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STUDENTS **Regulation 2110**
(Policy 2110)

Nondiscrimination and Student Rights

Equal Education Opportunity/Students with Disabilities

Owner – Dean of Student Services

Contact – Disability Resource Center

A student with a disability who requires accommodations must register with the Disability Resource Center in the Charles E. Yeater Learning Center. 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. Failure to do so could result in a delay in implementing some accommodations.

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

The Disability Resource Center shall have the authority to make the final determination as to reasonable accommodations. Students are expected to meet the Essential Qualifications of the specific program they are pursuing.

After accommodations have been established by the Disability Resource Center, 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 faculty describing the accommodations for which the student qualifies for that class; however, the letter will not contain specific disability. It is the student's responsibility to request specific provisions of the accommodation as needed. It is also the student's responsibility to notify faculty if they intend to utilize any such accommodation.

(Approved 1/2014; revised 3/2020; revised 3/1/24)

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STUDENTS **Regulation 2111**

Nondiscrimination and Student Rights

Equal Education Opportunity/Students with Disabilities

Documentation Requirements

Owner – Dean of Student Services

Contact – Disability Resource Center

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, the Disability Resource Center 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 who 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.

(Approved 1/2014; revised 3/2020)

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Nondiscrimination and Student Rights

Equal Education Opportunity/Pregnant and Parenting Students

Pregnant and Parenting Students

Owner – Dean of Student Services

Contact – Disability Resource Center

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically-necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

At State Fair Community College (SFCC), this generally means that students who are pregnant, who have recently lost a pregnancy, or have recently become responsible for the care of a newborn child are entitled to equal access to educational programs and activities. Federal law requires schools to excuse medically-necessary, pregnancy-related absences and offer other reasonable accommodation for pregnant/parenting students.

For the purposes of this regulation, pregnant students should be treated the same way as someone who has a short-term, temporary disability and should be given an opportunity to make up missed work wherever reasonably possible. Pregnant students should not be required to provide documentation of pregnancy-related, medically-necessary absences unless similar documentation is required from students with other short-term, temporary disabilities. Additionally, students cannot be penalized for such absences. Students should be aware that SFCC is limited in its ability to impact or implement accommodations retroactively. It is in the student's best interest to communicate with faculty and/or the Disability Resource Center early in the semester or in the pregnancy.

Accommodations for pregnant/parenting students should be determined through a cooperative process between the Disability Resource Center and the faculty member on a case-by-case basis to determine reasonable accommodations for the student. Pregnant students in need of pregnancy-related accommodations should self-identify to either the faculty, Disability Resource Center or the Title IX Coordinator. Pregnancy-related accommodations should not be required of, or otherwise imposed on, a student who has not requested them.

Options for accommodating pregnancy-related, medically-necessary absences can include, but are not limited to:

- Extended deadlines;
- Alternate assignments;
- Online assignment completion options;
- Incomplete grades;
- Allowing students to maintain a safe distance from hazardous substances;
- Dropped/added courses after the published deadline.

Adjustments to the physical environment of a classroom/lab can also be made to accommodate a student who is pregnant or who may have recently delivered a baby. Changes to seating and classroom equipment, and other assistive supports, can be provided through the Disability Resource Center. To the extent possible, SFCC will take reasonable steps to ensure that pregnant students who take a medically-necessary leave of absence return to the same position of academic progress that they were in when leave began, without penalty. The Coordinator of the Disability Resource Center has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly. No accommodations can be made which would require fundamental modifications to the essential elements of any academic program.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodations. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Coordinator of the Disability Resource Center, who will maintain appropriate documentation related to pregnancy-related accommodations.

In situations such as clinical rotations, labs, group work, faculty are encouraged to work with the student in a collaborative process to devise an alternative path to completion. In cohort-model programs, pregnancy-related, medically-necessary leaves are sufficient cause to permit the student to shift course order, or join a subsequent cohort when returning from leave. The Coordinator of the Disability Resource Center and the Title IX Coordinator can assist with such processes.

Students are encouraged to work with their faculty members and the Disability Resource Center to devise a plan for how to best address conditions and symptoms as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

Housing-Related Accommodations

A pregnant student's on-campus housing status will not be altered based on pregnancy status unless requested by the pregnant student.

