2014-2016 Calendar
President's Message
Board of Trustees and Administration
Introduction to State Fair Community College
Admission and Enrollment
Academic Standards
Student Code of Conduct
Students' Right to Know
This catalog is a publication of the Academic Records and Registrar office at State Fair Community College. Every effort has been made to provide accurate information at the time of publication. This catalog is not intended to be a contract between students 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.

**Nondiscrimination and Accommodations Notice**

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC’s Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov. *(Regulation 1210)*

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Student Services office, Hopkins Student Services Center, Room 751, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

**A Tobacco-Free Campus**

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.

For more information, refer to Policy and Regulation 5250.
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Advanced Driveability, Skills Certificate
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Automotive Technology, AAS
Building Materials Merchandising, AAS
Business Management
Basic Business Competencies, Skills Certificate
Business Management, Management Specialty, AAS
Business Management, Marketing and Retail Specialty, AAS
Office Support Services, Professional Certificate
Business Management, Office Management Specialty, AAS
Computer Aided Drafting
Architectural Drafting, Skills Certificate
Mechanical Drafting, Skills Certificate
Computer Aided Drafting Technology, Professional Certificate
Computer Aided Drafting Technology, AAS
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Computer and Network Administration
- Enterprise Server Administration, Skills Certificate
- Information Security, Skills Certificate
- Storage and Virtualization, Skills Certificate
- Computer and Network Administration, AAS

Computer Information Systems
- Computer Information Systems with Emphasis in Accounting, AAS
- Computer Information Systems with Emphasis in Programming, AAS
- Computer Information Systems with Emphasis in Web Development, AAS

Construction Technology, AAS

Criminal Justice, AAS

Dental Hygiene, AAS

Diagnostic Medical Sonography, AAS

Early Childhood Development, AAS

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- Nurse Aide, Skills Certificate
- Nurse Aide, Professional Certificate
- Health Care Specialist with Emphasis in Nurse Aide, AAS

Pharmacy Technician, Skills Certificate
- Pharmacy Technician, Professional Certificate
- Health Care Specialist with Emphasis in Pharmacy Technician, AAS

Health Information Technology
- Medical Coding, Professional Certificate
- Health Information Technology, AAS

Industrial Technology
- Electro-Mechanical Technology, Skills Certificate

Total Productive Maintenance, Professional Certificate
- Industrial Technology with Emphasis in Electrical Maintenance, AAS

Metals Technology
- Metals Technology, AAS
- Machinist Level I, Skills Certificate
- Machine Tool Technology, Professional Certificate
- Metals Technology with Emphasis in Machine Tool Technology, AAS

Pipe Welding, Skills Certificate
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Course Descriptions

Employee Credentials

This section can be found online at www.sfccmo.edu. Select Course Catalog.
### FALL 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST 18</td>
<td>Semester starts</td>
</tr>
<tr>
<td>SEPTEMBER 1</td>
<td>Labor Day</td>
</tr>
<tr>
<td>SEPTEMBER 23</td>
<td>Career Fair-no day classes</td>
</tr>
<tr>
<td>NOVEMBER 25</td>
<td>Campus closes at 5 p.m.</td>
</tr>
<tr>
<td>NOVEMBER 26-28</td>
<td>Thanksgiving break</td>
</tr>
<tr>
<td>DECEMBER 8-11</td>
<td>Day and evening finals</td>
</tr>
<tr>
<td>DECEMBER 12</td>
<td>Semester ends</td>
</tr>
<tr>
<td>DECEMBER 17</td>
<td>Campus closes at noon until January 5</td>
</tr>
</tbody>
</table>

### FALL 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>AUGUST 24</td>
<td>Semester starts</td>
</tr>
<tr>
<td>SEPTEMBER 7</td>
<td>Labor Day</td>
</tr>
<tr>
<td>NOVEMBER 24</td>
<td>Campus closes at 5 p.m.</td>
</tr>
<tr>
<td>NOVEMBER 25-27</td>
<td>Thanksgiving break</td>
</tr>
<tr>
<td>DECEMBER 14-17</td>
<td>Day and evening finals</td>
</tr>
<tr>
<td>DECEMBER 18</td>
<td>Semester ends</td>
</tr>
<tr>
<td>DECEMBER 23</td>
<td>Campus closes at noon until January 4</td>
</tr>
</tbody>
</table>

### SPRING 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>JANUARY 5</td>
<td>Campus reopens after Christmas break</td>
</tr>
<tr>
<td>JANUARY 12</td>
<td>Semester starts</td>
</tr>
<tr>
<td>JANUARY 19</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>FEBRUARY 16</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>MARCH 3</td>
<td>Professional Development Day- offices closed</td>
</tr>
<tr>
<td>MARCH 16-20</td>
<td>Spring break</td>
</tr>
<tr>
<td>APRIL 3</td>
<td>Spring holiday</td>
</tr>
<tr>
<td>MAY 11-14</td>
<td>Day and evening finals</td>
</tr>
<tr>
<td>MAY 15</td>
<td>Semester ends</td>
</tr>
<tr>
<td>MAY 15</td>
<td>Commencement</td>
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</tbody>
</table>

### SPRING 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY 4</td>
<td>Campus reopens after Christmas break</td>
</tr>
<tr>
<td>JANUARY 11</td>
<td>Semester starts</td>
</tr>
<tr>
<td>JANUARY 18</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>FEBRUARY 15</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>MARCH 1</td>
<td>Professional Development Day- offices closed</td>
</tr>
<tr>
<td>MARCH 14-18</td>
<td>Spring break</td>
</tr>
<tr>
<td>MARCH 25</td>
<td>Spring holiday</td>
</tr>
<tr>
<td>MAY 9-12</td>
<td>Day and evening finals</td>
</tr>
<tr>
<td>MAY 13</td>
<td>Semester ends</td>
</tr>
<tr>
<td>MAY 13</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### SUMMER 2015

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>MAY 25</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>JUNE 1</td>
<td>Term starts</td>
</tr>
<tr>
<td>JULY 3</td>
<td>Independence Day (observed)</td>
</tr>
<tr>
<td>JULY 22-23</td>
<td>Day and evening finals</td>
</tr>
<tr>
<td>JULY 24</td>
<td>Term ends</td>
</tr>
</tbody>
</table>

### SUMMER 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>MAY 30</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>JUNE 1</td>
<td>Term starts</td>
</tr>
<tr>
<td>JULY 4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>JULY 26-27</td>
<td>Day and evening finals</td>
</tr>
<tr>
<td>JULY 27</td>
<td>Term ends</td>
</tr>
</tbody>
</table>
Dear Students, Prospective Students and Parents,

Thank you for including State Fair Community College (SFCC) in your educational plans. We look forward to visiting with you personally and helping you achieve your educational and career goals. Your success is our number one goal!

SFCC’s mission is to be an accessible, learning-centered institution, enriching its students and community by providing skills, knowledge and perspectives essential for a changing world. In today’s world of rapidly changing technologies and global competition for skilled and well-educated employees, this mission statement is especially important. SFCC is here for you today and will be here for you as you continue to pursue a lifetime of learning.

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, online, and at extended campus locations in Boonville, Clinton, Lake of the Ozarks, Warsaw, Whiteman Air Force Base, and at our newest location in Eldon.

