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**STUDENTS****Policy 2100****Nondiscrimination and Student Rights**

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: 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. Inquires also may be directed to the U.S Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov) .

(approved 6/27/05)(revised 2/2013)

**STUDENTS**

**Policy 2110**  
**(Regulation 2110)**

**Nondiscrimination and Student Rights****Equal Educational Opportunity****Students with Disabilities**

State Fair Community College is committed to offering equal access to persons with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the College does not exclude otherwise qualified persons with disabilities, solely by reason of disability, from participating in College programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination. This policy derives from the College's commitment to nondiscrimination for all persons in employment, access to facilities, student programs, activities, and services. All students will be required to meet essential qualifications set forth by each program.

Complaints or grievances relating to disability discrimination will be handled in accordance with the College's Section 504 grievance/complaint resolution regulation, Regulation 1210 – Civil Rights, Title IX, Section 504.

(approved 6/27/05)(revised 12/5/12)

**STUDENTS****Policy 2115**  
**(Regulation 2115)****Nondiscrimination and Student Rights****Confidentiality**

Students with disabilities are protected from discrimination under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Information maintained by the Access Office about students are considered educational records and are governed by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Although certain medical records are exempt from FERPA's definition of "education records," that exemption does not apply to students with disabilities. Accordingly, confidential records will be protected in accordance with FERPA regulations with the purpose of providing appropriate academic accommodation or adaptation of curriculum.

The Access Office strives to treat all personal information with the strictest confidentiality. It is the policy of the office to hold confidential all communications, observations, and information made by and/or between students, faculty, administration, and staff whenever possible.

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. FERPA and the Americans with Disabilities Act, 1990 (ADA), do not allow faculty access to disability related information.

(7-25-11) (revised /approved 2/27/12)

**STUDENTS**

**Policy 2120**  
**(Regulation 2120)**

**Nondiscrimination and Student Rights****Preferred Name**

State Fair Community College recognizes that some students use first names other than their legal name to identify themselves. As an inclusive and diverse community, SFCC allows students to use a preferred first name different from their legal name for certain purposes and records in the course of college business, communication, and education.

The legal name will continue to be used where required by law or college requirements. All student information will continue to be linked to both legal name and preferred name for the purposes of college records. (Approved 1/24/17)

**STUDENTS**

**Policy 2130**  
**(Regulation 2130)**

**Nondiscrimination and Student Rights****Harassment**

The College prohibits any and all forms of harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, or sexual orientation.

It shall be a violation of College policy for any student, teacher, administrator, or other College personnel to harass or discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation.

It shall also be a violation of College policy for any teacher, administrator, or other College personnel to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, ethnicity, disability, sexual orientation, as defined by this Policy, by a student, teacher, administrator, other College personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the College.

(approved 6/27/05) (revised /approved 2/27/12)

**STUDENTS****Policy 2150****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.

Students or student property may be searched based on reasonable suspicion, of a violation of College rules, policy or state law.

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.

Residence Halls Regular monthly health and safety room checks in the residence halls will be conducted by the residence life staff.

(last approved 8/23/10) (Revised 2/27/12)

**STUDENTS****Policy 2180**

## **Nondiscrimination and Student Rights**

### **Military Service**

The College President is authorized to establish regulations on Military Service in accordance with any current federal and state laws and consistent with Missouri Revised Statute, Chapter 41. The regulation should assure that active duty students and those called to active duty prior to the end of the term receive fair and just treatment, both financially and academically. Students may request a refund or incomplete grade through the Military Withdrawal process as defined in Regulation 2180.

(approved 7/25/11)

**STUDENTS**

**Policy 2210**  
**(Regulation 2210)**  
**(Forms Required)**

**Admission****Admission Requirements**

The Board of Trustees supports “open enrollment” in order to provide full educational opportunities for all citizens of the community. Therefore, the President shall establish regulations for the admission of students that encourage the enrollment of all persons who are able to benefit from the educational programs of the College.

(approve 8/23/10)

**STUDENTS**

**Policy 2220**  
**Regulation 2220**

**Admissions****Resident Classifications**

The President is authorized to establish regulations on resident classification consistent with Administrative Rule 6 CSR 10-3.010 of the Missouri Department of Higher Education, and students will be enrolled according to these classifications:

1. In-district
2. Missouri resident
3. Out-of-state
4. International

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

**STUDENTS**

**Policy 2240**  
**(Regulation 2240)**

**Admission****International Student Admission**

The Board of Trustees encourages students from other countries to apply for study within the programs of the College. International students desiring admission to the College will need to 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 met 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 with other College policies. These guidelines are established in Regulation 2240.

