What is State Fair Community College's policy on incentive, bonuses, or commission payments and high-pressure recruitment activities? (Question 1 and 2 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

State Fair Community College has established a philosophy that ensures the institution refrains from providing commissions, bonuses, or other incentive payments based directly or indirectly on securing enrollments or federal financial aid (including military Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

Below is an excerpt from our employee handbook, paragraphs 1 and 2 details the ban on incentive type payments for securing enrollment. Paragraph 3 explains the ban on high-pressure recruitment activities.

State Fair Community College Philosophy

As part of State Fair Community College's efforts to ensure that unfair, deceptive, and abusive marketing initiatives are not part of our culture, policies, or procedures SFCC will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a *de minimis* [defined as "an insignificant amount"] to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of military service members or obtaining access to military tuition assistance funds, SFCC sponsored scholarships or grants and tuition reductions available to military students are permissible;

2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including military tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance;

3. Refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing military service member enrollments.

Whom should a military service member talk to about Military Tuition Assistance? (Question 3 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

State Fair Community College has standard practices and procedures in place to direct military service members receive approval from their Educational Services Officer (ESO), and/or education counselor within their Military Service <u>prior to enrolling</u> the military service member in classes at our institution.

This information is provided to the military service member through the active-duty web page at: https://www.sfccmo.edu/admissions-financial-aid/financial-aid-and-veteran-services/active-duty-military-veterans/ under the Frequently Asked Questions section and in the Military Service Member Getting Started handout under the Military Tuition Assistance Program section toward the bottom of page 5 in the first paragraph and the Military Service Member Getting Started section on page 7 Step 1. This handout is given to the military service member during their initial admission inquiry and it is also available on the web at: http://www.sfccmo.edu/files/about/campus-locations/whiteman-air-force-base/wafb-getting-started.pdf .

Does State Fair Community College have a trained and qualified financial aid advisor who will make available appropriate student loan counseling information? (Question 4 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

As per SFCC's Policy 2710, the College has designated our Financial Aid and Veteran Services Office Director as the administrator who will ensure the financial aid advisor/loan counselors in that office are trained and qualified prior to providing student loan other financial aid program information.

Title IV Administrator Designation Policy 2710

The Board of Trustees authorizes the College to participate in and maintain eligibility in federal financial aid programs as approved by applicable governing agencies. The College shall designate an administrator to assure compliance with Title IV of the Higher Education Act of 1965, as amended. Students are required to complete the Free Application for Federal Student Aid (FAFSA) form to be considered for any federal financial aid. The Office of Financial Aid and Veteran Services will maintain accurate records, complete appropriate filing with federal agencies in a timely fashion and distribute funds to eligible students.

Where can a military service member find information on Financial Aid? (Question 5 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

All State Fair Community College students, to include military service members, veterans, and their families are informed about their options to help pay for their college education early, and often, in the admission and enrollment processes. This information is provided verbally, in handouts, and is available on State Fair Community College's web site and within the SFCC student portal (called mySFCC).

The below listed web sites are provided in the Military Service Member Getting Started handout on page 4, on the web at: http://www.sfccmo.edu/files/about/campus-locations/whiteman-air-force-base/wafb-getting-started.pdf and the SFCC Financial Aid web page at: https://www.sfccmo.edu/admissions-financial-aid/financial-aid-and-veteran-services/.

SFCC Financial Aid Web Page
https://www.sfccmo.edu/admissions-financial-aid/financial-aid-and-veteran-services/

SFCC Financial Aid Guide
http://www.sfccmo.edu/files/financial-aid/financial-aid-pnp.pdf
This guide provides information on federal, State of Missouri, and State Fair Community College financial assistance programs and procedures.

SFCC Student Portal – mySFCC   https://mysfcc.sfccmo.edu/ This is where the student can view their actual financial aid award information after completing the Free Application for Federal Student Aid (FAFSA) and/or scholarship applications. Through the portal, they can also view military tuition assistance and other types of payments to their SFCC student account.

Department of Education Student Aid   https://studentaid.gov/ This web site provides detailed information on the Department of Education federal student aid program.

- **Types of Federal Financial Aid**   https://studentaid.gov/understand-aid/types

- **Aid For Military Families**   https://studentaid.gov/understand-aid/types/military

What is the State Fair Community College student loan Cohort Default Rate (CDR)? (Question 6A on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

State Fair Community College's 2016 CDR is 17.2%.

The Cohort Default Rate information is provided in the Military Service Member Getting Started handout on page 4 located at: http://www.sfccmo.edu/files/about/campus-locations/whiteman-air-force-base/wafb-getting-started.pdf . Additionally, we provide the Department of Education link for the most recent federal student loan default rate information at: https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html .

Cohort Default Rate

For the most current Cohort Default Rate Information please go to https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html and click on the GO button, then enter State Fair Community College, and then click on the State Fair Community College link.

