall provide Testing Services a copy of the exam, quiz or other assessment no less than one business day in advance.
6. In order to ensure appropriate testing environments, faculty who prefer to proctor their own exams, typically for students whose accommodation involves extra time, receive prior approval from the Access office to administer the exam outside Testing Services. Before providing that approval, the Access office will ensure the faculty member has appropriate training, that the facility is appropriate for the accommodation, and that the student is in agreement with the accommodation arrangements.
7. Faculty members must contact the Access office immediately if he/she has any issue or concern about accommodations. Any adjustment in accommodations must be approved by the Access office.

Use of Readers

Readers are approved persons who read aloud any materials to be graded. Readers may read aloud printed or computer based materials. Readers may read materials such as instructions, exam questions and multiple-choice answers. The reader is not permitted to tutor a student, encourage a response or answer any questions that may affect exams integrity. The reader may not clarify instructions or questions, but may re-read any information requested by the student. A request for a reader should take place at least one week prior to the date of the accommodation, if possible, in order to ensure the needs of the student are met and to ensure Testing Services can have adequate time to locate a qualified reader.

Use of Scribes

A Scribe is an approved person to write down answers that are provided by the student on any material to be graded. The scribe writes/types words verbatim as dictated. The scribe cannot edit or assist in the answering of any questions pertaining to the material tested. Students using scribes may be asked to spell or punctuate material in some cases. A request for a scribe should take place at least one week prior, if possible, to the date of the accommodation in order to ensure the needs of the student are met and to ensure Testing Services can have adequate time to locate a qualified scribe.

Large Print Format

Documents can be enlarged to 11" X 17" with capability up to 200 percent of the original print size. Electronic information can be printed to individual font size needed. Technology is available for an individual user to access information from documents/materials in large print format on campus. A request for a large print format should take place at least one week prior to the date of the accommodation, if possible, in order to ensure the needs of the student are met and to ensure the Access office and Reprographics Department has adequate time to reformat the material.

Audio Format

Materials can be made available in audio format by the use of a Jaws Screen Reader, a tape recorder, electronic recordings or other comparable software on campus. Request for audio format should take place at least one week prior, if possible, to the date of the accommodation in order to ensure the needs of the student are met and to ensure the Access office can have adequate time to reformat materials.

Braille

An exam can be provided in Braille. Access office staff will make an effort to locate a Braille exam or convert electronic exam to Braille. A request for Braille exams should be made with a minimum of two weeks prior, if possible, to the arranged exam date in order for these arrangements to be made.

Academic Honesty

Any student observed utilizing any unauthorized materials or resources during a test will be reported to the instructor, the Access office, the Student Success Center and the Campus Judicial Officer. Testing Services has the right to stop a test at any time if academic dishonesty is witnessed. **Please see the College's Academic Honesty policy and regulation, 6480.**

Justifications for deviations from this policy, though rare, will be determined by the Access office and Dean of Student and Academic Support Services and the documentation of these deviations will be maintained in Testing Services for three years.

(Revised 4/2018)

STUDENTS

Regulation 2120 **(Policy 2120)**

Nondiscrimination and Student Rights

Owner – Dean of Student and Academic Support Services

Contact – Registrar

Preferred Name

Under State Fair Community College's Preferred Name policy, any student may choose to identify a Preferred First Name in addition to the legal name. Students may request this service by updating their personal information in the student portal. Preferred names are limited to alphabetical characters (A-Z and a-z) and remain in the system until changed or deleted.

Definitions:

Preferred name - A preferred name is defined as an alternative to the individual's legal name as designated by the individual in college systems.

Legal name – A person's legal name is the name they use for official governmental documents, such as licenses, passports, and tax forms.

Primary name – A person's legal name.

Preferred Name Restrictions:

State Fair Community College reserves the right to deny or remove any preferred name with or without notice for misuse, including but not limited to misrepresentation, attempting to avoid legal obligation, or the use of derogatory names.

1. Instances in which preferred name will be used, but are not limited to:

- a. Learning Management System
- b. Class Rosters
- c. Starfish
- d. Diplomas (if requested)

2. Instances in which legal name will be used include, but are not limited to:

- a. Admission applications and processes
- b. Reporting to state of federal agencies
- c. International Student documentation
- d. Student ID card
- e. Email Address
- f. Commencement Program
- g. Degree Works

- h. Athletic Eligibility
- i. Testing registration and/or documents
- j. Transcripts
- k. Billing documents
- l. Payroll documents
- m. Disciplinary records
- n. Financial aid documents and processes
- o. Enrollment and degree verification processes

3. Other records where the student's legal name is required by law or college policy:

- a. Official lists of students made available to the public

Legal Name:

A change of legal name requires a Change of Name form, a copy of a government-issued photo ID, an official name change document (such as a marriage or divorce record, court records, military records or passport) and Social Security card reflecting the new name.

FERPA:

Under the Family Rights and Privacy Act, a student's name, including preferred name, may be disclosed to the public as "directory information" unless the student opts not to permit such disclosure.

Inquiries:

The following persons have been designated to handle inquiries: Director of Human Resources, Hopkins, Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St. Sedalia, MO. 65301.

(approved 1/24/17, revised 2/8/18)

STUDENTS

Regulation 2130 **Policy 2130**

Nondiscrimination and Student Rights

Harassment

“Harassment” is defined as any verbal, written, or physical conduct that a person knows or has reasonable grounds to know would intimidate, demean, or degrade an individual’s or group’s character, self-worth, or dignity.

“Harassment” is further defined as conduct that has the effect of limiting or denying equal opportunity or treatment and that is conducted in disregard for an individual’s or group’s human or civil rights and that may result in their mental, emotional, or physical discomfort, ridicule, or harm. Offensive language or behavior that interferes with a person’s employment, educational status, or performance or that otherwise creates a hostile environment shall fall within the meaning of harassment.

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officers, or any review panel shall constitute a separate violation of this policy, which may be subject to direct administrative action or judicial action.

For purposes of this Policy, the term “College personnel” includes trustees, College employees, agents, volunteers, contractors, or persons subject to the supervision and control of the College.

The College will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment or discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it is determined that harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other College employee who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

(approved 6/27/05)

Nondiscrimination and Student Rights**Searches by College Personnel and/or Law Enforcement**

Property of the College is subject to periodic inspection without notice, without student consent, and without a search warrant. Property may be searched by College administrators or staff who have reasonable suspicion that lockers, desks, and bags or purses, contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or items posing a danger to the health or safety of students and staff. In addition, the Board of Trustees authorizes the use of trained dogs to sniff lockers, bags, purses, residence hall rooms or other College property to assist in the detection of the presence of drugs, explosives and other contraband.

Students or student property may be searched based on reasonable suspicion, of a violation of College rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or logical inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of a College administrator. Local law enforcement may be utilized if acting at the request of school officials.

Students are permitted to park on College property as a matter of privilege, not “right.” The College retains the authority to conduct routine patrols of parking lots. The interior of a student’s vehicle on College property may be searched if a College administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. A student who refuses to submit to a search may be appropriately disciplined by College officials.

Regular monthly health and safety room checks in the residence halls will be conducted by the residence life staff. The dates and times of these checks may or may not be communicated to students in advance; however, students will know that these checks will be conducted monthly.

Additional searches may be conducted if a College administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained within the residence hall room or to regulate the use of the premises in accordance with College rules and regulations.
(last approved 8/23/10)

Student Grievance

Grievance and Appellate Process

The grievance and appellate process is designed to provide students, employees and members of the public with a process to resolve potential issues.

Students – The following matters related to students of State Fair Community College are subject to process under this policy:

- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance
 - Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex
 - Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, and the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability
 - Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age
 - Violations of Student Code of Conduct
 - Residence Hall disciplinary action or violations of Residence Hall regulations or contract.
 - Violations of Board of Trustees policy, including Campus Crime and Security, Substance Abuse, and Campus Drug, Alcohol and Tobacco.
 - Violations of the Family Educational Rights and Privacy Act (FERPA)
 - Concerns or complaints about eligibility for student extracurricular activities both non-credit and for credit events, Campus Store, and food service policies.
 - Refunds of tuition and or any fees, including housing and Campus Store purchases
 - Restrictions: Appeals are only permissible if tuition, fees or purchases were misapplied due to administrative error.
 - Appeals of administrative drops
 - Restrictions: Appeals are only permissible if drops were misapplied due to administrative error.
 - Billing errors
 - Financial aid suspension
 - Academic probation/suspension
 - Determination of residency relative to tuition charges
 - Graduation or commencement
 - Grade appeals - are only permissible if grades were inaccurate due to administrative error or if grades were computed outside of the terms defined in the course syllabus.
- It is recommended students follow the steps below regarding grade disputes before filing an appeal:

1. Contact the instructor for the course regarding the grade dispute as soon as possible after the grade has been issued.
 2. If the student still disputes the grade after communicating with the instructor, he or she should contact the appropriate Division Chair for the course.
 3. If a student disputes the decision of the Division Chair, he or she should submit an appeal using the Grievance and Appellate form to the appropriate Dean.
 4. If a student disputes the decision of the Dean, he or she should submit a final appeal to the Campus Issue Resolution Committee.
- Transcript evaluations
 - Placement testing decisions
 - Parking fines
 - Late registration reinstatements

The Director of Human Resources, Human Resources Office, Hopkins Student Services Center (660) 596-7484, and the Dean of Student and Academic Support Services, Student Services Office, Hopkins Student Services Center, (660) 596-7393, will serve as the Compliance Officers for Section 504, Title VI, Title VII, Title IX, Age Discrimination and Americans with Disabilities Act issues. The Hopkins Center is on the Sedalia campus of SFCC, 3201 W. 16th Street, Sedalia, MO 65301. Students should contact the Dean of Student and Academic Support Services with issues related to these areas. The Director of Human Resources will handle issues from employees and members of the public.

Grievance Process:

All complaints must utilize the following procedure:

1. The student may first attempt to resolve the issue informally with the appropriate student or employee involved (*Note: Degree programs with specific accreditation requirements, such as the Nursing, Radiography, Dental Hygiene, Occupational Therapy and Physical Therapy programs, must follow those guidelines outlined in program handbooks prior to pursuing this process*). The Director of Student Success and Retention is available to help mediate resolution, to provide impartial advice and guidance on the process, and to discuss the issue.
2. If the issue cannot be resolved informally to the satisfaction of the parties, the student must present, in writing within 30 days of the incident/issue, a formal grievance/explanation of the situation to the Campus Judicial Officer. The student should present the formal grievance/explanation of the situation by completing the Grievance and Appellate form located on the Campus Resource Tab of mySTAR. All formal complaints will be promptly and thoroughly investigated by the Campus

- Judicial Officer, an impartial investigator. The written grievance/explanation should include the specific complaint and a reference to the specific matter described in the bulleted items above. The burden of proof shall rest on the accuser or complainant, with the opportunity to present witnesses and other evidence. The Campus Judicial Officer will provide impartial, prompt and thorough investigation of the issue. All investigations will use preponderance of evidence as the evidential standard.
- a. The Campus Judicial Officer is located in the Student Services Office in Hopkins Student Service Center, SFCC Sedalia campus, 3201 W. 16th, Sedalia, Mo. 65301; phone: 660.596.7393.
 - b. If a complaint should arise that includes the Campus Judicial Officer, the President will appoint a temporary, impartial substitute.
 - c. If the appeal involves grade changes, the appropriate Dean for the course will act as Campus Judicial Officer.
3. The Campus Judicial Officer will make a decision based on the evidence and thorough consultation with all parties involved within ten (10) business days of receiving the written formal grievance. The Campus Judicial Officer will then send notice to all parties of the outcome of the complaint, with specific information supporting the decision.
- a. During this appeal period, the Campus Judicial Officer may impose sanctions on the student until the process is complete (i.e. barring from residence hall, temporary suspension, loss of campus privileges, etc.) in accordance with Regulation 2610.
 - b. If the issue involves an employee, the Campus Judicial Officer will work with the Human Resources Director, who may impose temporary sanctions (i.e. temporary suspension with pay, temporary suspension without pay, etc.) on an employee until the process has been completed.
4. If the student is not satisfied with the decision of the Campus Judicial Officer, he/she must submit a formal appeal using the Grievance and Appellate form and present to the Campus Issue Resolution Committee (CIRC) at a hearing. This appeal should include reasons why the student believes the decision of the Campus Judicial Officer should be overturned. The burden of proof shall rest on the accuser or complainant, with the opportunity to present witnesses and other evidence. The Campus Issue Resolution Committee will provide impartial, prompt and thorough investigation of the issue. This appeal must be made within ten (10) business days of the decision of the Campus Judicial Officer and must outline grounds for the appeal. The Campus Issue Resolution Committee will return a decision within ten (10) business days of receiving the appeal and notify, in writing, all parties involved of the outcome of their decision. The Campus Issue Resolution Committee will be impartial, prompt and thorough to investigate each appeal. The decision of the Campus Issue Resolution Committee will be final.

- a. The Campus Issue Resolution Committee members will be appointed as needed by the President of the college and will include a faculty member, staff member, and a student.
 - b. Each member of the Campus Issue Resolution Committee will serve a one-year term, if feasible.
 - c. If a complaint should arise that includes one of the committee members, or a member of the committee is unable to complete the one-year term, the President of the college will appoint a temporary substitute for that member.
 - d. Appeals to the committee will be submitted on the same Grievance and Appellate form. The Executive Assistant to the Dean of Student and Academic Support Services will schedule the hearing with the student and committee, and notify all parties involved of time, date, and location of the hearing.
 - e. Decisions of the Campus Issue Resolution Committee will be decided by majority vote. The Executive Assistant to the Dean of Student and Academic Support Services will then disseminate the decision information to all involved parties. The written decision from the committee will include specific information supporting the decision.
5. The student (employee, community member, contractor, parent, etc., hereafter referred to as the individual) is entitled to be assisted and accompanied to the hearing by one member of the College community as a support person. If the above individual does not have a relationship with someone who could fulfill that role, either the College will appoint such a support person upon the individual's request, or the individual may choose a community member to serve in that support role. The support person will not be permitted to speak, testify, serve as a witness, or provide a statement on behalf of the individual, unless that support is needed to provide for a disability. The support person may not be an attorney unless an attorney representing the College is present. If the College is represented by an attorney, the individual is permitted to be represented by an attorney.
 6. At any stage of the grievance/appellate process, including informal resolutions, if it is discovered that the College was discriminatory, the College will take steps to prevent the recurrence of the discrimination and will correct its discriminatory effects on the complainant and others, where appropriate.