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, Professional Certificates and Skills Certificates; college-readiness classes; and a variety of noncredit courses, workshops and training that includes Lifelong Learning classes, high school equivalency 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 500 high school juniors and seniors at 18 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 has a long history of knowing our students personally both in and out of the classroom; we like to call it the “personal touch.” It is what you will experience at SFCC! All students quickly become a member of our SFCC extended family. Students are our first priority and serving our communities is our second priority. Every employee is committed to providing quality services and programs for all students. We look forward to serving you!

With warmest regards,

Joanna Anderson, Ed.D.
President
SECTION 1 / GENERAL INFORMATION

Board of Trustees

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Vice President

Patricia Wood  
Secretary

Randall D. Eaton  
Treasurer

Ron Wineinger  
Member

Jerry Greer  
Member

Administration

Executive Leadership Team

Dr. Joanna Anderson, President
Dr. Brent Bates, Vice President for Educational and Student Support Services
Garry Sorrell, Vice President for Finance and Administration
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Dana Kelchner, Executive Director of Marketing and Communications
Linda Church, Director of Human Resources and Payroll Services
Toni Walter, Executive Assistant to the President and Board of Trustees

Division Chairs

James Cunningham, Fine and Performing Arts and Humanities and Social Sciences
Anne Homan, Communication Studies and Wellness
Rhonda Hutton-Gann, Allied Health
Joel Kazy, Business and Technology
Kim Miller, Math, Science and Agriculture
Jim Page, SFCC Online
Welcome to State Fair Community College!

This catalog is designed to help with planning your educational program. It contains information about admission, enrollment and programs. Descriptions of all current courses that are part of the regular curriculum are included, as well as the 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 and Skill 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

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
• 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 six-year terms with two members 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.

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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 5250)

SFCC Locations and Sites

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

Boonville
701 Third St.
Boonville, MO 65233
(660) 882-3090
www.sfccmo.edu/boonville

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

Eldon
113 S. Pine, Eldon, MO 65026
(573) 693-9013
www.sfccmo.edu/eldon

Lake of the Ozarks
3797 Osage Beach Parkway,
Unit C2,
Osage Beach, MO 65065
(573) 348-0888
www.sfccmo.edu/lake

Whiteman Air Force Base
511 Spirit Blvd., Room 246,
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

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

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

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

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

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

First-time freshmen

First-time freshmen 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 freshmen have never attended college since leaving secondary education. Individuals with only dual credit obtained during high school will be considered first-time freshmen. First-time freshmen may apply for admission by submitting the following:

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

GEM – Air Force

General Education Mobile (GEM) is a partnership between the Community College of the Air Force (CCAF) and SFCC to offer general education courses online for Air Force personnel who want to complete the CCAF Associate of Applied Science (AAS) degree requirements. GEM – Air Force students may apply for admission by submitting the following:

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

International students

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

• An Application for Admission using the SFCC website; and,
• Official document that shows completion of a secondary education equivalent to graduation from a U.S. high school; and,
• A verifiable transcript in English from all academic institutions attended; and,
• TOEFL (Test of English as a Foreign Language) scores that indicate a proficiency in English with a total score of 450 or higher (paper-based) or 133 or higher (computer-based), if from a non-English speaking country; and,
• Proof of health insurance coverage equivalent to or better than coverage offered through the College-affiliated International Student Health Insurance plan. The student will receive information about the International Student Insurance package from the Student Services Office if he or she does not have insurance. A student who does not have sufficient insurance and does not want to purchase coverage must sign a waiver prior to attending class.

Upon arrival into the community, international student applicants must see the international student advisor in Student Services on the Sedalia campus and present the following before seeing an advisor to enroll in classes:
Copy of the I-20 stamped by Immigration upon entry into the United States; and,
I-94 documentation; and,
Passport or approved substitute.

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

- An Application for Admission using the SFCC website; and,
- Official placement scores (i.e., ACT, COMPASS) from within the past two years or the appropriate documentation to waive this requirement, if required for prerequisites.

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

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

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

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

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

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

Articulation credit
Students seeking articulation credit may receive up to fifteen (15) hours of credit upon completion of high school courses in a program for 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 all of the following:

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

Auditing a course
Students may audit when they wish to review or preview a course. Audited classes do not count as part of the regular load for financial aid or veteran’s certification nor as hours earned in determining satisfactory academic progress. Students must pay regular tuition and fees for audited classes. Students seeking to audit a class may apply for admission by submitting all of the following:

- An Application for Admission using the SFCC website; and,
- Request to Audit form available in the Academic Records and Registrar office.

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

- A dual credit Application for Admission using the SFCC website; and,
- Official high school transcript; and,
- Official placement scores (i.e., ACT, COMPASS) from within the past two years or the appropriate documentation to waive this requirement.

**Dual enrollment**

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

- An Application for Admission using the SFCC website; and,
- Official high school transcript; and,
- Official placement scores (i.e., ACT, COMPASS) from within the past two years or the appropriate documentation to waive this requirement.

**Early college admission**

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

- An Application for Admission using the SFCC website; and,
- Official high school transcript; and,
- Official placement scores (i.e., ACT, COMPASS) from within the past two years or the appropriate documentation to waive this requirement.

**Noncitizen students who are in the United States legally**

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

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

**Persons with a felony conviction**

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

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

Prior to acceptance to the college, a registration hold will be placed on the student’s record, and the student will need to provide a background check and meet with the Dean of Student and Academic Support Services who will ensure that the legal restrictions are followed. Students in programs at correctional institutions may be excluded from this requirement. (Regulation 2210)

**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. Visit www.sfccmo.edu/applications for application packets 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**

**Waiver of COMPASS placement testing requirements**
The College requires COMPASS placement testing of all students unless appropriate documentation is submitted that qualifies a student to take courses without testing. SFCC may waive all or part of the placement test if students provide written documentation of one of the following:

- An official college transcript from a regionally accredited institution documenting the following coursework:
  - A grade of D or higher in any SFCC equivalent course with a MATH subject prefix and a course number of 100 or higher.
  - A grade of C or higher in any SFCC equivalent course with an ENGL subject prefix and a course number of 100 or higher excluding ENGL 106.
- An ACT score earned within the last two years.
- An SAT score earned within the last two years.
- An ASSET score earned within the last two years.
- An SFCC Application for Admission as a visiting student and the course(s) selected do not have any mathematics, reading or writing prerequisites.
- An SFCC Application for Admission as a non-degree seeking student and the course(s) selected do not have any mathematics, reading or writing prerequisites.
- An SFCC Dual Credit Application and the course(s) selected do not have any mathematics, reading or writing prerequisites. (Regulation 2210)

**Enrollment**

Enrollment information is available prior to the start of each enrollment period for new, current and returning students at www.sfccmo.edu.

**Residency**

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

**Definitions**

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

**District** – The State Fair Community College district consisting of the following component school districts:

Benton County R-I, Cole Camp; Benton County R-II, Lincoln; Benton County R-IX, Warsaw; Cooper County R-VI, Otterville; Pettis County R-IV, La Monte; Pettis County R-V, Hughesville/Houstonia; Pettis County R-VI, Smithton; Pettis County R-VIII, Green Ridge; Pettis County R-XII, Dresden; and Sedalia 200.

