

State Fair
Community College

2010-2012

Course Catalog



Where are you going?
We'll help get you there.

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This catalog is a publication of the Academic Records and Registrar's Office at State Fair Community College. Every effort has been made for it to contain accurate information at the time of publication. This catalog is not intended to be a contract between you and SFCC. The college reserves the right to make changes in the calendar, the curricula, the faculty, the fees, and to otherwise alter policies and regulations without notice.

An Equal Opportunity Institution

It is the policy of State Fair Community College not to discriminate on the basis of race, color, religion, gender, sexual orientation, age, disability, ancestry, national origin, or veteran status in its educational programs, activities or employment as required by law. SFCC is an equal opportunity employer.

For questions or issues related to this policy, please contact the SFCC Compliance Officer, Business Office, Hopkins Student Services Center, Room 730, 3201 W. 16th Street, Sedalia, MO 65301.

As required by the Americans with Disabilities Act, Section 504 and Title II, accommodations are provided to ensure equal opportunity for students with documented disabilities. If you have a disability that needs accommodations, contact the Access Counselor located in the Hopkins Student Services Center, Room 751 or call (660) 530-5832 for an appointment.

A Tobacco-Free Campus

State Fair Community College limits smoking and the use of tobacco products to vehicles parked or driven on designated college parking areas and roads.

For more information, refer to Policy and Regulation 5250.

2010-2012 Calendar**FALL 2010**

Aug. 23	Semester starts
Sept. 6	Labor Day
Nov. 23	Campus closes at 5 p.m.
Nov. 24-26	Thanksgiving break
Dec. 13-16	Evening finals
Dec.13-16	Day finals
Dec. 16	Semester ends
Dec. 22	Campus closes at noon until Jan. 3

SPRING 2011

Jan. 17	Martin Luther King, Jr. Day
Jan. 19	Semester starts
Feb. 21	Presidents' Day
March 21-25	Spring break
April 22	Spring holiday
May 11-17	Evening finals
May 16-19	Day finals
May 19	Semester ends
May 20	Commencement

SUMMER 2011

June 1	Term starts
July 4	Independence Day
July 26-27	Day and evening finals
July 27	Term ends

FALL 2011

Aug. 22	Semester starts
Sept. 5	Labor Day
Nov. 22	Campus closes at 5 p.m.
Nov. 23-25	Thanksgiving break
Dec. 12-15	Evening finals
Dec. 12-15	Day finals
Dec. 15	Semester ends
Dec. 21	Campus closes at noon until Jan. 2

SPRING 2012

Jan. 16	Martin Luther King, Jr. Day
Jan. 18	Semester starts
Feb. 20	Presidents' Day
March 19-23	Spring break
April 6	Spring holiday
May 9-15	Evening finals
May 14-17	Day finals
May 17	Semester ends
May 18	Commencement

SUMMER 2012

June 4	Term starts
July 4	Independence Day
July 26, 30	Day and evening finals
July 30	Term ends

Find the complete academic calendar online at www.sfcmo.edu.

From the President

Dear Students, Prospective Students and Parents,

Welcome to State Fair Community College! We look forward to serving you and exceeding your expectations in all that we do to meet your educational and professional goals and objectives.

SFCC's educational programs are designed to meet a variety of academic, career and personal educational goals for students of all ages and educational backgrounds. Programs and services are offered on the Sedalia campus, at extended campus locations in Clinton, Lake of the Ozarks, Warsaw, Whiteman Air Force Base, and online.

Educational and training programs are provided in the following areas: general education and transfer—the Associate of Arts, Associate of Science and Associate of Arts in Teaching degrees; career programs in technical, vocational and professional fields—the Associate of Applied Science degrees and Professional Certificates; college-readiness classes; and a variety of noncredit courses, workshops and training that includes Lifelong Learning classes, GED test preparation, ESL classes, and customized training for business and industry. Many programs and courses are offered on ground or online; some are offered as a hybrid, which combines on ground and online instruction.



SFCC also delivers dual credit courses to more than 490 high school juniors and seniors at 15 locations throughout the college's 14-county service area. Additionally, the State Fair Career and Technology Center (SFCTC) is located on the SFCC campus. The SFCTC offers training to high school juniors and seniors in nine technical program areas.

SFCC is known for the “personal touch” and students are our first priority and part of our extended family. Every employee is committed to providing quality services and programs for all students and knowing our students personally both in and out of the classroom. We look forward to serving you!

With warmest regards,

A handwritten signature in cursive script that reads "Marsha K. Drennon". The ink is dark and the signature is fluid and legible.

Marsha K. Drennon, Ed.D.
President

BOARD OF TRUSTEES AND ADMINISTRATION

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Mark Haverly, Chief Information Officer

Dr. Craig Klein, Dean of Academic Affairs

Dr. Greg South, Dean of Technical Education and Workforce Innovation

Jacqueline Almquist, Executive Director of the SFCC Foundation

Dana Kelchner, Director of Marketing and Communications

Toni Walter, Executive Assistant to the President and Board of Trustees

Division Chairs

James Cunningham, Applied Science and Technology, Agriculture and Criminal Justice

Anne Homan, Math, English and Developmental Studies

Rhonda Hutton, Allied Health and Science

Joel Kazy, Business and Computer Technology

Jim Page, Humanities, Social Sciences, and Fine and Performing Arts

Welcome to State Fair Community College!

This catalog is designed to help you with planning your educational program. It contains information about programs, admission and enrollment. Descriptions of all current courses that are part of the regular curriculum also are included. This includes courses required for general education credits for the Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Applied Science degrees awarded by the college and career courses that apply to the Professional Certificates.

MISSION

State Fair Community College is an accessible, learning-centered institution, enriching its students and community by providing skills, knowledge, and perspectives essential for a changing world.

VISION

State Fair Community College will be an exemplary college dedicated to institutional effectiveness, strengthening communities and partnerships, ensuring student success, valuing people, and practicing continuous quality improvement.

CORE VALUES

We, at State Fair Community College value:

- A student-centered learning environment;
- Administration, faculty and staff who are committed to excellence;
- The communities and partners we serve;
- Professional development that strengthens the individual and the college community;
- Diversity;
- Communication that is open, thoughtful, and respectful of others' opinions;
- Honesty and integrity;
- Exemplary stewardship of resources;
- Facilities, equipment, and technology that enhances student learning;
- Measuring outcomes that support continuous quality improvement; and
- Having fun and enjoying the work we do on behalf of the students we serve.

INSTITUTIONAL LEARNING OUTCOMES

State Fair Community College students, regardless of their status or particular program of study, will, upon the completion of their general and specialized studies, be able to:

Think critically

- Gather information by listening to and reading from varied sources
- Evaluate information as a guide to belief and action

Apply information to the solving of problems and decision making

- Broaden awareness and formulate new ideas

Communicate effectively

- Apply Standard English in speaking and writing to clearly express ideas
- Use language with clarity, coherence, and persuasiveness
- Recognize the role of nonverbal signals in communication

Behave responsibly

- Demonstrate personal and professional integrity and ethics
- Understand the importance and benefits of service
- Exhibit responsible citizenship

An Introduction to State Fair Community College

Value others

- Work cooperatively as part of a team
- Appreciate cultural diversity and its benefits
- Cultivate tolerance, civility and respect for others

Develop life skills

- Manage time and finances effectively
- Value lifelong learning
- Utilize workforce readiness skills
- Incorporate principles of a healthy lifestyle into daily activities

Utilize technology

- Demonstrate ability to adapt available technology to workplace or personal life

Investigate world processes

- Distinguish qualities and characteristics of social, economic and political systems
- Appreciate the world's natural and physical processes
- Explore the roots and expressions of culture

GOVERNANCE

State Fair Community College is a publicly supported comprehensive community college dedicated to offering educational opportunities to the communities it serves. The taxing district is comprised of the school districts of Benton and Pettis counties and the R-VI School District of Cooper County, Missouri. The college's service area includes 14 counties: Benton, Camden, Carroll, Cole, Cooper, Henry, Hickory, Johnson, Miller, Moniteau, Morgan, Pettis, Saline, and St. Clair. The college is governed by a six-member Board of Trustees. Members are elected from the district for terms of six years with two members being elected each even-numbered year. The board meets the fourth Monday of each month. Meetings are open to the public.

ACCREDITATION

SFCC has been affiliated with the North Central Association (NCA) of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, 800-621-7440, since it was founded. Correspondence status was granted in 1968. Full accreditation was granted in 1976, 1981, 1988, and 1999. SFCC became accredited through admission to the NCA/Higher Learning Commission's Academic Quality Improvement Program (AQIP) in August 2005 and continues to be accredited on an annual basis.

POLICIES AND REGULATIONS

When appropriate, entire policies and regulations are listed in the catalog; however, in some instances, not all are printed in their entirety.

For complete and up-to-date policies and regulations, visit www.sfccmo.edu; select About SFCC and then Policies and Regulations.