School Default Rates
FY 2017, 2016, and 2015

Most recent rate

RETURN TO RESULTS

Record 1 of 1

OPE ID	School	Type	Control	PRGMS		FY2017	FY2016	FY2015
008080	STATE FAIR COMMUNITY COLLEGE 3201 WEST 16TH STREET SEDALIA MO 65301-2199	Associate's Degree	Public	Both (FFEL/FDL)	Default Rate	17.1	17.2	22.7
					No. in Default	153	159	300
					No. in Repay	890	921	1,320
					Enrollment figures	6,832	6,906	7,065
					Percentage Calculation	13	13.3	18.6

ENROLLMENT: To provide context for the Cohort Default Rate (CDR) data we include enrollment data (students enrolled at any time during the year) and a corresponding percentage (borrowers entering repayment divided by that enrollment figure). While there is no direct relationship between the timing of when a borrower entered repayment (October 1 through September 30) and any particular enrollment year, for the purpose of these data, we have chosen to use the academic year ending on the June 30 prior to the beginning of the cohort year (e.g., FY 2017 CDR Year will use 2015-2016 enrollment).

Current Date : 01/26/2021

What is the percentage of State Fair Community College students who borrow money to help pay for their college education? (Question 6B on
DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

Percentage of SFCC students who borrower (unofficial)
Academic Year 2015-2016 – 18% - 1,231 students accepted loans out of 6,832 total students
Academic Year 2016-2017 – 16.8% - 1,091 students accepted loans out of 6,505 total students
Academic Year 2017-2018 – 16.7% - 1,015 students accepted loans out of 6,094 total students
Academic Year 2018-2019 – 15.8% - 939 students accepted loans out of about 5,943 total students

How does State Fair Community College's CDR compare to the national average? (Question 6C on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

State Fair Community College's 2017 CDR is 17.1% and the national average is 9.7% for all colleges and universities.

SFCC FY2017 average loan default rate is 17.1% of student borrowers who entered into loan repayment and had defaulted within three years (compared to the nation average of both 2 yr. and 4 yr. institutions of 9.7%). Annually, as part of the Financial Aid New Year setup the new loan default rate is updated in our computer system, web site, and any applicable documents/publications.

To see state by state CDR's please refer to the below chart or go to: https://www2.ed.gov/offices/OSFAP/defaultmanagement/staterates.pdf. The below table is for 2016. The most recent state by state breakdown available on the Department of Education's web site.

FY 2016 Official Cohort Default Rates by State/Territory

Calculated August 04, 2019

State	Number of Schools	Number of Borrowers in Default	Number of Borrowers Entered Repayment	Borrower Default Rate	State	Number of Schools	Number of Borrowers in Default	Number of Borrowers Entered Repayment	Borrower Default Rate
Alabama	63	10,212	76,299	13.3%	Montana	23	1,168	12,182	9.5%
Alaska	8	524	4,697	11.1%	Nebraska	45	2,115	28,929	7.3%
Arizona	94	26,844	234,460	11.4%	Nevada	33	5,859	32,259	18.1%
Arkansas	73	4,100	39,108	10.4%	New Hampshire	40	4,193	40,902	10.2%
California	615	32,166	365,722	8.7%	New Jersey	127	7,963	83,835	9.4%
Colorado	101	10,228	94,610	10.8%	New Mexico	28	2,751	18,712	14.7%
Connecticut	71	5,266	47,731	11.0%	New York	410	22,356	259,354	8.6%
Delaware	16	1,080	12,187	8.8%	North Carolina	144	10,515	99,238	10.5%
District of Columbia	24	3,209	38,933	8.2%	North Dakota	25	725	11,680	6.2%
Florida	315	18,378	250,615	7.3%	Ohio	253	19,531	175,806	11.1%
Georgia	142	14,728	135,575	10.8%	Oklahoma	78	6,322	49,015	12.8%
Guam	1	80	608	13.1%	Oregon	78	7,910	68,809	11.4%
Hawaii	24	923	9,907	9.3%	Pennsylvania	326	19,006	204,846	9.2%
Idaho	33	2,095	24,247	8.6%	Puerto Rico	57	2,501	37,735	6.6%
Illinois	246	18,122	190,497	9.5%	Rhode Island	21	1,238	19,675	6.2%
Indiana	117	23,839	167,360	14.2%	South Carolina	81	6,841	59,086	11.5%
Iowa	83	5,894	57,230	10.2%	South Dakota	23	2,038	19,112	10.6%
Kansas	77	6,126	52,804	11.6%	Tennessee	126	9,075	78,455	11.5%
Kentucky	89	7,867	63,924	12.3%	Texas	324	29,541	283,651	10.4%
Louisiana	90	8,159	60,447	13.4%	Utah	53	4,650	61,764	7.5%
Maine	40	1,867	18,937	9.8%	Vermont	26	641	10,396	6.1%
Maryland	79	6,191	66,183	9.3%	Virgin Islands	1	34	371	9.1%
Massachusetts	168	5,666	97,427	5.8%	Virginia	129	12,288	125,096	9.8%
Michigan	142	18,212	157,588	11.5%	Washington	105	5,999	66,561	9.0%
Minnesota	108	11,787	142,163	8.2%	West Virginia	54	6,118	41,825	14.6%
Mississippi	43	5,741	38,421	14.9%	Wisconsin	89	7,821	86,729	9.0%
Missouri	167	9,316	93,706	9.9%	Wyoming	10	536	5,322	10.0%

How does State Fair Community College's CDR compare to other 2-year community colleges? (Question 6C on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

State Fair Community College's 2017 CDR is 17.1% and the average public 2-year college CDR is 15.2%.