(approved 6/27/05)

**STUDENTS**

**Policy 2310**  
**(Regulation 2310)**

**Attendance****Student Attendance**

The College administration shall maintain written standards for student attendance. Such standards shall designate the specific responsibilities of students, faculty, and administration in promoting regular attendance patterns, thus contributing to student success in College and complying with applicable state and federal requirements.

(approved 6/27/05)

## **STUDENTS**

## **Policy 2400** **(Regulation 2400)**

### **Student Educational Records**

A cumulative educational record shall be maintained for each student from his/her entrance into the College through the last date of attendance. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by College officials.

Students who are attending or have attended the College shall have the right to inspect, review, and request amendment to their educational records. However, if any material or document in the educational record of a student includes information on more than one student, the student shall have the right to inspect and review only the part of such material or document that relates to him/her or to be informed of the specific information regarding him/her that is contained in the document or material.

The College shall develop and maintain procedures for the granting of student requests for access to their educational records within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the College under the guidelines of FERPA (Family Educational Responsibility and Privacy Act), shall be confidential and shall be directly accessible only to College officials who demonstrate a legitimate educational interest in the student's records and to eligible students.

Prior to making directory information public, the College will provide notice to eligible students regarding the categories of information it has designated as directory. In addition, the College will allow a reasonable period of time 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 prior consent. See Regulation 2400 for information designated as directory information.

In addition, the College official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the College may inspect the records relating to each student without the consent of the eligible student.

In appropriate circumstances, College administrators may disclose student educational records to law enforcement authorities. Officials to whom such educational records are disclosed are required to comply with federal law governing students' educational records.

Upon request by military recruiters or an institution of higher learning, the College will provide students' names, addresses and telephone listings. Students will be notified annually of their right to individually request that such information not be released without prior consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

(approved 6/27/05)

**STUDENTS****Policy 2410****Student Educational Records****Falsification of Records**

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.

(approved 6/27/05)

**STUDENTS**

**Policy 2510**  
**(Regulation 2510)**

**Student Academic Achievement****Grading System**

Credits shall be granted on a semester-hour basis. The College President shall establish an appropriate grading system to reflect the academic activity of students within individual courses and within a semester time frame.

College policies shall provide students the opportunity to challenge grades and other academic evaluations. Students may make grade appeals utilizing the Grievance and Appellate Process as outlined in Regulation 2160.

(approved 8/23/10)

**STUDENTS**

**Policy 2530**  
**Regulation 2530**

**Student Academic Achievement****Student Academic Progress**

The Dean of Student and Academic Support Services will maintain procedures to ensure student academic progress. Factors bearing upon students' poor academic achievement will be reviewed before suspension.

To ensure that students are fully informed of their academic progress, the Dean of Academic and Student Support Services will develop and implement College regulations and procedures which ensure;

1. the student's record is reviewed before disqualification and
2. the student is notified through U.S. Postal Mail if he/she is placed on probation or is suspended

A process of special review and approval by the Dean of Student and Academic Support Services is required before a student is allowed to continue in the College if he/she has a cumulative grade point average of less than a 2.0 and has attempted 100 semester hour credits.

(approved 8/23/10)

**STUDENTS**

**Policy 2610**  
**(Regulation 2610)**

**Discipline****Student Code of Conduct**

The Board of Trustees recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of the press, right to petition and right of due process that all citizens enjoy. Upon enrolling in the College, each student assumes an obligation for conduct compatible with the College's function as an educational institution and for compliance with the laws enacted by the federal, state and local governments. If this obligation is neglected or ignored by the student, the College, must in the interest of fulfilling its function, institute appropriate disciplinary action. Misconduct may result in a student being subject to disciplinary action including disciplinary probation, suspension, or dismissal.

(approved 6/27/05)

**STUDENTS**

**Policy 2630**  
**(Regulation 2630)**

**Nondiscrimination and Student Rights****Student Drug Screening**

As drug abuse is harmful to a student's health, may violate state and/or federal laws as well as the College's code of conduct, and may impact the student's ability to participate in certain academic, career and technical, workforce training, or athletic programs, the Board of Trustees authorizes the College President to approve drug screening on students who participate in specific programs. These programs include College Intercollegiate Athletics and those programs with clinical or field experience requirements for drug screening, such as Allied Health, Education and Truck Driving.

(approved 8/23/10)

**STUDENTS**

**Financial Aid**

**Federal Financial Aid Programs**

**Policy 2710**  
**(Regulation 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. Students are required to complete the Free Application for Federal Student Aid (FAFSA) form to be considered for any federal financial aid. The College will maintain accurate records, will complete appropriate filing with the federal agencies in a timely fashion and will distribute funds to eligible students according to Regulation 2710.