NON-DISCRIMINATION

It is the policy of State Fair Community College not to discriminate on the basis of race, color, religion, gender, sexual orientation, age, disability, ancestry, national origin, or veteran status in its educational programs, activities or employment as required by law. SFCC is an equal opportunity employer. For questions or issues related to this policy please contact the SFCC Compliance Officer.

ACCESSIBILITY AND ACCOMMODATIONS

State Fair Community College welcomes participants with documented disabilities. The buildings on the campus are handicapped accessible. In order to accommodate special needs, the college requests a two-week notification by the participant in order to make necessary arrangements. If special accommodations are needed, a longer lead time can be required.

As required by the Americans with Disabilities Act, Section 504 and Title II, accommodations are provided to ensure equal opportunity for students with documented disabilities. If you have a disability that needs accommodations, contact the Access Counselor located in the Hopkins Student Services Center, Room 751 on the Sedalia campus or call (660) 530-5832 for an appointment. *(Taken from Policy 2100, 2110 and Regulations 2110, 2111, 2113 and 2114)*

SFCC IS SMOKE-FREE

State Fair Community College limits smoking and the use of tobacco products to personal vehicles parked or driven on designated college parking areas and roads. *(Taken from Policy and Regulation 5250)*

SFCC LOCATIONS and SITES

Sedalia

3201 W. 16th St., Sedalia, MO 65301
(660) 530-5800
www.sfccmo.edu

Clinton

1701 N. 2nd St., Clinton, MO 64735
(660) 383-1600
www.sfccmo.edu/clinton

Lake of the Ozarks

3797 Osage Beach Parkway, Osage Beach, MO 65065
(573) 348-0888
www.sfccmo.edu/lake

Whiteman Air Force Base

511 Spirit Blvd., Whiteman AFB, MO 65305
(660) 563-3358
www.sfccmo.edu/wafb

Warsaw

Warsaw High School
20363 Lane of Champions, Warsaw, MO 65355
(660) 438-7149

Admission and Enrollment

State Fair Community College is committed to providing a safe learning-centered environment for its students, employees and visitors. In order to implement the board's commitment to the open enrollment policy, the college will apply the following provisions in the admission of students.

First-time students

First-time students are legal residents of the United States and are beyond the age of compulsory attendance or at least 18 years old and no longer enrolled in high school. First-time students may apply for admission by submitting the following:

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- High school transcript showing date of graduation or GED certificate
- Placement test scores from an ACT, SAT, COMPASS or ASSET test taken within the past five years

Students who do not have a high school diploma or GED certificate may be eligible to participate in the Ability-to-Benefit program. Detailed information about this program is available from the Student Services Office. (*Taken from Regulation 2210*)

Transfer students

Transfer students have attended another college after high school. Transfer students in good academic standing with the college or university they last attended are eligible for admission with advanced standing. Transfer students admitted with a cumulative GPA that does not meet SFCC satisfactory academic progress requirements will enter on probation. Students suspended for disciplinary reasons from another college need to obtain an interview with the Vice President for Educational and Student Support Services prior to submitting an application. Transfer students may apply for admission by submitting the following:

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- High school transcript showing date of graduation or GED certificate unless you have a college degree
- Official transcripts from all colleges attended
 - All college credit earned from a country other than the United States must be translated into English on a course-by-course basis. Translation information is available in the Academic Records and Registrar's Office
- Placement test scores from an ACT, SAT, COMPASS or ASSET test unless you have completed 15 semester hours of college-level courses including completion of English Composition I and Intermediate Algebra with grades of C or higher (*Taken from Regulation 2210*)

Home-schooled students

Home-schooled students who are at least 16 years old and have completed a program of home schooling may apply for admission by submitting the following:

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- Official home school transcript or documents from a parent showing courses/credits completed with the date of completion or an official score report from an ACT assessment with a minimum composite score of 19 or an official GED transcript or certificate or a transcript from an accredited college or university showing the completion of a minimum of 15 semester hours of college level courses with at least a 2.0 GPA.

For more information about home-school students, see Missouri Annotated Statute 167.031. (*Taken from Regulation 2210*)

International students

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

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- Official secondary school (high school) transcript in English showing date of graduation
- Official Statement of Financial Support (U.S. dollars) in English from an approved financial institution dated within three months of the date of application
- TOEFL scores
- Valid VISA papers
- Proof of health insurance coverage equivalent to or better than coverage offered through the college-affiliated International Student Health Insurance plan. The student will receive information about the International Student Insurance package from the Student Services Office if he or she does not have insurance. A student who does not have sufficient insurance and does not want to purchase coverage must sign a waiver prior to attending class
- Placement test scores from an ACT or COMPASS test taken within the past five years

New international students and exchange visitors must pay the SEVIS I-901 fee (generally \$100) to be eligible to enter the United States. (*Taken from Regulation 2240*)

Visiting students

Visiting students are taking classes to transfer back to their regular college or university. Visiting students must have a minimum grade point average of 2.0 at their home institution. Visiting students may apply for admission by submitting the following:

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- Visiting Student Form
- Official transcripts showing completion of any prerequisite courses
- Official transcript from the home institution showing a minimum GPA of 2.0
- Placement test scores from an ACT, SAT, COMPASS or ASSET test taken within the past five years if needed to meet prerequisites (*Taken from Regulation 2210*)

Non-degree seeking students

Non-degree seeking students do not wish to pursue a degree or certificate or transfer credits to another institution. Non-degree seeking students may apply for admission by submitting the following:

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- High school transcript showing date of graduation or GED certificate unless you have a college degree
- Official transcripts showing completion of any prerequisite courses
- Placement test scores from an ACT, SAT, COMPASS or ASSET test taken within the past five years if needed to meet prerequisites

Student may change to degree-seeking status by declaring a major. (*Taken from Regulation 2210*)

Admission and Enrollment

Students wishing to audit a course

Students may audit when they wish to review or preview a course. Audited classes do not count as part of the regular load for financial aid or veteran's certification nor as hours earned in determining satisfactory academic progress. Audit students may apply for admission by submitting the following:

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- High school transcript showing date of graduation or GED certificate unless you have a college degree
- Official transcripts showing completion of any prerequisite courses
- Placement test scores from an ACT, SAT, COMPASS or ASSET test taken within the past five years if needed to meet prerequisites
- Complete the Request to Audit form at the time of enrollment (*Taken from Regulation 2210*)

Students seeking articulation credit

Students seeking articulation credit may receive up to 15 hours of credit upon completion of high school courses in a program which the college has an articulation agreement. Students must have a grade of B or higher in articulated courses. Students seeking articulation may apply for admission by submitting the following:

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- High school transcript (*Taken from Regulation 2210*)

High school students seeking advanced credit

Advanced credit may be earned by high school students under 18 but at least 16 years of age who have completed their sophomore year. Students must be ranked in the upper 50 percent of their high school class, or have maintained a cumulative grade point average of 3.0 on a 4.0 scale and have written approval from the high school counselor or principal. Up to 10 semester hours may be taken during the summer session. During a regular semester, an advanced credit student may enroll in a variable amount of credit depending upon the high school principal or counselor's recommendation. Students are not eligible to receive financial aid. High school students seeking advanced credit may apply for admission by submitting:

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- High school transcript
- Placement test scores from an ACT, SAT, COMPASS or ASSET test taken within the past five years if needed to meet prerequisites (*Taken from Regulation 2210*)

High school students seeking dual credit

Dual credit students are earning high school and college credits at the same time. Dual credit may be earned by students who have completed their sophomore year, have a cumulative grade point average of 3.0 on a 4.0 scale (as required by the Missouri Department of Higher Education), and who have been recommended by a high school counselor or principal. Students are not eligible for financial aid while in high school. High school students seeking dual credit may apply for admission by submitting:

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- High school transcript
- Placement test scores from an ACT, SAT, COMPASS or ASSET test taken within the past five years if needed to meet prerequisites (*Taken from Regulation 2210*)

High school students seeking early college admission

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

- Application for admission using the SFCC Web site, by contacting a site coordinator or visiting the Student Services Office at the Sedalia campus
- Application fee
- High school transcript
- Placement test scores from an ACT, SAT, COMPASS or ASSET test taken within the past five years if needed to meet prerequisites (*Taken from Regulation 2210*)

Returning students

Returning students who have not been enrolled at the college for two or more years must be readmitted in the Student Services Office at the Sedalia campus or at a site coordinator's office. The admission files of students who have not attended within five years are destroyed. Transcribed grades earned at SFCC or from previous transfer credit are retained. Files of students who applied for admission but did not enroll within a year will be destroyed. Students will need to submit another application, GED or high school records, college transcripts, and other documents that were in the student's file.

Application deadlines

For students applying for admission to regular programs of study, it is recommended that application procedures be completed by March 1 prior to a fall semester start date. Applications from new students are accepted up to and through the first week of the semester or part of term.

Allied health programs are selective admission programs and have specific application deadlines. Check with the Student Services Office for applications and deadlines. Applicants for some programs may be required to enroll in and attend specific preparatory workshops or to complete required prerequisite courses.

