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STUDENTS

Policy 2100

Nondiscrimination and Student Rights

Owner – Dean of Student Services

Contact – Dean of Student Services

State Fair Community College (SFCC) 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. Discrimination is adverse treatment of an individual based on one of the protected statuses listed above.

The following persons have been designated to handle inquiries or complaints regarding the nondiscrimination policy:

Executive Director of Human Resources; (660) 596-7484
Dean of Student Services, (660) 596-7393.

Both offices are located in the Hopkins Student Services Center 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.

(Approved 6/27/05; revised 2/2013; revised 01/23/20; revised 6/20/23)

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 VI, Section 504.

(Approved 6/27/05; revised 12/5/12; revised 6/20/23)

STUDENTS

Policy 2115
(Regulation 2115)

Nondiscrimination and Student Rights

Confidentiality

Owner – Dean of Student Services

Contact – Disability Resource Center

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 Disability Resource Center 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 are protected in accordance with FERPA regulations with the purpose of providing appropriate academic accommodation or adaptation of curriculum.

The Disability Resource Center 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 Disability Resource Center 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.

(Approved 07/25/11; revised 02/27/12; revised 01/23/2020; revised 6/20/23)

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)

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STUDENTS

Policy 2130 **(Regulation 2130)**

Nondiscrimination and Student Rights

Harassment

Owner – Dean of Student Services

Contact – Dean of Student Services

The College prohibits any and all forms of harassment on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age. Harassment is defined as unwelcome verbal, non-verbal or physical conduct that denigrates an employee, student or other member of the College community because of a protected status. Harassment may include behavior which may deny or limit a person's ability to participate in, or benefit from, the College's programs and activities, or otherwise creates an intimidating, hostile, abusive or offensive working or academic environment.

It shall be a violation of College policy for any student, employee or other member of the college community to harass a student, employee or other member of the college community. Anyone knowingly tolerating harassment of a student, employee or other member of the college community shall also be in violation of this policy.

The following persons have been designated to handle inquiries or complaints regarding this policy:

Executive Director of Human Resources, (660) 596-7484
Dean of Student Services, (660) 596-7393

Both offices are located in the Hopkins Student Services Center 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 .

(Approved 6/27/05; revised 2/27/12; revised 01/23/20; revised 6/20/23)

STUDENTS

Policy 2150

Nondiscrimination and Student Rights

Searches by College Personnel and/or Law Enforcement

Owner – Dean of Student Services

Contact – Safety and Security

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 or federal law. Likewise, the College retains the authority to conduct routine patrols of its parking lots. The interior of a student's vehicle on College property may be searched if a College administrator, or Campus Judicial Officer, has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside the vehicle. Such searches will be conducted by a Campus Judicial Office, or trained designee.

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 will be conducted by the Student Life staff. The College reserves the right to confiscate any items found in Residence Hall rooms that are in violation of residence hall rules, College policy or state or federal law.

(Approved 8/23/10; revised 2/27/12; revised 1/23/20; revised 6/20/23)

STUDENTS

Policy 2180

Nondiscrimination and Student Rights

Military Service

Owner – Dean of Student Services

Contact – Registrar

State Fair Community College will establish a process regarding Military Service in accordance with any current federal and state laws and consistent with Missouri Revised Statute, Chapter 41.

(Approved 7/25/11; revised 01/23/20; revised 6/20/23)

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Policy 2210 **(Regulation 2210)**

Admission

Admission Requirements

The Board of Trustees supports “open admission” in order to provide full educational opportunities for all citizens of the communities served by State Fair Community College. 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) (revised 3/30/23)

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) (revised 1/2014, 02/2023)

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)

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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)

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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)

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STUDENTS

Policy 2510 **(Regulation 2510)**

Student Academic Achievement

Grading System

Owner – Vice President for Academic and Student Success

Contact – Registrar

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

State Fair Community College shall establish a graduation honors program and a semester honors program to recognize outstanding student achievement.

College policies shall provide students the opportunity to challenge grades and other academic evaluations.

(Approved 8/23/10; revised: 01/23/20; revised 6/20/23)

STUDENTS

Policy 2530

Student Academic Achievement

Student Academic Progress

Owner – Dean of Student Services

Contact – Director of Student Success and Retention

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 if placed on probation or 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 fewer than 100 semester credit hours have been attempted and a cumulative grade point average of less than a 2.0 earned.

(Approved 8/23/10; revised 01/23/20; revised 6/20/23)

STUDENTS

Policy 2610 **(Regulation 2610)**

Discipline

Student Code of Conduct

Owner – Dean of Student Services

Contact – Dean of Student Services

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 enrollment 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 as an educational institution, institute appropriate disciplinary action. Misconduct may result in a student being subject to a range of disciplinary actions including probation, suspension, or dismissal.

(Approved 6/27/05; revised 1/23/20; revised 6/20/23)

STUDENTS

Policy 2630
(Regulation 2630)

Nondiscrimination and Student Rights

Student Drug Screening

Owner – Dean of Student Services

Contact – Safety and Security

The Board of Trustees authorizes the College President to approve drug screening on students who participate in specific programs. These programs include, but are not limited to, College Intercollegiate Athletics and those programs with clinical or field experience requirements for drug screening, such as Health Sciences, Education, and Truck Driving.