Pregnancy-Related Discrimination/Harassment

Students who feel as though they have experienced discrimination or harassment as a result of their status as a pregnant student should report those concerns to the Title IX Coordinator as soon as possible. Complaints of harassment or discrimination can be made using the "General Concern/Incident" form located on the College portal.

Definitions

1. ***Pregnant student*** – Any student at SFCC who is or was recently pregnant.
2. ***Parenting student*** – Any student who is providing care for a child for the immediate post-partum period, or for longer periods of time as the result of birth-related injuries or disabilities. Accommodations for parenting students will be reviewed on a case-by-case basis.
3. ***Reasonable Accommodation*** – (for the purposes of this regulation) Changes in the environment or typical operations that enable pregnant or parenting students to pursue their studies and enjoy equal benefits of SFCC.
4. ***Medically Necessary*** – A determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's best interest and aligned with an existing medical treatment plan.

Medically-Necessary – A determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's

(Approved 1/2014; revised 3/2020; revised 4/2024)

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STUDENTS **Regulation 2113**

Nondiscrimination and Student Rights

Equal Education Opportunity/Student with Disabilities

Temporary Disabling Condition

Owner – Dean of Student Services

Contact – Disability Resource Center

State Fair Community College students with temporary disabling conditions may be eligible to receive temporary assistance through the Disability Resource Center. Students should submit sufficient documentation regarding their condition. Each student's situation will be evaluated on an individual basis. Certain temporary conditions may not meet the Americans with Disability Act (ADA) standards and thus may not receive full accommodations. The student should contact the Disability Resource Center located in the Charles E. Yeater Learning Center, to receive specific review of his or her circumstances.

(Approved 1/2014; revised 3/2020)

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STUDENTS **Regulation 2114**

Nondiscrimination and Student Rights

Equal Education Opportunity/Students with Disabilities

Owner – Dean of Student Services

Contact – Disability Resource Center

Service Animals

In compliance with the ADA, service animals are welcome in all buildings on campus and may attend any class, meeting or other event. Students with disabilities desiring to live in the Residence Hall with the use of a service animal on campus must first contact the Disability Resource Center to register as a student with a disability. The Disability Resource Center will evaluate the disability and establish any additional accommodations appropriate to the functional limitations of the disability. The owner should provide the Disability Resource Center information as to how the service animal accommodates for the owner's disability.

The following guidelines apply to the use of service animals on campus:

1. Service dogs must be licensed in accordance with city and county regulations and wear a vaccination tag.

2. Other types of service animals must have vaccinations appropriate for that type of animal.

3. Service animals must be in good health and service animals to be housed in the Residence Hall must have an annual clean bill of health from a licensed veterinarian.

4. The owner must be in full control of the service animal at all times.

Reasonable behavior is expected from service animals while on campus. If a service animal exhibits unacceptable behavior, the owner is expected to employ the proper training techniques to correct the situation. The owners of disruptive and/or aggressive service animals will be asked to remove them from the College facilities. If the improper behavior happens repeatedly, the owner will be told not to bring the service animal into the facility until appropriate steps have been taken to change the behavior.

Cleanliness of the service animal is mandatory. Daily grooming and occasional baths by a vet, groomer, or owner should keep service animal odor to a minimum. Flea control is essential, and adequate preventative measures should be taken.

Consideration of others must be taken into account when providing maintenance and hygiene of service animals.

Assistance Animals

An assistance animal is any animal that works, provides assistance, performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability.

An assistance animal does not necessarily need to be trained, and is not limited to any specific type of animal. An assistance animal is restricted to the residence of the individual, and may not accompany the resident to other areas of the College without permission.

Although it is the policy of State Fair Community College that individuals are generally prohibited from having animals other than fish in the Residence Hall, the Disability Resource Center will consider a request by an individual with a disability for a reasonable accommodation from this prohibition to allow an assistance animal. However, no assistance animal may be kept in the Residence Hall at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

State Fair Community College, in consultation with the student, and other parties, as appropriate, may consider the criteria below in determining whether the presence of the animal is reasonable in the making of Residence Hall assignments for individuals with assistance animals:

- Whether the animal poses or has posed in the past a direct threat to the individual or others;
- Whether the animal causes or has caused excessive damage to the Residence Hall beyond reasonable wear and tear;
- Whether the size of the animal is too large for available assigned Residence Hall space;
- Whether the animal's presence would force another individual from a Residence Hall assignment (e.g. serious allergies);
- Whether the animal's presence otherwise violates an individual's right to peace and quiet enjoyment;
- Whether the animal is housebroken or is unable to live with others in a reasonable manner.