ASSESSMENT TESTING AND PLACEMENT

In order to ensure the success of students, mandatory assessment and placement is implemented through the following procedures:

- All students are required to complete a placement test, submit ACT or SAT scores, or complete prerequisite courses before enrolling.
- Placement, ACT and SAT scores will be accepted if taken within the past five years.
- If a student has completed at another college English and math requirements that serve as prerequisites for subsequent courses, SFCC requires a copy of the student's transcript prior to enrolling in English or math.
- The ASSET test is a pencil and paper test administered when deemed necessary by the testing or counseling staff.
- The COMPASS test is a computerized test, available by appointment in the Testing and Career Center. Testing is also regularly conducted at extended campus sites at Whiteman Air Force Base, Lake of the Ozarks, Clinton, and Warsaw. Prospective students should contact those sites for schedules for placement testing.
- Students taking placement tests must begin those tests at least two hours before the test site closes.
- A student must submit photo identification and a student identification number or Social Security Number for all placement testing.
- A grade of C or better must be obtained in developmental courses to satisfy the requirement and advance to the next level. If a student starts the sequence of developmental classes, he or she cannot take a placement test to "test out" of that class and advance to the next level.

Admission and Enrollment

- A student may retake COMPASS for placement if that student has completed a sequence of developmental courses or to change his/her selected developmental sequence of courses. The student will be required to pay the COMPASS retest fee.
- The COMPASS or ASSET placement test is free for the initial assessment. Either test, or combination of tests, may be taken twice in any semester; however, the student must pay the placement retest fee to take another placement exam.
- A student must wait one week before retaking a placement test.
- Test accommodations are arranged for students who have documented disabilities. For special testing accommodations, students should contact (660) 530-5800, ext. 7293.
- Placement testing is not required for the following:
 - Visiting students with signed approval forms from their home institution except when lacking a prerequisite English or math score or course;
 - Students who have completed 15 semester hours of college-level courses which include English Composition I and Intermediate Algebra or higher math, and who have a minimum 2.0 grade point average;
 - Unclassified (non-degree seeking) students taking courses for personal enrichment; except when enrolling in English, math, or courses that require prerequisite in English or math; or
 - Students who have previously completed a four-year degree.
- Students may appeal their placement in writing to the Dean of Academic Affairs, detailing support for variance from normal procedures. The dean may require a re-assessment, using either the tools specified above or other tools designed by the dean. The decision of the dean is final. *(Taken from Regulation 6410)*

ENROLLMENT

Enrollment information is available prior to the start of each enrollment period for new, current and returning students on the college's Web site, from the Student Services Office at the Sedalia campus or from a site coordinator at one of the extended campus locations.

RESIDENCY

Residency status for tuition assessment is determined by a student's permanent legal address at the time of application for admission. For dependent students under 21, this is the same as their parents' address. There are four classes of residency: in-district resident; Missouri resident; resident of other states; and international.

The difference in tuition assessed is due to the college district taxes levied and paid by residents of school districts within the SFCC district. Some students (or spouses/parents/guardians) live outside the district but own property in the district. They are classified as a Missouri resident (out-of-district) but are allowed credit annually for taxes paid to the district.

Resident status does not change during the semester nor during the time a student is continuously enrolled even if the student moves into the district, as long as the primary purpose for the move is to attend SFCC.

The following school districts are in the SFCC district:

- Cole Camp R-I
- Otterville R-VI
- Green Ridge R-VIII
- Sedalia 200
- Pettis County R-V at Hughesville/Houstonia
- Pettis County R- 12 at Dresden
- Smithton R-VI
- LaMonte R-IV
- Warsaw R-IX
- Lincoln R-II

All full-time active duty military personnel stationed on a Missouri military base, their spouse, and dependent children, are considered residents of the district for purposes of tuition assessment. The residency status of recently discharged veterans will be based on legal residency at the time of induction into military service or on residency established during service.

Students who have Permanent Resident Alien status and present a valid identification card from the United States Citizenship and Immigration Services (USCIS) will be granted residency status according to their permanent legal address in the state. *(Taken from Regulation 2220)*

Change of resident status

In order to change resident status, students must submit a written request as well as sufficient evidence to substantiate the change to the Director of Admissions. The Director of Admissions will review the evidence and determine whether the request is justified. Students may appeal the Director of Admissions decision using the college's grievance process found in Regulation 2160. *(Taken from Regulation 2220)*

TUITION, FEES AND BOOKS

Three things determine the tuition and fees a student pays each semester: residency (permanent legal address), the number of credit hours enrolled and the courses selected. Tuition and fees are subject to change depending upon financial exigency; however, the college's goal is to keep costs as affordable as possible.

Tuition and fees

Tuition and fees are established by the college's Board of Trustees. They are charged per semester hour. A detailed current tuition and fees listing is available online at www.sfccmo.edu or from the college. Tuition and fees are subject to changes and additions.

Waiver for prime time learners

Students age 60 or over may enroll for credit courses and receive a tuition waiver. Payment for special services fees, applicable lab fees, and for supplies and books are required. An identification card may be obtained at the Sedalia campus at the Financial Aid Office. The card also provides free admission to performances, dramatic presentations and athletic contests.

Book costs

Most courses will require purchasing textbooks. In addition, workbooks, study guides, and other extras may need to be purchased.

Refund of tuition, fees and laboratory fees

Tuition and fees will be credited to the student's account in full, if the student officially withdraws before the published obligation date.

The petition to withdraw from classes is available in the Student Services Office at the Sedalia campus, at a site coordinator's office or on mySTAR. All requests for refunds or credits after the refund period has ended must be made in writing. If due a refund, a check will be mailed to the student; however, deductions may be made from the refund for any financial obligation due to the college. Students may make refund appeals through the Student Grievance and Appellate Process as described in Regulation 2160.

FINANCIAL AID

The college offers a comprehensive financial aid program funded by federal and state agencies and private organizations. The aid programs include scholarships, grants, loans, and part-time employment. All students receiving federal financial aid must enroll in courses which lead to the completion of the specific degree or major they are pursuing.

Applying for financial aid

For scholarships students will need to complete the SFCC Scholarship Application by March 1 for the following fall award. For most state programs application must be made before April 1 for the fall semester. For federal grants, student loans and the work-study program the Free Application for Federal Student Aid (FAFSA) will need to be completed. This should be completed before June 1 to ensure all processing is completed before the fall semester starts.

For more information on applying for financial aid, visit the SFCC Web site or review information in the SFCC Financial Aid pamphlet. *(Taken from Regulations 2710, 2720, 2730, 2740, and 2760)*

Department of veterans affairs

State Fair Community College is approved for the enrollment of veterans, survivors, and dependents under Title 38 of the U.S. Code, and selected reservists under Title 10 of the U.S. Code. Students who qualify may receive additional information and assistance from the veteran's representative located in the Financial Aid Office. Enrolled veterans receiving benefits are certified to Veterans Affairs on a credit hour basis and rates of payment may vary. All persons seeking Veterans Affairs education benefits are required to comply with SFCC's satisfactory academic progress standards. *(Taken from Regulation 2750)*

ATTENDANCE

Regular student attendance is essential for college success. Although students are expected to attend all class sessions and report punctually, the instructor determines the attendance requirements for each class. These requirements will be included in the course syllabus. Students who enroll late may have missed classes which may be treated as absences. Failure to comply with the course attendance requirements as stated in the syllabus may result in a lower grade or administrative removal from the class. (*Regulation 2310*)

BASIC SKILLS/DEVELOPMENTAL COURSES

Although required of students to prepare them for entering college-level courses, basic skills (BSKL) courses do not apply as credit nor as hours earned toward a degree or certificate. Courses numbered below the 100 level (such as BSKL 064 Elementary Algebra) are called “developmental” because they focus on skills that need to be developed to achieve success in the classroom. Based on the results of placement testing, a developmental course may be a prerequisite for a college level course and must be completed with a grade of C or higher to advance to the next course in the sequence.

CREDIT BY EXAMINATION AND NON-TRADITIONAL EDUCATION

Students planning to transfer should check with the receiving institution regarding policy for accepting transfer of non-traditional education credit. College credit may be awarded by State Fair Community College for non-traditional education under the following conditions:

1. All courses for which credit by examination and non-traditional education is awarded must have equivalent courses in the college curriculum. Partial credit will not be awarded.
2. Students must submit the required documentation as defined by each department.
3. General education course credit will be awarded for credit by examination but not for non-traditional education.
4. Students must have been granted admission to the college prior to the evaluation of credits.
5. A maximum of 21 hours may be earned and applied for work experience. The total of all credit by examination and non-traditional education cannot exceed 30 hours earned and applied toward a degree.
6. The Registrar is responsible for final approval or disapproval.

Credit by examination

College Level Examination Program (CLEP) and Dantes Subject Standardized Tests (DSST) provide opportunity to earn academic credit for knowledge equivalent to that learned in the college classroom. These tests include general and subject examinations. SFCC uses American Council of Education (ACE) recommended scores for granting credit. SFCC does not accept CLEP or DSST credit to fulfill requirements for laboratory science or public speaking courses. Students must have a score report sent to the college to be evaluated for college credit. Students must pay a \$25 per course transcribing fee to receive this credit.