For a more detailed comparison please refer to the below chart or go to:
https://www2.ed.gov/offices/OSFAP/defaultmanagement/schooltyperates.pdf

FY 2017 Official National Cohort Default Rates with Prior Year Comparison and Total Dollars as of the Date of Default and Repayment

	Fiscal Year 2017 Official				FY 17 Official	FY17 Official	FY17 Official	Fiscal Year 2016 Official				FY 16 Official	FY16 Official	FY16 Official
	# of Schools	Borrower Default Rate (%)	# of Borrowers Defaulted	# of Borrowers Entered Repayment	Dollars as of the Date of Default	Dollars as of the Date of Repayment	Dollars Percentage as of the Date of Default and Repayment	# of Schools	Borrower Default Rate (%)	# of Borrowers Defaulted	# of Borrowers Entered Repayment	Dollars as of the Date of Default	Dollars as of the Date of Repayment	Dollars Percentage as of the Date of Default and Repayment
Public	1,648	9.3%	220,059	2,361,384	$2,628,903,671	$39,959,305,273	6.6%	1,659	9.6%	236,948	2,467,803	$2,797,940,348	$41,548,493,814	6.7%
Less than 2 yrs	149	13.1%	1,154	8,816	$8,333,081	$69,393,569	12.0%	149	12.7%	1,184	9,277	$8,702,073	$72,724,674	12.0%
2-3 yrs	784	15.2%	97,795	644,831	$790,416,619	$5,916,027,587	13.4%	797	15.9%	116,647	730,146	$946,518,235	$6,755,971,723	14.0%
4 yrs (+)	715	7.1%	121,110	1,707,737	$1,830,153,971	$33,973,884,117	5.4%	713	6.8%	119,117	1,728,380	$1,842,720,040	$34,719,797,417	5.3%
Private	1,718	6.7%	71,397	1,050,118	$1,178,636,509	$25,917,549,520	4.5%	1,726	6.6%	71,515	1,069,593	$1,178,950,025	$26,250,413,731	4.5%
Less than 2 yrs	48	16.4%	935	5,589	$6,050,104	$38,509,211	15.7%	48	16.6%	1,296	7,778	$9,507,577	$60,901,532	15.6%
2-3 yrs	143	15.4%	6,051	34,507	$63,786,465	$423,188,546	15.1%	142	15.2%	4,471	29,332	$40,594,393	$330,784,484	12.3%
4 yrs (+)	1,527	6.5%	64,411	1,010,022	$1,108,799,940	$25,455,851,763	4.4%	1,536	6.3%	65,748	1,032,483	$1,128,848,055	$25,858,727,715	4.4%
Proprietary	2,311	14.7%	125,657	854,352	$1,391,060,482	$13,595,324,306	10.2%	2,353	15.2%	149,892	985,335	$1,650,023,004	$15,602,339,615	10.6%
Less than 2 yrs	1,264	16.7%	21,759	130,379	$152,995,711	$1,008,510,417	15.2%	1,279	17.6%	25,779	146,113	$188,317,656	$1,162,070,976	16.2%
2-3 yrs	682	18.0%	35,366	196,592	$320,551,423	$2,090,715,825	15.3%	713	17.7%	39,526	222,347	$372,797,460	$2,421,569,857	15.4%
4 yrs (+)	365	13.1%	68,532	527,381	$917,513,348	$10,496,098,064	8.7%	361	13.7%	84,587	616,875	$1,088,907,888	$12,018,698,782	9.1%
Foreign	383	2.9%	316	10,870	$11,091,155	$488,860,397	2.3%	392	3.1%	332	10,545	$11,550,134	$466,547,665	2.5%
Unclassified	0	0.0%	0	0	0	$7,206	0.0%	0	0.0%	0	0	0	0	0%
TOTAL	6,060	9.7%	417,429	4,276,724	$5,209,691,817	$79,961,046,702	6.5%	6,130	10.1%	458,687	4,533,276	$5,638,463,511	$83,867,794,825	6.7%

Does State Fair Community College provide military service members with a College Financing Plan that includes SFCC Student Loan Program Information? (Question 6 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)
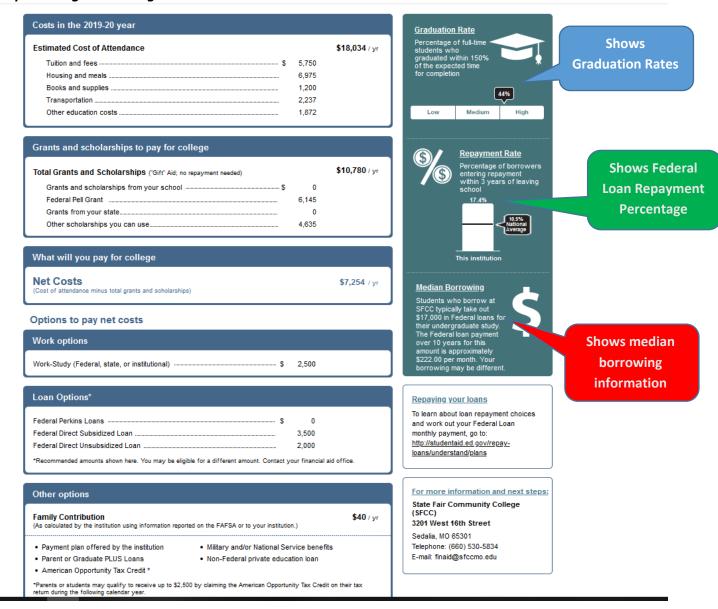
Student loan information is provided in the student's College Financing Plan. This individualized document is available in the SFCC student portal mySFCC on the student's Financial Aid page for any student who has submitted a Free Application for Federal Financial Aid (FAFSA).