The individual must provide written consent for the Disability Resource Center to disclose information regarding the request for and presence of the assistance animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Hall personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability. SFCC reserves the right to assign an individual with an assistance animal to a single room without a roommate upon availability and at the student's expense.

Owner's Responsibilities

Owners granted the accommodation of an assistance animal in their Residence Hall room shall be subject to the following rules, in addition to any other college rules and regulations not specifically related to assistance animals. The owner must:

- Keep the animal in the Residence Hall room. An assistance animal must be contained within the owner's privately assigned individual living accommodations except to the extent the individual is taking the animal out for natural relief. When an assistance animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance animals are not allowed in any college facilities other than the Residence Hall room to which the resident is assigned.

- Keep the animal under control. The assistance animal must be properly housed and restrained or otherwise under the dominion and control of the owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from the Residence Hall.

- Abide by laws and policies. The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The College reserves the right to request documentation showing that the animal has been licensed. Additionally, the owner must abide by all equally applicable residential policies, such as assuring that the animal does not unduly interfere with the routine activities of the Residence Hall or cause difficulties for individuals who reside there.

- Ensure the animal is well cared for. The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment, abuse, neglect, or leaving the assistance animal unattended for unreasonably long periods of time may result in immediate removal of the assistance animal and/or discipline for the responsible individual pursuant to the SFCC Student Code of Conduct and/or any housing-related sanctions within the Guide to Residence Life. The College will not base this determination on speculation or fear about the harm or damages an animal may cause. SFCC personnel shall not be required to provide care or food for any assistance animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. Additionally, assistance animals may not be left overnight in campus housing to be cared for by any individual other than the owner. If the owner is to be absent from his/her Residence Hall overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the assistance animal is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.

- Be responsible for property damage. The owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by the College. An individual with a disability may be charged for any damage caused by his or her assistance animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the owner will be billed for the expense of any pest treatment above and beyond standard pest management in the Residence Halls. The College will bill the owner's account for unmet obligations under this provision.

- Notify the Disability Resource Center if assistance animal is no longer needed. The animal is allowed in the Residence Hall only as long as it is necessary because of the owner's disability. The owner must notify the Disability Resource Center in writing if the assistance animal is no longer needed or is no longer in the Residence Hall. To replace an assistance animal, the new animal must be necessary because of the owner's disability and the owner must follow the procedures in this policy when requesting a different animal.

Removal of the Assistance Animal

The College may require the owner to remove the assistance animal from campus housing if:

- The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others, including campus property;
- The animal's presence results in a fundamental alteration of a college program;
- The owner does not comply with the owner's responsibilities set forth above; or
- The animal or its presence creates an unmanageable disturbance or interference with the campus community.

The Disability Resource Center will base such individualized determinations upon the consideration of the behavior of the particular animal and resident on a case-by-case basis, and in consultation with Residence Hall staff, the resident, and other parties as appropriate. The College will not base this determination on speculation or fear about the harm or damages an animal may cause. Any removal of the animal may be appealed pursuant to the Student Grievance and Appellate Process found in regulation 2160 and on the student portal.

Should the assistance animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the Residence Hall contract.

(Approved 1/2014; revised 7/24/18; revised 3/2020; revised 4/24)

STUDENTS **Regulation 2115**
(Policy 2115)

Nondiscrimination and Student Rights

Owner – Dean of Student Services

Contact – Disability Resource Center

Confidentiality

The Disability Resource Center treats as confidential any written material obtained to verify a disability, to plan for appropriate services, or to document services and contacts with this office. The following are guidelines used by the Disability Resource Center regarding disability related information.

All SFCC personnel (faculty, staff, and administration) are required to keep information regarding a student's disability confidential and any breach of this policy shall result in immediate disciplinary action.