Advanced placement

SFCC grants credit for Advanced Placement test scores of three or higher. Students must have a score report sent to the college to be evaluated for college credit. Students must pay a \$25 per course transcribing fee to receive this credit.

Departmental exams

Departmental exams administered in major areas of study may provide an alternative to credit awarded for non-traditional education. Each academic department determines which courses have a test-out option and the minimum score to receive credit. An application to request a departmental exam must be submitted to the dean of that division. If the requirements to receive credit have been met, the paperwork will be forwarded to the Academic Records and Registrar's Office to be evaluated for college credit. To receive the credit, students must enroll in the course(s) and pay tuition and fees for the course(s). Normal tuition and fees apply to any credits awarded.

Academic Standards

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's 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.

Credit for work experience

Credit may be awarded for work experience and may only be applied to courses in the student's degree major. Specific requirements may vary by academic department. However, for any credit to be awarded, students must satisfactorily complete a significant capstone project, such as a major paper reflecting how lessons learned in that work experience can be applied to the discipline. An application to request credit for work experience (with documentation) must be submitted to the dean of that division. If the requirements to receive credit have been met, the paperwork will be forwarded to the Academic Records and Registrar's Office to be evaluated for college credit. To receive the credit, students must enroll in the course(s) and pay appropriate tuition and fees. Normal tuition and fees apply to any credits awarded.

Credit for other non-traditional education

In some cases, credit in the student's major discipline may be awarded for workshops or industry certifications that are equivalent to college classes. For credit to be received, the workshops or industry certifications must meet the following criteria:

The learning was sponsored by a recognized, national or state organization; and, an application to request credit must be submitted to the dean of that division with validated documentation stating the course, knowledge, skills, competencies, credit/clock hours completed and/or certification.

If the requirements to receive credit have been met, the paperwork will be forwarded to the Academic Records and Registrar's Office to be evaluated for college credit. Students must pay a \$25 per course transcribing fee to receive this credit. (*Regulation 6440*)

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:

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

Students who do not earn academic credit for four consecutive regular semesters (excluding summer) may only use the catalog in effect from the time of their re-entry. A student may not continue in the original program of study if the program was discontinued prior to re-entry. (*Taken from Regulation 2511*)

GRADE REPORTS

Final grades are available online a few days after the end of each semester or session. Questions about grades should be directed to the instructor first. Grades not questioned within 30 days will stand as recorded. Students may make grade appeals through the Student Grievance and Appellate Process as described in Regulation 2160.

GRADING SYSTEM

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

- A Excellent (4 grade points per semester hour)
- B Good (3 grade points per semester hour)
- C Average (2 grade points per semester hour)
- D Below average (1 grade point per semester hour)
- F Failing (no grade points)
- P Passing (no grade points)
- N No credit – Course waived
- CR Credit (no grade points)
- W Withdrawn
- AU Audit
- U Unfinished

A grade of U may be given by an instructor to indicate unfinished work or absence from a scheduled final examination if other work is of passing quality. After one regular semester, the instructor must either change the original grade or the U will automatically become an F. (*Taken from Regulation 2510*)

GRADUATION REQUIREMENTS

Students are responsible for applying for a degree/certificate one semester before the completion of that degree/certificate. The college does not automatically award degrees/certificates. The application for graduation is valid until the end of the spring semester each year. If all graduation requirements are not met, the student must reapply.

Requirements for a degree

The college offers four degrees, the Associate of Arts, the Associate of Arts in Teaching, the Associate of Science and the Associate of Applied Science. For a student to qualify for a degree the following must be met:

- Complete at least 64 credit hours of credit for the AA degree. These hours consist of 42 credit hours of specified general education credits plus 22 hours of electives. For the AAT, AS and AAS degrees, the student needs to complete the curriculum required for the specific degree and the general education requirements for that program.
- Complete at SFCC at least 15 credit hours toward the degree. Active duty military who participate in SOC (Serviceman's Opportunity College) may meet different residency requirements under terms of that agreement.
- Maintain a minimum cumulative grade point average of 2.0 and a 2.0 average for work completed at SFCC. Associate of Arts in Teaching students are required to have a 2.5 cumulative grade point average and complete all sections of the C-BASE exam with a 235 or higher on each section. Associate Degree nursing students are required to have a 2.5 cumulative grade point average.
- Take an exit examination. Tests dates are prior to the end of each semester.
- Complete an application for graduation after enrolling for the final semester and pay the graduation and exit exam fees in the Business Office.
- Attend commencement. If unusual circumstances do not allow the student to attend the commencement ceremony, the student must request approval in advance for a degree to be conferred in absentia. (*Taken from Regulation 2511*)

Academic Standards

Requirements for a Professional Certificate

The college offers Professional Certificates in various career areas. To qualify for a certificate the student must meet the following:

- Complete curriculum required for the specific certificate program.
- Complete at SFCC at least 15 credit hours toward the certificate.
- Maintain a minimum cumulative grade point average of 2.0 and a 2.0 average for work completed at SFCC.
- Complete an application for graduation after enrolling for the final semester and pay the graduation fees in the Business Office.
- Attend commencement. If unusual circumstances do not allow the student to attend the commencement ceremony, the student must request approval in advance for a certificate to be conferred in absentia. (*Taken from Regulation 2511*)

Requirements for honors graduation

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

- Graduation with honors for a 3.6 to 3.84 cumulative grade point average
- Graduation with highest honors for a 3.85 to 4.0 cumulative grade point average.

Professional Certificate completers may graduate with distinction with a cumulative grade point average of 3.6 or higher. (*Taken from Regulation 2511*)

Requirements for participation in the commencement ceremony

The commencement ceremony is held in May each academic year. To participate, students must have either completed all degree or certificate requirements before the commencement date or be enrolled in sufficient hours (at the time the graduation list is finalized) to expect to complete requirements at the end of the spring semester. This includes the Exit Exam and the C-BASE Exam if applicable.

Exception to this rule is made for the practical nursing program students who are scheduled to complete their program requirements at the end of the summer session.

Only students with a cumulative GPA of at least a 2.0 at the end of the fall semester (or upon the successful completion of all coursework) may participate.

Regardless of when the degree is presented formally, the actual end-of-semester date that all requirements have been completed will be entered on the transcript. Diplomas are mailed to graduates at the end of June after a final degree audit is conducted. (*Taken from Regulation 2511*)

HONORS LIST

A President's list is published at the end of the regular spring and fall semesters. To qualify, a student must complete 12 or more GPA hours with a grade point average of 4.0.

A Dean's list is published at the end of the regular spring and fall semesters. To qualify, a student must complete 12 or more GPA hours with a grade point average of 3.5 - 3.99.

The published lists are determined by a student's standing two weeks after the spring and fall semesters end.

MEDICAL WITHDRAWAL

A student may request and be considered for a medical withdrawal when extraordinary circumstances relating to either physical health or mental health difficulties. Documentation must support that the illness or injury (medical) prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible. The following documentation is needed to start the process:

1. Submit letter petitioning for a medical withdrawal to the Access Counselor and it will be forwarded to the appropriate office for review. The letter must include:
 - How the student has addressed the issues with the instructors or with the Access Office prior to the issue which led to the need for a withdrawal,
 - All treatment that the student has received,
 - Activities which demonstrate the student's inability to manage or cope with the issues which led to the request for a medical withdrawal, and
 - The student's current address and telephone number(s).
2. A letter from the health care provider(s) who provides treatment to the student for the illness or injury. If the student had multiple health care providers, each provider would need to submit a letter. To maintain confidentiality, the letter(s) can be placed in a sealed envelope, addressed to the Access Counselor and mailed to the Student Services Office. The letter from the provider should include the following:
 - Provider's name, address, and telephone number;
 - Diagnosis, treatment modality used;
 - Assessment of the student's ability to manage or cope with the issues which led to his/her withdrawal;
 - Assessment of the student's present ability to handle college life (e.g., academics and independent living);
 - Anticipated date of return to school, and the last date the student was able to attend class; and
 - Follow-up recommendations (e.g., reduced academic load, medical treatment, or continued counseling services). (*Regulation 2112*)

MILITARY WITHDRAWAL

Students called into service of the United States pursuant to 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304 or any such call or order by the President of the United States or the Congress or the governor, to active service for training, prior to the completion of the semester or similar grading period, that student will be eligible for:

- A complete refund of all tuition and incidental fees for that semester, or
- An award of a grade of "incomplete."

Students choosing Option 2 must complete the course work to the satisfaction of the course instructor and the institution. If course work is not completed within six months of discharge or release from active military service, the student will receive a failing grade for the class. (*Policy 2180*)

PASS/FAIL CREDIT

Pass/Fail credit is granted for some credit courses. No more than six hours of pass/fail credit may be applied to a degree or certificate. Course numbers below 100 do not apply toward a degree or certificate. This regulation does not apply to some Allied Health programs that use Pass/Fail for required courses. (*Taken from Regulation 2510*)

REPEATING COURSES

Students can repeat any course regardless of the previous grade earned. The original course(s) and grade(s) earned as well as the repeated course(s) and grade(s) earned will be printed on the SFCC transcript.