Other Appeals

Students may also file a complaint of discrimination on the basis of sex, disability, race, color, national origin or age with the Office of Civil Rights (OCR), Department of Education, email: OCR.KansasCity@ed.gov. Such complaints must be filed in writing no later than 180 days after the occurrence of the alleged discrimination.

In addition, The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>.

This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

Retaliation Notice:

Retaliation against a person who files a complaint or persons who participate in the grievance proceeding is prohibited. (Last Revision 02/2018)

STUDENTS

Regulation 2180 **(Policy 2180)**

Nondiscrimination and Student Rights

Owner – Dean of Student and Academic Support Services

Contact – Registrar

Military Service

This Regulation follows the guidance of the Missouri Statute, Chapter 41, Military Forces, Section 41.948 that covers rules for Reserve and National Guard being called to active military service whether voluntarily or involuntarily, prior to completion of the semester/term at SFCC. Also, this Regulation covers military issues involving active duty members and their responsibilities to their unit in a normal day-to-day operation where their work/deployment/special duty requirements may conflict with their SFCC class/s.

In most cases Reserve and National Guard members will be placed on orders when called to active duty. Reserve and National Guard members should produce a copy of their orders when requesting action of this regulation.

Active Duty members may also be issued orders when required to complete their assigned jobs. For example, an active duty member who is being deployed from their home station active duty location would normally receive orders. Active Duty members should also produce a copy of their orders when requesting action based on this regulation. Active Duty members that have conflicting military duty with SFCC classes and are not on orders should work with the Director of Student Success and Retention Services

If a military member falls into one of the areas above prior to the completion of the semester/term or similar grading period, that person shall be eligible for either:

1. A complete refund of all tuition and incidental fees charged for enrollment at that institution for that semester, or similar grading period; or
2. The awarding of a grade of "incomplete" pursuant to this section.

OPTION (1) WITHDRAWAL FROM ONE OR MORE CURRENTLY ENROLLED COURSES

Students may choose to withdraw from one or more currently enrolled courses. Student must complete a Military Withdrawal Form, indicate Option 1, and attach a copy of their military orders.

In such cases, a student may request either:

1. That the official transcript indicates the courses that he or she has withdrawn and the reason for the withdrawal. Students choosing this option will have their tuition and

- fee charges and their student financial aid eligibility calculated effective with their official withdrawal date. They will receive a grade of WM.
2. That one or more courses for that semester be expunged from the student's academic record. Students taking this option will receive a complete refund of all tuition and incidental fees paid by the student for enrollment for that semester. Students who have received federal, state or institutionally funded financial aid must return all aid disbursed to them for the semester.

OPTION (2) RECEIVE AN INCOMPLETE FOR ONE OR MORE CURRENTLY ENROLLED COURSES

Students may choose to receive an incomplete in one or more currently enrolled courses. Students must complete a Military Withdrawal Form, indicate Option 2 and attach a copy of their military orders.

In such cases, the student must:

Complete all course work for the semester to the satisfaction of the instructor(s) and the institution. The grade of incomplete shall be converted to a failing grade if the person does not apply to complete the course work within six months of discharge, release from active military service or return to the home station. In the event the person cannot comply for medical reasons related to the active military service, such person may apply to complete the course work within three months of the end of the period of convalescence. Students choosing this option will not receive a refund of tuition and incidental fees paid by the student for enrollment for that semester. The student will have one complete semester after the return from duty or deployment to complete the remaining course work. The current instructor(s) will submit to the Registrar copies of the course syllabus, attendance, course work and itemized grade calculation. These documents will be retained in the Registrar's Office with a copy of the Military Withdrawal Form.

FINANCIAL AID

The Financial Aid Office will be contacted and informed of the student's status and official withdrawal date and may make adjustments according to federal, State of Missouri and institutional guidelines.

SCHOLARSHIPS

If such person has been awarded a scholarship to be used to pursue an academic program in any public higher education institution in Missouri and such person is unable to complete the academic term for which the scholarship is granted, that person shall be awarded that scholarship at any subsequent academic term, provided that the person returns to the academic program at the same institution at the beginning of the next academic term after the completion of active military service. If a student has any scholarships or other aid or award, he or she should contact the issuer to determine whether it will be applicable on his or her return and whether he or she will need to satisfy any other conditions.(approved 7/25/11, revised 7/00/14, 2/8/18)

STUDENTS

Regulation 2210 **Policy 2210**

Admission

Admission Requirements

The College is committed to providing a safe learning-centered environment for its students, personnel, and visitors. In order to implement the Board's commitment to the open enrollment policy, the College will apply the following provisions in the admission of students.

To be eligible for a degree or certificate or to receive financial aid from State Fair Community College, students must have graduated from a high school or home school program or obtained high school equivalency.

For more information about homeschool students, see Missouri Annotated Statute 167.031.

All college credit earned from a country other than the United States must be translated into English on a course by course basis. Translation information is available in the Academic Records & Registrar's Office.

Per Policy 2410 any student who knowingly submits records that are incorrect or contain false information may be subject to disciplinary action to extent of being dismissed from the College. Any student who falsifies College records such as grade reports or other College documents may be subject to severe disciplinary action.

Admissions Status

First-time Freshmen

First-time freshmen are legal residents of the United States and are beyond the age of compulsory attendance or at least 17 years old and no longer enrolled in high school. First-time freshmen have never attended college since leaving secondary education. Individuals with only dual credit obtained during high school will be considered first-time freshmen. First-time freshmen may apply for admission by submitting the following:

- An application for Admission using the SFCC website; and,
- Verification of high school completion or its equivalent with graduation date; and,
- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement; and,
- If dual credit, official college transcripts from all colleges where credit was attempted or earned.

International Students

International students are individuals who are not legal residents of the United States and are beyond the age of compulsory attendance or are at least 18 years old and no longer enrolled in high school. International students desiring admission to the college must meet the federal government requirements through the Student Exchange and Visitor Information System (SEVIS) to be granted an I-20. New international students and exchange visitors must have paid the SEVIS I-901 fee to be eligible to enter the United States. International students may apply for admission by submitting all of the following:

- An application for Admission using the SFCC website;
 - For new students applying from outside the U.S., the application must be received and admission requirements completed at least 60 days prior to the start of the next term.
 - For international students transferring from another college or university in the U.S., the application and admission requirements must be received at least 30 days prior to the start of the term.
- A processing fee of \$75 US dollars for all international admissions. This fee must be received before application processing can begin; and,
- Official document that shows completion of a secondary education equivalent to graduation from a U.S. high school; and,
- Official copies of academic records for all course work completed in secondary schools, colleges and universities within and outside the United States must be submitted (faxed copies are acceptable for records outside the U.S.). All documents must have English translations, including your full name on each document.
- A hand-signed affidavit of support from the student's sponsor verifying financial support is required. The statement must be in English and the student's name must be included in the statement. This letter must be dated within six months of the start of classes.
- Students whose first language is not English must document their English proficiency in one of the following ways:
 - A minimum TOEFL (Test of English as a Foreign Language) total score of 61
 - Academic credit of 15 hours or more from a U.S. college or university with a 2.25 cumulative grade point average.
 - A minimum Accuplacer ESL score of 60
 - Proof of satisfactory completion of the US Department of State, J-1 visa Student Exchange Program at an American High School, for at least one academic year.

- TOEFL (Test of English as a Foreign Language) scores that indicate a proficiency in English with a total score of 450 or higher (paper-based) or 61 or higher (computer-based), if from a non-English speaking country; and,
- Proof of health insurance coverage equivalent to or better than coverage offered through the College-affiliated International Student Health Insurance plan. The student will receive information about the International Student Insurance package from the Student Services Office if he or she does not have insurance. A student who does not have sufficient insurance and does not want to purchase coverage must sign a waiver prior to attending class.
- Immunization records demonstrating proof of vaccination for measles (rubeola), mumps, and rubella (MMR). We require prospective international students obtain a negative TB test within the U.S. TB skin tests are valid for 12 months. If test results have expired you must retest before enrolling.

Upon arrival into the community, international student applicants must see the international student advisor in the Student Services Office on the main campus in Sedalia and present the following before seeing an advisor to enroll in classes:

- Copy of the I-20 stamped by Immigration upon entry into the United States; and,
- I-94 documentation; and,
- Passport or approved substitute.

Non-Degree Seeking Students

Non-degree seeking students are taking classes for personal interest and do not wish to receive a degree or certification from SFCC. Non-degree seeking students are not eligible for financial aid and may apply for admission by submitting the following:

- An application for Admission using the SFCC website; and,
- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement, if required for pre-requisites.

Returning Students

Returning students are students who previously applied and did not attend SFCC within two years of their application or have not attended SFCC for four consecutive regular semesters. Returning students may apply for admission by submitting the following:

- An application for Admission using the SFCC website; and,
- Verification of high school completion or its equivalent with graduation date; and,
- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement; and,
- Official college transcripts from all colleges where credit was attempted or earned.

Transfer Students

Transfer students are students who have attended another college prior to coming to SFCC. Any student regardless of credits who attends SFCC immediately following high school will be considered a first-time freshman. Transfer students may apply for admission by submitting the following:

- An application for Admission using the SFCC website; and,
- Verification of high school completion or its equivalent with graduation date; and,
- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement; and,
- Official college transcripts from all colleges where credit was attempted or earned.

Visiting Students

Visiting students are attending another institution of high education and are taking classes at SFCC for the purpose of transferring those credits back to their home institution. Visiting students are not eligible for financial aid and may apply for admission by submitting the following:

- An application for Admission using the SFCC website; and,
- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement, if required for pre-requisites.

Other Student Statuses

Articulation Credit

Students seeking articulation credit may receive credit upon completion of high school courses in a program for which the College has an articulation agreement. Students must have a grade of a B or higher in articulated courses. Students seeking articulation may apply for admission by submitting all of the following:

- An application for Admission using the SFCC website; and,
- Verification of high school completion with graduation.

Auditing a Course

Students may audit when they wish to review or preview a course. Audited classes do not count as part of the regular load for financial aid or veteran's certification nor as hours earned in determining satisfactory academic progress. Students must pay regular tuition and fees for audited classes.

Students seeking to audit a class who are not currently enrolled at SFCC must apply for admission by submitting all of the following:

- An application for admission using the SFCC website; and,
- Request to Audit form available in the Academic Records and Registrar office.
- If required for prerequisite, official placement scores (i.e., ACT or

Accuplacer) from within the past three years or official college transcripts to waive this requirement.

Active participation and preparation for class activities is essential to the overall learning environment for the whole class. Thus, students who are auditing a class but are not prepared for class interaction such as group activities may be requested to stop attending the class. Students who choose to audit a class are expected to participate in class learning activities and discussions even though grades will not be assessed. Being prepared for class interaction may include but is not limited to prior reading of textbook and other outside assignments used for classroom discussion or activities and in-class discussion and projects.

In addition:

- Students may not audit applied music classes, sciences that have a lab component, internships, student teaching, fieldwork or independent study courses. Allied Health classes are not eligible for auditing. (see list of excluded classes available from Registrar)
- Online courses are not eligible to audit.
- Students can audit a course that has been previously completed on a graded basis.
- When enrollment limits are a concern, registered students will be given preference over students auditing the course.
- Students auditing a course are required to meet all prerequisite requirements for the course.
- Students auditing a course will be expected to have or to supply required items, materials or devices as other students in the course. Students are to have any required textbooks for the audited class.
- There is no limit to the number of courses that may be audited but the hours do count as part of a student's course load but not for the purpose of financial aid, loan deferments, athletic eligibility, or to meet the residency.
- Once enrolled in a course for regular credit, it cannot be changed to an audit after the published date on the Academic Calendar.
- A student may drop an audited course with a W by the published date on the Academic Calendar.
- Students **are not** required to complete assignments (except as listed above) or take exams and should not be in classroom during exams if they are not participating.
- Students auditing courses are issued a final grade of Audit (AU). An AU grade prevents a course from being applied to a certificate or degree.

- Request to Audit form available in the Office of Academic Records & Registrar.

Dual Credit

Dual credit students earn high school and college credit at the same time. Student may be eligible for dual credit if they have completed their freshman year, have a cumulative GPA of 3.0 on a 4.0 scale (as required by the Missouri Department of Higher Education), and have been recommended by a high school counselor or principal. Juniors and Seniors that have a 2.5 GPA may petition to get into a course with a written recommendation from the principal and counselor. Students are not eligible for financial aid while in high school. High school students seeking dual credit may apply for admission by submitting all of the following:

- A dual credit application for Admission using the SFCC website; and,
- Official high school transcript; and,
- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement, if required for pre-requisites.
- Written recommendation if applicable

Dual Enrollment

Advanced credit may be earned by high school students who have completed their freshman year or scored in the 90th percentile of the cohort with which they took the ACT. Students must maintain a cumulative GPA of 3.0 on a 4.0 scale and have written approval from the high school counselor or principal. During a regular semester, an advanced credit student may enroll in a variable amount of credit depending upon the high school principal's or counselor's recommendation. Up to ten (10) semester hours may be taken during the summer session. Students are not eligible to receive financial aid. High school students seeking advanced credit may apply for admission by submitting all of the following:

- A dual credit application using the SFCC website; and,
- Official high school transcript; and,
- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement, if required for pre-requisites.

Early College Admission

High school students seeking early college admission may enroll as full-time students in the final semester of their senior year. Permission for early entry must be secured from the high school counselor or principal. High school students seeking early college admission may apply for admission by submitting all of the following:

- An application for Admission using the SFCC website; and,

- Official high school transcript; and,
- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement.

Noncitizen Students who are in the United States Legally

Noncitizen students who reside in the United States and are authorized by the federal government to work in the USA are not subject to the admission requirements of an F1 International Student. Students with work permits may be admitted under regular admissions requirements using one of the regular admission applications. Those students with work permits are not eligible for financial aid and will be charged Out of State tuition. Noncitizen students may apply for admission by submitting the following:

- An application for Admission using the SFCC website; and,
- Verification of high school completion or its equivalent with graduation; and,
- Proof of legal status; and,
- Proof of English proficiency with satisfactory score on ACCUPLACER ESL; and,
- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement; and,
- If dual credit, official college transcripts from all colleges where credit was attempted or earned.

Persons with a Felony Conviction

Persons who have been convicted of a felony may be admitted to the College. In addition to the regular admissions requirements, documentation of a certified criminal background check including any legal restrictions or requirements must be provided.

The College will follow the legal restrictions of the felony conviction. Certain felony convictions may require that a person not be allowed within specific areas, programs, or within a physical distance of the various events held or administered on the College's campus. In such cases, the student may be restricted to taking classes online or not being allowed to enter specific programs or career fields.