The CDR and percentage of SFCC students who borrow are provided in the Military Service Member Getting Started handout on page 4. Printed copies of the handout are available at the Whiteman campus and a PDF version is linked on the SFCC-Whiteman web page at:

http://www.sfccmo.edu/files/about/campus-locations/whiteman-air-force-base/wafb-getting-started.pdf.

On the next page is an example of the College Financing Plan we provide to our students. This is updated each academic year.

Sample College Financing Plan –.

Costs in the 2019-20 year

Estimated Cost of Attendance		**$18,034** / yr
Tuition and fees	$	5,750
Housing and meals		6,975
Books and supplies		1,200
Transportation		2,237
Other education costs		1,872

Grants and scholarships to pay for college

Total Grants and Scholarships ("Gift" Aid; no repayment needed)		**$10,780** / yr
Grants and scholarships from your school	$	0
Federal Pell Grant		6,145
Grants from your state		0
Other scholarships you can use		4,635

What will you pay for college

Net Costs (Cost of attendance minus total grants and scholarships)	**$7,254** / yr

Options to pay net costs

Work options

Work-Study (Federal, state, or institutional)	$	2,500

Loan Options*

Federal Perkins Loans	$	0
Federal Direct Subsidized Loan		3,500
Federal Direct Unsubsidized Loan		2,000

*Recommended amounts shown here. You may be eligible for a different amount. Contact your financial aid office.

Other options

Family Contribution (As calculated by the institution using information reported on the FAFSA or to your institution.)	**$40** / yr

- Payment plan offered by the institution
- Parent or Graduate PLUS Loans
- American Opportunity Tax Credit *
- Military and/or National Service benefits
- Non-Federal private education loan

*Parents or students may qualify to receive up to $2,500 by claiming the American Opportunity Tax Credit on their tax return during the following calendar year.

Graduation Rate
Percentage of full-time students who graduated within 150% of the expected time for completion

44%

Low | Medium | High

> **Shows Graduation Rates**

Repayment Rate
Percentage of borrowers entering repayment within 3 years of leaving school

17.4%

10.5% National Average

This institution

> **Shows Federal Loan Repayment Percentage**

Median Borrowing
Students who borrow at SFCC typically take out $17,000 in Federal loans for their undergraduate study. The Federal loan payment over 10 years for this amount is approximately $222.00 per month. Your borrowing may be different.

> **Shows median borrowing information**

Repaying your loans
To learn about loan repayment choices and work out your Federal Loan monthly payment, go to:
http://studentaid.ed.gov/repay-loans/understand/plans

For more information and next steps:
State Fair Community College (SFCC)
3201 West 16th Street
Sedalia, MO 65301
Telephone: (660) 530-5834
E-mail: finaid@sfccmo.edu

What is State Fair Community College's Return of Military Tuition Assistance funds policy? (Question 7 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

State Fair Community College returns any unearned military tuition assistance funds to the applicable Service based on our **Return of Military Tuition Assistance Policy.** In simple terms, our policy is based on the longer a student stays in class the more funds they earn and our process complies with Department of Education and Department of Defense return of funds guidance for this program.

SFCC Return of Military Tuition Assistance Policy 3360 excerpt:

Return of Military Tuition Assistance Funds

State Fair Community College (SFCC) will adhere to Department of Defense Return of Military Tuition Assistance (TA) funds guidance when a qualifying student drops a class as set forth in Regulation 3362.

SFCC Return of Military Tuition Assistance Regulation 3362 is:

State Fair Community College will adhere to DoD Return of Military Tuition Assistance funds guidance when a military service member drops a class.

The College will return any military tuition assistance program funds directly to the applicable military service and not to the military service member.

1. The College will return all (100 percent) of military assistance funds to the applicable military service when the military service member drops a class they are enrolled in up to the end of the College's 100 percent refund period for the applicable part-of-term. This includes when a student does not inform the College they do not plan to attend the class, to include if they do start attendance in other courses.
2. The College will return any military tuition assistance funds paid for a course that is cancelled by the College.
3. The College will return any unearned military tuition assistance funds on a proportional basis through the 60 percent portion of the period for which the funds were provided as determined by the class' part-of-term start and end dates. Military tuition assistance funds are considered earned proportionally during an enrollment period, with unearned funds returned based upon when a student drops the course.
4. When a military service member stops attending due to a military service obligation, the College will work with the affected Service member through the Military Withdrawal process to determine solutions that will not result in a student debt for the returned portion.

The College will return unearned military tuition assistance funds proportionally based on the below schedule. For any classes not 16-weeks or 8-weeks in length, the same percentages (100%, 50%, & 60% points in the course) will be used for that part-of-term.