Regardless of how many times the course is repeated, the highest (best) grade is used to calculate the SFCC institutional GPA (SFCC courses) and cumulative GPA (all grades earned at all colleges). The repeated course with the lowest grade will be annotated with an E on the SFCC transcript indicating that the grade is *excluded* from the GPA calculation. The repeated course with the highest grade will be annotated with an I on the SFCC transcript indicating that the grade is *included* in the GPA calculation.

The following courses may be taken multiple times and do not count as repeats. Check with the Registrar if you have questions about repeating these courses.

- PEAC 124
- PEAC 125
- WELL 118
- WELL 119
- SPTH 115
- OADM 123
- Internships
- Problems classes

Students should be cautioned that repeating courses may impact financial aid received. Always check on the repeat policy of a funding source (including federal grants and loans, scholarships, A+, WIA, TRA, Vocational Rehabilitation, employer reimbursement, etc.) before enrolling to repeat a course. In some instances, students could be responsible for the payment of the tuition and fees of the repeated course.

SCHEDULE CHANGES

Add a course

The last day to add a course, (and whether or not instructor permission or signature is required) depends on the length of the course. Students should refer to the Academic Calendar in mySTAR to determine the last day to add a course.

Courses can be added before the start date by logging into mySTAR, sending an e-mail to the Academic Records and Registrar's Office with appropriate information, or completing a Petition to Change Registration form and forwarding it to the Academic Records and Registrar's Office. The form can be found online in mySTAR.

Courses can be added after the start date by logging into mySTAR until the published Web close date, sending an e-mail to the Academic Records and Registrar's Office with appropriate information, or completing a Petition to Change Registration form and forwarding it to the Academic Records and Registrar's Office. The form can be found online in mySTAR. Online classes require instructor permission to add after the class has started.

Drop a course or withdraw from all courses

Students are expected to complete the courses for which they enroll. Failure to properly drop or withdraw from classes will result in a grade of F and may include the payment of tuition and fees.

Dropping below full-time or half-time enrollment status may jeopardize insurance, financial aid, scholarships, and athletic participation eligibility. Students who drop a course because of a concern regarding a grade are encouraged to consult with the instructor prior to dropping the course. The last day to drop a course depends on the length of the course. Students should refer to the Academic Calendar in mySTAR to determine the last day to drop a course.

Courses can be dropped before the start date by logging into mySTAR, sending an e-mail to the Academic Records and Registrar's Office with appropriate information, or completing a Petition to Change Registration form or Complete Withdrawal form and forwarding it to the Academic Records and Registrar's Office. The forms can be found online in mySTAR.

Courses can be dropped after the start date by logging into mySTAR until the published Web close date, sending an e-mail to the Academic Records and Registrar's Office with appropriate information, or completing a Petition to Change Registration form or Complete Withdrawal form and forwarding it to the Academic Records and Registrar's Office. The forms can be found online in mySTAR.

Courses may be dropped until the official last date to withdraw. The instructor's signature and last date of attendance are required to drop a course after the 100% refund period. Courses dropped before or during the 100% refund period will not appear on a transcript. Courses dropped after the 100% refund period will appear on a transcript with a grade of W. (*Taken from Regulation 6470*)

STUDENT ACADEMIC PROGRESS

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

Satisfactory progress is defined as follows:

- Upon completion of 12 semester GPA hours – a minimum 1.50 cumulative grade point average
- Upon completion of 24 semester GPA hours – a minimum 1.75 cumulative grade point average
- Upon completion of 36 semester GPA hours – a minimum of 1.85 cumulative grade point average
- Upon completion of 48 semester GPA hours – a minimum of 2.0 cumulative grade point average

Academic review

- If a student has not maintained satisfactory progress, he/she will be placed on academic probation and allowed to re-enroll in a limited number of hours; however, the student will be assigned to work with a counselor during the subsequent semester. The counselor will use the resources of the college in an effort to assist the student in performing in a more satisfactory manner.
- A student will be allowed to re-enroll after a second semester of less than satisfactory progress, but will be continued on academic probation. However, the assigned counselor by or before the end of the twelfth week of a term or its equivalent will, in a written report to the Vice President for Educational and Student Support Services, detail intervention steps taken and the progress being made by the student.
- A student will normally be suspended for at least one regular semester after a third consecutive semester of less than satisfactory progress. A second suspension will result in the student being suspended for one year.
- A suspended student may be readmitted after the Vice President for Educational and Student Services reviews the circumstances of the student's case. Re-admission in such a case is contingent upon the student's ability to demonstrate that the conditions that precipitated the unsatisfactory progress have been corrected. (*Regulation 2530*)

Academic Standards

STUDENT CLASSIFICATION

Students are classified as either freshmen or sophomores. Freshmen have earned less than 30 semester hours. Sophomores have earned 30 semester hours or more.

STUDENT COURSE LOAD

Full-time students generally take from 12 to 19 semester hours each 16-week semester of the regular academic year and six to 10 semester hours during the 8-week summer session.

Part-time students generally take 11 semester hours or less each 16-week semester of the regular academic year and five semester hours or less during the 8-week summer session.

Students requesting to exceed the maximum 19 semester hours during the 16-week semesters and 10 semester hours during the 8-week summer session must submit a Student Overload Request form to the Registrar. Consideration of the request is given to graduating students and those with a 3.0 or higher cumulative GPA.

TRANSCRIPTS

An academic record (transcript) is permanently maintained for each student who enrolls at State Fair Community College.

A written request with the student's signature is required for an official transcript. A student who still has access to his or her mySTAR account may request an official transcript online through the Student tab. Otherwise, a written request must be made on a Transcript Request form in person, by mail, or by fax. The Academic Records and Registrar's Office cannot accept transcript requests by telephone or e-mail. Transcript requests are processed within two business days once a request and payment is received. A hold on an account prevents the release of transcripts.

Cost for an official transcript

A processing fee per transcript request applies for all transcripts. Please note that some institutions do not consider faxed copies official. Payment can be made via check (payable to SFCC), cash, money order, or credit/debit card (Visa, Master Card, or Discover accepted). Transcripts will not be processed until payment is received. A detailed current tuition and fees listing is available online at www.sfccmo.edu or from the college.

42-hour general education block

Students who have not completed an Associate of Arts or Associate of Arts in Teaching degree but have completed the 42-hour general education block and want this annotated on their transcript must make the request at the time the transcript request is made.

Unofficial transcripts

State Fair Community College does not issue unofficial transcripts. A student who still has access to his or her mySTAR account may print an unofficial transcript through the Student tab.

TRANSFER OF CREDIT

Students who have attended other colleges (including dual credit courses taken while in high school) must request that an official transcript be sent to State Fair Community College. The transcript can be mailed to the SFCC Academic Records and Registrar's Office, 3201 West 16th Street, Sedalia, MO 65301; it can be brought to the Student Services Office at the Sedalia campus or to an extended campus site in a sealed

envelope from the sending college's registrar's office; or, it can be faxed from the sending college registrar's office with a cover sheet to (660) 596-7472. Any other form of transcript will be considered "unofficial" and will not be accepted for transfer credit. Unofficial transcripts can be used for advising purposes only. Official transcripts are required to transcript credit.

Credit is evaluated and transcribed from colleges that are accredited by a national or regional association (e.g. North Central Association of Colleges and Schools). For information regarding these associations, contact the SFCC Academic Records and Registrar's Office. Courses completed from colleges that are not accredited by one of the national or regional associations may be considered for college credit. Course descriptions or course syllabi must be submitted to the appropriate dean for review. The dean's decision is final and may be made in consultation with the department.

All grades (except withdrawals) are transcribed. When a student repeats an equivalent transfer course at SFCC, the higher of the two grades will be used to calculate hours earned and the GPA. The repeated course and grade remain on the SFCC transcript.

Transfer courses for which SFCC has an equivalent course will be transcribed with the SFCC subject code, course number and credit hours. If there is no equivalent SFCC course, the transfer course will be coded on the student's transcript to indicate which degree requirement it fulfills. Developmental courses (numbered below 100) are only transcribed if there is a direct equivalency to an SFCC developmental course. Grades earned in developmental courses are included in a student's GPA. Equivalency guides for colleges that SFCC accepts transfer credit from can be found at www.sfccmo.edu.

Official transcripts are evaluated and transfer credit is entered by the Registrar on the student's SFCC transcript. This process usually occurs within a few weeks of receiving the transcript. Students transferring credit over 15 years old may be asked to provide course descriptions or course syllabi to determine SFCC course equivalency. Some departments have time limits for transfer courses. A course may transfer as an SFCC equivalent but because of its age may not be applicable to a specific major. Students can view the credit that has been accepted on mySTAR. If a student does not agree with the evaluation of a course, he/she may submit a catalog course description or course syllabus from the sending college to have the course re-evaluated by the Registrar. If the appeal regarding the disputed course is not resolved, the student may appeal using the college's Grievance and Appellate Process (*Regulation 2160*). Credit earned by credit-by-exam (CLEP, DSST or AP) and from non-traditional sources (military experience, standardized occupational testing or department exams) are reviewed by the Registrar and credit may be granted if applicable.