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

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

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

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

**Nondistrict Missouri Resident** – A person whose residence is in Missouri, but not in the district.

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

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

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

**Evidence of eligibility**

Proof of domicile within the district for resident tuition purposes

1. Presence within the district for a minimum of the immediate past twelve (12) months and the proof of intent to make the District residence a permanent residence for the indefinite period of time; or

2. Presence within the district for the purpose of retirement, full-time employment, professional practice, or conducting business full-time.

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

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

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

Resident status

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

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

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

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

Unemancipated minor student
• The domicile of an unemancipated minor student is presumed to be that of the individual(s) having legal guardianship of the student.
• Once an unemancipated minor student has established district resident status under this rule, he/she may continue to qualify for resident status so long as he/she remains continuously enrolled, excluding summer terms at the college, even if the individual(s) having legal guardianship of the unemancipated minor student ceases to reside within the district.

Offset of taxes against fees

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

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

Minor students may offset taxes paid by the individual(s) who has legal guardianship of those students as provided in the above paragraphs.
To benefit from these provisions, a student must furnish satisfactory evidence that the taxes have been paid.

**Change of resident status**

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

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

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

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

1. The student may be dismissed from the college; and,
2. The student’s record will not be released or certified until he/she has paid the appropriate tuition and fees based on the change in residency. *(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 is established by the college’s Board of Trustees, and is charged per credit 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.

**Golden age tuition waiver**

Missouri residents age 65 or older may enroll in college credit classes with no tuition if space is available in that course. Students receiving the discount will not be given college credit and shall satisfy all course prerequisites. If college credit is desired, the student must enroll in the course and pay full tuition and fees. The student is responsible for any fees, supplies or books. An identification card may be obtained at the Sedalia campus in the Financial Aid office. *(Taken from Regulation 3361)*

**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.

Students are able to drop all but their last class online in mySTAR throughout the semester until the designated last day to drop a class for its part of term. Students can also complete a petition to withdraw from classes form, which is available in Student Services at the Sedalia campus, at an extended campus location or in mySTAR. All requests for refunds or credits after the refund period has ended must be made in writing. If eligible for 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 federal grants, student loans and the work-study program the Free Application for Federal Student Aid (FAFSA) needs to be completed before June 1 to ensure funds are in place before the fall semester starts. For scholarships students need to complete the SFCC Scholarship Application by March 1 for the following fall semester. For most state programs application must be made before April 1 for the fall semester.

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)
Academic Forgiveness

Academic forgiveness is designed to help students overcome previously earned poor grades in order to meet new career and/or educational goals and/or to meet graduation requirements. State Fair Community College permits students to petition for academic forgiveness of course work completed at least five years prior to the petition date. Approval of the petition permits a new start without the handicap of the prior academic record. A student eligible for consideration may apply for academic forgiveness by petitioning the Dean of Student and Academic Support Services using the following guidelines:

1. The following conditions must be met:
   - State Fair Community College course work subject to the petition must have been taken five or more calendar years prior to the date of the petition.
   - There must have been a break in enrollment at SFCC of at least two calendar years after the term for which the petition is filed.

2. When invoking academic forgiveness, a student may designate not more than two (2) academic terms (fall, spring, or summer) to be forgiven in his/her academic record. Only terms completed prior to returning to SFCC may be designated.

3. At the time of petitioning for academic forgiveness, the student must have completed 12 credit hours within the previous 12 months with an earned GPA of at least 3.0 at SFCC.

4. A petition for academic forgiveness will not be considered if a degree has been earned from SFCC subsequent to the semester(s) in question.

5. All “forgiven” course work will continue to appear on the transcript but will not be included in the student’s SFCC cumulative GPA, nor shall any course in the term be counted toward a degree granted by SFCC.

6. Academic forgiveness will be granted only once.

7. This procedure refers to SFCC only. A student transferring from or to another institution will have to follow the other institution’s procedure.

8. Grades that have been forgiven will not be exempt from academic progress related to Financial Aid and Veteran’s Administration educational benefits or for athletic eligibility. Academic forgiveness does not apply to these processes.

9. Students who have been granted academic forgiveness will not be considered for graduation with honors.

Attendance

Class attendance is essential for student success, and students are expected to attend all class sessions and report punctually. Any student who misses two (2) consecutive weeks of class during a regular 16-week semester or the equivalent proportion of class time during a shorter session, and those absences do not meet the excused absence criteria defined below will be dropped from the class by the instructor. Additionally, any student who misses more than two (2) hours of class time for each credit hour (i.e. six hours of class time for a three-credit-hour class) during the semester may be dropped from that class if, in the opinion of the instructor, the student does not have reasonable opportunity to succeed in the class. Specific requirements will be listed in the instructor’s course syllabi.

Student attendance in online or the online portion of hybrid courses is defined as active participation in the course as designated in the instructor’s syllabus. Active participation may include completion of quizzes or exams, submission of assignments, participation in threaded discussions or blogs, or communication with the instructor.

No student or instructor-initiated drops may occur after the withdrawal deadline as posted in the academic calendar.

The following are considered excused absences:

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

2. Absences for medical emergencies will not count against class attendance, but students may not be able to make up missed content. A medical emergency is defined as injury to self only or illness that occurs suddenly and does not include common illnesses, conditions or routine medical appointments.
   a. The student or his or her designee should notify both the instructor(s) and the dean about the medical emergency as soon as possible. Immediately upon returning to class, or sooner if practical, the student should complete and
All excused absences must be initiated by the student, appropriate club sponsor or coach.

Tuition and fee refunds for an administrative, absence related drops will only be made if the drop occurs within the refund period as designated on the academic calendar.

A student may appeal an administrative drop and other actions resultant from this regulation, utilizing the Student Appellate and Grievance Process outlined in Regulation 2160.

Justifications for deviations from this policy, though rare, will be determined by the dean and written documentation of these deviations will be maintained in the dean’s office for three years. (Regulation 2310)

Basic Skill Courses

Basic skill courses are numbered below 100 and focus on skills that need to be developed to prepare a student to enter college-level courses. Students are placed in these courses as a result of placement testing and a grade of C or higher must be earned to advance to the next course in the sequence. Basic skill courses cannot be applied to a degree or certificate.

Credit by Examination and Nontraditional Education

Students planning to transfer should check with the receiving institution regarding policy for accepting transfer of nontraditional education credit. College credit may be awarded by State Fair Community College for nontraditional 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 nontraditional 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 nontraditional 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.

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.

Departmental exams
Departmental exams administered in major areas of study may provide an alternative to credit awarded for nontraditional 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 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.

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

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 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 nontraditional 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 office to be evaluated for college 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. Grade appeals must be initiated using the college’s Student Grievance and Appellate Process within 30 days of the awarding of the original grade as described in Regulation 2160. (*Taken from Regulation 2510*)

Grading System

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

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

Unfinished

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

A I or II may only be assigned under the following conditions:

1. An internship is extending past the end of the term.
2. A major paper/project and/or the final exam are the only graded items not completed by the end of the term.

3. Required civic or military duty. The student must make the request through the instructor with the approval of the course dean as defined in Regulation 2180.

4. In extraordinary circumstances, relating to physical health or mental health difficulties, when an illness or injury meeting the criteria of an excused absence (See Regulation 2310) prevents a student from completing his or her classes, but the instructor and the student both agree that the material missed may be made up appropriately.