For example:

16-week classes –

- **Refund Point 1** – Student drops a class during the *First 5 days* (First week) of the class: 100% refund of tuition and fee charges given for dropped class. 100% of associated military tuition assistance funds returned to applicable Service.

- *Refund Point 2* - Student drops a class during *Weeks 2 – 8:* No refund of tuition and fee charges given for dropped class. 50% of associated military tuition assistance funds returned to applicable Service.
- *Refund Point 3* - Student drops a class during *Weeks 9 & 10* (60% point) of the semester: No refund of tuition and fee charges given for dropped class.   40% of associated military tuition assistance funds returned to applicable Service.
- Student drops a class *After week 10* - No refund of tuition and fee charges given for dropped class. No military tuition assistance funds returned to applicable Service.

8-week classes –

- *Refund Point 1* - Student drops a class during the *First 5 days* of the class: 100% refund of tuition and fee charges for dropped class. 100% of associated military tuition assistance funds returned to applicable Service.
- *Refund Point 2* - Student drops a class during Weeks *2 – 4*: No refund of tuition and fee charges given for dropped class. 50% of associated military tuition assistance funds returned to applicable Service.
- *Refund Point 3* - Student drops a class during *Week 5* (60% point) of the semester: No refund of tuition and fee charges given for dropped class. 40% of associated military tuition assistance funds returned to applicable Service.
- Student drops a class *After week 5* - No refund of tuition and fee charges given for dropped class.   No military tuition assistance funds returned to applicable Service.

Note: Military service members are reminded that if the drop was due to their military responsibilities they are encouraged to submit a Military Withdrawal Form and may qualify for a 100% refund of tuition and fees. If request is approved then all associated tuition and fee charges would be refunded and the military tuition assistance funds for that class would be returned to the applicable Service.

This information is provided to the military service member through the active-duty web page at: https://www.sfccmo.edu/admissions-financial-aid/financial-aid-and-veteran-services/active-duty-military-veterans/ and in the Military Service Member Getting Started handout on page 6. This handout is given to the military service member during their initial admission inquiry and it is also available on the web at: http://www.sfccmo.edu/files/about/campus-locations/whiteman-air-force-base/wafb-getting-started.pdf for their viewing at any time.

What State Fair Community College programs have programmatic accreditation? (Question 8 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

SFCC Program Accreditation

A complete list of our specialized program accreditations is listed at https://www.sfccmo.edu/offices-services/sfcc-institutional-effectiveness/institutional-accreditation-effectiveness/ .   The link to the accreditation page is also provided on page 1 in the Military Service Member Getting Started handout.

State Fair Community College is in good standing with the State of Missouri Department of Higher Education and pertinent specialized program accreditation agencies, including:

- Missouri State Board of Nursing (LPN and RN Nursing)
- NATEF (Automotive)
- ACCE (Construction Management)
- CAAHEP (Diagnostic Medical Sonography)
- CODA (Dental Hygiene)
- CAHIIM (Health Information Technology)
- NIMS (Manufacturing Technology with emphasis in Precision Machining)
- NAACLS (Medical Lab Technician)
- ACOTE (Occupational Therapy Assistant)
- JRCERT (Radiology Technology)

State Fair Community College Accreditation

SFCC is accredited through The Higher Learning Commission (HLC). HLC is a regional accreditation agency that accredits degree-granting colleges and universities that are based in a 19-state region.

For more detailed accreditation information go to
https://www.hlcommission.org/component/directory/?Action=ShowBasic&Itemid=&instid=1803

Does State Fair Community College have programs that require additional state or agency requirements such as extra training, experience, or exams that the student must complete in order to obtain professional credentials and/or licensure before employment in that field? (Question 9 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

The State Fair Community College course catalog contains disclosure information for most of the programs that require additional examinations or work experience or training to obtain professional credentials/licensure. The 2020-2022 course catalog can be found at: http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . Programs with additional exam or work experience requirements are located in the 2020-2022 course catalog section 2 on pages 116, 121, 122, 123, 124. 125, 126, 127, 128, 129, 130, 131, 132, 136, and 138.

The following is a list of SFCC certificates and degrees in the 2020-2022 course catalog that provide disclosure information about additional examinations or work experience with the applicable course catalog page numbers. Where applicable additional SFCC web pages containing disclosure information on additional exams, work experience, or training are provided.

1. **Diagnostic Medical Sonography** – 2020-2022 course catalog programs of study section pages 116-117 (page 123 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . Disclosure information for this program is listed at: https://www.sfccmo.edu/academics-programs/areas-of-study/diagnostic-medical-sonography/ . Upon successful completion of the program, you will be eligible to take specialized certification exams, which are required by some employers and may make you more marketable in a job search. Additional web site: https://www.sfccmo.edu/files/offices-and-services/marketing-and-communications/materials/Diagnostic-Medical-Sonography.pdf . During the final semester of the program you will be eligible to sit for the ARDMS specialty certification exams, which are required by some employers and may make you more marketable in a job search

2. **AAS Health Care Specialist with Emphasis in Nurse Aide**, 2020-2022 course catalog programs of study section page 120 (page 127 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf   and web site: https://www.sfccmo.edu/academics-programs/areas-of-study/nurse-aide/. The program will prepare you to take the Certified Nurse Assistant (CNA) and Certified Medication Technician (CMT) exams.