Prior to acceptance to the college, a registration hold will be placed on the student's record, and the student will need to provide a background check and meet with the Dean of Student and Academic Support Services who will ensure that the legal restrictions are followed.

Students in programs at correctional institutions may be excluded from this requirement.

Waiver of the Placement Testing Requirements

SFCC may waive all or part of the placement test if a student provides official documentation of one of the following:

- A **SFCC course** with:
 - A grade of C or higher with a MATH subject prefix.
 - A grade of C or higher with an ENGL subject prefix excluding ENGL 106.
- An **official college transcript** from a regionally accredited institution documenting the following coursework:
 - A grade of C or higher in any SFCC equivalent course with a MATH subject prefix.
 - A grade of C or higher in any SFCC equivalent course with an ENGL subject prefix excluding ENGL 106.
- An **official ACCUPLACER®** score earned within the last three years.
- An **official ACT®** score earned within the last three years.
- An **official SAT®** score earned within the last three years.
- An **official HiSET® Mathematics** score 15 - 20 earned since January 1, 2014, and earned within the last three years.
- An **official HiSET® Writing** score 15 - 20 earned since January 1, 2014, and earned within the last three years.
- An **official HiSET® Reading** score 15 - 20 earned since January 1, 2014, and earned within the last three years.
- An **official ACT® Compass** score earned within the last three years.
- An **official ASSET®** score earned within the last three years.
- An **official GED® Mathematical Reasoning** score 170 - 200 earned since January 1, 2014, and earned within the last three years
- An **official GED® Reasoning through Language Arts** score 170 - 200 earned since January 1, 2014, and earned within the last three years.
- An Application for Admission as a visiting student, non-degree seeking student, or dual credit student.

(revised 7/2014, revised 01/29/16, 02/10/16, 11/07/17, 2/2018)

STUDENTS

Regulation 2220
Policy 2220
(Form 2220)

Admission

Resident Classification

Student tuition and fees will be assessed according to the following provisions:

Definitions

Adult Student – Any student who has attained the age of twenty-one (21) years.

District – The State Fair Community College District consisting of the following component school districts: Benton County R-I, Cole Camp; Benton County R-II, Lincoln; Benton County R-IX, Warsaw; Cooper County R-VI, Otterville; Pettis County R-IV, La Monte; Pettis County R-V, Hughesville/Houstonia; Pettis County R-VI, Smithton; Pettis County R-VIII, Green Ridge; Pettis County R-XII, Dresden; and Sedalia 200.

District Resident – A person whose residence is within the District.

Domicile – Presence within a state with an intent of making that state a permanent home for an indefinite period.

Emancipated Minor Student – Any student who has not attained the age of twenty-one (21) years but who is not under the care, custody, or support of an individual or individuals who have legal custody of the student.

Noncitizen Student – A foreign national who holds a student visa or a person who is not a U.S. citizen and is taking courses with the College.

Non-district Missouri Resident – A person whose residence is in Missouri, but not in the District.

Nonresident – A person whose residence is not within the state of Missouri.

Residency or Resident Status – That status which is achieved when sufficient proof of a domicile within a state is presented.

Unemancipated Minor Student – Any student who has not attained the age of twenty-one (21) years and who is under the care, custody, or support of the individual or individuals who have legal custody of the student.

Evidence of Eligibility

Proof of Domicile within the District for Resident Tuition Purposes

1. Presence within the District for a minimum of the immediate past twelve (12) months and the proof of intent to make the District residence a permanent residence for the indefinite period of time; or
2. Presence within the District for the purpose of retirement, full-time employment, professional practice, or conducting business full-time.

Criteria to demonstrate intent to make a permanent home within the District:

- Continuous presence within the District during periods in which the individual was not enrolled as a student; and,
- Property taxes paid for the previous year by the student, student's spouse, or student's parents or legal guardians at student's legal permanent address to the College district and one of the following school districts: Benton County R-I, Cole Camp; Benton County R-II, Lincoln; Benton County R-IX, Warsaw; Cooper County R-VI, Otterville; Pettis County R-IV, La Monte; Pettis County R-V, Hughesville/Houstonia; Pettis County R-VI, Smithton; Pettis County R-VIII, Green Ridge; Pettis County R-XII, Dresden; and Sedalia 200; or,
- Two (2) of the following documents: employment verification, proof of home ownership or intent to purchase a home, proof of lease, voter registration, auto registration, Driver's License; or,
- Presence within the District upon marriage and a marriage certificate with spouse's proof of residency following the above guidelines.

No single criterion will be determinative of student's entitlement to resident status for tuition purposes; rather the determination will be based upon review of all applicable criteria. The burden of proof of eligibility for in-district resident status rests with the student.

Resident Status

Adult Student

If a nonresident adult student presents sufficient proof of establishment of in-district domicile as set forth above, the student will be granted resident status at the first enrollment following establishment of in-district domicile.

Emancipated Minor Student

- The domicile of an emancipated minor student will be determined as if he/she were an adult student.
- A minor student may become emancipated through marriage, formal court action, or proof of alienation of the minor student.
 - Absence of the minor student from the in-district domicile of the individual having legal guardianship does not, without more evidence, constitute proof of emancipation.
 - A minor student will not be considered to be emancipated if a second party other than a spouse takes the minor student as an income deduction.

Members of the Military Forces

- Students will neither gain nor lose resident status solely as a result of military service.
- If a person is assigned to active duty, the individual as well as his/her spouse and unemancipated minor children will be considered District residents.
- If a member of the military forces is assigned under orders to attend the College as a full-time student, that person as well as his/her spouse and unemancipated minor children will be considered District residents.

Noncitizen Student

- A noncitizen student must be legally authorized to work in the United States (i.e., work permit, permanent resident card) by federal authority before he/she will be considered for admission to the College.
 - This does not apply to those students on student (F1) visas.
 - Noncitizen students must meet all other residency requirements that apply to all students.
- Aliens and their dependents holding A or L visas may be granted District resident status if it is determined that they are designated individually as representatives of their government and that their education is not being funded by their government.

Unemancipated Minor Student

- The domicile of an unemancipated minor student is presumed to be that of the individual(s) having legal guardianship of the student.
- Once an unemancipated minor student has established District resident status under this rule, he/she may continue to qualify for resident status so long as he/she remains continuously enrolled, excluding summer terms at the College,

even if the

individual(s) having legal guardianship of the unemancipated minor student ceases to reside within the District.

Offset of Taxes against Fees

District Taxes

Non-district Missouri residents and nonresidents may offset against fees any real estate taxes paid to the District for the previous year

State Income Taxes

Nonresidents who pay Missouri income tax may offset against the nonresident fee an amount equal to the Missouri income tax paid the previous year. Regardless of the amount of income taxes paid to the state, the student will be required to pay the non-district Missouri resident fee.

Minor students may offset taxes paid by the individual(s) who has legal guardianship of those students as provided in the above paragraphs.

To benefit from these provisions, a student must furnish satisfactory evidence that the taxes have been paid.

Change of Resident Status

In order to change resident status, students must submit a written request as well as sufficient evidence to substantiate the change to the Director of Admissions. The Director of Admissions will review the evidence and determine whether the request is justified. Students may appeal the Director's decision through the Student Grievance and Appellate Process as described in Regulation 2160. Tuition rates will not be changed mid-semester but will take effect for the next semester in which the student enrolls. Refunds will not be given for previous semesters.

It is the duty of the student to report the correct address on the application for admission and to inform the Academic Records & Registrar of all address changes. Students shall observe the following guidelines:

1. It is the duty of each student to pay applicable tuition and fees based upon his/her resident status.
2. If there is any possibility that according to the resident classification the student should pay higher or lower tuition and fees, it is the duty of the student to raise the question at the time of enrollment.

3. A student must present a government-issued photo ID to make a change in his/her address.
4. Any student or graduate who wishes to make a change in his/her legal name must present appropriate legal documentation (i.e., a court order, a Social Security card, a government-issued photo ID).

A student who intentionally gives false or inaccurate information on a Certificate of Residency or who fails to inform the Academic Records & Registrar of a change of address that alters his/her resident status will be subject to the following penalties:

1. The student may be dismissed from the College; and,
2. The student's record will not be released or certified until he/she has paid the appropriate tuition and fees based on the change in residency.

(changes 1/2014, revised 7/2014)

STUDENTS

Regulation 2240
Policy 2240
(Form 2240)

Admission

International Student Admission

The Board of Trustees encourages students from other countries to enroll at SFCC. International students desiring admission to the College must meet the federal government requirements through Student Exchange and Visitor Information System (SEVIS) to be granted an I-20. All appropriate fees designated by SEVIS must have been paid prior to attendance at SFCC. The Dean of Student and Academic Support Services shall establish guidelines for admissions consideration of international students that are in compliance with the federal regulations and College policies.

International students are individuals who are not legal residents of the United States and are beyond the age of compulsory attendance or are at least 18 years old and no longer enrolled in high school. International students desiring admission to the college must meet the federal government requirements through the Student Exchange and Visitor Information System (SEVIS) to be granted an I-20. New international students and exchange visitors must have paid the SEVIS I-901 fee to be eligible to enter the United States. International students may apply for admission by submitting all of the following:

- An application for Admission using the SFCC website; and,
- Official document translated into English that shows completion of a secondary education equivalent to graduation from a U.S. high school; and,
- A verifiable transcript in English from all academic institutions attended; and,
- TOEFL (Test of English as a Foreign Language) scores that indicate a proficiency in English with a total score of 450 or higher (paper-based) or 133 or higher (computer-based), if from a non-English speaking country. IELTS (International English Language Testing System) scores are also accepted, and applicants should have a band score of 5.5. Students who are not required to take the TOEFL may be asked to take the ESL Listening Comprehension of the COMPASS assessment; and,
- Placement scores in math and English from ACT, ASSET, or COMPASS; and,
- An official statement of financial support in English from an approved financial institution dated near the date of application.
- If transferring from another institution, a letter from that institution stating that student is no longer attending that institution and including that institution's SEVIS code.

Upon arrival into the community, international student applicants must see the international student advisor in the Student Services Office on the main campus in Sedalia and present the following before seeing an advisor to enroll in classes:

- Copy of the I-94 stamped by Immigration upon entry into the United States; and,
- I-20 documentation from college; and,
- Passport or approved substitute.

Noncitizens who reside in the United States and are authorized by the federal government to work in the USA are not subject to the admission requirements of an F1 International Student. These students may be admitted under regular admissions requirements. Those students with work permits will be charged tuition according to the District in which they reside at the time of application. Students with work permits may be degree-seeking but will be expected to pass an English proficiency exam prior to acceptance.

Change of Resident Status

In order to change resident status, students must submit a written request as well as sufficient evidence to substantiate the change to the Director of Admissions. The Director of Admissions will review the evidence and determine whether the request is justified. Students may appeal the Director's decision through the Student Grievance and Appellate Process as described in Regulation 2160. Tuition rates will not be changed mid-semester but will take effect for the next semester in which the student enrolls. Refunds will not be given for previous semesters.

It is the duty of the student to report the correct address on the application for admission and to inform the Office of the Registrar of all address changes. Students shall observe the following guidelines:

1. It is the duty of each student to pay applicable tuition and fees based upon his/her resident status.
2. If there is any possibility that according to the resident classification the student should pay higher or lower tuition and fees, it is the duty of the student to raise the question at the time of enrollment.
3. A student must present a government-issued photo ID to make a change in his/her address.
4. Any student or graduate who wishes to make a change in his/her legal name must present appropriate legal documentation (i.e., a court order, a Social Security card, a government-issued photo ID).

Regulation 2240
Page 3

A student who intentionally gives false or inaccurate information on a Certificate of Residency or who fails to inform the Office of the Registrar of a change of address that alters his/her resident status will be subject to the following penalties:

1. The student may be dismissed from the College; and,
2. The student's record will not be released or certified until he/she has paid the appropriate tuition and fees based on the change in residency.

(Revised 7/2014)

STUDENTS

Student Attendance

Class attendance is essential for student success and students are expected to attend all class sessions and report punctually. Specific attendance requirements are up to individual instructors and will be listed in the instructor's course syllabi.

Students who are absent due to representation of the college in some official capacity, such as athletic travel or participation in a class or club-sponsored activity, will be allowed to make up course work upon presentation of verifying evidence.

All excused absences must be initiated by the student, appropriate club sponsor or coach.

(Revised 7/2014, 11/2015)

Regulation 2400
(Policy 2400)
(Forms Required)

STUDENTS

Student Educational Records

Student Educational Records

Owner – Dean of Student and Academic Support Services

Contact – Registrar

Definitions

Directory information -- information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information, under this policy, includes, but is not limited to, the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, current enrollment, hours completed, degrees and awards received including honors lists, the most recent previous College attended, photographs for identification and College publications and job placement records.

Educational record -- those records that are directly related to a student and are maintained by the College within the Office of Student Services.

Disclosure -- to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.

Eligible student -- a student who has reached eighteen (18) years of age or attends an institution of post-secondary education.

Parent -- a parent of a student and including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent.

Personally identifiable information – information including, but not limited to the following:

1. the student's name;
2. the name of the student's parent or other family member;
3. the address of the student or student's family;
4. a personal identifier, such as the student's social security number or student number;
5. a list of personal characteristics that would make the student's identity easily traceable,
6. or other information that would make the student's identity easily traceable.

Regulation 2400
(Forms Required)
Page 2

Student -- any individual who is or has been in attendance at the College and about whom the College maintains education records.

General Guidelines

1. When a student attends a post-secondary institution of education, the parent/guardian rights under this regulation will transfer from the parent/guardian to the student.
2. The College will annually disseminate a notice of the rights available under this regulation to eligible students through the College e-mail account. The annual notification will also include a statement that the eligible student is entitled:
 - a. To inspect and review the student's educational records;
 - b. To request changes to the records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
 - c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
 - d. To obtain a copy of this policy and regulation.
3. Prior to making directory information public, the College will notify the eligible student regarding the categories of information that it has designated as directory. In addition, the College will allow a reasonable period after such notice for the eligible student to inform the College that any or all of the designated directory information should not be released without the eligible student's consent.

Procedures for Inspection and Review of Educational Records

1. The College's regulation permits eligible students to inspect and review the educational records of the student.
2. After a request for access to records, the College will allow access within a reasonable period of time, but in no case more than forty-five (45) days after receipt of the request. All requests for access should be directed to the Registrar.
3. After the eligible student has had an opportunity to inspect and review the student's educational records, the eligible student may make a request for explanations and interpretations of the records to the Registrar. The College's designee shall respond to all reasonable requests for explanation or interpretation.
4. The College will not destroy any educational record if there is an outstanding request to inspect and review that record.