SFCC is a Servicemembers Opportunity College (SOC). Under this status, SFCC agrees to work with other SOC schools by accepting all credits from these schools. SFCC also agrees to provide in-district tuition rates for military members wanting to attend SFCC.

Transfer credit is awarded for courses completed at colleges and universities outside the United States that are accredited or approved by the Ministry of Education (or other appropriate government agency) of the country in which they are located. The transcripts must be translated into English and evaluated course-by-course by one of the recognized transcript evaluation services. A student may be asked to provide course descriptions or course syllabi to determine course equivalencies. Contact the Academic Records and Registrar's Office for information.

Any irregularities in transcripts that are received will be checked and if a document is determined to not be authentic, admission will be denied and enrollment at SFCC will be canceled.

All college transcripts must be on file prior to the end of the first term of enrollment. An enrollment hold will be placed on the student's record until all official transcripts have been submitted. (*Regulation 6610*)

Student Code of Conduct

PROHIBITED CONDUCT

The following acts will subject a student to college disciplinary action:

- Interference with the academic freedom or the freedom of speech of any student, employee, or guest of the college.
- Violence against or forcible interference with the freedom of movement of any member or guest of the college community.
- Interference with or obstruction of any college-sponsored or -approved function or activity.
- Behavior which infringes upon the rights of others, endangers their well-being or safety, or results in personal injury to others.
- Disturbing the peace on college premises.
- Failure to comply with the proper request of college officials acting in performance of their duties or to identify oneself to these officials when asked.
- Participating in or contributing to the unauthorized use of college property or unauthorized entrance into college buildings, including, but not limited to intentionally or wantonly causing damage to college or personal property.
- Theft of personal or college property or having in one's possession books or other library materials not properly checked out of the library.
- Knowingly furnishing false information to the college, including, but not limited to, alteration, misuse or unauthorized use of college identification cards, records or documents.
- Possession or use of weapons on college property (except for commissioned peace officers attending classes, who will be permitted to carry their firearms if so required by their department regulations). Weapons include any object or substance designed to inflict a wound, cause injury or incapacitate, including but not limited to all firearms, pellet guns, switchblade knives, knives with blades more than four inches in length, and any inappropriate use of chemicals.
- Use, possession or distribution of alcoholic beverages and/or illegal drugs and controlled substances on college premises or at any college-sponsored activity, including appearing on college premises while under the influence of alcohol or drugs/controlled substances.
- Violation of federal and state law or local ordinances on college premises, especially when such violation adversely affects the college and/or members of the college community.
- Inappropriate use of the college computer systems – downloading material that is copyrighted, visiting pornographic sites, etc.
- All forms of academic dishonesty, including the following (See *Academic Honesty Policy and Regulation 6480*):
 - Plagiarism – the intentional use of the ideas or words of another as one's own in a paper or other academic assignment;
 - Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination;
 - The submission of work for an assignment that has been prepared by another student;
 - Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses; or
 - Using a false name or signing the name of another individual without proper authorization in connection with any course work.
- Signing the name of another individual without proper authorization on any college form or using a false name or another person's identification card without proper authorization.
- Intentional disregard of board policies, college regulations, college procedures or college procedures applicable to students.
- Using tobacco products on campus other than designated areas.

DISCIPLINARY ACTION

Disciplinary action which may be imposed by the Vice President for Educational and Student Support Services or his/her designee:

- **Warning** – An oral explanation of the particular violation of the Student Code of Conduct to the student by the Vice President for Educational and Student Support Services along with notice that further disregard of the code will be cause for further disciplinary action.
- **Educational sanctions** – an assigned written paper related to the issue of violation.
- **Fines** – monetary fines as a matter of consequence for inappropriate actions.
- **Community service** – assigned activity with related service hours within the SFCC community.
- **Disciplinary reprimand** – Written notification to a student from the Vice President for Educational and Student Support Services regarding violation(s) of the Student Code of Conduct, warning that repeated infractions may result in more severe disciplinary action. A record of the action will be kept in the office of the Vice President for Educational and Student Support Services.
- **Restitution** – Requirement that the charged student pays for loss of, theft of, or damages to college property. Restitution may be combined with other appropriate disciplinary actions.
- **Disciplinary probation** – A period of conditional attendance of college classes not to exceed one semester during which a student who has violated the Student Code of Conduct is given the opportunity to demonstrate that he/she can become a responsible member of the college community by meeting certain conditions which the Vice President for Educational and Student Support Services or a Hearing Committee will specify.
 - The student will be notified that any violation of the conditions of probation may result in suspension;
 - At the end of the probation period, the student's case will be reviewed by the Vice President for Educational and Student Support Services. If all conditions of the probation have been met satisfactorily, the student will be removed from probation; and
 - Students on disciplinary probation will not represent the college in any extracurricular activities.
- **Suspension** – Termination of a student's enrollment, denial of further enrollment, and prohibition from participation in a college-sponsored activity for a period of up to one year. During the period of suspension, the suspended individual is not a student and may not participate in any activities of recognized college organizations. Further, the suspended individual will be denied all rights and privileges which are accorded to students in good standing, and the student's identification card will be voided.

When the Vice President for Educational and Student Support Services or a Hearing Committee recommends that a student be suspended, the Committee or Vice President will specify the date at which the student subsequently may apply for readmission, which in no case will be later than one year after the effective date of the suspension. Appropriate notation will be made on the student's academic record. The suspended individual is responsible for initiating application for readmission. Such application will be reviewed by the Vice President for Educational and Student Support Services who, at his/her discretion, may recommend to the President that such application be denied;

- Fee refunds will be determined on the same basis as with voluntary in-semester withdrawals;
- Grades will be determined in accordance with the regular withdrawal policy; and
- Once the decision has been made to suspend a student, the suspension may begin immediately or, especially if the decision is made toward the end of a semester, suspension may become effective at the beginning of the following semester.

Should suspension be thus deferred, the student will be on disciplinary probation until the effective date of suspension.

Student Code of Conduct

- **Expulsion** – Suspension from the college for an indefinite period of not less than two years. Expulsion is the most serious disciplinary action which may be imposed and will be recommended by the Vice President for Educational and Student Support Services or a Hearing Committee only in instances involving the gravest violation of the Student Code of Conduct, or involving a student who has previously been placed on suspension and who, after the suspension period, again violates the Student Code of Conduct.

An expelled individual will not be permitted to enroll unless the President approves readmittance, and no request for readmittance will be considered until at least two years after the date of expulsion; and a notation of the expulsion will be made on the individual's permanent record (including the date of expulsion).

Disciplinary action which may be imposed by the president without a hearing summary suspension:

Suspension of five school days which takes effect immediately without a hearing upon the order of the President. This action may be taken under either of two conditions:

- If the student repeatedly fails to comply with the request of the Vice President for Educational and Student Support Services to meet or discuss allegations that the student has violated the Student Code of Conduct; or
- If, pending a hearing, the President believes that the continued presence of the student would seriously disrupt the operation of the college or constitute a danger to the health, safety, or welfare of the student or other persons or to the records or other physical property of the college.

Ordinarily, summary suspension will not remain in force more than five days. However, if the college has initiated formal disciplinary proceedings and diligently pursues each step until its conclusion, summary suspension may be continued until the proceedings are completed.

Student's right to appeal disciplinary action:

- The student who has received a disciplinary action decision from the Vice President for Educational and Student Support Services, a Hearing Committee, or the President has the right to appeal that decision to the next level of authority.
- A student may appeal a disciplinary decision by the Vice President for Educational and Student Support Services to the President for a hearing before the Hearing Committee. A decision by the Hearing Committee may be appealed to the President. The President shall have the final authority in any disciplinary decision.
- A student who wishes to appeal a disciplinary decision must submit an appeal in writing to the Vice President for Educational and Student Support Services outlining the basis for the appeal and do so within seven class days of the original decision.
- Only the recipient of disciplinary action has the right to appeal.
- Decisions will be communicated to the student via certified mail within three days of the decision. (*Regulation 2610*)

ACADEMIC HONESTY POLICY

State Fair Community College values the academic integrity of its curriculum and the commitment of its faculty and students to uphold it in all teaching and learning processes. The following acts of academic dishonesty will not be tolerated:

- Plagiarizing any information,
- Cheating in any form, or
- Falsifying any information provided to the college.

See Regulation 6480 for penalties imposed. (*Policy 6480*)

CHILDREN IN THE CLASSROOM

Students and staff members should not bring children to the classroom. A day care program is available at the Sedalia campus; however, it is not a drop-in service.