3. **Skills Certificate in Pharmacy Technician**, 2020-2022 course catalog programs of study section page 121 (page 128 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . The Skills Certificate in Pharmacy Technician provides the knowledge and skills to prepare students with no pharmacy background to take the Pharmacy Technician Certificate Board Examination (PTCE) to achieve CPhT. Additional web site: https://www.sfccmo.edu/academics-programs/areas-of-study/pharmacy-technician/

4. **AAS Health Care Specialist with Emphasis in Pharmacy Technician,** 2020-2022 course catalog programs of study section page 123 (page 130 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . The CPhT is a nationally recognized certification and is required in some states.

5. **Professional Certificate in Medical Coding**, 2020-2022 course catalog programs of study section page 124 (page 131 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . The Professional Certificate in Medical Coding will prepare students for The American Health Information Management Association (AHIMA) certification exam or become a certified coder.

6. **AAS Health Information Technology,** 2020-2022 course catalog programs of study section page 125 (page 132 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . The

value in completing the HIT degree is eligibility to take the national credentialing exam for registered health information technicians. The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredits SFCC's AAS program. When you complete the AAS program, you may take the national credentialing exam for Registered Health Information Technicians (RHIT). If you receive a Professional Certificate in Medical Coding, you can take the American Health Information Management Association (AHIMA) exam to become a certified coder. Additional web site: https://www.sfccmo.edu/academics-programs/areas-of-study/health-information-technology/

7. **Skills Certificate in Manufacturing Production Technician,** 2020-2022 course catalog programs of study section page 56 (page 100 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . The four CPT courses have a certification assessment through the Manufacturing Skill Standards Council (MSSC). Through MSSC students will earn a certificate for each of the four assessments successfully completed and students who successfully complete all four assessments are awarded the Certified Production Technician (CPTAE) from MSSC.

8. **Professional Certificate in Medical Assisting**, 2020-2022 course catalog programs of study section page 129 (page 134 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . Completion of a medical assistant certification exam will occur during the capstone course. Certification as a medical assistant is preferred, and in many cases mandatory, in the employment setting.

9. **AAS in Medical Laboratory Technician,** 2020-2022 course catalog programs of study section page 131 (page 138 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . Upon completion of the program, the graduate will be eligible to sit for a national certification examination such as that offered by the American Society for Clinical Pathology (ASCP). Upon passing the exam, graduates will be recognized nationally as Medical Laboratory Technicians. Additional web site: https://www.sfccmo.edu/academics-programs/areas-of-study/medical-laboratory-technician/

10. **Nursing, Years One and Two**, 2020-2022 course catalog programs of study section pages 132 and 134 (pages 139 and 141 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . Nursing admission information and application packets contain admission criteria, essential abilities for admission, state licensure requirements. Upon successfully passing the LPN licensure exam after the first year, students may transition seamlessly into Year Two (Level 2) of the program without having to reapply. Additional web site: https://www.sfccmo.edu/academics-programs/areas-of-study/nursing/. The program is fully approved by the Missouri State Board of Nursing (MSBN). At the end of Year 1 students apply to the MSBN for the NCLEX-PN exam for practical nursing licensure, and at the end of Year 2 for the NCLEX-RN for registered nursing licensure. Completion of programs does not guarantee eligibility to take licensure exams.

11. **AAS in Occupational Therapy Assistant,** 2020-2022 course catalog programs of study section page 136 (page 143 of the PDF document) http://www.sfccmo.edu/files/offices-and-

services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf . The Occupational Therapy Assistant program is a one-plus-one degree program that prepares students to practice as Certified Occupational Therapy Assistants (COTA) after meeting certification and state licensure standards.

12. **AAS in Radiologic Technology**, 2020-2022 course catalog programs of study section page 138 (page 145 of the PDF document) http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf but the testing requirement is listed on the essentials page at https://www.sfccmo.edu/files/academics-and-programs/areas-of-study/essential-qualifications/essential-qualifications-for-radiology-program.pdf To be eligible to sit for the American Registry of Radiologic Technologists' certifying examination, all components of the degree program must be completed. Completion of an Accredited Radiologic Technology program is required to take the American Registry of Radiologic Technologists' certifying exam. Graduates are eligible to take the national certifying exam given by the American Registry of Radiologic Technologists (ARRT). Additional web site: https://www.sfccmo.edu/academics-programs/areas-of-study/radiologic-technology/

13. **Dental Hygiene** – is described in the 2020-2022 course catalog programs of study section page 114 (page 121 of the PDF document) but the testing requirement is listed at https://www.sfccmo.edu/academics-programs/areas-of-study/dental-hygiene/ .The program is accredited by the Commission on Dental Accreditation (CODA). Graduates are eligible to take the National Dental Hygiene Board Exam (NDHBE), practical skill examination (CRDTS) and the Missouri Jurisprudence exam required for licensure in Missouri. SFCC's program has an extremely high pass rate.

14. **Automotive** – Is described in the 2020-2022 course catalog on page 68 but the testing/on-the-job training requirements are at https://www.sfccmo.edu/academics-programs/areas-of-study/automotive-technology/. You can gain a Professional Certificate in Automotive Technology that will launch your career as an entry-level automotive technician or wrap it up in an associate of applied science degree (AAS) in Automotive Technology that will prepare you for taking your ASE master certification tests. After graduation, you will have one year of your required two years of on-the-job training completed to be eligible to become ASE Master Certified by taking the ASE certification tests right here on campus at our testing center.