All disability related information regarding students served by the Disability Resource Center will be maintained in a secure file cabinet in the Disability Resource Center for three (3) years. Three years after the last date of a student's enrollment all materials in a student's folder in the Disability Resource Center will be destroyed.

The Disability Resource Center may release information to college officials on a "need to know" basis. The need to know must be based on compelling and legitimate educational reasons for the information disclosure. Faculty and staff do not need to know the student's diagnosis. College administration does not have direct access to disability files. Administration may gain disability or other disability related health information under supervision of the Dean of Student Services on a "need to know" basis.

Students who request services/accommodations acknowledge that some level of disclosure to select faculty may be necessary to provide the requested accommodation(s). Disclosure will occur with the student's specific written permission with the understanding that only necessary information for the purposes of accommodation will be communicated.

The Disability Resource Center will communicate to faculty that the student is registered with the Disability Resource Center and the specific accommodations the student is eligible to receive in the classroom. Instructors, staff, and administrators must ensure discussions of accommodation information occur in confidential settings. Students who disclose disability and other health information in a public setting may not hold the College accountable for the disclosure of confidential information.

Justifications for deviations from this policy, though rare, will be determined by the Disability Resource Center and the Dean of Student Services. In some instances, ethical guidelines, including the following instances, may require the Disability Resource Center to release confidential information without the student's consent: (1) when there is imminent (immediate) danger to the student or others; (2) when the College learns that a child, disabled adult, or elderly adult has been abused or neglected; and (3) when subpoenaed to release information to a court of law or when information is requested from an agency with investigative authority. Written documentation of these deviations will be maintained in the student's Disability Resource Center file for three years.

Anytime a student requests information to be released the student and the Disability Resource Center will complete an Authorization of Release form which includes the following: the name of the student, what disability information was released, who released the information, the date of the release, and how the information was released.

A student may request to review the contents of his/her own file. This review must occur in the presence of a Disability Resource Center staff member. All information in the file is the property of the Disability Resource Center. Students may receive copies of disability related records verifying the disability and the need for services and accommodation(s). Students must sign a release for the copies and an inventory list of all materials copied will be kept in the folder.

Grievances involving issues addressed in this regulation may be redressed through the Student Grievance and Appellate Process following guidelines outlined in Regulation 2160.

The Disability Resource Center and the Dean of Student Services will determine justifications for deviations from this policy. Documentation of these deviations will be maintained in the Disability Resource Center.
(Approved 1/2014; revised 3/2020; revised 4/2024)

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STUDENTS **Regulation 2116**
(Policy 2116)

Nondiscrimination and Student Rights

Students with Disabilities Testing Accommodations

Owner – Dean of Academic Services

Contact – Disability Resource Center

State Fair Community College 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 Disability Resource Center with the documentation that is required to determine eligibility as described in Regulation 2111.

Disability Resource Center Responsibilities
The process of determining reasonable and appropriate testing accommodations for qualified students with disabilities is a collaborative effort between the Disability Resource Center and the qualified student. The Disability Resource Center will evaluate the documentation, determine eligibility for testing accommodations, and meet with students on an individual basis to discuss reasonable and appropriate options. The Disability Resource Center also will work with faculty, with Testing Services, and with other departments to facilitate delivery of reasonable accommodations. Students may request a modification of their accommodations at any time. The Disability Resource Center will base the request of new or additional services on official documentation.

Testing Services Responsibilities
Testing Services has primary responsibility for providing appropriate testing accommodations for students with disabilities and offers students a reduced distraction-testing environment with study carrels and noise-reducing disposable earplugs.
Testing Services staff is available to proctor exams and quizzes on the main campus. For extended campus students the designated testing coordinator at these sites will coordinate the proctoring. The Disability Resource Center staff will approve all testing sites. Occasionally, with approval of the Disability Resource Center, faculty may proctor their own exams, especially for students whose accommodation is extended test time. All proctors will receive training from Testing Services Director.

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, reduced 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 Disability

Resource Center with the documentation that is required to determine eligibility as described in Regulation 2111.

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 earplugs or headphones at no cost. 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 Hopkins Student Services Center, Room 714. Students should communicate with Testing Services or their instructor for specific testing sites at other campus locations.

Faculty Responsibilities
Faculty will complete the Test Proctoring form, which will document how appropriate testing accommodations for students with disabilities will be 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. Testing Services will maintain a copy of all Test Proctoring forms for a minimum of three academic years.