CHILDREN IN THE LIBRARY

Children under the age of eight must be supervised by a parent or a caregiver at all times. Children ages nine-12 may be unattended during library hours for no more than two hours with the stipulation that parents or caregivers must sign in children at the circulation desk and provide required contact information. The library staff is not responsible for the care, management, or safety of children in the library. Child safety and appropriate behavior is the responsibility of the parent or caregiver. Library staff has the right to return children to their parents or caregivers at any time. Parents/caregivers are financially responsible for damaged materials. *(Taken from Policy 6510)*

COPYRIGHT POLICY

The Board of Trustees intends that all members of the college community adhere to the provisions of United States Copyright Law (Title 17, U.S. Code). Copyrighted materials may be used in the preparation or delivery of instruction only after obtaining permission or determining that the doctrine of “Fair Use” is applicable. Employees and students are expected to be familiar with the “Fair Use” doctrine outlined in the Copyright Act of 1976, the TEACH Act of 2001, and other statutes governing the use of copyrighted works. Full text versions of these laws and “Copyright Best Use Practices” can be found in the Donald C. Proctor Library on campus. Members of the college community who willfully disregard the copyright policy do so at their own risk, assume all liability, and may face disciplinary action. Students must also comply with copyright laws and guidelines. Failure to comply may result in disciplinary action against the student. *(Policy 6240)*

DRUGS AND ALCOHOL AND TOBACCO PRODUCTS POLICY

The following policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989. *(Policy 2830)*

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

Effective June 1, 2006, smoking and tobacco use are only permitted within vehicles parked or driven on designated college parking areas and roads. *(Taken from Policy and Regulation 5250)*

FIREARMS AND WEAPONS POLICY

The presence of firearms and weapons poses a substantial risk of serious harm to college students, staff and community members. Therefore, possession of firearms and weapons is prohibited on college premises at all times except for law enforcement officials in the line of duty. As used in this policy, the phrase *college premises* include all college buildings and grounds. This prohibition also extends to the sites of college activities, whether or not those activities are conducted on college property. Instructors teaching firearms or hunter safety classes must report the need for students and/or instructors to carry firearms or weapons for instructional purposes to the Vice President for Educational and Student Support Services at least 24 hours prior to the first day of class.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion. Law enforcement officials will be notified and the individual violating this policy will be directed to leave the college premises. Non-students violating this policy will be barred from all college premises and college activities for a period of one year. Subsequent violations by the same individual will result in a permanent bar from college premises and college activities. Employees who violate this policy will be subject to discipline up to and including dismissal.

Student Code of Conduct

Student participation in college-sanctioned gun safety courses, student military or ROTC courses, or other college-sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any building, college transportation vehicle, or onto the premises of any other activity sponsored or sanctioned by college officials. In addition, persons passing through college property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time. (*Policy 1332*)

HARASSMENT POLICY

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.

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

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

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

For purposes of this policy, the term "college personnel" includes trustees, college employees, agents, volunteers, contractors, or persons subject to the supervision and control of the college.

The college will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment or discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it is determined that harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other college employee who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination. (*Policy 2130*)

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 at <http://www.sfccmo.edu/pages/259.asp>.

Main campus sites have automated lights for the parking areas. They are on full brightness throughout dusk until one-half hour after evening classes end when classes are in session. In addition, walk lights, parking lot lights and interior and exterior building lights operate from dusk to dawn at most SFCC locations.

An evening security guard is on duty from 5-10 p.m. Monday through Thursday while classes are in session at the Sedalia campus. The security guard and safety and security coordinator have no power of arrest but are available to assist in summoning law enforcement personnel or to report other incidents that infringe on student or employee safety. At off-campus sites, the site director or coordinator is responsible for security and should be contacted in the case of a perceived threat to security.

CRIME REPORTING POLICY

Any individual at any SFCC campus location who is a victim of or observes any criminal activity should call 911 immediately, from either a campus phone or another phone. Public phones for emergency communication are located on the Sedalia campus in these areas:

- Hopkins - north entrance
- Fielding/Heckart - connecting hallway
- Yeater - off main lobby near TRiO office
- Stauffacher - across from north theatre entrance
- Davis Center - two phones-southeast corner on both upper and lower levels

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.

Once the 911 call is complete, notify campus safety and security by calling extension 7110 from a Sedalia campus phone or (660) 596-7110 from other phones to report an incident.

Report non-emergency situations by calling extension 7110 from a Sedalia campus phone or (660) 596-7110 from other phones or by e-mailing safety@sfccmo.edu.

COMMUNICABLE DISEASES POLICY

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) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease. The student may not return to class or college activities unless the student has demonstrated to the Vice President for Educational and Student Support Services, based upon medical evidence, that the student:

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

The Vice President for Educational and Student Support Services may require any student suspected of having a contagious or infectious 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 chronic infectious 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 chronic infectious 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 Right to Know

Students with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality and should register the health issue with the Vice President for Educational and Student Support Services. Only staff members who have a medical 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. (*Policy 2810*)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) GUIDELINES

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of your education records. The act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect your rights and to ensure the privacy and accuracy of education records. The act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

What rights does FERPA afford you with respect to your education records?

- The right to inspect and review your education records within 45 days of the day the college receives a request for access.
You should submit to the Registrar a written request that identifies the record(s) you wish to inspect. The Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained in the Academic Records and Registrar's Office, the Registrar will advise you of the correct official to whom the request should be addressed.
- The right to request an amendment to your education records that you believe are inaccurate or misleading.
You may ask the college to amend a record you believe is inaccurate or misleading. You should write the Registrar, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested, the college will notify you and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided when you are notified of a hearing.
- The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605

Who is protected under FERPA?

- Students who are currently or formerly enrolled, regardless of their age or status in regard to parental dependency
- Students who have applied to but have not attended an institution and deceased students do not come under FERPA guidelines.
- Parents of students termed as "dependent" for income tax purposes may have access to the student's education records. A copy of the parent's most recent federal income tax return, on which the parents declared the student as a dependent, must be submitted to the Academic Records and Registrar's Office to document "dependency."

What are education records?

With certain exceptions, an education record is any record (1) from which a student can be personally identified and (2) maintained by the college. You have the right of access to these records. Education records include any records in whatever medium (handwritten, print, magnetic tape, film, diskette, etc.) that are in the possession of any school official. This includes transcripts or other records obtained from a school at which a student was previously enrolled.

What is not included in an education record?

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel;
- Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit;
- Records relating to individuals who are employed by the institution (unless contingent upon attendance);
- Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and disclosed only to individuals providing treatment; and
- Records of an institution that contain information about an individual obtained only after that person is no longer a student at that institution, i.e., alumni records.

What is directory information?

SFCC may disclose information about you without violating FERPA if the college has designated that information as “directory information.” Directory information is not generally considered harmful or an invasion of privacy if disclosed. Unless you request in writing to the contrary, federal law permits the college to release the following directory information to the public without your consent:

- Name
- Address
- Telephone number
- Dates of attendance
- Hours completed
- Degrees and awards, including honor lists
- Previous educational agency
- Major field of study
- Participation in officially recognized activities and sports
- Photographs taken for identification or in college publications
- E-mail addresses
- Job placement records
- Height/weight of athletic teams
- Current enrollment

Directory information cannot include:

- Student ID numbers or Social Security numbers
- Ethnicity, race or nationality
- Gender
- Probation status
- Grades, courses in which you’re enrolled, or hours earned

How do you authorize release of your education record in the form of an academic transcript?

You must authorize the release of your transcripts by written request with your signature or by completing and signing transcript request forms available in the Academic Records and Registrar’s Office. The receipt of a written request via fax with signature to release an education record is permissible.

Students Right to Know

Who may have access to your information?

- You and any outside party who has your written request;
- School officials (as defined by the college) who have “legitimate education interests”;
- Parents of a dependent student as defined by the Internal Revenue Code; and
- A person in response to a lawfully issued subpoena or court order, as long as the college first makes a reasonable attempt to notify the student. Normally, the college will comply with a subpoena after two weeks have elapsed from the day the subpoena was received.

When is your consent not required to disclose information?

When the disclosure is:

- To school officials (defined in policy) who have a legitimate educational interest;
- To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs;
- In connection with financial aid (this includes veterans’ benefits);
- To organizations conducting studies for or on behalf of educational institutions;
- To accrediting organizations;
- To parents of a dependent student;
- To comply with a judicial order or subpoena;
- In a health or safety emergency;
- Releasing directory information;
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

How does increasing technology impact FERPA on our campuses?

The use of computerized recordkeeping systems is increasing at a fast pace. The same principles of confidentiality that apply to paper records also apply to electronic data.

GRIEVANCE AND APPELLATE PROCESS

The grievance and appellate process is designed to provide students with due process in the course of any accusation, investigation or decisions made by administration.