After one semester or term, the instructor must either change the original grade or the I will automatically become an F. The change of grade must be completed before the last class day of the following semester or term. (*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 (AA), the Associate of Arts in Teaching (AAT), the Associate of Science (AS), and the Associate of Applied Science (AAS). 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 MoGEA with a 183 or higher for math, science, social studies,
167 or higher for writing and 186 or higher for English.
• Take an exit examination. The exit exam is online and must be completed before finals begin.
• Complete an application for graduation after enrolling for the final semester and pay the 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)

Requirements for a certificate
The college offers several 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. If the certificate is less than 15 hours, then residency is the total number of hours of 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.
• 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 3.60 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 MoGEA 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.

Military Withdrawal
This regulation follows the guidance of the Missouri Statute, Chapter 41, Military Forces, Section 41.948 that covers rules for Reserve and National Guard members who are called to active military service whether voluntarily or involuntarily prior to completion of the semester/term at SFCC. Also, this regulation covers military issues involving active duty members and their responsibilities to their units in a normal day-to-day operation where their work/deployment/special duty requirements may conflict with their SFCC class(es).
In most cases Reserve and National Guard members will be placed on orders when called to active duty. Reserve and National Guard members should produce a copy of their orders when requesting action of this regulation. Active duty members may also be issued orders when required to complete their assigned jobs. For example, an active duty member who is being deployed from their home station active duty location would normally receive orders. Active duty members should also produce a copy of their orders when requesting action based on this regulation. Active duty members that have conflicting military duty with SFCC classes and are not on orders should work with the Director of Student Success and Retention Services.

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

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

**Option (1) withdrawal from one or more currently enrolled courses**

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

In such cases, a student may request one of the following actions:

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

**Option (2) receive an incomplete for one or more currently enrolled courses**

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

In such cases the student must:

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

**Financial aid**

The Financial Aid office will be contacted and informed of the student’s status and official withdrawal date and may make adjustments according to federal, state and institutional guidelines.

**Scholarships**

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

Adding a course

Students may add a course online through the student portal, mySTAR up to the published date. Web enrollment will close at 5 p.m. on the published date for all courses in the part of term. After web enrollment closes, students may add a course by requesting permission from the course instructor. If permission is granted, the instructor must notify the Academic Records and Registrar office. This can be done by completing a Change of Schedule form (instructor and student signature required), or by the instructor emailing the Academic Records and Registrar office (from their SFCC email account to add-drop@sfccmo.edu) with the applicable CRN, student name, and student ID number. The Academic Records and Registrar office will then add the student to the course. Instructors will not be able to add a student to their course without dean approval after the published instructor approval date. The absentee policy is still in effect if a student enrolls late for a course.

The exception to the above process is interim (minimester) part of term courses. Students may not add an interim (minimester) course after the published date. This is usually several days before the interim (minimester) course starts.

Students are not permitted to enroll in more than one course during an interim (minimester) part of term.

Dropping a course or withdrawing from all courses

Students may drop a course online through the Student tab in mySTAR or by sending an email (from their SFCC email account) to the Academic Records and Registrar office with the appropriate information (student name, ID number, CRN, course number/name, and instructor name) or by completing a Change of Schedule form in the Academic Records and Registrar office. This process can be done until the official last date to withdraw for the course’s part of term. Students cannot drop their last course or all courses online through the Student tab in mySTAR. A Complete Withdrawal form or Change of Schedule form must be completed in the Academic Records and Registrar office. The instructor must provide a last date of attendance for each course dropped.

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.

It is important to note that students are expected to successfully complete all courses for which they enroll. Great care should be used in selecting and enrolling in courses. Many factors should be considered, such as is the course applicable to the degree, length of the course, meeting times, and prerequisite requirements. Dropping below full-time, three-fourths time or half-time enrollment status may jeopardize insurance, financial aid, scholarships, and athletic participation eligibility.

Failure to properly notify the college of a desire to drop or withdraw from a course or courses has many negative
results. Students will most likely receive a grade of F, owe the tuition and fees for that course and any financial aid received may be reduced. 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.

Reinstatement
Students who are administratively dropped may appeal utilizing the Grievance and Appellate Process outlined in Regulation 2160. (Regulation 6470)

Student Academic Progress
Students are expected to make satisfactory academic progress. 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 1.85 cumulative grade point average
- Upon completion of 48 semester GPA hours – a minimum 2.0 cumulative grade point average

Academic review
- If a student has not maintained satisfactory progress, he or 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 continue on academic probation. However, the assigned counselor by or before the end of the 12th week of a term or its equivalent will, in a written report to the Dean of Student and Academic 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 from the end of the term suspended.

A suspended student may be readmitted after the Dean of Student and Academic Support 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)

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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 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, MasterCard, 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 office; 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 Academic Records and Registrar office; or, it can be faxed from the sending college registrar’s office with a cover sheet to the SFCC Academic Records and Registrar office. 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 transferred from colleges that are accredited by a national or regional association (e.g. North Central Association of Colleges and Schools). For a list of these associations, contact the SFCC Academic Records and Registrar office. Courses completed from colleges that are not accredited by one of the national or regional associations may be considered for college credit. Courses descriptions or course syllabi must be submitted to the appropriate course dean for review. The dean’s decision is final and may be made in consultation with the department.

All grades (except withdrawals) are transcripted. 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 transcripted 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. Basic skill courses (numbered below 100) are transcripted and if there is not a direct equivalency to an SFCC basic skill course it will be transcripted using DVLP 000. Grades earned in basic skill courses are included in a student’s GPA beginning fall 2008. Basic skill courses do not apply to a certificate or degree. Any student who has received a bachelor’s degree or higher and is returning to SFCC to pursue an AAS, AAT, AS degree, or certificates will only have the courses that apply to that major transcripted. If a student changes his or her major, a request must be made to have transfer credit re-evaluated. Any student who is classified as a visiting student or a personal interest student will only have prerequisite courses transcripted. 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 or 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 utilizing the college’s Grievance and Appellate Process as outlined in Regulation 2160. Credit earned by credit-by-exam (CLEP, DSST or AP) and from nontraditional 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 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 registration at SFCC will be canceled.

All college transcripts must be on file prior to enrollment. A registration hold will be placed on the student’s record until all official transcripts have been submitted. (Regulation 6610)
Prohibited Conduct and Disciplinary Actions

State Fair Community College students are expected to abide by the following code of conduct.

Generally, college jurisdiction and discipline shall be limited to student conduct which occurs on college premises or which adversely affects the college community and/or the pursuit of its objectives. It is the responsibility of the student to be familiar with all college policies, rules and regulations.

Any misconduct will be subject to discipline defined below:

1. Students must refrain from conduct that interferes with the academic freedom or the freedom of speech of any student, employee, or guest of the college, and refrain from obstructive or disruptive conduct at any college sanctioned activity.

2. Students should not engage in acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism or other forms of academic dishonesty
   b. Furnishing false information to any college official, faculty member or office
   c. Forgery, alteration or misuse of any college document, record, or instrument of identification
   d. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructor in both courses
   e. Tampering with the election of any college recognized student organization

3. No student will endanger the health of any person on campus. Examples include but are not limited to: physical abuse, verbal abuse, threats, intimidation, bullying, harassment, and coercion.