Confidentiality:
The Disability Resource Center, Testing Services, administrators, and faculty will treat all 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 retained through the Testing Services document management process.

Responsibility of Students
1. The student must request accommodations from the Disability Resource Center every semester in a timely manner. The student will work with the Disability Resource Center staff to determine reasonable and appropriate accommodations for each class.
2. The student shall schedule appointments with Testing Services for testing accommodations with as much advance notice if possible, in most cases no later than three business days prior to the exam. Requested accommodations for standardized testing require in most cases at least three weeks' notice if possible.
3. If a student must cancel an arranged exam with Testing Center for any reason, it is the student's responsibility to notify Testing Services by telephone, voicemail or email in advance of the scheduled exam, if possible.

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 their instructor's permission to reschedule the missed exam. The student must provide his or her instructor's written permission to Testing Services. The student also must schedule a new time agreeable to all parties (the student, the instructor, and Testing Services). 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 the student is late for a scheduled proctoring for any reason, Testing Services 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." The student shall inform the Disability Resource Center immediately if he/she believes a test accommodation has not been appropriately provided.

Responsibility of Instructors

1. The Disability Resource Center 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 Testing Services 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 Testing Services of the date and time of the pop quiz.
5. Faculty shall provide Testing Services 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 Disability Resource Center to administer the exam outside Testing Services. Before providing that approval, the Disability Resource Center will ensure the faculty member has appropriate training, that the facility is appropriate for the accommodation, and that the student agrees with the accommodation arrangements.
7. Faculty members must contact the Disability Resource Center immediately if he/she has any issue or concern about accommodations. Any adjustment in accommodations must be approved by the Disability Resource Center.

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 exam's 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 Testing Services 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 Testing Services can have adequate time to locate a qualified scribe.

Large Print Format
Documents can be enlarged to 11" x 17" 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/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 Disability Resource Center and the Copy Center has adequate time to reformat the material.

Audio Format
Materials can be made available in audio format by the use of a screen reader, a tape recorder, electronic recordings or other comparable software. 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 Disability Resource Center can have adequate time to reformat materials.

Braille
An exam can be provided in Braille. Disability Resource Center will make an effort to locate a Braille exam or convert 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 and Testing Services staff shall fill out a Student Concern and Incident Report. Testing Services has the right to stop a test at any time if academic dishonesty is witnessed. **Please see the College's Academic Honesty policy and Regulation 6480**.

Justifications for deviations from this policy, though rare, will be determined by the Disability Resource Center and Dean of Student Services. The documentation of these deviations is maintained in Testing Services for three years.

(Approved 8/2004; revised 4/2018; revised 3/2020; revised 4/2024)

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STUDENTS **Regulation 2120**
(Policy 2120)

Nondiscrimination and Student Rights

Owner – Dean of Student Services

Contact – Registrar

Preferred Name

Under State Fair Community College's Preferred Name policy, any student may choose to identify a Preferred First Name in addition to the legal name. Students may request this service by updating their personal information in the student portal. Preferred names are limited to alphabetical characters (A-Z and a-z) and remain in the system until changed or deleted.

Definitions:

Preferred name - A preferred name is defined as an alternative to the individual's legal name as designated by the individual in college systems.
Legal name – A person's legal name is the name they use for official governmental documents, such as licenses, passports, and tax forms.
Primary name – A person's legal name.

Preferred Name Restrictions:

SFCC reserves the right to deny or remove any preferred name with or without notice for misuse, including but not limited to misrepresentation, attempting to avoid legal obligation, or the use of derogatory names.

1. **Instances in which preferred name will be used, but are not limited to:**

    a. Learning Management System
    b. Class Rosters
    c. Peripheral student data platforms
    d. Diplomas (if requested)

2. **Instances in which legal name will be used include, but are not limited to:**

    a. Admission applications and processes
    b. Reporting to state and federal agencies
    c. International student documentation
    d. Student ID card
    e. Email address
    f. Commencement program

g. Athletic Eligibility
h. Testing registration and/or documents
i. Transcripts
j. Billing documents
k. Payroll documents
l. Disciplinary records
m. Financial aid documents and processes
n. Enrollment and degree verification processes

3. **Other records where the student's legal name is required by law or college policy:**
    a. Official lists of students made available to the public

Legal Name:

A change of legal name requires a Change of Name form, a copy of a government-issued photo ID, or an official name change document (such as a marriage or divorce record, court records, military records or passport) and Social Security card reflecting the new name.