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

- Issues related to violations of Civil Rights, including Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance;
- Issues related to discrimination on the basis of sex, including violations of Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., including students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the college does business;
- Issues related to discrimination on basis of disability, including violations of Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, and the Americans with Disabilities Act of 1990;
- Issues related to discrimination based on age, including violations of the Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq;
- Issues related to sexual harassment, including violations of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972;
- Violations of the Student Code of Conduct;
- Residence Hall disciplinary action or violations of Residence Hall regulations or contract;
- Violations of Board of Trustees policy;

- Violations of the Family Educational Rights and Privacy Act (FERPA);
- Concerns or complaints about eligibility for student extracurricular activities both non-credit and for credit events, bookstore, food service;
- Student conduct which has serious implications for the college's public image or liability for damages;
- Violations of the Campus Crime and Security Policy;
- Violations of the Substance Abuse Policy;
- Violations of the Campus Drug, Alcohol and Tobacco Policy (Policy 2830);
- Refunds of tuition and or any fees, including housing;
 - Restrictions: Appeals are only permissible if tuition or fees were misapplied due to administrative error.
- Appeals of administrative drops;
 - Restrictions: Appeals are only permissible if drops were misapplied due to administrative error.
- Library fines;
- Billing errors;
- Appeal of the Medical Withdrawal Policy;
- Financial aid suspension;
- Academic probation/suspension;
- Determination of residency relative to tuition charges;
- Graduation or commencement problems;
- Grade appeals;
 - Restrictions: Appeals are only permissible if grades were inaccurate due to administrative error or if grades were computed outside of the terms defined in the course syllabus.
- Transcript evaluations;
- Placement testing decisions; and
- Parking fines.

The Student Success Coordinator is designated as the Section 504, Title VI and Title IX compliance officer for issues related to students.

Complaints about or failure to comply with expectations outlined in each course syllabus are not matters subject to the grievance and appellate process. Students are expected to review and discuss any issues related to interpretation or expectations of syllabus with the instructor during the semester in which the course occurs.

Grievance process

All matters must be addressed within 30 days of the incident/issue utilizing the following procedure:

- The student should first attempt to resolve the issue informally with the appropriate student or employee involved (*Note: Degree programs with specific accreditation requirements, such as the Nursing, Radiologic Technology, Dental Hygiene, Occupational Therapy and Physical Therapy programs, must follow those guidelines outlined in program handbooks prior to pursuing this process.*)
- If the issue cannot be resolved informally and the student wishes to formally appeal the decision, the student must meet with the Student Success Coordinator to discuss the issue. The student must present the formal grievance/explanation of the situation in writing to the Student Success Coordinator. The coordinator will provide impartial guidance and investigation to advise the student on process and to help the student resolve the issue. The coordinator will notify the student, in writing on the outcome of the complaint.
 - If a complaint is made against the Student Success Coordinator, the Campus Judicial Officer will act as Student Success Coordinator temporarily or will appoint a temporary substitute.
- If the issue cannot be resolved with the help of the Student Success Coordinator, the student must present, in writing, a formal grievance/explanation of the situation to the Campus Judicial Officer.

Students Right to Know

The Campus Judicial Officer will provide an impartial, prompt and thorough investigation. The burden of proof shall rest on the accuser or complainant, with the opportunity to present witnesses and other evidence.

- If a complaint should arise that includes the Campus Judicial Officer, the President will appoint a temporary substitute.
- The Campus Judicial Officer will make a decision based on the evidence and thorough consultation with the Student Success Coordinator and all parties involved within 10 business days of receiving the written formal grievance. The Campus Judicial Officer will then send notice to all parties of the outcome of the complaint.
 - During this appeal period the Campus Judicial Officer may impose sanctions on the student until the process is complete (i.e. barring from residence hall, temporary suspension, loss of campus privileges, etc.).
- If the student is not satisfied with the decision of the Campus Judicial Officer he/she must present to the Campus Issue Resolution Committee, in writing, a formal appeal. The burden of proof shall rest on the accuser or complainant, with the opportunity to present witnesses and other evidence. This appeal must be made within 10 business days of the decision of the Campus Judicial Officer and must outline grounds for the appeal. The Campus Issue Resolution Committee will return a decision within 10 business days of receiving the appeal and notify, in writing, all parties involved of the outcome of their decision. The Campus Issue Resolution Committee will be impartial, prompt and thorough to investigate each appeal. The decision of the committee will be final.
 - The Campus Issue Resolution Committee will be appointed each fall by the President of SFCC and will include a faculty member, staff member, and a student.
 - Each member of the Campus Issue Resolution Committee will serve one-year terms.
 - If a complaint should arise that includes one of the committee members, the President of SFCC will appoint a temporary substitute for that member.
 - Decisions of the committee will be decided by majority vote and will be communicated in writing to the Campus Judicial Officer who will then disseminate the information to all involved parties.

Retaliation notice

Retaliation against a person who files a complaint or persons who participate in the grievance proceeding is prohibited. The college will take steps to prevent the recurrence of any discrimination and correct its discriminatory effects on the complainant and others, where appropriate.

Interim suspension

In certain circumstances, the Campus Judicial Officer, or a designee, may impose a college or residence-hall suspension prior to a hearing before a hearing body (or, until specified conditions have been met in cases of a suicide attempt or gesture, or where a psychiatric disturbance is suspected).

Interim suspension may be imposed:

- To ensure the safety and well-being of members of the college community or preservation of college property;
- To ensure the student's own physical or emotional safety and well-being;
- If the student has violated a provisional order put into effect to ensure the safety and well-being of members of the college community or preservation of college property; or,
- If the student poses a definite threat of disruption of, or interference with, the normal operations of the college.

During interim suspension, the student shall be denied access to the residence halls and/or the campus (including classes) and/or computing and networking facilities and resources and/or all other college activities or privileges for which the student might otherwise be eligible, as the Campus Judicial Officer may determine to be appropriate.

Federal and/or state resources for grievance appeals

Students and employees are protected against race discrimination by Title VI and sex discrimination, including sexual harassment, by Title IX. Those who believe they have been discriminated against may utilize the appellate procedures to address their complaints.

Americans with Disabilities Act (ADA) related grievances are covered by the appellate process. Requests for accommodation are not considered to be a grievance but should be addressed to the Vice President for Educational and Student Support Services for referral to the appropriate person. A committee to determine “reasonable accommodation” may be convened by the President when necessary. Should this process then result in a request for review by the appellate process, it would begin at Level Three.

Students or employees may also file a complaint of discrimination with the Office of Civil Rights (OCR), Department of Education, Washington, D.C. Such complaints must be filed in writing no later than 180 days after the occurrence of the alleged discrimination. Addresses for the OCR office in Missouri and the National Headquarters are:

Kansas City Office	U.S. Department of Education
U.S. Department of Education	Office for Civil Rights
10220 North Executive Hills Boulevard	Customer Service Team
Kansas City, MO 64153-1367	Mary E. Switzer Building
Phone: (816) 880-4200	330 C Street, SW
Fax: (816) 891-0644	Washington, DC 20202
Email: OCR_KansasCity@ed.gov	Phone: (800) 421-3481
	Fax: (202) 205-9862
	TDD: (877) 521-2172
	Email: OCR@ed.gov

Charges of employment discrimination on the basis of disability may be filed at any field office of the U.S. Equal Employment Opportunity Commission. Field offices are located in 50 cities throughout the United States and are listed in most telephone directories under U.S. Government. Information on all EEOC-enforced laws may be obtained by calling toll free (800) 669-4000 or (800) 669-6820 (TDD). The address for the EEOC office in Kansas City is:

400 State Avenue
 Suite 905
 Kansas City, KS 66101
 Phone: (913) 551-5655
 TTY: (913) 551-5657 (*Regulation 2160*)

Students Right to Know

INTELLECTUAL PROPERTY

State Fair Community College fosters an environment conducive to the creation, dissemination, discussion, and exploration of knowledge. In addition, ownership of academic intellectual property resides with the creator in order to encourage the investment of time, thought, creativity, and energy in the development of academic works, including copyright, books, articles, works of art, musical compositions, and course materials. This policy applies to all intellectual property related to the academic works of faculty and students, except in the following circumstances:

- Works written or produced for grants or contracts that specify that ownership belongs to the funding or contracting party, or for college administrative software.
- Student-created products that are not claimed by students within 30 days of the close of the semester in which those products were created. After this period, these works belong to the college.
- If intellectual property developed at the college is commercialized by someone other than the college, the institution retains the right to control whether its name or logo is displayed in association with the work and to require appropriate acknowledgment of institutional support of the creation of the work. The college should be notified of intent to commercialize prior to any commercial agreements.
- If the creator was assigned, directed or specifically funded by the college to develop the material, the institution can recover direct expenses related to the development of intellectual property from revenue subsequently collected by the creator.
- Unless otherwise agreed in writing prior to the creation of copyrightable material that is developed for college courses or curriculum, the institution will have for five years non-exclusive, royalty-free, use of the work and the ability to modify the work for its use within the institution so that the college's continued use of such material for educational purposes is not jeopardized.
- Mediated courseware shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit offering of State Fair Community College while the creator is employed by this institution, unless that transaction has received the approval of the Vice President for Educational and Student Support Services.
- This policy does not apply to intellectual property developed before this policy is formally approved.

Appeals concerning student issues related to intellectual property can be made through the Student Grievance and Appellate Process as described in *Regulation 2160*.

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.

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. (*Policy 2820*)

SEARCHES BY COLLEGE PERSONNEL AND/OR LAW ENFORCEMENT

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

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

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

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

Residence halls

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

Additional searches may be conducted if a college administrator has reasonable suspicion that illegal, unauthorized or contraband items are contained within the residence hall room or to regulate the use of the premises in accordance with college rules and regulations. (*Policy 2150*)