4. No student shall use tobacco products on campus except in vehicles.

5. Students are expected to respect the property of others and of the college. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property is prohibited.

6. Students or student organizations will not participate in any form of hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

7. Students will be expected to identify themselves and comply with directions of college officials or law enforcement officers acting in performance of their duties.

8. Students will not be allowed possession, duplication or use of keys to any college premises or entry to or use of college premises without proper authorization.

9. Students will be expected to abide by all federal, state or local laws on college premises or at college sponsored or supervised activities.

10. Students may not at any time use, possess or distribute any narcotic, alcohol or other controlled substances except where expressly permitted by law. Students may not be publicly intoxicated while on campus or at a college sponsored or supervised activity.

11. Students will not be allowed to possess or use weapons on college property (except for commissioned peace officers attending classes, who will be permitted to carry their firearms if so required by their department regulations). Weapons include any object or substance designed to inflict a wound, cause injury or incapacitate, including but not limited to all explosives, firearms, pellet guns, switchblade knives, knives with blades more than four inches in length, and any inappropriate use of chemicals.

12. Participation in a campus demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; and intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus, will not be permitted.

13. Students will be expected to be respectful to the college and community by not participating in conduct that is disorderly, lewd or indecent; breach of peace, or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by, the college.

14. Students must not violate campus computer policies, including but not limited to:
   a. Theft or abuse of computer time
   b. Unauthorized entry into a file, for any purpose
   c. Unauthorized transfer of a file, including, but not limited to illegal peer-to-peer file sharing
d. Unauthorized use of another individual’s identification and password

e. Use of computing facilities to interfere with the work of another student, faculty member, college official, or normal operation of the college computing system

f. Use of computing facilities to send obscene or abusive messages

g. Downloading copyrighted material or visiting pornographic sites, etc.

15. Students will not be allowed to abuse the judicial system, including but not limited to:

a. Failure to obey the summons of a judicial body or college official

b. Falsification, distortion or misrepresentation of information before a judicial body

c. Disruption or interference with the orderly conduct of a judicial proceeding

d. Institution of a judicial proceeding knowingly without cause

e. Tampering with or harassing any member of a judicial party prior to, or during the course of a judicial hearing

f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct

16. Students may be charged with a violation of this code if other incidents that the Campus Judicial Officer, at his or her discretion may find to have disrupted the campus or infringed on the rights of others.

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

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

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

The following sanctions may be imposed upon any member of the campus community found to have violated the Student Code of Conduct:

1. **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.

2. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

3. **Loss of Privileges:** Denial of specified privileges for a designated period of time.

4. **Fines:** Previously established and published fines may be imposed.

5. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

6. **Discretionary Sanctions:** Work assignments, service to the college or other related discretionary assignments (such assignments must have prior approval by the Campus Judicial Officer)

7. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.

8. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.

9. **College Suspension:** Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.

   a. When the Campus Judicial Officer or Campus Issue Resolution Committee recommends that a student be suspended, the committee or Campus Judicial Officer will specify the date at which the student subsequently may apply for re-admission, 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 re-admission. Such application will be reviewed by the Campus Judicial Officer who, at his or her discretion, may approve or deny the application.

b. Once the decision has been made to suspend a student, the suspension may begin immediately or, especially if the decision is made toward the end of a semester, suspension may become effective at the beginning of the following semester. Should suspension be thus deferred, the student will be on disciplinary probation until the effective date of suspension.

10. Expulsion: Suspension from the college for an indefinite period of not less than two (2) years. Expulsion is the most serious disciplinary action that may be imposed and may be recommended by the Campus Judicial Officer or Campus Issue Resolution Committee.

a. An expelled individual will not be permitted to enroll unless the Campus Judicial Officer approves re-admittance, and no request for re-admittance will be considered until at least two (2) years after the date of expulsion; and

b. A notation of the expulsion will be made on the individual’s permanent record (including the date of expulsion).

More than one of the sanctions listed above may be imposed for any single violation. Other than college expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record but shall become part of the student’s confidential record. Amount of time records are kept will be according to college policy and state law.

The following sanctions may be imposed upon groups or organizations:

1. Those sanctions listed above.

2. Deactivation: Loss of privileges, including college recognition, for a specified period of time. In each case in which the Campus Judicial Officer or the Campus Issue Resolution Committee determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined by the Campus Judicial Officer. The Campus Issue Resolution Committee may also recommend sanctions to the Campus Judicial Officer. The Campus Judicial Officer is not limited to sanctions recommended by the Campus Issue Resolution Committee.

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

1. Interim suspension may be imposed only:

a. To ensure the safety and well-being of members of the college community or preservation of college property;

b. To ensure the student’s own physical or emotional safety and well-being; or

c. If the student poses a definite threat of disruption or interference with the normal operations of the college.

2. Summary Suspension – Suspension of five (5) school days which takes effect immediately without a hearing upon the order of the Campus Judicial Officer. This action may be taken under either of two conditions:

a. If the student repeatedly fails to comply with the request of the Campus Judicial Officer to meet or discuss allegations that the student has violated the Student Code of Conduct; or

b. If, pending a hearing, the Campus Judicial Officer believes that the continued presence of the student would seriously disrupt the operation of the college or constitute a danger to the health, safety, or welfare of the student or other persons or to the records or other physical property of the college.

The student who has received a disciplinary action decision from the Campus Judicial Officer has the right to appeal that decision to the Campus Issue Resolution Committee. All appeals must be filed within ten (10) business days of the original decision. The complete appeals process can be found in Regulation 2160. (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)
SECTION 1 / STUDENT CODE OF CONDUCT

**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**

The Donald C. Proctor Library supports the education of children by allowing staff, students and community patrons to borrow materials from the children’s collection. To provide a safe environment for visiting children, the following guidelines and procedures are in effect:

1. A parent/caregiver must supervise children under the age of 12 at all times.
2. Child safety and appropriate behavior is the responsibility of the parent or caregiver.
3. Parents/caregivers are financially responsible for damaged materials/property.
4. Library staff may ask noncompliant patrons, including children and caregivers, to leave the library for unacceptable behavior. Forms of unacceptable behavior include but are not limited to:
   - Offensive/obscene language
   - Sexual harassment
   - Behavior deemed disruptive to the learning environment
   - Behavior that places the safety of the child or another patron at risk

Signage detailing parent/caregiver responsibilities is displayed at each entrance and in the Children’s Collection area. (Taken from Policy 6510)

**Copyright**

The Board of Trustees intends that all members of the college community adhere to the provisions of the United States Copyright Law (Title 17, U.S. Code). Copyrighted materials may be used in the preparation, delivery, or learning environment only after obtaining permission or determining that the doctrine of “Fair Use” is applicable. This also includes the following information sharing methods: document sharing, scanning, uploading, downloading, digital replication, photocopying and other forms of information sharing.

Employees and students are expected to be familiar with the “Fair Use” doctrine outlined in the Copyright Act of 1976, the Digital Millennium Copyright Act of 1998 and the Technology, Education, and Copyright Harmonization Act of 2002, (TEACH, H.R. 2215) and other statutes governing the use of copyrighted works. Full text versions of these laws are available via Internet and the Copyright channel located on the Library tab in mySTAR.