(Approved 8/23/10; revised 1/23/20; revised 6/20/23)

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STUDENTS

Policy 2710 **(Regulation 2710)**

Financial Aid

Federal Financial Aid Programs

Owner – Dean of Student Services

Contact – Director of Financial Aid and Veteran Services

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 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.

(Approved 6/27/05, revised 01/23/20; revised 6/20/23)

STUDENTS

Policy 2720
(Regulation 2720)

Financial Aid

State of Missouri Financial Assistance Programs

Owner – Dean of Student Services

Contact – Director of Financial Aid and Veteran Services

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 Office of Financial Aid and Veteran Services will maintain accurate records, complete appropriate filing with the state agencies in a timely fashion and distribute funds to eligible students.

(Approved 6/27/05, revised 01/23/20; revised 6/20/23)

STUDENTS

Policy 2730
(Regulation 2730)

Financial Aid

Scholarship Program

Owner – Dean of Student Services

Contact – Director of Financial Aid and Veteran Services

State Fair Community College shall administer a program whereby scholarships are awarded to qualified students. The Office of Financial Aid and Veteran Services shall manage 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, revised 01/23/20; revised 6/20/23)

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STUDENTS

Policy 2740 **(Regulation 2740)**

Financial Aid

Work Study and Student Employment

Owner – Dean of Student Services

Contact – Director of Financial Aid and Veteran Services

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, Federal 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. Federal Work Study and student employment programs shall be administered by the Office of Financial Aid and Veteran Services.

(Approved 6/27/05, revised 01/23/20; revised 6/20/23)

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, revised 5/28/2020)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

STUDENTS

Policy 2760 **(Regulation 2760)**

Financial Aid

Student Loans

Owner – Dean of Student Services

Contact – Director of Financial Aid and Veteran Services

State Fair Community College shall participate in administering federal and private student loan programs that are applicable to currently enrolled or entering students. Office of Financial Aid and Veteran 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, 01/23/20; revised 6/20/23)

STUDENTS

Policy 2810 **(Regulation 2810)**

Student Services

Students with Communicable Diseases

Owner – Dean of Student Services

Contact – Safety and Security

A student shall not attend classes or other College-related 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 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 health care provider 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-related 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 report the health issue with the Dean of Student 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; revised 01/23/20; revised 6/20/23)

STUDENTS

Policy 2811
(Regulation 2811)

Student Services

Health Insurance

Owner – Dean of Student Services

Contact – Dean of Student Services

The Board of Trustees strongly encourages, but does not require, each student to obtain his or her own health insurance program.

(Approved 6/27/05; revised 01/23/20; revised 6/20/23)

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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)

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STUDENTS

Policy 2820 **(Regulation 2820)**

Student Services

Campus Security and Crime Reporting

Owner – Dean of Student Services

Contact – Safety and Security

State Fair Community College (SFCC) shall develop and maintain procedures and protocols in accordance with the Crime Awareness and Security Act of 1990, as amended in 1992. A full report on campus crime, Annual Safety Report, shall be completed and published annually and distributed to all new students and employees. The data included in the Annual Safety Report will include crime occurring within areas designated as SFCC Clery geography and reported to Campus Safety & Security personnel, as well as local law enforcement. In addition, this report shall be made available in its entirety in the Student Services Office and on the SFCCweb site.

Additionally, SFCC shall develop and implement procedures for educating the campus community on crime prevention, and providing appropriate resources and support for individuals who have been impacted by crime.

(Approved 8/23/10; revised 1/23/20; revised 6/20/23)

STUDENTS

Policy 2830 **(Regulation 2830)**

Student Services

Drugs and Alcohol and Tobacco Products

Owner – Dean of Student Services

Contact – Safety and Security

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-related activity, or on the job while an employee of State Fair Community College (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-related 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.

Other Smoking Devices

The use of other non-tobacco smoking, vaping or puffing devices, including e-cigarettes, hookahs, etc., is permitted only within vehicles parked or driven on designated College parking areas and roads.

(Approved 7/24/06; revised 07/25/11; revised 01/23/20; revised 6/20/23)

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)

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STUDENTS

Student Services

Bookstore

Policy 2850 **(Regulation 2850)**

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)

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STUDENTS

Policy 2860 **(Regulation 2860)**

Student Services

Residence Halls

Owner – Dean of Student Services

Contact – Director of Student Life

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 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 twelve (12) credit hours throughout each semester and three credits in summer session.

It is expected that each student will abide by the Student Life Handbook and Student Code of Conduct. Regulation 2860 outlines priority order of occupancy and dates of notice.

(Approved 8/23/10; revised 1/23/20; revised 6/20/23)

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 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; revised 6/20/23)

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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)

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STUDENTS

Policy 2940 (Regulation 2940)

Activities and Athletics

Student Government Association

Owner – Dean of Student Services

Contact – Student Life

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 Coordinator of Student Activities, the SGA shall meet on a regular basis to conduct business related to student needs and advocacy.

(Approved 06/27/05; revised 01/23/20; revised 6/20/23)