Does State Fair Community College provide educational plans to the military service member that detail the consistent, unchanging requirements, conditions and expected timeline for graduation or program completion? (Question 10 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

Yes, before enrollment, State Fair Community College will develop an individualized educational plan with the military member. This plan would reflect any transfer credit from previous colleges and any military training credit that can be applied toward their stated degree or educational goal.

Additionally, State Fair Community College provides examples of educational plans, credit for armed services experience, and key information about the degree program statute of limitations from the course catalog in the Military Service Members Getting Started handout on pages 1, 2, and 3. This handout is located at: http://www.sfccmo.edu/files/about/campus-locations/whiteman-air-force-base/wafb-getting-started.pdf . Additionally, the specific academic policies and degree programs are discussed in detail in the SFCC Course Catalog located at: https://www.sfccmo.edu/offices-services/academic-records-registrar/course-catalogs/ . This information is provided in the academic advising sessions between the student's Navigator and the student. During these sessions, an individualized plan is developed to help the student reach their educational goals.

Sample Education Plans

The sample Associate of Arts degree educational plan shown below is an example of what the military service member and their Navigator (academic advisor) would develop during their early advising sessions. This particular example success plan doesn't show any transfer or military credit that a military service member may have to apply toward their degree or educational goal. Prior to enrollment, as the military member provides the appropriate documentation (DD Form 214, CCAF Transcript, or Joint Service Transcript) of applicable military training this plan would be updated reflecting any credit given for that training.

My Academic Success Plan

Student: Average Student 8-week
ID: 2019-2021

Navigator/Advisor:
Current Major: Transfer to 4 Year

☑ AA ☐ AAT ☐ AS ☐ AAS ☐ Cert.

Semester: Fall Year: 2019	Credit Hours
List Specific Course # (i.e. BSMT 100)	
ENGL 070	3
ENGL 101 (16 wk WC)	3
ART 101 (HFA 1)	3
Total	9

Semester: Spring Year: 2020	Credit Hours
List Specific Course # (i.e. BSMT 100)	
MATH 061	3
HIST 101 (Civics)	3
CJ 102 (Electives)	3
LIT 107 (HFA 2)	3
Total	12

Semester: Summer Year: 2020	Credit Hours
List Specific Course # (i.e. BSMT 100)	
PSY 101 (SBS 1)	3
COMM 101 (OC)	3
Total	6

Semester: Fall Year: 2020	Credit Hours
List Specific Course # (i.e. BSMT 100)	
MATH 110 (PR/GE Elective)	5
HIST 102 (Electives)	3
PSY 210 (Electives)	3
Total	11

Semester: Spring Year: 2021	Credit Hours
MATH 114 (Math)	3
GEOG 101 (SBS 2)	3
HIST 108 (Electives)	3
PHIL 101 (HFA 3)	3
Total	12

Semester: Summer Year: 2021	Credit Hours
BIO 100/103 or EASC 118/120 (NS)	3
PHIL 102 (Electives)	3
Total	6

Semester: Fall Year: 2021	Credit Hours
PHIL 104 (Electives)	3
BIO 207/CHEM 101/PHYS 105 (NS)	5
ENGL 102 (WC)	3
Total	11

Semester: Spring Year: 2022	Credit Hours
SPAN 101 (Electives)	3
SOC 100 (Electives) (might not need)	3
Total	6

Projected Graduation Term: Spring 2021   # Credit hrs needed to complete degree/cert.: 73

To the Navigator/Advisor:

By signing this document you certify you have met with the student and discussed the requirements of the stated degree program the student is pursuing. You have listed only classes necessary for the current degree the student is pursuing. You agree the classes and the total number of credit hours listed above applies toward that specific degree and are needed for the student to complete their course of study and graduate by the projected date.

Navigator/Advisor Signature: _____ Date: _____

To the Student:

By signing this document you certify you understand the recommendations outlined in this academic success plan. I understand I may only enroll in classes listed on this plan and cannot deviate from this plan without prior approval. If I do enroll in classes not listed on this plan, my financial aid **will not pay** for those classes and I will be responsible to pay for those non-listed classes. I understand that if any courses on this plan change, it is my responsibility to notify my Navigator/Advisor **and** the Financial Aid Office.

Student Signature: _____ Date: _____

Below are a few key points taken from page 17 of the SFCC 2020-2022 course catalog.

https://www.sfccmo.edu/offices-services/academic-records-registrar/course-catalogs/

Degree Program Statute of Limitations - 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.)

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 discontinue in the original program of study if the program was discontinued prior to re-entry. (Taken from Regulation 2511)

Credit for armed service experience Advanced placement credit may be granted for educational training earned while in the armed services, according to the American Council of Education (ACE) recommendations. The credit must be appropriate to the degree sought. Students must submit a military transcript to be evaluated for college credit. In some cases (e.g. the course (s) were taken many years ago), a military transcript may not be available. Students will need to contact the Academic Records and Registrar office to determine what other documents are acceptable to be evaluated for college credit. Students will receive two physical activity credits upon submission of a DD-214. These credits do not count toward the wellness requirement.