Students, faculty, staff, and visitors who willfully disregard the copyright policy do so at their own risk, assume all liability, and may face disciplinary action. (Policy 6240)

**Drugs and Alcohol and Tobacco Products**

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

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

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

**Tobacco products**
Effective June 1, 2006, smoking and tobacco use are only permitted within vehicles parked or driven on designated college parking areas and roads. (Policy and Regulation 5250) (Policy 2830)

**Firearms and Weapons**

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 all 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. Nonstudents 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 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. *(Regulation 1332)*

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**Retaliatory Harassment**

Retaliation against an individual because the individual has filed a complaint of discrimination on, reported such behavior, participated in an investigation involving such behavior, or otherwise engaged in any activity protected by college policy or regulation or by the laws enforced by the Department of Education, Office of Civil Rights, is prohibited. These laws ban discrimination on the basis of race, color, national origin, sex, disability, and age in the college’s programs, activities and in employment. In addition, the college prohibits discrimination based on religion, sexual orientation and veteran status. Retaliatory harassment is defined as intentional action taken by an accused individual or allied third party, absent legitimate nondiscriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

Students or community members or allied third parties who participate in retaliatory harassment may face discipline up to and including expulsion from campus. Employees who retaliate may face discipline up to and including termination.
Campus Safety 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 Student Services and on the SFCC website at www.sfccmo.edu/securityreport. (Taken from Policy 2820)

The Sedalia campus has automated lights for the parking areas. They are on full brightness from 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.

A Campus Resource Deputy is on duty from 11 a.m. to 10 p.m. Monday through Thursday at the Sedalia campus and can be reached by calling (660) 596-7110. The deputy is an employee of the Pettis County Sheriff’s Office and has full arrest authority while on campus. The deputy will respond to reports of safety issues and concerns and has the authority to call in additional law enforcement or emergency personnel as needed. When the deputy is not on duty, a staff member will answer the safety phone and respond. At extended campus locations the site director or coordinator is responsible for security and should be contacted in the case of a perceived threat to security.

Complaint Process

State Fair Community College recognizes problems between students, employees or other stakeholders may occasionally occur. With the exception of issues dealing with harassment or discrimination, which by law must be dealt with immediately through a formal process defined in policy and regulation, the college attempts to resolve problems quickly and at the most appropriate level and complaints concerning the Board of Trustees’ actions or operations only, which will be handled by the President’s office.

When an issue cannot be resolved through informal efforts, the student, employee or other stakeholder may choose to submit a formal complaint. A formal complaint must be made in writing to the Dean of Student and Academic Support Services. The dean will take the following actions:

- Document the complaint
- Contact appropriate parties
- Follow up to ensure resolution of complaint

A summary report of complaints will be prepared annually in May and will be analyzed and discussed by the Executive Leadership Team, who may recommend improvements or other necessary actions based on the analysis of the data presented. (Regulation 1380)

Confidentiality

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

The Access office strives to treat all personal information with the strictest confidentiality. It is the policy of the office to hold confidential all communications, observations, and information made by and/or between students, faculty, administration and staff whenever possible. The Access office may release information to college officials on a need-to-know basis. The need to know must be based on compelling and legitimate educational reasons for the information disclosure. FERPA and the Americans with Disabilities Act, 1990 (ADA), do not allow faculty access to disability related information. (Policy 2115)

Crime Reporting

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 nonemergency situations by calling extension 7110 from a Sedalia campus phone or (660) 596-7110 from other phones or by emailing safety@sfccmo.edu.

### Communicable Diseases

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

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

The college may require any student suspected of having a communicable disease to be examined by a physician and may exclude the student from classes, in accordance with the procedures authorized by Policy 2810, so long as there is a substantial risk of transmission of the disease in the college environment.

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

Students with communicable diseases have a right to privacy and confidentiality and should register the health issue with the Dean of Student and Academic Support Services. Only staff members who have a 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 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 parents’ 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 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. Students 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 students 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 students request in writing to the contrary, federal law permits the college to release the following directory information to the public without student consent:

• Name

• Address

• Date/place of birth

• 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

• Email addresses

• Job placement records

• Height/weight of student athletes

• Current enrollment

Directory information cannot include:

• Student ID numbers or Social Security numbers

• Ethnicity, race or nationality

• Gender
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 office. The receipt of a written request via fax with signature to release an education record is permissible.

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.

Grievance and Appellate Process

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

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

- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.
- Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, and the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability
- Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age
- Violations of Student Code of Conduct
- Residence Hall disciplinary action or violations of Residence Hall regulations or contract
- Violations of Board of Trustees policy, including Campus Crime and Security, Substance Abuse, and Campus Drug, Alcohol and Tobacco
- Violations of the Family Educational Rights and Privacy Act (FERPA)
- Concerns or complaints about eligibility for student extracurricular activities both noncredit and for credit events, bookstore or food service
- 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.
- Billing errors
- Financial aid suspension
- Academic probation/suspension
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• 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
• Parking fines

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

Grievance process:
All complaints must utilize the following procedure:

1. The student may first attempt to resolve the issue informally with the appropriate student or employee involved (Note: Degree programs with specific accreditation requirements, such as the Nursing, Radiography, Dental Hygiene, Occupational Therapy and Physical Therapy programs, must follow those guidelines outlined in program handbooks prior to pursing this process). The Director of Student Success and Retention Services is available to help mediate resolution, to provide impartial advice and guidance on the process and to discuss the issue. The student should present the formal grievance/explanation of the situation in writing on the grievance and appeals form located on the Campus Resource tab in mySTAR.

2. If the issue cannot be resolved informally to the satisfaction of the parties, the student must present, in writing within 30 days of the incident/issue, a formal grievance/explanation of the situation to the Campus Judicial Officer. All formal complaints will be promptly and thoroughly investigated by this impartial investigator. The written grievance/explanation should include the specific complaint and a reference to the specific matter described in the bulleted items above. The burden of proof shall rest on the accuser or complainant, with the opportunity to present witnesses and other evidence. The Campus Judicial Officer will provide impartial, prompt and thorough investigation of the issue. All investigations will use preponderance of evidence as the evidential standard.

a. The Campus Judicial Officer is located in the Student Services office in Hopkins Student Services Center, SFCC Sedalia campus, 3201 W. 16th, Sedalia, Mo. 65301; phone: (660) 596-7393.

b. If a complaint should arise that includes the Campus Judicial Officer, the President will appoint a temporary, impartial substitute.

c. If the appeal involves medical withdrawal or grade changes, the Dean of Academic Affairs will act as Campus Judicial Officer.

3. The Campus Judicial Officer will make a decision based on the evidence and thorough consultation with all parties involved within ten (10) business days of receiving the written formal grievance. The Campus Judicial Officer will then send notice to all parties of the outcome of the complaint, with specific information supporting the decision.

a. During this appeal period the Campus Judicial Officer may impose sanctions on the student until the process is complete (i.e. barring from residence hall, temporary suspension, loss of campus privileges, etc.) in accordance with Regulation 2610.

b. If the issue involves an employee, the Campus Judicial Officer will work with the Human Resource Director, who may impose temporary sanctions (i.e. temporary suspension with pay, temporary suspension without pay, etc.) on an employee until the process has been completed.