Regulation 2400
(Forms Required)
Page 3

5. The College may charge a fee for copies of educational records which are made for an eligible student, unless that fee would prevent an eligible student from exercising his/her right to inspect and review the student's educational records. The College will not charge a fee to search for or retrieve a student's educational records.
6. If a student's educational records contain information on more than one student, the eligible student may inspect, review or be informed of only the specific information about him/her.
7. The College may disclose personally identifiable information with permission of the student from an educational record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the eligible student. Each party to whom disclosure may be made under this regulation must first sign a statement in which he/she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This does not apply to disclosures of directory information or to any information that the College is required to disclose under Missouri law.

Procedures to Request Amendment of a Student's Educational Records

1. If an eligible student believes his/her educational records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the College to amend the record. All such requests should be directed to the Registrar.
2. The Registrar, in consultation with the administration as needed, shall decide whether to amend the record as requested within a reasonable time after the request. Any grade change requests must utilize the Academic Appeals process.
3. If the Registrar decides not to amend the record, he/she shall inform the eligible student of that decision and of the student's right to request a hearing on the request.
4. If a hearing is requested, the College will hold the hearing within fourteen (14) business days after it has received the request and will give the eligible student ten (10) business days advance notice of the date, time and place of the hearing. The College will give the eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised by the eligible student's request. The eligible student may be assisted or represented at the hearing by any individual of his/her choice, including an attorney. If an attorney is present, he or she can only act as a consultant or guide. Academic issues must utilize the Grievance and Appellate Process as outlined in Regulation 2160.

Regulation 2400
(Forms Required)
Page 4

5. The College will make its decision in writing within ten (10) business days after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.
 - a. If the College decides, as a result of the hearing, that the information is inaccurate, misleading or violates the student's rights, the College shall amend the record and inform the eligible student of the amendment in writing; or
 - b. If the College decides, as a result of the hearing, that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the College shall inform the eligible student of that decision and shall inform the student of his/her right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the College's decision, or both. If the eligible student submits such a statement, the College will maintain that statement with the student's educational records as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Procedures Regarding Disclosure of Personally Identifiable Information Where Consent is Required

1. Before the College discloses personally identifiable information from a student's records (other than directory information), the College will obtain a signed and dated written consent from the eligible student.
2. The written consent will specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or parties to whom disclosure may be made.
3. If the eligible student so requests, the College will provide him/her with a copy of the records disclosed.

Disclosure of Personally Identifiable Information Where Consent is Not Required

The College may disclose personally identifiable information from a student's educational records without the written consent of the eligible student in the following circumstances:

1. Disclosure may be made to other College officials, including instructors, within the College whom the College has determined to have legitimate educational interests. The College designates the Registrar to make the determination as to whether a particular official has a legitimate educational interest in accessing a student's educational records. Before accessing any student's educational records, the College official seeking access must submit a written request to the Registrar. The request must include the student's name, the reason for the request, the College

Regulation 2400
(Forms Required)
Page 5

- official's name and the date of the request. The Registrar must provide in writing whether the request was granted or denied and the reason for the decision. If the request is granted, the request and the Registrar's decision must be maintained with the student's educational records;
2. Disclosure may be made to another post-secondary educational institution where the student seeks or intends to enroll;
 3. Disclosure may be made to authorized federal and state agencies and authorities;
 4. Disclosure of acts of violence may be made to College employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties;
 5. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or for which the student has received if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid;
 6. Disclosure may be made to organizations conducting studies for or on behalf of educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of students, and the information is destroyed when no longer needed for the purposes for which the study was conducted;
 7. Disclosure may be made to accrediting organizations to carry out their accrediting functions;
 8. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the College makes a reasonable effort to notify the eligible student of the order or subpoena in advance of the compliance;
 9. Disclosure may be made where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals;
 10. Disclosure may be made where the disclosure is of information the College has designated to be directory information;
 11. Disclosure may be made to an eligible student; and
 12. Disclosure may be made without the written consent of the eligible student as

otherwise may be specified by federal or state law.

Record Keeping Procedures

The College will maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student. The Registrar will be responsible for keeping such records of requests and disclosures;

The College will maintain the record of each request and disclosure with the educational records of the student as long as the College maintains the records;

For each request or disclosure, the College's record will include the parties who have requested or received personally identifiable information from educational records and the legitimate interests the parties had in requesting or obtaining the information; and

If the College discloses personally identifiable information from an educational record under the exceptions enumerated in the section above, the College will record the names of those persons to whom that party may disclose the information on behalf of the College and the legitimate interests which each of the additional parties has in requesting or obtaining the information. (revised 2/8/18)

STUDENTS

Student Academic Achievement

Grading Scale

Owner – Dean of Student and Academic Support Services

Contact – Registrar

Grading System

Credits are granted on a semester-hour basis. The following symbols and points are used:

A	Excellent (4 grade points per semester hour)
B	Good (3 grade points per semester hour)
C	Average (2 grade points per semester hour)
D	Below average (1 grade point per semester our)
F	Failing (no grade points)
P	Passing (no grade points)
CR	Credit (no grade points)
W	Withdrawn
WM	Withdrawn Military
AU	Audit
I	Incomplete

Pass/Fail

Pass/Fail credit is granted for some credit courses. No more than six hours of pass/fail credit may be applied to a degree or certificate. Course numbers below 100 do not apply towards a degree or certificate. This regulation does not apply to some Allied Health programs that use Pass/Fail for required courses.

Withdrawn

A grade of W will be assigned for any course dropped after the 100 percent refund period. Student initiated drops may not be submitted after the published drop dates.

Incomplete

A grade of I may be given by an instructor to indicate incomplete work or absence from a scheduled final examination if other work is of passing quality.

1. A grade of I may only be assigned under the following conditions: An internship is extending past the end of the term.
2. A major paper/project and/or the final exam are the only graded items not completed by the end of the term.

3. Required civic or military duty. The student must make the request through the instructor with the approval of the course dean as defined in Regulation 2180.
4. In extraordinary circumstances, relating to physical or mental health difficulties that prevent a student from completing but the instructor and the student both agree that the material missed may be made up.
5. In situations involving a student with a significant amount of pregnancy related absences. The student needs to provide documentation that the absence is related to a medical issue. This does not include maternity leave. Examples are: regular pregnancy related doctor appointments for the mother and/or the unborn child, labor and delivery, doctor ordered bedrest, etc. Faculty are not required to excuse absences simply because the student is not feeling well or tired.

In all cases where a grade of I is submitted, the faculty member and the student should complete a written agreement which clearly states the remaining obligations to the course and a deadline for submission. This documentation will need to be provided to the appropriate Dean when the change of grade is requested. For fall semesters, the change of grade request must be made by the last day of the following spring semester. For spring and summer semesters, the change of grade must be submitted by the last day of the following fall semester. After this time, if no change of grade is submitted, the grade of I will automatically become an F.

Change of Grade

A change of grade can only be processed using the Change of Grade form located on the Faculty Tab in the Faculty Toolbox Channel. Change of Grades sent via email will not be accepted. The form must have original faculty member and dean signatures. In the case of an already awarded grade of B, C, D, or F written justification will need to accompany the Change of Grade form. All change of grades must be completed and sent to the appropriate dean before the last class day of the following semester or term.

A Change of Grade may be submitted under the following conditions:

1. Calculation error
2. Entry error
3. Completion of course work when an I was assigned
4. Original grade was not submitted
5. Grade appeal

Submission of additional work after the course is graded is not a legitimate reason for a grade change.

Grade Appeals

Grade appeals must be initiated using the Grievance and Appellate Process as outlined in Regulation 2160 within 30 days of the awarding of the original grade.
(approved 7/25/11, revised 7/00/14, 2/8/18)

STUDENTS

Regulation 2511

Student Academic Achievement

Degree Program Statute of Limitations

Owner – Dean of Student and Academic Support Services

Contact – Registrar

The college catalog is effective in the fall semester.

A student may use for degree requirements the catalog in effect at the time of initial enrollment or any subsequent catalog provided:

1. The catalog is dated no more than six years to the date the degree is to be conferred;
2. The student enrolled in classes and earned academic credit during the time the chosen catalog was in effect;
3. Only one catalog is used to determine curriculum. (To use a subsequent catalog a student must submit a Change of Program/Catalog Request form.)

Students who do not earn academic credit for four consecutive regular semesters (excluding summer) may only use the catalog in effect from the time of their re-entry. A student may not continue in the original program of study if the program was discontinued prior to re-entry.

Graduation Requirements

Students should apply one semester before the completion of the certificate or degree. All students graduating in the fall, spring and summer terms participating in the May commencement must apply by the date published in the Academic Calendar. The College does not automatically award certificates or degrees except under certain circumstances as outlined below.

Requirements for a Degree

The College offers five degrees, the Associate of Arts, the Associate of Fine Arts, the Associate of Arts in Teaching, the Associate of Science and the Associate of Applied Science. To qualify for a degree the following must be met:

1. Complete the curriculum required for the specific degree program.
2. Complete at SFCC a minimum of 15 credit hours toward the degree.
3. Maintain a minimum cumulative and institutional grade point average of 2.00. Associate of Arts in Teaching students are required to have at least a 2.75 cumulative grade point average, a 3.0 grade point average in all content area courses and complete all sections of the MoGEA with the required scores for each section.
4. Complete an application for graduation after enrolling for the final semester.

5. Order commencement regalia from the Campus Store and attend commencement. Attendance at commencement is strongly encouraged and should only be missed due to unusual or extenuating circumstances.

Requirements for a Certificate

The College offers several certificates in various career areas. To qualify for a certificate the following must be met:

1. Complete the curriculum required for the specific certificate program.
2. Complete at SFCC a minimum of 15 credit hours toward the certificate. If the certificate is less than 15 hours, then residency is the total number of hours of the certificate.
3. Maintain a minimum institutional and cumulative grade point average of 2.00.
4. Complete an application for graduation after enrolling for the final semester.
5. Order commencement regalia from the Campus Store and attend commencement. Attendance at commencement is strongly encouraged and should only be missed due to unusual or extenuating circumstances.

Automatic Awarding of Degrees

At the beginning of the summer term, the Academic Records and Registrar Office will identify students that were admitted and have an enrolled status in at least one term within the past 3 academic years earning greater than 0 credits who have completed all the requirements for a program of study on their record but have not applied for graduation. If all requirements are met the student will be notified and the certificate or degree will be automatically awarded at the end of the term unless the student opts-out by the date indicated. Students receiving financial aid should check with the financial aid office before deciding to accept the automatic award.

Qualifications for Automatic Degree Award

1. Student has not already earned the certificate or degree from another institution using credits earned at SFCC.
2. Student was not already identified as an auto-award student and has neither declined the award nor has an undeliverable address.
3. Student is not in readmit status.
4. Student's program of study is active on the MDHE inventory.
5. Student's catalog is less than 6 years old.
6. Student has met all course, non-course, residency and GPA requirements.

Diplomas

Diplomas will not be ordered and mailed without completion of an application for

graduation prior to the end of the term that the degree is awarded.

Requirements for Honors Graduation

Academic honors may be awarded at commencement to Associate of Arts, Associate of Fine Arts, Associate of Arts in Teaching, Associate of Science and Associate of Applied Science degree graduates, based upon courses completed and cumulative grade point average at the end of the fall term. Final designation of honors will be based upon cumulative grade point average at the conclusion of the summer term. Honors are awarded at two levels based upon all courses completed:

1. Graduation with honors for a 3.60 to 3.84 cumulative grade point average, and
2. Graduation with highest honors for a 3.85 to 4.00 cumulative grade point average.

Professional certificate completers may graduate with distinction with a cumulative grade point average of 3.60 or higher.

Students who have been awarded Academic Forgiveness are not eligible for academic honors.

Requirements for Participation in the Commencement Ceremony

The commencement ceremony is held in May each academic year. To participate, students must have either completed all certificate or degree requirements before the commencement date or be enrolled in sufficient hours (at the time the graduation list is finalized) to complete requirements at the end of the summer term. This includes any non-course requirements if applicable.

Only students with a cumulative grade point average of at least a 2.00 at the end of the fall semester (or upon the successful completion of all coursework) may participate.

Awarding of Certificates and Degrees

Certificates and degrees are awarded at the end of the fall, spring and summer terms. The last date of the term is used as the award date. Students have until the first day of the term following their application term to complete all course requirements, all non-course requirements and submit any outstanding documents required for the certificate or degree. Students who have not completed all requirements and submitted all documents will be moved to the next term. The application for graduation is valid until the end of the summer term each year. If all graduation requirements are not met, the student must reapply.

Diplomas

Diplomas are mailed to fall and spring graduates at the end of June and at the end of August for summer graduates after a final degree audit is conducted.
(approved 8/23/10, revised 7/2015, 4/11/2017, 2/8/18)

Student Academic Achievement

Grading System

Course Substitution

Owner – Dean of Student and Academic Support Services

Contact – Registrar

Students should complete the curriculum outlined in the college catalog for the program in which they are placed. Course substitutions should be made only if the resulting substitution maintains the integrity of the program. Course substitutions are customarily not allowed for general education courses and must be approved by the Dean of Academic Affairs.

1. Course substitutions may be allowed in any of the following situations:

- a. A student plans to graduate at the end of the semester but the required course to graduate is not offered or was cancelled, or
- b. The required course is no longer offered by the college, or
- c. The course substituted is in the same area as the required course or in a closely related area.

2. Requirements:

- a. Substitute courses must have the same or greater number of credit hours than the required courses they are replacing.
- b. Substitution of a course for a previously failed or withdrawn course is seldom granted.
- c. Course substitutions are only valid for the degree program and courses indicated. A new course substitution must be submitted if a student changes programs.
- d. Course substitutions are valid for 6 years.

3. Procedure:

- a. Students request permission of the program coordinator to substitute courses in their program of study. If approved the program coordinator will complete a course substitution request through Degree Works. The request should be made and submitted before the last semester in which the student plans to graduate.
- b. The program coordinator will receive notification that the request was approved or denied.
- c. If the substitution is approved, the course substitution approval will appear in

the student's degree audit.

Requests for extraordinary exceptions to graduation requirements must be submitted utilizing the Grievance and Appellate Process as outlined in Regulation 2160.
(approved 7/25/11, revised 4/00/14, 2/8/18)

STUDENTS

Regulation 2530 **Policy 2530**

Student Academic Achievement

Student Academic Progress

Owner – Dean of Student and Academic Support Services

Contact - Registrar

Students of the College are expected to make satisfactory academic progress. Students admitted to SFCC as transfer students must also meet satisfactory academic progress requirements. Both grades earned and hours attempted and completed are considered. The calculation of grade point average (GPA) will include all course credit hours for which the student is assessed grades of A, B, C, D or F.