FERPA:

Under the Family Rights and Privacy Act, a student's name, including preferred name, may be disclosed to the public as "directory information" unless the student opts not to permit such disclosure.

Inquiries:

The following persons have been designated to handle inquiries: Director of Human Resources, Hopkins, Student Services Center, (660) 596-7484, or Dean of Student Services, Hopkins Student Center, (660) 596-7393. The Hopkins Student Center is located on SFCC's Sedalia campus at 3201 W. 16th Street, Sedalia, MO. 65301.

(Approved 1/24/17, revised 2/8/18; revised 4/2024)

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STUDENTS **Regulation 2130**
(Policy 2130)

Nondiscrimination and Student Rights

Harassment

Owner – Dean of Student Services

Contact – Dean of Student Services

"Harassment" is defined as unwelcome verbal, non-verbal or physical conduct that denigrates an employee, student or other member of the college community because of a protected status. Harassment may include behavior which may deny or limit a person's ability to participate in, or benefit from, the College's programs and activities, or otherwise creates an intimidating, hostile, abusive or offensive working or academic environment.

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

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

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

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STUDENTS **Regulation 2150**
Policy 2150

Nondiscrimination and Student Rights

Searches by College Personnel and/or Law Enforcement

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

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

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

Law enforcement officials will be contacted if any search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. A student who refuses to submit to a search may be disciplined subject to the Student Code of Conduct discipline process.

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

Additional searches may be conducted if a College administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained within the Residence Hall room or to regulate the use of the premises in accordance with College rules and regulations. (Approved 8/23/10; revised 4/2024)

Student Grievance

Grievance and Appellate Process

Owner- Dean of Student Services

Contact- Student Services

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

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 in educational programs and activities receiving Federal financial assistance.
- 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 approved policy including, but not limited to, Campus Security and Crime Reporting, Substance Abuse, and Campus Drug, Alcohol and Tobacco policy.
- Violations of the Family Educational Rights and Privacy Act (FERPA).
- Concerns or complaints about eligibility for student extracurricular activities both non-credit and for credit events, Campus Store, and food service policies.
- Refunds of tuition and or any fees, including housing and Campus Store purchases.
    - Restrictions: Appeals are only permissible if tuition, fees or purchases were misapplied due to administrative error.
- Appeals of administrative removal from classes (administrative drops).
    - Restrictions: Appeals are only permissible if drops were misapplied due to administrative error.
- Billing errors.
- Financial aid suspension.
- Academic probation/suspension.
- Determination of residency relative to tuition charges.
- Graduation or commencement.

- Grade appeals.

Restrictions: Grade 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. It is recommended students follow the steps below regarding
grade disputes before filing an appeal:

1. Contact the instructor for the course regarding the grade dispute as soon as possible after the grade has been issued.
2. If the student still disputes the grade after communicating with the instructor, he or she should contact the appropriate Division Chair for the course.
3. If a student disputes the decision of the Division Chair, he or she should submit an appeal using the Grievance and Appellate form to the appropriate Dean.
4. If a student disputes the decision of the Dean, he or she should submit a final appeal to the Campus Issue Resolution Committee.

- Transcript evaluations.
- Placement testing decisions.
- Late registration reinstatements

The Executive Director of Human Resources and the Dean of Student and Academic Support Serviceswill serve as the Compliance Officers for Section 504, Title VI, Title VII, Title IX, Age Discrimination and Americans with Disabilities Act issues. Both compliance officers have offices located in the Hopkins Student Services Center on the Sedalia campus. Students should contact the Dean of Student and Academic Support Services with issues related to these areas. The Executive Director of Human Resources will handle issues from employees and members of the public.