Does State Fair Community College have articulated credit transfer agreements and policies regarding transfer credit? Is this information provided prior to enrollment? (Question 11A on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

Articulated Credit Transfer Agreements are listed at: https://www.sfccmo.edu/academics-programs/home/academic-articulation-agreements/. This link is also provided on page 2 in the Military Service Member Getting Started handout at: http://www.sfccmo.edu/files/about/campus-locations/whiteman-air-force-base/wafb-getting-started.pdf .

Additionally, prospective SFCC students may lookup potential transfer information at the SFCC Transfer Articulation web page at: https://starssb.sfccmo.edu/PROD/bzskteca.P_ProcessTranArtic.

Additionally, the SFCC 2020-2022 course catalog on page 16 and 25 provides an explanation of Transfer Credit at SFCC. This can be found at: http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf .

Any transfer credit given will be shown on the student's degree plan in Degree Works in the student portal mySFCC.

Does State Fair Community College provide educational plans that indicate how many, if any, transfer credits will be applied toward the Service member's educational program? (Question 11B on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

The military service member has access to their degree plan via Degree Works located in the SFCC student portal mySFCC. This degree plan shows how any previous college credit they may have applies toward their SFCC degree and how their up to 12 credit hours of restricted electives from technical training in the military or from technical courses taken at an accredited college were applied toward their SFCC degree.

Example of a Military Service Member's Degree Works Education Plans

The below sample degree plan shows the military service member receiving 14 credit hours in elective credit for their military training and 18 credit hours in other college transferred credit toward their Associate of Arts degree with a major in Business. The student's plan is updated in real-time as the military service member enrolls in and completes classes. The military service member's Navigator will go over this during their first academic counseling session and both will refer to it prior to and during each advising session.

Does State Fair Community College have a designated point of contact for tuition assistance, Department of Education Title IV, veterans education benefit programs and familiar with institution-based services to military service members? (Question 12 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

Yes, the primary point of contact for each program are listed on the next page:

Military Tuition Assistance – Business Office (overall) & SFCC-Whiteman Campus Office

Title IV – Financial Aid and Veteran Services Office

Veteran Education Benefit Programs – Financial Aid and Veteran Service Office

Below is an excerpt from Regulation 2750 which appoints the Director of Financial Aid and Veteran Services as the point of contact for most funding programs.

Policy 2750

STUDENTS

Financial Aid

Military Service Educational Benefits

The College participates in the Education Benefit programs provided by the U.S. Department of Veterans Affairs (VA) and Department of Defense (DoD). The Director of Financial Aid and Veteran Services, as the point of contact for these programs, will establish management controls to ensure all financial aid advisors are appropriately trained prior to assisting military service members with financial aid processes.

Does State Fair Community College have a readmission policy that aligns with provisions for military service members in the Federal Student Aid Handbook Volume 2 Chapter 3? (Question 13 on DoD Voluntary Education MOU Institutional Compliance Program: Self-Assessment)

Yes, State Fair Community College has a process to promptly readmit a service member with the same academic status as he had when last attending our College. This applies to any student who cannot attend school due to military service. Military service includes service by a member of the National Guard or Reserve.

Below is an excerpt of Policy 2180 and Regulation 2180 that covers readmission of military.

STUDENTS

Policy 2180

Nondiscrimination and Student Rights

Military Service

Owner – Dean of Student and Academic Support Services

Contact – Registrar

State Fair Community College will establish a process regarding compliance with Department of Defense, Veteran Affairs, and Department of Education Title IV guidelines, as well as consistency with Missouri Revised Statute, Chapter 41. The College shall designate an administrator(s) to assure compliance with the aforementioned agencies.

Within Regulation 2180, the section entitled READMISSION specifically covers this situation.

READMISSION:

Per guidance 34 CFR 668.18, the college will promptly readmit a qualifying student into the next class or classes in the program beginning after they provide notice of intent to reenroll. The college will readmit the student with the same academic status, which means;

- To the same program to which the student was last admitted or if that exact program is no longer offered, the program that is most similar to that program

- With the same number of credit hours previously completed at SFCC, and

- With the same academic standing (i.e. With the same satisfactory academic progress status) the student previously had.

If the student chooses a different program the credit hours will be reviewed to determine if the credits are transferrable to the new program.

If the student is readmitted to the same program, for the first academic year in which they return, the school must assess the tuition and fee charges that they would have been assessed for the academic year during which they left the school. However, if their veteran education benefits or other service member education benefits will pay the higher tuition and fee charges the other students in the program are paying for the year, the school may assess those charges to the student as well.

If a student is readmitted to a different program, and for subsequent academic years for a student admitted to the same program, the school must assess no more than the tuition and fee charges that other students in the program are assessed for the academic year.

Additionally, the SFCC 2020-2022 course catalog page 21 which and be viewed at http://www.sfccmo.edu/files/offices-and-services/academic-records-and-registrar/catalogs/2020-2022/RevFinal-2020-2022-SFCC-Course-Catalog-102920.pdf provides an explanation of the Military Withdrawal process at SFCC. This process, in many cases, may provide the best options for students who had to stop attending college due to their military service obligations.