Students must maintain satisfactory academic progress as defined below to remain in academic good standing:

1. Upon completion of 12-23.9 semester GPA hours – a minimum 1.50 cumulative grade point average.
2. Upon completion of 24-35.9 semester GPA hours – a minimum 1.75 cumulative grade point average.
3. Upon completion of 36-47.9 semester GPA hours – a minimum of 1.85 cumulative grade point average.
4. Upon completion of 48 and above semester GPA hours – a minimum of 2.0 cumulative grade point average.

Academic Review

1. If a student has not maintained satisfactory academic progress, the student will be placed on academic probation and be limited to enrolling in a total of 12 or less credit hours for the fall and spring semesters and total of 6 or less credit hours for the summer semester. Any student placed on academic probation who is currently enrolled in more than 12 credit hours for the fall or spring semester and more than 6 credit hours for the summer semester will be notified by the Student Success Center and advised to work with his or her Navigator to adjust the course schedule accordingly by a specific date. If a student's schedule is not adjusted accordingly by

2. the specified date, the Academic Records and Registrar Office will adjust the student's schedule to keep in compliance with Regulation 2530.
3. A student is allowed to enroll in courses for three consecutive semesters while on academic probation. When a student reaches the second and third consecutive semesters on academic probation, a Student Success Plan hold will be placed on the student's account to alert the student and the Navigator of the academic probation status. This hold will prevent the student from enrolling in courses during the subsequent semester. The student will be required to meet with the Navigator to create an Academic Success Plan, enroll in courses and discuss resources of the college in an effort to assist the student in performing in a more satisfactory manner.
4. A student will be placed on the first academic suspension after the third consecutive semester of academic probation if the student has not met the satisfactory academic progress requirements. The first academic suspension will result in the student being suspended from enrolling in courses at the college for one regular semester from the end of the semester suspended.

A student will be placed on a second academic suspension if the student has not achieved satisfactory academic progress as defined above. A second academic suspension will result in the student being suspended from enrolling in courses at the college for two regular semesters from the end of the semester suspended. A student will be placed on a third academic suspension if the student has not achieved satisfactory academic progress as defined above. A third academic suspension may result in the student being dismissed from the college.

Based on the suspension, a timeline for returning as a student is charted below:

1 Semester Suspension	
Semester Suspended	Return Semester
Fall	Following Summer
Spring	Following Spring
Summer	Following Spring

1 Year Suspension	
Semester Suspended	Return Semester
Fall	Spring of the following academic year
Spring	Summer of the following calendar year
Summer	Summer of the following calendar year

5. Re-admission to the college after a student has been suspended is contingent upon the student serving the required suspension time period and the ability to demonstrate that the conditions that precipitated the unsatisfactory progress have been corrected.

6. A student requesting to return to the college to take courses after serving the required time period for an academic suspension must submit a suspension appeal as defined in Regulation 2160 to the Dean of Academic and Student Support Services. Appeals must be completed at least five (5) business days prior to the start of the part of term for which the student is requesting to return. A student has the option to submit an appeal before the required time period for suspension has been completed.
7. If the appeal is approved by the Dean, the student's academic standing will be changed to continuing probation, the student will be limited to enrolling in a total of 6 or less credit hours for the fall or spring semester and a total of 3 or less credit hours for the summer semester, and the student will be required to follow the terms and conditions on the approval letter from the Dean. A Student Success Plan hold will be placed on the student's account to alert the student and the Navigator of the student's approval for continuing probation. The student will be required to meet with the Navigator to prepare an Academic Success Plan and determine courses to enroll in based on the appeal approval letter from the Dean.
8. Students who have been approved for continuing probation after returning from an academic suspension will be required to submit an appeal to the Dean for approval to enroll in courses each semester showing satisfactory academic progress is being made by earning a 2.0 semester GPA or higher in the previous semester. Students on continuing probation who do not earn at least a 2.0 GPA or higher in the previous semester will be placed on the subsequent academic suspension or be academically dismissed.
9. When a student is placed on academic probation or academic suspension, that academic standing remains in effect for the duration of the semester.
10. A student's academic standing is calculated at the end of each semester. When a student has met the satisfactory academic progress requirements and is back in academic good standing, the Student Success Plan hold will be removed, and the student will then be able to enroll in courses without restrictions.
11. The academic standing for a student who has been granted Academic Forgiveness as defined in Regulation 2531, will be exempt for the semester(s) approved. The student's current academic standing will be re-evaluated and updated to reflect this change at the time of the approval. (Revised 02/2018)

STUDENTS

Regulation 2531
(Policy None)
(Forms Required)

Student Academic Achievement

Academic Forgiveness

Owner – Dean of Student and Academic Support Services

Contact – Registrar

Academic forgiveness is designed to help students overcome previously earned poor grades in order to meet new career and/or educational goals and/or to meet graduation requirements. State Fair Community College permits students to petition for academic forgiveness of course work completed at least five years prior to the petition date. Approval of the petition permits a new start without the handicap of the prior academic record. Due to the calculation for academic standing it is recommended that a student submit a petition for Academic Forgiveness before the next term commences or after grades for the previous term have been posted.

A student eligible for consideration may apply for academic forgiveness by contacting their Navigator and completing the petition for submission to the Dean of Student and Academic Support Services using the following guidelines:

1. The following conditions must be met:
 - a. State Fair Community College course work subject to the petition must have been taken five or more calendar years prior to the date of the petition.
 - b. There must have been a break in enrollment at State Fair Community College of at least two calendar years after the term for which the petition is filed.
 - c. The request must be submitted within the first calendar year upon returning to State Fair Community College.
2. When invoking academic forgiveness, a student may designate not more than two (2) academic terms (fall, spring, or summer) to be forgiven in his/her academic record. Only terms completed prior to returning to State Fair Community College may be designated.
3. The student must have completed at least one semester and earned a minimum of 12 credit hours with a C or higher in each course and a State Fair Community College GPA of 2.0 or higher for all courses completed since returning to the college.
4. A petition for academic forgiveness will not be considered if a degree has been earned from State Fair Community College subsequent to the semester(s) in question.
5. All “forgiven” course work will continue to appear on the transcript but will not be included in the student’s State Fair Community College cumulative GPA, nor shall any course in the term be counted toward a degree granted by State Fair Community College.

Regulation 2531
(Policy None)
(Forms Required)
Page 2

6. A student's academic standing will be reevaluated per Regulation 2530.
7. Academic forgiveness will be granted only once.
8. This procedure refers to State Fair Community College only. A student transferring from or to another institution will have to follow the other institution's procedure.
9. Grades that have been forgiven will not be exempt from academic progress related to Financial Aid and Veteran's Administration educational benefits or for athletic eligibility. Academic forgiveness does not apply to these processes.
10. Students who have been granted academic forgiveness will not be considered for graduation with honors.

(approved 3/13/14, revised 02/10/16, 02/22/16, 2/2018)

Regulation 2610
Policy 2610

STUDENTS

Discipline

Student Code of Conduct

State Fair Community College students are expected to abide by the following code of conduct. Generally, college jurisdiction and discipline shall be limited to student conduct which occurs on *college premises or which adversely affects the college community and/or the pursuit of its objectives*. It is the responsibility of the student to be familiar with all college policies, rules, and regulations.

Any misconduct will be subject to discipline defined below:

1. Students must refrain from conduct that interferes with the academic freedom or the freedom of speech of any student, employee, or guest of the College, and refrain from obstructive or disruptive conduct at any college sanctioned activity.
2. Students should not engage in acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty
 - b. Furnishing false information to any college official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
 - d. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructor in both courses.
 - e. Tampering with the election of any college recognized student organization.
3. No student will endanger the health of any person on campus. Examples include but are not limited to: Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, and coercion.
4. No student shall use tobacco products on campus except in vehicles.
5. Students are expected to respect the property of others and of the college. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property is prohibited.
6. Students or Student Organizations will not participate in any form of hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
7. Students will be expected to identify themselves and comply with directions of college officials or law enforcement officers acting in performance of their duties.
8. Students will not be allowed possession, duplication or use of keys to any college premises or entry to or use of college premises without proper authorization.
9. Students will be expected to abide by all federal, state, or local laws on college premises or at college sponsored or supervised activities.
10. Students may not at any time use, possess, or distribute any narcotic, alcohol, or other controlled substances except where expressly permitted by law. Students may not be publicly intoxicated while on campus or at a college sponsored or supervised activity.
11. Students will not be allowed to possess or use weapons on college property (except for commissioned peace officers attending classes, who will be permitted to carry their firearms if so

- required by their department regulations). Weapons include any object or substance designed to inflict a wound, cause injury or incapacitate, including but not limited to all explosives, firearms, pellet guns, switchblade knives, knives with blades more than four inches in length, and any inappropriate use of chemicals.
12. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; and intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus, will not be permitted.
 13. Students will be expected to be respectful to the college and community by not participating in conduct which is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by, the college.
 14. Students must not violate campus computer policies, including but not limited to:
 - a. Theft or abuse of computer time
 - b. Unauthorized entry into a file, for any purpose.
 - c. Unauthorized transfer of a file, including, but not limited to illegal peer-to-peer file sharing.
 - d. Unauthorized use of another individual's identification and password.
 - e. Use of computing facilities to interfere with the work of another student, faculty member, college official, or normal operation of the college computing system.
 - f. Use of computing facilities to send obscene or abusive messages.
 - g. Downloading copyrighted material or visiting pornographic sites, etc.
 15. Students will not be allowed to abuse the judicial system, including but not limited to:
 - a. Failure to obey the summons of a judicial body or college official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Tampering with or harassing any member of a judicial party prior to, or during the course of a judicial hearing.
 - f. Failure to comply with the sanction(s) imposed under the student code of conduct.
 16. Students may be charged with a violation of this code if other incidents that the Campus Judicial Officer, at his or her discretion may find to have disrupted the campus or infringed on the rights of others.

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this code, disciplinary action may be taken and sanctions imposed if the violation involves grave misconduct demonstrating flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or *no lo contendere*).

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this student code. For example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution, the student may also face campus discipline. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student.

The following sanctions may be imposed upon any member of the campus community found to have violated the student code of conduct:

1. **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
4. **Fines:** Previously established and published fines may be imposed.
5. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. **Discretionary Sanctions:** Work assignments, service to the college or other related discretionary assignments (such assignments must have prior approval by the Campus Judicial Officer)
7. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
8. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
9. **College Suspension:** Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - a. When the Campus Judicial Officer or Campus Issue Resolution Committee recommends that a student be suspended, the Committee or Campus Judicial Officer will specify the date at which the student subsequently may apply for readmission, which in no case will be later than one year after the effective date of the suspension. Appropriate notation will be made on the student's academic record. The suspended individual is responsible for initiating application for readmission. Such application will be reviewed by the Campus Judicial Officer who, at his/her discretion, may approve/deny the application.
 - b. Once the decision has been made to suspend a student, the suspension may begin immediately or, especially if the decision is made toward the end of a semester, suspension may become effective at the beginning of the following semester. Should suspension be thus deferred, the student will be on disciplinary probation until the effective date of suspension.
10. **Expulsion** – Suspension from the College for an indefinite period of not less than two (2) years. Expulsion is the most serious disciplinary action which may be imposed and may be recommended by the Campus Judicial Officer or Campus Issue Resolution Committee.
 - a. An expelled individual will not be permitted to enroll unless the Campus Judicial Officer approves re-admittance, and no request for re-admittance will be considered until at least two (2) years after the date of expulsion; and
 - b. A notation of the expulsion will be made on the individual's permanent record (including the date of expulsion).

More than one of the sanctions listed above may be imposed for any single violation. Other than college expulsion, disciplinary sanctions shall not be made part of the student's permanent academic

record, but shall become part of the student's confidential record. Amount of time records are kept will be according to college policy and state law.

The following sanctions may be imposed upon groups or organizations:

1. Those sanctions listed above.
2. Deactivation: Loss of privileges, including college recognition, for a specified period of time.

In each case in which the Campus Judicial Officer or the Campus Issue Resolution Committee determines that a student has violated the student code of conduct, the sanction(s) shall be determined by the Campus Judicial Officer. The Campus Issue Resolution Committee may also recommend sanctions to the Campus Judicial Officer. The Campus Judicial Officer is not limited to sanctions recommended by the Campus Issue Resolution Committee.

In certain circumstances, the Campus Judicial Officer, or a designee, may impose a college or residence hall suspension prior to the hearing before the Campus Issue Resolution Committee.

1. Interim suspension may be imposed only:
 - a. to ensure the safety and well-being of members of the college community or preservation of college property;
 - b. to ensure the student's own physical or emotional safety and well-being; or
 - c. if the student poses a definite threat of disruption of or interference with the normal operations of the college.
2. Summary Suspension – Suspension of five (5) school days which takes effect immediately without a hearing upon the order of the Campus Judicial Officer. This action may be taken under either of two conditions:
 - a. If the student repeatedly fails to comply with the request of the Campus Judicial Officer to meet or discuss allegations that the student has violated the Student Code of Conduct; or
 - b. If, pending a hearing, the Campus Judicial Officer believes that the continued presence of the student would seriously disrupt the operation of the College or constitute a danger to the health, safety, or welfare of the student or other persons or to the records or other physical property of the College.

The student who has received a disciplinary action decision from the Campus Judicial Officer has the right to appeal that decision to the Campus Issue Resolution Committee. All appeals must be filed within ten (10) business days of the original decision. The complete appeals process can be found in Regulation 2160.

(approved 7/25/11)

STUDENTS

Student Athlete Drug Screening

State Fair Community College and the Athletic Department are focused on providing a safe, quality learning environment consistent with the highest standards of collegiate education and athletics. The National Junior College Athletic Association states "...that athletic participation is a privilege and that those athletes who use illegal performance enhancing and/or recreational drugs substantively violate that privilege and may impact the athlete's ability to take advantage of that privilege." Substance abuse harms the athlete's health, and may violate state and/or federal law and the College's student code of conduct. Therefore, State Fair Community College will educate student athletes of the implications of substance abuse, and will assist student athletes with substance abuse prevention and recovery. As part of this education and assistance, the College will randomly and with cause test student athletes for drug use.