(approved 6/27/05)

**STUDENTS**

**Policy 2720**  
**(Regulation 2720)**

**Financial Aid****State of Missouri Financial Assistance Programs**

The Board of Trustees authorizes the College to participate in and maintain eligibility in all State of Missouri financial assistance programs as approved by applicable governing agencies. Students are required to complete the Free Application for Federal Student Aid (FAFSA) form to be considered for any State of Missouri financial assistance. The College will maintain accurate records, will complete appropriate filing with the State of Missouri agencies in a timely fashion and will distribute funds to eligible students according to Regulation 2720.

(approved 6/27/05)

**STUDENTS**

**Policy 2730**  
**(Regulation 2730)**

**Financial Aid****Scholarship Program**

State Fair Community College shall administer a program whereby scholarships are awarded to qualified students. The College administration shall seek funding through federal and state sources, the general public, and the SFCC Foundation to provide a comprehensive financial assistance program to new and returning students who wish to attend the College.

(approved 6/27/05)

**STUDENTS**

**Policy 2740**  
**(Regulation 2740)**

**Financial Aid****Work Study and Student Employment**

The Federal Work Study program shall be implemented at State Fair Community College to provide enrolled students an opportunity to hold a part-time job on campus. Under federal statute, Work Study students will be paid at least the federal or state minimum wage whichever is higher. The College may also provide employment for non-qualified Federal Work Study students on campus in positions for which they are qualified. Student employees shall also earn at least minimum wage and be compensated with institutional funds. Work Study and student employment programs shall be administered by the Vice President for Educational and Student Support Services.

(approved 6/27/05)

**STUDENTS**

**Policy 2750**  
**(Regulation 2750)**

**Financial Aid****Veterans' Education Benefits**

State Fair Community College shall certify enrolled veterans, survivors, and dependents under Title 38 of the U.S. Code as well as reservists under Title 10 of the U.S. Code. The Vice President for Educational and Student Support Services shall supervise staff who provide assistance to the following applicants in applying for benefits through the appropriate agencies:

1. Veterans eligible for benefits under the G.I. Bill,
2. Students who are members of the National Guard or Reserves,
3. Dependents or spouses of disabled or deceased veterans, and
4. Veterans who qualify for the VA Work Study program.

(approved 6/27/05)

**STUDENTS**

**Policy 2760**  
**(Regulation 2760)**

**Financial Aid****Student Loans**

State Fair Community College shall participate in administering federal student loan programs that are applicable to currently enrolled or entering students. The Vice President for Educational and Student Support Services will be charged with administrative responsibility for assisting students in completing the Free Application for Federal Student Aid (FAFSA) and related application forms and for determining continued eligibility for loan programs based on attendance and satisfactory progress. The College shall make information available to students regarding types of loans, eligibility requirements, and the student's responsibility for repayment of interest and principle.

(approved 6/27/05)

**STUDENTS**

**Policy 2810**  
**(Regulation 2810)**

**Student Services****Students with Communicable Diseases**

A student shall not attend classes or other College-sponsored activities if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) communicable disease, and (2) is liable to transmit the communicable disease. The student may not return to class or College activities unless the student has demonstrated to the Dean of Student and Academic Support Services, based upon medical evidence, that the student

1. No longer has the disease,
2. Is not in the communicable or infectious stage of an acute disease, or
3. Has a communicable disease that poses little risk of transmission in the classroom environment with reasonable precautions.

The College may require any student suspected of having a communicable disease to be examined by a physician and may exclude the student from classes, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the College environment.

A student who has a communicable disease, and who is permitted to attend classes, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from classes. A student who has a communicable disease and who is not permitted to attend classes or participate in College activities will be provided instruction in an alternative educational setting in accordance with College policy on Equal Educational Opportunity.

Students with communicable diseases have a right to privacy and confidentiality and should register the health issue with the Dean of Student and Academic Support Services. Only staff members who have a legitimate educational reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

(approved 7/25/11)

**STUDENTS**

**Policy 2811**  
**(Regulation 2811)**

**Student Services****Health Insurance**

The Board of Trustees encourages but does not require each student to obtain his or her own health insurance program. The College can provide information about student health plans.  
(approved 6/27/05)

**STUDENTS**

**Policy 2812**  
**(Regulation 2812)**

**Student Services****Emergency Health Care**

In the event of an emergency, the Board of Trustees authorizes the College personnel to secure the services of medical professionals on behalf of students or visitors, whether in the classroom, in the residence halls, or at any College sponsored event.

(approved 6/27/05)

**STUDENTS**

**Policy 2820  
(Regulation 2820)  
(Form Required)**

**Student Services****Campus Crime and Security**

State Fair Community College shall develop and maintain policies in accordance with the Crime Awareness and Security Act of 1990, as amended in 1992. A full report on campus crime shall be completed and published annually and distributed to all new students. In addition, this report is available in its entirety in the Student Services Office and on the SFCC Web site.