Human Resources Office

3201 W. 16th Street

Sedalia, MO 65301

(660) 596-7484

Student Services Office

3201 W. 16th Street

Sedalia, MO 65301

(660) 596-7393

Grievance Process:

Most grievances and appeals must utilize the procedure outlined below. However, details relating to the Title IX complaint/investigative processes can be found in Regulation 2929:

In most circumstances, the student may first attempt to resolve the issue informally with the appropriate student or employee involved. The Director of Student Success and Retention is available to help mediate resolution, to provide impartial advice and guidance on the process, and to discuss the issue. For complaints relating harassment or

discrimination based on a person's status as a protected class, or in situations regarding sexual misconduct, intimidation, retaliation, or threats of harm, informal resolution is not encouraged.

(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*).

1. If the issue cannot be resolved informally to the satisfaction of the parties involved, the student must present, a formal grievance in writing within 30 days of the incident/issue, and explanation of the situation to the Campus Judicial Officer. The Grievance and Appellate form, which is located in the college portal, is the best option for reporting such grievances and appeals.

2. The written grievance/appeal should include the specific complaint and a reference to the matter described in the bulleted items above. The burden of proof shall rest on the complainant/appellant, with the opportunity to present witnesses and other evidence, as needed. The Campus Judicial Officer will provide impartial, prompt and thorough investigation of the issue. All investigations will use preponderance of evidence as the evidentiary standard.

    a. The primary Campus Judicial Officer is the Dean of Student and Academic Support Services, whose office is located in the Student Services Office in Hopkins Student Service Center. If the appeal involves grade changes or other academic concerns, the appropriate Academic Dean for the course will act as Campus Judicial Officer.
    b. If a complaint should arise that includes the Campus Judicial Officer, the President will appoint a temporary, impartial substitute.

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 grievance/appeal. The Campus Judicial Officer will then send notice to all parties of the outcome of the complaint, with specific information supporting the decision.
    - During this appeal period, the Campus Judicial Officer may impose interim measures on the student(s) until the process is complete, in accordance with Regulation 2610. Such interim measures can include, but are not limited to:
        - Temporary change of course schedule;
        - Temporary change of on-campus housing;
        - No-contact order on campus;
        - Temporary suspension from involvement in student athletics or activities;
        - Loss of campus privileges.
    - If the issue involves an employee, the Campus Judicial Officer will work with the Human Resources Director, who may impose interim measures on an employee until the process has been completed. Such interim measures can include:

- Temporary suspension with pay;
- Temporary suspension without pay;
- Temporary relocation of work station;
- No-contact order on campus.

4. If the student is not satisfied with the decision of the Campus Judicial Officer, the student must submit a formal written Second Appeal using the Grievance and Appellate form. The complaint will then be presented to the Campus Issue Resolution Committee (CIRC) during a formal campus hearing. This appeal must include reasons why the student believes the decision of the Campus Judicial Officer should be overturned. The burden of proof shall rest on the complainant/appellant, with the opportunity to present witnesses and other evidence.

   The CIRC will provide impartial, prompt and thorough investigation of the issue. This Second 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 CIRC will return a decision within ten (10) business days of receiving the appeal and notify all parties involved of the outcome of their decision in writing. The decision of the CIRC will be final.

   a. The CIRC members will be appointed as needed by the President of the college and will include a faculty member, staff member, and a student.
   b. Each member of the CIRC will serve a one-year term, if feasible.
   c. If a complaint should arise that includes one of the CIRC members, or a member of the committee is unable to complete the one-year term, the President of the college will appoint a temporary substitute for that member.
   d. Appeals to the CIRC will be submitted on the Grievance and Appellate form, located on the college portal. The Executive Assistant to the Dean of Student and Academic Support Services will schedule the hearing with the student and CIRC, and notify all parties involved of time, date, and location of the hearing. Students who are unable to appear before the CIRC in-person can request a secure, confidential web-conference.
   e. Decisions of the CIRC will be decided by majority vote. The Executive Assistant to the Dean of Student and Academic Support Services will then disseminate the decision information to all involved parties. The written decision from the CIRC will include specific information supporting their decision.

Any individual participating in the formal grievance/appellate process is entitled to be assisted and accompanied to any meeting or hearing by a support person of his or her choosing. The support person will not be permitted to speak, testify, serve as a witness, or provide a statement on behalf of the individual, unless that support is needed to provide for a disability. If a chosen support person is unavailable to attend the hearing, the College can appoint a member of the campus community to serve in that role. The support person may not be an attorney unless an attorney representing the College is present. Any person

participating in the formal grievance/appellate process who requires disability accommodations should request such accommodations at the time the meeting/hearing is scheduled.