This policy applies to both scholarship and non-scholarship athletes. Adherence to this policy is a condition of participation in intercollegiate athletics and in athletic scholarship eligibility at State Fair Community College. All players selected and agreeing to participate in athletics at State Fair Community College will be required to sign a Drug Screening Consent Form prior to the first practice. Failure to sign the form will result in declaration of the athlete as ineligible. As participation in a sport through the Athletic Department of State Fair Community College is a voluntary decision, any student athlete may choose to decline participation in said sport if he/she is unwilling to comply with provisions of the Student Drug Screening. No academic penalty or ineligibility to participate in other programs at the College may result from refusal to submit to this policy.

Drug Screening Process

1. Screens to determine the presence of illegal drugs and/or performance enhancing substances will be conducted by urinalysis and will be administered only by the designated drug screening technician.
2. Drug screening will be both scheduled and unscheduled. Scheduled screening requires written notification of the time, date and location to each student athlete who is being screened. Unscheduled screening will be spontaneous; written notification is not required.
3. Drug screening will be conducted uniformly, randomly or with cause. For uniform drug screening, all members of a team will be tested. For random drug testing, a blind selection of athletes taken from current members of the team, will be conducted by the Campus Judicial Officer. Testing with cause will be conducted if a coach, faculty member or member of administration has reason to suspect drug use by a student athlete.

4. At least one member of each athletic team will be screened, either scheduled or unscheduled, uniformly, randomly or with cause, each semester. More screenings can occur at the discretion of the administration and/or the Athletic Department.
5. Drug screenings results may not be used for the purposes of criminal prosecution and will not be divulged to law enforcement without a valid court order.
6. Any positive drug screening will require a confirmation drug screening to ensure the reliability of the test results. In event the confirmation drug screening contradicts the original drug screening, the sampling result will be considered negative. In that case, the student athlete may be chosen for unscheduled or scheduled drug screenings at the choice of administration or the athletic department to again confirm the negative screening assumption.

Discipline Process

A student athlete in violation of this policy, including those who refuse to comply with the policy, shall be subject to the following disciplinary procedures:

1. Student athletes who are found to be in violation of this policy, either by a positive drug screening result or refusal to submit to drug screening, shall be suspended immediately from the team and declared ineligible to participate in athletics at State Fair Community College.
2. For the first such violation as noted above, the period of suspension from all team participation will be 30 calendar days from the date of violation. For a second violation, permanent removal from team participation, scholarship eligibility and College enrollment will result.
3. In the event of a first violation of this policy, it shall be a requirement that the student athlete agree to submit to monthly drug testing as described under this policy, for the remainder of his or her team participation and/or athletic scholarship eligibility. The student athlete in question shall bear the financial expense of the monthly testing.
4. In the event of a first violation of the policy, it shall be a requirement that the student athlete successfully complete designated substance abuse counseling prior to the end of team suspension. Failure to successfully complete the substance abuse counseling will result in extension of the suspension until such time the counseling is successfully completed.
5. In the event of a first and/or a second violation of the policy, the College may release limited information about the screening results to the student athlete, the coach, the Athletic Director, Vice President of Educational and Student Support Services, the

College President, the Campus Judicial Officer, Student Success Office, parents or legal guardians of the student athlete if he/she is under the age of 21, family or team physicians, designated officials of the National Junior College Athletics Association, and designated officials of the U.S. Department of Education. Positive results may impact eligibility for federal financial aid. The official statement to the media will be that the student athlete is suspended for violation of team rules.

Appeal Process

Students found in violation of this policy may appeal discipline to the College Judicial Officer following the SFCC Grievance Process outlined in Regulation 2160.

Student Drug Screening in Certain Academic Programs

In order to maintain a working, learning and clinical education environment that is safe and healthy for students, faculty, staff, and the patients cared for by our students; to ensure a positive reputation of the College and its graduates within the community; to minimize the number of accidental injuries to person or property; and, to adhere to clinical site and regulatory requirements, potential and current students in allied health and in truck driving may be screened for drug and alcohol use.

Drug screenings will be performed on all admitted students prior to the start of clinical education. Drug screenings will be performed on all applicants for the truck driving program, and may be performed on students applying for admissions to allied health programs, with negative tests required for successful admission. In appropriate programs, random drug/alcohol tests may be requested throughout the year and testing also may be required if the student is involved in an accident, if he or she is observed using a prohibited substance, if he or she exhibits a severe and prolonged reduction in productivity, or for any other reasonable cause. If the initial testing is positive, a second test may be required.

Drug Screening Process

Drug screening processes will be defined by the appropriate program and will be defined in the program handbook. All tests will be performed at the students expense.

Discipline Process

Students who have positive results may be immediately dismissed from the program, referred to substance abuse counseling, or for random drug screenings.

Appeal Process

Students may appeal actions taken as the result of drug screening using as appropriate the Student Grievance Process, Regulation 2160.

(approved 8/23/10)

STUDENTS

Financial Aid

Federal Financial Aid Programs

To determine eligibility for federal financial aid a student must submit a Free Application for Federal Student Aid (FAFSA) each aid year. To have the FAFSA results sent to SFCC the student will need to add our federal school code of 007628.

Students should check the student portal (mySTAR, Financial Aid Tab) to see if the College received their completed FAFSA. Receipt normally takes 10-14 days. If the application was selected for verification, the student must provide the requested documentation before aid eligibility can be determined. The needed documentation to complete the verification process will be listed in the student portal.

The student must complete his/her financial aid file before the student can receive financial aid. If the student wishes to qualify for a loan, he/she will need to request a loan through the student portal (mySTAR), complete the Master Promissory Note, and complete student loan entrance counseling.

In most situations, the financial assistance the student is eligible to receive is divided in half with half placed on the fall semester and the remaining half placed on the spring semester.

Federal financial aid funds are paid to SFCC student accounts on designated dates during each semester. These dates will be listed on the student portal (mySTAR, Financial Aid Tab). The college pays federal financial aid based on current hours attending and only after confirmation of attendance is provided by the instructor. Late starting classes may impact when and how much federal financial aid pays to the student account on the designated dates.

Any financial aid funds for a given semester in excess of tuition, fees, books or other charges on the student account will be mailed to the student within fourteen (14) days after the balance occurred.

Throughout the semester, adding or dropping classes may impact the student's financial aid. The student is encouraged to discuss his/her situation with a Financial Aid Advisor before adding or dropping classes. The award of financial aid is based upon the student attending classes throughout the completion of each semester. When aid is awarded for a semester and the student stops attending all of his/her classes or drops out, the student most likely will have to pay up to 100 percent of the financial aid and tuition and fees to the U.S. Department of Education and/or the College. (Revised 2/1/18)

STUDENTS

Financial Aid

State of Missouri Financial Assistance Programs

To qualify for state financial assistance programs, a student must have submitted an Admissions Application to the College and other required items, as appropriate. In most cases, the student will need to complete a Free Application for Federal Student Aid (FAFSA). It is highly recommended that this financial application be completed by February 1st of each year. The FAFSA must be completed or updated each year for financial aid considerations. Students completing the FAFSA should note in their FAFSA paperwork the SFCC school code of 007628.

The A+ program is a program through the State of Missouri for students who have attended A+ designated high schools and who have met the A+ Program criteria as signified by the high school transcript bearing the raised A+ eligible designation.

A student who is eligible for the A+ Program must use that eligibility within four years (48 months) following the student's high school graduation date, as listed on the A+ high school transcript. Students providing service to any branch of the U.S. armed forces can defer eligibility beyond the 48 months if they return to full-time student status within 12 months of the end of their military service. Eligibility for A+ funds is limited to 105% of what it takes to receive the specific certificate or associate's degree the student is pursuing. Only the first associate degree sought by the student is eligible for A+ funding.

The student must ensure that the A+ high school transcript bearing the raised A+ eligible designation is sent to the College. No A+ funds can be credited to a student's account until that transcript is received from the high school. The FAFSA must be completed each year for ongoing A+ funding.

To continue eligibility a student must register for a minimum of twelve (12) credit hours per semester for fall and spring semesters or six (6) credit hours during the summer semester. The student must maintain a cumulative GPA of at least 2.5 on a four point scale. The GPA is calculated based upon on all classes taken except dual credit classes.

If a student were to lose his/her eligibility for A+ funds due to a low GPA, the student must complete enough hours to raise the cumulative GPA to at least 2.5 before the student will be eligible for additional A+ funds in addition to any additional eligibility requirements set forth by the State. (Revised: 2/8/2018)

Financial Aid**Scholarship Program**

The College offers a variety of scholarships which are awarded throughout the upcoming and, in some instances, current semester(s). Scholarships do not have to be repaid and are usually awarded on a competitive basis with scholastic achievement, merit, athletic and, in some cases, financial need as the main determinants. Scholarships based on financial need may require the completion of the Free Application for Federal Student Aid (FAFSA) annually.

Scholarships are funded through, institutional scholarships or endowed and patron scholarships. Each program has a different set of criteria, and some are awarded by an outside agency. Students must complete the appropriate Scholarship Application before the published deadline and meet the stated criteria to have the maximum consideration for a specific award.

The amounts of, endowed, or patron scholarships, are credited to the student's account. If there is a credit balance after all tuition and fees are paid, the College will send the balance to the student through the mail or direct deposited. However, if the student receives institutional funding, the student cannot receive institutional funds totaling more than 100 per cent of tuition and fees. Institutional scholarships can only be used for tuition and related fees unless specifically allowed in a particular scholarship. (Revised: 2/8/2018)

STUDENTS

Financial Aid

Work Study and Student Employment

As part of a student's federal financial assistance, a student may be able to work to pay some college expenses. SFCC offers need-based job opportunities such as: on campus positions, community service and tutoring through the federal work study (FWS) program. A student must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for the Work Study program, complete a work study application for employment, get hired for a specific position, and then start working in that position to receive funds from this program.

A Work Study award is an employment earnings allotment and represents an opportunity for a student to work part-time. It is not a guarantee of employment. In any given year 60-80 students may actually work under the federal work study program here at SFCC. Some positions may be located off campus also. Most FWS positions pay minimum wage and normally provide about 12 – 15 hours of work per week. Students are paid work study funds based on the number of hours worked during the pay period. At SFCC, student employees are paid every two weeks.

At SFCC, we package work study funds to any student who has stated on their FAFSA they were interested in the work study program and meet the basic requirement of having unmet need after subtracting the expected family contribution and any grants and scholarships from the student's cost of attendance.

The College looks at the federal work study program as a learning opportunity for the student. In the work study program hiring process, we try to mirror what the student would see if they were pursuing employment in the "real world". This gives the student an opportunity to complete a job application, do job interviews, and learn from these activities what prospective employers may be looking for in an employee. We do suggest that in addition to completing the job application, students talk to supervisors to let them know the student is interested in working in their area.

The normal process for a student to actually receive federal work study funds is to complete a SFCC job application through the SFCC website (also through link in myStar Financial Aid tab). Supervisors determine who they want to interview based on the job requirements and the information provided on the job application. Then based on the interview they determine who they want to hire. (Revised: 2/8/18)

STUDENTS

Financial Aid

Veteran's Educational Benefits

The College participates in the Veteran Education Benefit programs provided by the U.S. Department of Veterans Affairs (VA).

Veterans eligible for the various G.I. Bill programs (Chapters 30, 32, 33, 35, 1606, and 1607) must apply for their benefits through the VA and provide a copy of the application or their certificate of eligibility to the Financial Aid and Veterans Services Office. Veterans using chapter 31 Vocational Rehabilitation benefits must ensure their VA counselor provides the College a copy of the authorization form.

The Office of Financial Aid has a designated Veterans' Advisor (also known as the school certifying official) to support the educational pursuits and the necessary guidance and paperwork for any veteran. Students who are on active duty or who are veterans should contact the Veterans' Advisor for consultation on the specifics of the GI Bill.

Once the veteran is admitted to the College and is enrolled in their classes, the College's veterans' advisor will submit enrollment certification to the VA each semester. The veterans' advisor will also notify the VA of any enrollment changes that occur throughout the semester.

STUDENTS

Financial Aid

Student Loans

The College participates in the U.S. Department of Education's William D. Ford Federal Direct Loan Program. Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education though the entity a student will deal with, a loan servicer, can be a private business.

Generally, a student loan will cover a full academic year and the College will make at least two disbursements to the student, for example, about six weeks into each semester. Actual disbursement dates will be posted in the student portal (mySTAR).

In most cases the College will disburse loan money by crediting it to the student's school account to pay (tuition and fees, room and board, and other authorized charges). If the loan disbursement amount exceeds a student's school charges, the College will pay the remaining balance of the disbursement directly by check or direct deposit to a designated student bank account. The college will notify the student via email to the student email account each time we disburse part of the student's loan money. In that email, the College will provide information about how to cancel all or part of a student's disbursement if the student finds they no longer need the money. Students will also receive a notice from their loan servicer confirming the disbursement. Students should read and keep all correspondence received concerning their loan.

Students may use the loan money they receive only to pay for their education expenses. In general, education expenses include school charges such as tuition, room and board, fees and indirect expenses such as books, supplies, equipment, dependent child care expenses, transportation, and rental or purchase of a personal computer.

As with all federal student aid, students apply for Direct Loans by filling out the Free Application for Federal Student Aid (FAFSA). The information on a student's FAFSA is transmitted to the schools listed on the application. The College will use this information to assess financial need for student aid. A student must be enrolled and currently attending at least half-time (six credit hours) for loans to pay to their student account. The student must also be admitted to the College as a "regular" student in a program of study and meet the SFCC Standards of Academic Progress (SAP) and GPA to borrow a student loan. Any student with any College course work will be evaluated based on SFCC's Standards of Academic Progress and hours attempted towards degree completion. If a student has attended another college, the

Regulation 2760

Policy 2760

Page 2

student must provide transcripts from all colleges attended before loans can be paid to the student account. Providing transcripts helps ensure the Financial Aid Office has the correct grade level and correct SAP status assigned to the student.

Direct Loans must be requested and are not awarded as part of a larger "award package," which may contain other types of aid, to help the student meet the costs of going to college.

The College offers the following Direct Loan Program types of loans:

- Subsidized: for students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time
- Unsubsidized: not based on financial need; interest is charged during all periods, even during the time a student is in school and during grace and deferment periods.
- PLUS: unsubsidized loans for the parents of dependent students and for graduate/professional students. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods.

Student borrowers are not required to begin making payments until after they drop below half-time attendance.

The College will inform the student how much they may borrow and the types of loans they are eligible to receive through the award letter process. At SFCC, the award notification is sent via email and students may see specific award information through the student portal. For students without access to the student portal, award information is sent via the postal service.