4. If the student is not satisfied with the decision of the Campus Judicial Officer he/she must present to the Campus Issue Resolution Committee, in writing, a formal appeal. This appeal should include reasons why the student believes the decision of the Campus Judicial Officer should be overturned. The burden of proof shall rest on the accuser or complainant, with the opportunity to present witnesses and other evidence. The Campus Issue Resolution Committee will provide impartial, prompt and thorough investigation of the issue. This appeal must be made within ten (10) business days of the
decision of the Campus Judicial Officer and must outline grounds for the appeal. The Campus Issue Resolution Committee will return a decision within ten (10) business days of receiving the appeal and notify, in writing, all parties involved of the outcome of their decision. The Campus Issue Resolution Committee will be impartial, prompt and thorough to investigate each appeal. The decision of the committee will be final.

a. The Campus Issue Resolution Committee will be appointed each fall by the college President and will include a faculty member, staff member and a student.

b. Each member of the Campus Issue Resolution Committee will serve one-year terms.

c. If a complaint should arise that includes one of the committee members, or a member of the committee is unable to complete their term, the President of SFCC will appoint a temporary substitute for that member.

d. Appeals to the CIRC will be submitted on the same grievance and appeals form located on the Campus Resources tab in mySTAR. The Director of Student Success and Retention will schedule the CIRC and notify parties involved of time, date, and location of the hearing.

e. Decisions of the committee will be decided by majority vote. The Director of Student Success and Retention will then disseminate the information to all involved parties. The written decision will include specific information supporting the decision.

5. The student (employee, community member, contractor, parent, etc., hereafter referred to as the individual) is entitled to be assisted by and accompanied to the hearing by one member of the college community as a support person. If the above individual does not have a relationship with someone who could fulfill that role, either the college will appoint such a support person upon the individual’s request, or the individual may choose a community member to serve in that support role. The support person will not be permitted to speak, testify, serve as a witness, or provide a statement on behalf of the accused individual, unless that support is needed to provide for a disability. The support person may not be an attorney unless an attorney representing the college is present. If the college is represented by an attorney, the individual is permitted to be represented by an attorney.

6. At any stage of the grievance/appellate process, including informal resolutions, if it is discovered that the college was discriminatory, the college will take steps to prevent the recurrence of the discrimination and will correct its discriminatory effects on the complainant and others, where appropriate.

Other appeals

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

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

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

Retaliation notice

Retaliation against a person who files a complaint or persons who participate in the grievance proceeding is prohibited.

Employees – The following matters related to employees of State Fair Community College and members of the public are subject to process under this policy:

- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

- Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e et seq., which prohibits employment discrimination based on race, color, religion, sex, and national origin.

- Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex.

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- Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- Board of Trustees policy and/regulation.

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

All matters must be addressed utilizing the following procedure:

1. Within 30 days of the incident/issue, a complaint must be filed by an employee or member of the public with the Director of Human Resources. All complaints will be promptly, thoroughly, fairly and impartially investigated by the director.
   a. During this appeal period the Director of Human Resources may impose temporary sanctions (i.e. temporary suspension with pay, temporary suspension without pay, etc.) on an employee until the process has been completed.
   b. If the issue involves a student, the director will work in cooperation with the Dean of Student and Academic Support Services, who may impose temporary sanctions (i.e. suspension from class, suspension from residence halls, suspension from student activities, etc.) on a student until the process has been completed.

2. The director will make a decision based on the evidence and thorough consultation with all parties involved within ten (10) business days of receiving the complaint. The director will then send notice to all parties of the outcome of the complaint, with specific information supporting the decision.

3. If the employee or member of the public is not satisfied with the outcome after Human Resources has completed its process, the employee or member of the public may appeal by submitting a written description of the grievance to the Campus Judicial Officer. This appeal must occur within ten (10) days of the decision of the director. The written appeal should include the specific complaint and a reference to the specific matter described in the bulleted items above. The burden of proof shall rest on the accuser or complainant, who will have the opportunity to present witnesses and other evidence. The Campus Judicial Officer will provide impartial, prompt and thorough investigation of the issue.
   a. The Campus Judicial Officer is located in the Student Services office in Hopkins Student Service Center, SFCC Sedalia campus, 3201 W. 16th, Sedalia, Mo. 65301; phone: (660) 596-7303.
   b. If a complaint should arise that includes the Campus Judicial Officer, the President will appoint a temporary, impartial substitute.

4. The Campus Judicial Officer will make a decision, based on the evidence and thorough consultation with all parties involved, within ten (10) business days of receiving the written formal grievance. The Campus Judicial Officer will then send notice to all parties of the outcome of the complaint, with specific information supporting the decision.

5. If the employee or member of the public 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. This appeal should include reasons why the student believes the decision of the Campus Judicial Officer should be overturned. The burden of proof shall rest on the accuser or complainant, with the opportunity to present witnesses and other evidence. The Campus Issue Resolution Committee will provide impartial, prompt and thorough investigation of the issue. This appeal must be made within ten (10) business days of the decision of the Campus Judicial Officer and must outline grounds for the appeal. The Campus Issue Resolution Committee will return a decision within ten (10) business days of receiving the appeal and notify, in writing, all parties involved of the outcome of their decision. The Campus Issue Resolution Committee will be impartial, prompt and thorough to investigate each appeal. The decision of the committee will be final.
   a. The Campus Issue Resolution Committee will be appointed each fall by the college President and will include a faculty member, staff member and a student.
   b. Each member of the Campus Issue Resolution Committee will serve a one-year term.
c. If a complaint should arise that includes one of the committee members, the President of SFCC will appoint a temporary substitute for that member.

d. Appeals to the CIRC will be submitted to the Campus Judicial Officer for dissemination to the committee. The Campus Judicial Officer will schedule the CIRC and notify parties involved of time, date and location of the hearing.

6. The student (employee, community member, contractor, parent, etc. hereafter referred to as the individual) is entitled to be assisted by and accompanied to the hearing by one member of the college community as a support person. If the above individual does not have a relationship with someone who could fulfill that role, either the college will appoint such a support person upon the individual’s request, or the individual may choose a community member to serve in that support role. The support person will not be permitted to speak, testify, serve as a witness, or provide a statement on behalf of the accused individual, unless that support is needed to provide for a disability. The support person may not be an attorney unless an attorney representing the college is present. If the college is represented by an attorney, the individual is permitted to be represented by an attorney.

7. At any stage of the grievance/appellate process, including informal resolutions, if it is discovered that the college was discriminatory, the college will take steps to prevent the recurrence of the discrimination and will correct its discriminatory effects on the complainant and others, where appropriate.

Retaliation notice
Retaliation against a person who files a complaint or persons who participate in the grievance proceeding is prohibited.

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

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 fifty (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 4850)

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 nonexclusive, royalty-free, use of the work and the ability to modify the work for use within the institution so that the college’s continued use of such material for educational purposes is not jeopardized.
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- 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. (Policy 6230)

Reporting and Record Keeping

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 and on the Employee tab of mySTAR under Business Office Forms.

Off-campus sites will report crimes to their nearest law enforcement agency. All crime reports are to be sent to the Campus Judicial Officer within three days of the reported event. (Taken from 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. Students or student property may be searched based on reasonable suspicion, of a violation of College rules, policy or state law.

The college retains the authority to conduct routine patrols of parking lots. The interior of a student’s vehicle on college property may be searched if a college administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside the vehicle.