**Crime Reporting Policy**

Any individual at any SFCC campus location who is a victim of or observes any criminal activity should report the incident immediately to the local police department. Persons reporting criminal incidents should provide as much information as possible including location, nature of injuries, description of persons involved, and a brief report on the incident. Emergency phones are located at all SFCC sites.

**Security Services**

SFCC students and employees must take an active role in ensuring their personal safety and security. Individuals are expected to function responsibly concerning their personal safety and the security of their possessions.

**Reporting and Record Keeping Procedures**

Student Services Office is the repository for statistics on crime and campus incidents at all sites. The Student Services Office will gather other SFCC site information and will disseminate this information annually as required by law.

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.

Off-campus sites will report crimes to their nearest law enforcement agency. All crime reports are to be sent to the Campus Judicial Officer within three days of the reported event.

Campus Crime and Security is explained in greater detail in Regulations 2820-2829

(approved 8/23/10)

**STUDENTS**

**Policy 2830**  
**(Regulation 2830)**

**Student Services****Drugs and Alcohol and Tobacco Products**

The following policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

**Illegal Drugs**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited while in a College vehicle, on College property, at a College sanctioned activity, or on the job while an employee of SFCC. The term “controlled substance” refers to any illegal substance, to the illegal use of alcohol, and/or to controlled prescriptive pharmaceutical products.

**Alcohol**

The use or possession of alcohol is prohibited while in a College vehicle, on College property, at a College sanctioned activity, or on the job while an employee of SFCC.

**Tobacco Products**

Tobacco is only permitted within vehicles parked or driven on designated College parking areas and roads. (Policy & Regulation 5250)  
(approved 7/24/06, 7-25-11)

**STUDENTS****Policy 2840**  
**(Regulation 2840)****Student Services****Food Service**

The Board of Trustees authorizes a food service program to be established for all members of the College community and to offer a catering service to both the College community and to the general public. A board plan is required of all residents in the residence hall programs with a rate set each spring for the upcoming academic year.

(approved 6/27/05) (revised 2/25/13)

**STUDENTS**

**Policy 2850**  
**(Regulation 2850)**

**Student Services****Bookstore**

The Board of Trustees authorizes the College to operate a campus on-ground and online bookstore program for all members of the College community. Services provided will be determined based on demand and the needs of the College.

(approved 8/23/10) (revised 2/25/13)

**STUDENTS**

**Policy 2860**  
**(Regulation 2860)**

**Student Services****Residence Halls**

The Board of Trustees is committed to providing quality living and learning experiences for students living in the residence halls. The purpose of the residence hall program is to promote student learning and success by providing conditions that motivate and inspire students to devote time and energy to educationally purposeful activities. The Director of Student Life and Development will be responsible for establishing a program that provides an environment that is safe and promotes a sense of community.

Students who wish to reside in the residence halls must be making satisfactory academic progress and must be enrolled in at least nine credit hours throughout each semester (three credits in summer session).

It is expected that each student will abide by the Student Code of Conduct as well as residence hall rules and regulations provided to residents. Regulation 2860 outlines priority order of occupancy and dates of notice.

(approved 8/23/10)

**STUDENTS****Policy 2910****Activities and Athletics****Student Activities**

The College recognizes that students benefit through participation in student activities associated with the College's programs.

The Dean of Student and Academic Support Services will direct efforts toward the promotion and support of student activities which form an integral part of the College's educational program.

The College will develop and maintain a comprehensive program of student activities.

(approved 6/27/05)

**STUDENTS****Policy 2920****Activities and Athletics****Intercollegiate Activities**

Athletics are an integral part of the educational program. The College shall assume the responsibility to ensure quality athletics within the overall financial integrity of the College. The College's athletic program will attempt to ensure that

1. All Student Athletic Guidelines are satisfied and followed;
2. No consideration is given athletes before or after they enroll which would not be available to other qualified students; and
3. Sport schedules are developed which cause athletes to miss a minimum of instructional time.

(approved 6/27/05)

**STUDENTS**

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

**Activities and Athletics****Clubs and Organizations****Approval Process**

The Board of Trustees encourages the development of student clubs and organizations. Students who wish to establish a recognized club or organization on campus must complete and follow the approval process as outlined in Regulation 2930. Clubs and organizations recognized by the College will have the opportunity to use College facilities for their activities and events. Recognized clubs and organizations are eligible to receive funding through the Student Government Association.

(approved 6/27/05)

**STUDENTS**

**Policy 2940**  
**(Regulation 2940)**

**Activities and Athletics****Student Government Association**

The Board of Trustees encourages the establishment and functions of a Student Government Association (SGA). This association will serve the student body by being a voice for the students to the administration and faculty of the College. The leadership shall be determined through a duly appointed election process and additional representation shall be through the clubs and organizations. Under the direction of the Director of Student Life and Development, the SGA shall meet on a regular basis to conduct business related to student needs and advocacy.

(approved 6/27/05)