A student may qualify to borrow up to \$5,500 (maximum of \$3,500 in subsidized and a maximum of \$2,000 in unsubsidized) per academic year as a freshman and a maximum of \$6,500 (maximum of \$4,500 in subsidized and a maximum of \$2,000 in unsubsidized) per academic year at the sophomore level. Students are classified freshmen (Grade Level 1) if they have earned between 0 and 29 credit hours. They are considered to be sophomores (Grade Level 2) when they have earned 30 or more credit hours.

A student is classified a dependent student if he/she did not answer yes to at least one of the dependency questions on the Free Application for Federal Student Aid (FAFSA).

Regulation 2760

Policy 2760

Page 3

Independent students can receive an additional unsubsidized Direct Loan of up to \$4,000 for the academic year.

Students apply for loans by completing the FAFSA, requesting their loan(s) through the student portal, completing a Master Promissory Note, and completing student loan entrance counseling. The Financial Aid Office will verify the student is enrolled in and currently attending at least half-time (six credit hours), making satisfactory progress, and attendance was confirmed by the instructors before releasing the proceeds to the student.

The student may choose to make interest payments while in school or may choose to defer the interest until repayment begins.

Parents PLUS Loan

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. The Direct Federal Parent Loan for Undergraduate Students (PLUS) program, provide parents the ability to borrow an unsubsidized loan for dependent students. The PLUS loan helps pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods.

Parents are eligible for a Direct PLUS Loan if they are the student's biological or adoptive parent or the student's stepparent, if the biological or adoptive parent has remarried at the time of application. The student must be a dependent student as previously defined who is enrolled at least half-time at the College. If a student is considered dependent, then the income and the assets of the parent have to be reported on the FAFSA.

To be eligible for a PLUS Loan, parents must not have an adverse credit history, which the U.S. Department of Education will check for when a parent applies for the loan. If a parent is found to have an adverse credit history, the parent may still borrow a PLUS Loan if they get an endorser who does not have such a history. An endorser is someone who agrees to repay the loan if the parent does not. The endorser may not be the student on whose behalf a parent obtains a PLUS Loan. In some cases parents may also be able to obtain a PLUS Loan if they document to the U.S. Department of Education's satisfaction that there are extenuating circumstances related to the parent's adverse credit history.

In addition, parents and their dependent child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs.

Regulation 2760

Policy 2760

Page 4

To take out a Direct Loan for the first time, the student must complete a PLUS Application and master promissory note (MPN). The MPN is a legal document in which the student promise to repay the loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of the loan(s). The MPN will be provided either by the child's school or the Department. The student may complete the MPN electronically the StudentLoans.gov website. If the parent is borrowing Direct PLUS Loans for more than one student, they'll need to complete a separate MPN for each one. To complete an MPN online, the parent will be required to log in using a Federal Student Aid ID (FSA ID) (not student's). If the parent does not have an FSA ID, they may register for at the official FSA ID site.

In most cases, once a parent has submitted the MPN and it's been accepted, the parent won't have to fill out a new MPN for future loans a parent may want to receive to pay for the educational expenses of the same student. The parent can borrow additional Direct Loans on a single MPN for up to 10 years.

Parent's will receive a disclosure statement that gives them specific information about any loan that the College plans to disburse under the MPN, including the loan amount and loan fees, and the expected loan disbursement dates and amounts.

There are no set limits for Direct PLUS Loans, but a parent may not borrow more than the cost of the student's education minus any other financial aid received, such as a Direct Subsidized or Unsubsidized Loan. The College will determine the actual amount the parent may borrow based on that calculation. It is recommended parents discuss this with an SFCC Financial Aid Advisor to get a more complete picture of student costs.

The interest rate for Direct PLUS Loans is a fixed rate. Interest is charged on Direct PLUS Loans during all periods, beginning on the date of the loan's first disbursement. To find out more information on interest rates for Direct PLUS Loans, contact the loan servicer.

In addition to interest, parents will pay a loan origination fee that is a percentage of the principal amount of each Direct PLUS Loan the parent receives. This fee helps reduce the cost to the U.S. Department of Education of making these low-interest loans. The U.S. Department of Education will deduct the fee before the College receives any loan money, so the loan amount the parent actually receives will be less than the amount they have to repay.

Dependent students whose parents have applied for but were unable to get a PLUS Loan are eligible to receive additional Direct Unsubsidized Loan funds.

Regulation 2760
Policy 2760
Page 5

Generally, the Direct PLUS Loan will cover a full academic year and the College will make at least two disbursements to the student's account, for example, approximately four weeks into the fall and spring semesters.

In most cases the College will disburse the PLUS Loan funds by crediting it to the student's school account to pay tuition, fees, room, board, and other authorized charges. If the loan disbursement amount exceeds the school charges, the College will pay the student or the parent the remaining balance of the disbursement directly by check or by direct deposit to a designated bank account. The College will notify the student in via email each time we disburse part of the loan money and will provide information about how to cancel all or part of the disbursement if the student finds they no longer need the money. The student will also receive a notice from College confirming the disbursement. The student should read and keep all correspondence received concerning student loans.

Parents may use the loan money received only to pay for the student's education expenses at the College. Education expenses include school charges such as tuition, room and board, fees, and indirect expenses such as books, supplies, equipment, dependent child care expenses, transportation, and rental or purchase of a personal computer. (Revised: 2/1/18)

Regulation 2810
Policy 2810

STUDENTS

Student Services

Students with Communicable Diseases

Communicable diseases are spread by direct contact with an infected person, indirect contact with contaminated objects, and by airborne droplets or dust. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis- B (serum hepatitis), leprosy, and tuberculosis. .

The purpose of this regulation is to:

1. Minimize the risk of students acquiring or transmitting communicable diseases.
2. Protect the College community.
3. Protect the confidentiality of students with a communicable disease.
4. Communicate guidelines and procedures to be followed when awareness of a communicable disease occurs.
5. Provide for an annual review of the Communicable Disease Policy in light of current information.

GENERAL STATEMENT

State Fair Community College recognizes that students with communicable diseases may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allows, including attending classes or working. As long as these students are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to others, the Administration of the College should be sensitive to their condition and ensure that they are treated consistently and equally with other students and employees. At the same time, the College has an obligation to provide a safe environment for all students and employees. A student with a communicable disease is required to report the condition to the Dean of Student and Academic Support Services. Failure to inform the college may result in dismissal of the student from the college.

Every precaution should be taken to ensure that the student's condition does not present a health and/or safety threat to others. The fact that a student has a communicable disease does not relieve that individual of the requirement to comply with performance standards as long as he or she is enrolled in classes with the college. All reasonable efforts will be made to protect the student's right to confidentiality.

GUIDELINES

1. The College will make information on the prevention of communicable diseases available to students and employees.
2. A student's health condition is personal and confidential, and reasonable precautions will be taken to protect information regarding an individual's health condition. The Dean of Student and Academic Support Services or designee should be contacted if it is believed that students need information about communicable diseases, if further guidance is needed in managing a situation that involves a communicable disease, or there is a concern about the possible contagious nature of any student's illness.
3. A student with a communicable disease may be required to provide current reports from his or her treating physician concerning the individual's condition, whether the student should be in contact with other students or employees, and if current health status permits him or her to attend classes or to perform the essential functions of his or her job. The College reserves the right, with the consent of the student or employee, to require a medical examination by a physician appointed by the college.
4. A student with a communicable disease may attend classes or perform duties at the College if his or her presence does not pose a threat or danger to others in the college, or to the academic process.
5. Temporary removal of a student with a communicable disease may be made by the Dean of Student and Academic Support Services or designee. The removal may be made summarily pending receipt of documentation by a physician that the individual does not pose a substantial threat or danger to other persons at the College. The student shall receive written notification of the intent to exclude and the procedural safeguards as set forth in the College's compliance plan for Section 504 of the Rehabilitation Act of 1973 as amended in 2008.
6. Within three (3) working days of temporary removal, the Dean of Student and Academic Support Services or designee shall determine the fitness of the student to attend classes through review of medical documentation provided by the student and/or consultation with medical professionals. The Dean will assess the student's condition, the College conditions, and the risks of exposing others to the disease in the College environment. The Dean shall determine whether the student should
 - a. be permitted to attend classes without restrictions;
 - b. attend classes under stated restrictions and conditions; or
 - c. be excluded from attending classes and provided an alternative educational program as long as the condition is covered by the ADA Regulations.

Regulation 2810
Policy 2810
Page 3

7. The Dean will prepare and present to the student documentation that outlines the expectations, earliest time the student may be allowed to return to class, and any documentation required at that time.
8. Students with communicable disease should be encouraged to seek assistance from established community support groups for medical treatment and counseling services. Information can be requested from the Director of Student Success and Retention Services.
9. If a student or staff member has been exposed to a communicable disease from within the College, the Dean of Student and Academic Support Services, in cooperation with the Director of Human Resources, will communicate with the individual(s) to communicate the issue as well as to develop a plan for the individual(s). Any student coming in contact with another person's body fluids should be encouraged to seek assistance from established institutional medical personnel or private medical facilities. (Revised: 7/25/11, 1/2014, 2/8/2018)

STUDENTS

Regulation 2811
Policy 2811

Student Services

Health Insurance

SFCC highly recommends that students obtain their own health insurance. This is not provided through SFCC, but can be obtained through the <https://www.healthcare.gov> website or a private provider.

STUDENTS

Regulation 2812
Policy 2812
(Form Required)

Student Services

Emergency Health Care

If a student demonstrates a medical emergency, staff members should make an effort to help the student be comfortable and should call for appropriate support to handle the emergency. If the staff member giving aid determines that emergency medical professionals are needed, 911 should be called immediately. The caller should be prepared to give the operator as much information as possible about the emergency and the student. After the medical emergency has been handled, the staff member must complete an incident report, gathering as much information as possible from others who may have known the student or who were giving aid. Incident Report Forms are available on the Employee Tab in mySTAR under Business Office Forms.

(approved 8/23/10) (changes 1/2014, 11/2014)

Regulation 2820
Policy 2820

Student Services

Campus Crime and Security

Campus Crime

To report a crime:

Contact the campus security line at 660-596-7110 (non-emergencies), or dial 9-1-1 (emergencies only). The 9-1-1 number can be dialed from any telephone on campus.

In addition you may report a crime to the following areas:

1. Dean of Student and Academic Support Services	660-596-7393 Hopkins 753
2. Vice President of Student and Educational Services	660-596-7252 Hopkins 756
3. Vice President, Finance and Administration	660-596-7301 Hopkins 732

All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Safety and Security and the local Police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. For assistance on reporting crimes please contact the numbers above.

Faculty and staff are required to file an “incident report” with their supervisor if they are aware of accidents, fire, theft/burglary, vandalism, etc., on SFCC premises. Supervisors are to forward these reports to the Campus Judicial Officer promptly. Incidents falling within the jurisdiction of law enforcement agencies will be reported as appropriate. Incident report forms are available in the Student Services Office on the Employee tab of mySTAR under Business Office Forms.

Persons reporting criminal incidents should provide as much information as possible including location, nature of injuries, description of persons involved, and briefly, what happened.

Sexual Violence. Employees and students who report victimization have the right and are encouraged to contact law enforcement. Campus authorities are ready to assist if needed.

Any sexual violence allegations will most likely result in a “no contact” order in which the alleged victim and perpetrator will not be allowed contact.

Alleged victims of sexual violence, including intimate partner violence, should contact the Director of Student Success and Retention Services for resource information concerning

local advocacy, counseling, health, mental health, and legal assistance services.

- Director of Student Success and Retention Services
660-596-7253 Yeater 100, Main Campus

Campus Crime Report

Definitions

SFCC has adopted the following definitions used under the FBI Uniform Crime Reporting Program and will include them in the —Campus Crime Report. Campus Crime is divided into three categories: Criminal Offenses, Hate Crimes, and Arrests and Referrals.

Criminal Offenses

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Destruction/Damage/Vandalism of Property – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Intimidation – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft – the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. *Constructive possession* is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Murder and Non-negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – The killing of another person through gross negligence.

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses (Forcible) – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- *Forcible Rape* – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- *Forcible Sodomy* – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Sexual Assault With An Object* – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Forcible Fondling* – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses (Non-forcible) – Unlawful, non-forcible sexual intercourse.

- *Incest* – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Simple Assault – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious, severe, or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Hate Crimes

Any of the above mentioned offenses committed against a person or property which is motivated, in whole or in part, by the offender's bias. *Bias* is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Arrests and Referrals for Disciplinary Action

Drug Abuse Violations – Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).

Weapon Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

(7/25/11, 1/2014)

Campus Crime and Security

Security and Access to Facilities

During business hours the college (excluding housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities will be by key or by admittance to the Residence Hall as a guest of a resident. In the case of extended closing, the college will admit only those with prior approval to facilities.

The Residence Hall is secured 24 hours a day. Access is limited to those with access cards and their accompanied guests. Some facilities may have hours that vary throughout the year, i.e. the Fred E. Davis Multipurpose Center.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are in need of security enhancements or repairs will be communicated to the Campus Facilities Committee. The Campus Facilities Committee meets monthly to discuss issues of pressing concern.

SFCC Maintenance department will conduct regular surveys of campus lighting, locks, alarms, and landscaping for needed repairs. Educational Technology Services (ETS) will monitor communications and network capabilities and assess and repair issues should they arise.

(7/25/11)

Campus Crime and Security

Preparation and Reporting of the Annual Disclosure of Crime Statistics

Preparation of the annual disclosure of crime statistics as required under the *Jeanne Clery Disclosure of Security Policy and Crime Statistics Act* is prepared by the Campus Judicial Officer. The full text of this report can be found on the State Fair Community College website at www.sfccmo.edu/securityreport. This report is prepared in cooperation with local law enforcement, campus safety and security, the residence hall, and directors of extended campuses.

Campus crime and arrest statistics include those reported to the Campus Judicial Officer or designated campus officials (included but not limited to directors, deans, vice president, president, advisors to students/student organizations, athletic coaches) and local law enforcement agencies.

Each year an email will be sent out to faculty, staff, and students providing a link to the report on the website. Notification will also be posted on the college portal.

(7/25/11)

Student Services

Regulation 2823 Policy 2820

Campus Crime and Security

Timely Warning

In the event a situation arises, on or off any campus location, that, in the judgment of the Campus Judicial Officer, constitutes a potential threat to the safety of the campus community or property, a campus-wide “timely warning” will be issued.

The Campus Judicial Officer will cooperate with the Director of Marketing and Communications and local and state law enforcement to ensure that an appropriate message is sent to the campus community through the following means:

- Announcement on internal campus portal.
- Campus-wide email to faculty, staff, and students.
- Residence Hall announcement
- Bulletin board postings

The following forms of media will be used on a case-by-case basis.