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

Residence Halls

Regular monthly health and safety room checks in the residence halls will be conducted by the residence life staff. (Policy 2150)

Students with Disabilities

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

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

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

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

After accommodations have been established by the Access Office, a letter will be presented to the student describing the accommodations that he/she qualifies to receive for each class in which he/she is enrolled that semester. A confidential letter will also be presented to the instructor describing the accommodations for which the student qualifies for that class. However, the letter will not contain any specific disability. (Regulation 2110)

Students with Disabilities Testing Accommodations

SFCC is committed to providing fair and appropriate testing accommodations for eligible students. Accommodations include, but are not limited to, extended test taking time, use of assistive technology, minimal distraction testing environment, oral tests, use of readers and the use of scribes. In order to be eligible for these accommodations, the student must provide the Access office with the documentation that is required to determine eligibility as described in Regulation 2111 found on page 44.
Access office responsibilities
The process of determining reasonable and appropriate testing accommodations for qualified students with disabilities is a collaborative effort between the Access office and the qualified student. The Access office will evaluate the documentation, determine eligibility for testing accommodations, and meet with students on an individual basis to discuss reasonable and appropriate options. The Access office also will work with faculty, with the Testing Center, and with other departments to facilitate delivery of reasonable accommodations. Students may request a modification of their accommodations at any time. The Access office will base the request of new or additional services on official documentation.

Testing Center responsibilities
The Testing Center has primary responsibility for providing appropriate testing accommodations for students with disabilities and offers students a limited distraction environment with study carrels and noise-reducing disposable ear plugs.

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

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

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

Confidentiality
The Access office, Testing Center, administrators, and faculty will treat all ADA test proctoring forms as confidential in accordance with Regulation 2115, Nondiscrimination and Student Rights Equal Educational Opportunity Students with Disabilities Confidentiality. Completed disability test proctoring forms, including all extended campus proctoring forms, will be stored in a locked file cabinet in the Testing Center.

Academic honesty
Any student observed utilizing any unauthorized materials or resources during a test will be reported to the instructor, the Access office, the Student Success Center and the Campus Judicial Officer. The Testing Center has the right to stop a test at any time if academic dishonesty is witnessed. Please see the Regulation 6480, Academic Honesty Policy and Regulation at www.sfccmo.edu/policiesandregs.

Responsibility of students
1. The student must request accommodations from the Access office every semester in a timely manner. The student will work with the Access office staff to determine reasonable and appropriate accommodations for each class.

2. The student shall schedule appointments with the Testing Center for testing accommodations with as much advance notice if possible, in most cases no later than two business days prior to the exam. Requested accommodations for specialized testing (placement testing, program entrance testing, and exit testing, etc.) require in most cases at least three weeks’ notice if possible.

3. If a student must cancel an arranged exam with the Testing Center for any reason, it is the student’s responsibility to notify the Testing Center by telephone, voicemail or email, in advance of the scheduled exam if possible. This responsibility includes cancellations when students decide to take the exam in class, when the class test was canceled by the instructor, or when the student drops or withdraws from the class.
4. If a student is ill or needs to reschedule exams for any other reason, or if a student misses an exam, the student is responsible for seeking his or her instructor's permission to reschedule the missed exam. The student must provide his or her instructor's written permission to the Testing Center. The student also must schedule a new time agreeable to all parties (the student, the instructor, and the Testing Center). Instructors are allowed to establish their own policies for make-up assessments and those policies must apply to all students and must be spelled out in the syllabus. For all students, the ability to schedule make-up exams is dependent on their instructor's policy.

5. If a student is late for a scheduled proctoring for any reason, the Testing Center or designated proctor will subtract the time missed from the total time allowed for the exam. Proctors will wait up to 20 minutes before determining the student is a no show.

6. The student shall inform the Access office immediately if he or she believes a test accommodation has not been appropriately provided.

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

2. Instructors shall treat all information about a student's accommodation as confidential. Instructors should ensure that conversations about accommodations, even when initiated by the student, are conducted at a place and time that they may remain confidential.

3. Prior to tests, instructors will submit a Test Proctoring Form to the Testing Center complete with the student's name, name of the test, date of test, the name of the class and course number and the instructor's contact information.

4. If an instructor plans a pop quiz, the instructor shall complete the Test Proctoring Form, leave the date and time blank and then notify the Testing Center of the date and time of the pop quiz.

5. Faculty shall provide the Testing Center a copy of the exam, quiz or other assessment no less than one business day in advance.

6. In order to ensure appropriate testing environments, faculty who prefer to proctor their own exams, typically for students whose accommodation involves extra time, receive prior approval from the Access office to administer the exam outside the Testing Center. Before providing that approval, the Access office will ensure the faculty member has appropriate training, that the facility is appropriate for the accommodation, and that the student is in agreement with the accommodation arrangements.

7. Faculty members must contact the Access office immediately if he or she has any issue or concern about accommodations. Any adjustment in accommodations must be approved by the Access office.

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

Use of scribes
A scribe is an approved person to write down answers that are provided by the student on any material to be graded. The scribe writes/types words verbatim as dictated.

The scribe cannot edit or assist in the answering of any questions pertaining to the material tested. Students using scribes may be asked to spell or punctuate material in some cases. A request for a scribe should take place at least one week prior, if possible, to the date of the accommodation in order to ensure the needs of the student are met and to ensure the Testing Center can have adequate time to locate a qualified scribe.

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

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

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

**Academic honesty**
Any student observed utilizing any unauthorized
materials or resources during a test will be reported to
the instructor, the Access office, the Student Success
Center and the Campus Judicial Officer. The Testing
Center has the right to stop a test at any time if academic
dishonesty is witnessed. Please see Regulation 6480,
Academic Honesty Policy and Regulation at www.
sfccmo.edu/policiesandregs.

Justifications for deviations from this policy, though
rare, will be determined by the Access office and Dean
of Student and Academic Support Services and the
documentation of these deviations will be maintained in
the Testing Center for three years. *(Regulation 2116)*
Accommodations Documentation Requirements (Regulation 2111)

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

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

1. Current functional impact of the condition(s): The current relevant functional impacts on physical (mobility, dexterity, endurance, etc.), perceptual, cognitive (attention, distractibility, communication, etc), and behavioral abilities should be described as a clinical narrative and/or through the provision of specific results from the diagnostic procedures and assessments;

2. Treatments, medications, accommodations/auxiliary aids, services currently prescribed or in use: Provide a description of treatments, medications, accommodations/auxiliary aids and/or services currently in use and their estimated effectiveness in minimizing the impact of the condition(s). Include any significant side effects that may impact physical, perceptual, behavioral or cognitive performance. If any additional accommodations or auxiliary aids are warranted, please list them along with a clear rationale and related functional limitations. Any accommodations or auxiliary aids will be taken into consideration, but not automatically implemented;

3. The expected progression or stability of disability over time: If possible, provide a description of the expected change in the functional impact of the condition(s) over time. If the condition is variable, describe the known triggers that may exacerbate the condition;

4. A diagnostic statement identifying the disability: When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes, the date of the most recent evaluation, or the dates of evaluations performed by referring professionals. If the most recent evaluation was not a full evaluation, indicate when the last full evaluation was conducted; and

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