- Radio
- Newspaper
- Television
- SFCC External Website

(7/25/11)

Campus Crime and Security

Voluntary Confidential Reporting

SFCC does not have a voluntary confidential reporting system for annual crime statistics. In addition to prosecuting criminal activity, the following are reasons to promptly report crime:

- Timely notification about certain types of crime may affect the safety of others. These crimes include murder, rape, sexual assault, burglary, robbery, motor vehicle theft and arson.
- When you make your report, you assist Campus Safety and Security in maintaining accurate records of the incidence of crime on campus. This information helps to keep the campus safe by providing the most accurate information on criminal activity to members of the campus community.

Limited Confidential Reporting to Counselors

SFCC professional counselors/social workers will inform students of the reporting process and encourage students to self-report incidents or alleged crimes to campus safety and security for the annual report. The licensed professional will report the type and quantity of the reported crime to campus safety and security without revealing the source of the information. Privileged information will only be reported to campus safety and security with the student's written approval or if the licensed professional counselors/social workers feel the incident requires immediate attention for the safety of others.

Victim Assistance

SFCC will assist victims who are students of the institution with changes in academic schedules or living arrangements (for Residence Hall students) if desirable and/or available. Students must meet with the Director of Student Success and Retention Services to request such changes.

(7/25/11)

Student Services

Regulation 2825
Policy 2820

Campus Crime and Security

Sedalia Police Department and Pettis County Sheriff's Office

The Sedalia Police Department has full police power, including arrest authority and power to search and routinely patrol the campus, as they would any other citywide area.

The Campus Resource Deputy has arrest authority and can ask for identification and determine if individuals have lawful business at State Fair Community College.

At times, the Missouri State Highway Patrol may also assist.

Sharing of Information with Law Enforcement

State Fair Community College will share information with law enforcement concerning anyone in the campus community that has been removed from campus due to any threatening behavior, writings, etc. that may pose a threat to themselves or others.

(7/25/11, revised 10/17/14)

Student Services

Regulation 2826
Policy 2820

Campus Crime and Security

Security Awareness Programs

SFCC Campus Safety and Security will provide information on safety procedures and services at all student orientations throughout the year.

Students will be notified, through email and campus portal, about crimes that take place on or around campus. Safety tips will be presented throughout campus in email, campus portal, and bulletin boards.

SFCC Campus Safety and Security will perform Safety Presentations to the student body through Residence Hall presentations, links to safety information on the campus portal, and by offering crime prevention programs.

Crime Prevention Programs

SFCC will present voluntary crime prevention programs using professionals in the community to address issues ranging from safety of property, to sexual assault prevention. These programs will be coordinated through Campus Safety and Security and the Residence Hall.

(7/25/11)

Student Services

Regulation 2827
Policy 2820

Campus Crime and Security

Off-Campus Student Organizations and Monitoring of Criminal Activity

SFCC does not currently offer off-campus student organizations or off-campus student organization housing.

SFCC Student Organizations are encouraged to hold all activities on-campus, however if there is an activity held off-campus, Sedalia Police, Pettis County Sheriff's Department, Missouri Highway Patrol, or other local law enforcement (if outside Pettis County) will monitor criminal activity.

SFCC Student Organizations may still face disciplinary action by the institution if off-campus violations of the law or conduct that is in violation of the SFCC Code of Student Conduct occur.

Campus Crime and Security

Alcoholic Beverages

Students may not at any time use, possess, or distribute alcoholic beverages except as expressly permitted by the law and college regulations, or be publicly intoxicated while on campus or at college sponsored or supervised activities.

The possession of alcohol by anyone less than 21 years of age is illegal and all occurrences on campus will be reported to law enforcement and SFCC may contact parents as allowed under FERPA.

Illegal Drugs

Students may not at any time use, possess, or distribute any narcotic or other controlled substances except where expressly permitted by law. All occurrences will be reported to local law enforcement. Violators may face criminal prosecution, fine, and imprisonment.

Organizations or groups violating the alcohol/illegal drug policy or laws may be subject to sanctions by the college.

Substance Abuse Education

The College assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. First-time violators of the College's substance abuse policies are required to attend a substance abuse education class as part of the disciplinary process. Specific information on resources is available through the Director of Student Success and Retention Services.

Campus Crime and Security

Sex Offenses

Educational Programming

State Fair Community College will provide educational programming to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. SFCC will contract with local professionals in this area to ensure quality programs.

- Rape Awareness, Prevention and Education
- Robbery Prevention
- Personal Safety
- Alcohol Awareness
- Drug Awareness
- Other programs as needed/requested

To register for a program or to schedule one for your area, please contact Safety and Security at 660-596-7110.

If a sex offense occurs:

In the event of a sex offense, students are encouraged to contact 9-1-1 immediately. Students should then contact Campus Safety and Security at 660-596-7110.

All reports of sexual violence, intimate partner violence, or other sex offense will be investigated using the “preponderance of evidence” standard.

Students may contact Campus Safety and Security if any assistance is needed when reporting the incident to law enforcement.

Students who have been the victim of a sex offense are encouraged to seek medical attention but to be aware of the need to preserve all evidence for the proof of a criminal offense.

On-Campus support for victims of sex offenses

All students who have been a victim of a sex offense may receive short-term counseling from a professional counselor. Please contact the Director of Student Success and Retention Services for more information and resources available. The Office of Student Success may be reached at 660-596-7253.

Change in academic or living arrangements as result of alleged sex offense

The Director of Student Success and Retention Services will assist any student in adjusting

academic scheduling or living arrangements (for Residence Hall students) as a result of any alleged sex offense if reasonably available.

Examples of options:

- Change in hall or room in residence hall
- Cancellation of housing contract so student may move off campus
- Change to different section of same course, withdrawal from the course, or outside the classroom/online meetings with instructor, etc.

Option will be determined by the party involved and the Director of Student Success and Retention Services.

Campus disciplinary action involving alleged sex offense

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

Both the accused and the accuser will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. The outcome will only include the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Sanctions for sex offenses

After the institutions final determination that a sex offense has occurred, any or all of the following sanctions may be imposed on the accused.

- Immediate suspension
 - Suspension may be indefinite
- Evaluation by professional counseling
 - Regular counseling sessions may be required for re-admittance
- Notification of parents or legal guardian
- Restriction to only online courses
- Permanent expulsion
- Eviction from Residence Hall
- Banned from any student activities, athletic events, or other college sponsored activities.

Notification of sex offenders

Local sex offender registry and information may be obtained from the Sedalia Police Department, Pettis County Sheriff's Department, and Sex Offender Registry provided by the Missouri State Highway Patrol at <http://www.mshp.dps.mo.gov/CJ38/searchRegistry.jsp>

Federal Law requires that law enforcement inform State Fair Community College of registered sex offenders that have indicated they are employed or enrolled at the institution. For a list of sex offenders that are employed or enrolled at SFCC please see the Campus Judicial Officer in the Office of Student Services.

The Family Educational Rights and Privacy Act of 1974 (FERPA) has been amended to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Unlawful use of this information to harass or intimidate another is prohibited.

STUDENTS

Regulation 2830 **Policy 2830**

Student Services

Drugs and Alcohol and Tobacco Products

The College has the responsibility to maintain a working and learning environment that is free from the effects of alcohol and illegal drugs. In compliance with Public Law 101-226, information detailing the College's substance abuse policy is distributed during the beginning of each semester to all credit seeking students both on- and off-campus through the Student Handbook/Planner. The following information contains information which can assist students in understanding the health hazards and the legal penalties attached to substance abuse.

The effects of illegal and/or abusive use of controlled substances are harmful to the general public health and well-being. An individual's learning and working productivity can be impaired and emotional imbalance can result in irrational behavior that is threatening to one's self or to others.

Violations of Drugs and Alcohol and Tobacco Products policy will result in appropriate disciplinary action (consistent with local, state and federal law) according to the established procedures (Policy 2610). Permanent suspension from school attendance, termination of employment and/or referral for prosecution may be the consequence of infractions of this policy. Loss of eligibility for financial aid may also result.

Violations of the laws governing controlled substances have varying penalties. Under Missouri law, possession of a controlled substance is punishable by a prison sentence of up to seven years and a fine of \$5000. Distribution is punishable by a prison sentence from five to fifteen years. For repeat offenders or those guilty of offenses involving a large quantity of drugs, the range of punishment is higher.

Students who need support in locating professional assistance, counseling and/or rehabilitation programs may request information from Counseling Services within the Office of Student Services. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs may not of itself prevent disciplinary action for violation of the Drug and Alcohol and Tobacco policy.

The Director of Student Success and Retention Services will assist with referrals upon request. There are a variety of community resources available for counseling and assistance with alcohol and/or substance abuse issues.

STUDENTS

Regulation 2840 **Policy 2840**

Student Services

Food Service

Food Service will offer to all students – resident or nonresident – and to faculty and staff food services at a reasonable cost. The residence hall students are required to purchase the minimum board plan each semester offered by Food Service which includes a value added amount determined each spring for the following academic year. A value added amount is also available to faculty and staff. Unused balances do not carry over to the subsequent semester.

Food Services will provide a catering service and will have published prices for various menu items, number of people served, for service provided at the event and will communicate the total of these prices before services are provided. The published guide of these services and associated pricing will be available to College community on the Food Services' Website. Appropriate paperwork must be completed by the requestor within the allotted time frame to ensure that food requests and desired services can be fulfilled.

It is expected that personnel on the College campus who are hosting an event where food is included in the program will work with Food Services first for their catering needs. Food Services has the first right of refusal for events including food on campus. External events that include food in the program held on campus must first allow the College's Food Services program first right of refusal.

STUDENTS

Regulation 2850 **Policy 2850**

Student Services

Bookstore

Campus Store

The Campus Bookstore, located in The Stauffacher Center for the Fine Arts and online at www.sfccbooks.com is owned and operated by the College. The campus store is committed to providing the SFCC academic community with the tools needed in the educational process. It is an auxiliary enterprise and operates in a cost-effective manner to ensure revenue is generated to cover operational expenses incurred.

(approved 2-25-13)

STUDENTS

Regulation 2860 **Policy 2860**

Student Services

Residence Halls

All applications received before the first room assignments, on or about July 14, will be filled according to the following priority formula. Scholarship athletes will receive priority on the twenty-four spaces reserved for the Athletic Department.

1. Returning students with no more than two semesters in the residence halls and a cumulative GPA above 2.5 and no recorded violations of the residence halls' *Rules, Regulation and Community Standards* will receive first priority and the chance to select their rooms and roommates on a first come first served basis.
2. A+ students who graduated from high school within one year of the date of the start of the semester for which they are applying and have never been a full-time student at any College or university.
3. Returning students with no more than three semesters in the residence halls and a GPA below 2.5.
4. New non-A+ students.
5. Transfer students.
6. Students twenty-one years or older.
7. Returning students with more than three semesters in the residence halls.
8. Returning students who have one or more gross violations as described in the residence halls' *Rules, Regulation and Community Standards*. Additionally, any student who has committed a gross violation of community standards must still receive the approval of the Director of Residence and Campus Life.

Any applications received after the first room assignments are made will be filled on a first come, first served basis.

STUDENTS

Regulation 2930 **Policy 2930** **(Form 2930)**

Activities and Athletics

Student Organizations

Approval Process

Students, faculty or staff who are interested in establishing a new student organization may do so by securing a copy of the Student Organization Handbook located on the SFCC Web site. The handbook contains the appropriate forms and procedures to follow to receive official recognition for a new organization. Official recognition will result in the organization receiving privileges giving access and support to many of the College's services and space.

Each potential new organization must submit a constitution and by-laws along with a Charter Request listing the initial officers and organization sponsor/advisor. The sponsor/advisor(s) must be an SFCC faculty or full-time staff member(s). Staff must obtain approval from his/her supervisor.

Once the constitution, by-laws and Charter Request are complete, organizers must submit these documents to the Director of Student Life and Development. Within one week of receiving the documents, the Director will determine whether the new organization fits within the mission of the College and all appropriate documentation has been submitted. If there are missing forms, the Director will notify the sponsor/advisor(s). If all is in order, the Director will send an official confirmation letter to the President and sponsor/advisor(s) of the organization. In addition, the Vice President for Finance, Administration and Human Resources will be notified of the official approval of the new organization so that an organizational account can be established in the Business Office.

Revocation of Status

The Student Government Association or Director of Student Life and Development reserves the right to suspend a student organization that is not considered to be operating in the best interest of the College. An organization whose recognition is revoked will lose its charter and have its accounts frozen.

The following criteria may be used to revoke an organization charter:

- the organization held no meetings or had no transactions for (1) year;
- the organization carried on activities requiring SGA approval without prior approval;
- the organization established an off-campus account;
- the organization conducted discriminatory practices. Organizations recognized by the College may not discriminate membership or participation practices based upon factors related to race, religion, sex, place of origin, creed, disability, marital or parental status.

Regulation 2930
(Form 2930)

Page 2

- the organization has carried out an activity deemed to be not in the best interest of the College;
- while the Student Government Association does not dictate how student organizations use funding they receive from the SGA, funding should not be distributed to students, faculty, or staff unless reimbursement for goods or services is appropriate. In such cases, proper receipts are required and approval by the Dean of Academic and Student Support may also be needed.

(approved 8/23/10)

STUDENTS

Regulation 2940 **Policy 2940**

Activities and Athletics

Student Government Association

The Student Government Association (SGA) serves as the representative organization of the student body of the College. The SGA will establish and maintain high ideals, to encourage cooperation among students and the College, develop a professional working relationship between the student body and the faculty and staff, and assist the institution in identifying and meeting student needs. The officers of the SGA will be president and vice president. The president will choose a cabinet of officers each year subject to the approval of the SGA Senate. The SGA will follow a constitution where the responsibilities of each officer as well as the activities and responsibilities of the organization are detailed.

The College will provide a 12 credit hour scholarship for each semester that the president holds office. In accordance with the SGA constitution, the association will represent the student body through at-large appointments and through representatives of student organizations in the SGA membership.

Working with the Director of Student Life and Development, the SGA will allocate appropriations from the Student Development Fund to the various student organizations. The President of SGA will organize a fund allocation committee to determine allocation of available funds. The President will then submit the appropriations to the Director of Student Life and Development for final approval. The Director will submit the appropriations to the Vice President for Finance and Administration to distribute to the clubs and organizations through the established organization accounts.

Student organizations within the academic programs may access their accounts for appropriate expenditures through normal business processes but must have the sponsor's approval along with the appropriate supervisor's approval. Student organizations that are not related to instruction can access their organization's account through normal business processes with required prior approval of the sponsor and the Director of Student Life and Development.

(approved 8/23/10)