5. 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/appellant 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. The OCR can be contacted by email at 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/appellate process is strictly prohibited and could result in sanctions under the Student Code of Conduct or other applicable college policies.

(Approved 8/23/10; revised 02/2018; revised 3/2020)

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STUDENTS **Regulation 2180**
(Policy 2180)

Nondiscrimination and Student Rights

Owner – Dean of Student Services

Contact – Registrar

Military Service

This Regulation follows the guidance of the Missouri Statute, Chapter 41, Military Forces, Section 41.948 that covers rules for Reserve and National Guard being 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 unit in a normal day-to-day operation where their work/deployment/special duty requirements may conflict with their SFCC class/s.

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. Active Duty members should also produce a copy of their orders when requesting action based on this regulation. Active Duty members who have conflicting military duty with SFCC classes and are not on orders should provide appropriate documentation.

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

1. Receiving extended deadline or assignment extension(s) or alternative equitable assignment(s);
2. The awarding of a grade of "incomplete" pursuant to this section;
3. The option of changing the modality of the course(s); or
4. A complete refund of all tuition and incidental fees charged for enrollment at that institution for that semester, or similar grading period; or

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 either:

1. That the official transcript indicates the courses that 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. Students 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.

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 Registrar's 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 of Missouri 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.

(Approved 7/25/11, revised 7/00/14, revised 2/8/18; revised 4/2024)

STUDENTS **Regulation 2210**
Policy 2210

Admission

Admission Requirements

In order to implement the Board's commitment to the open admission policy, the College will apply the following provisions in the admission of students. Any person who wishes to become a student at State Fair Community College ("SFCC") must submit an application for Admission from the College's website. Additional documentation or steps may be required prior to enrolling in courses or to establish qualifications for certain selective admission academic programs.

To be eligible for a degree or certificate or to receive financial aid from SFCC, students must have a high school diploma or its recognized equivalent.

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 & Registrar's Office.

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

Admissions Status

After completing an Admission application, a student is categorized into a specific admissions status based on academic goals and/or immediate enrollment needs. Additional documentation or steps may be required for students depending on respective admissions status, as noted below.

Degree Seeking Students

First-time Freshmen

First-time freshmen are legal residents of the United States and are beyond the age of compulsory attendance or at least 16 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.

Returning Students

Returning students are students who previously applied and enrolled in courses at SFCC for any amount of time, attempted or earned credit.

Transfer Students

Transfer students are students who have attended another college after completing high school or a high school equivalency (not including dual credit courses.

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;
    - For new international students applying from outside of the U.S.: it is recommended that students submit their applications 90 days prior to the start of term to allow the best chance of completing the admissions process, visa process, and arriving on time. Students must be admitted to the college 45 days prior to the start of term.
        - Students must arrive in the U.S. no later than the program start date listed on their Form I-20 per the Student and Exchange Visitor Program (SEVP) governing regulations. If students cannot arrive by the program start date, they will be deferred to the next available term (Spring, Summer, or Fall).
        - Appeals to admissions deadlines decisions can be directed to the Associate Dean of Admissions & Student Success.
    - For international students transferring from another college or university in the U.S. (or citizens of Canada who are not required to obtain a visa): it is recommended that students submit their applications 28 days prior to the start of term to allow the best chance of completing the admissions process and arriving on time. Students must be admitted to the college 14 days prior to the start of term.
        - Students must arrive in the U.S. no later than the program start date listed on their Form I-20 per the Student Exchange Visitor Program (SEVP) governing regulations. If students cannot arrive by the program start date, they will be deferred to the next available term (Spring, Summer, or Fall).
        - Appeals to admissions deadlines decisions can be directed to the Associate Dean of Admissions & Student Success.
- A processing fee of $75 US dollars for all international admissions. This fee must be received before application processing can begin; and,
- Official document that shows completion of a secondary education equivalent to graduation from a U.S. high school; and,
- Official copies of academic records for all course work completed in secondary schools, colleges and universities within and outside the United States must be submitted (faxed copies are acceptable for records outside the U.S.).

- A hand-signed affidavit of support from the student's sponsor verifying financial support is required. The statement must be in English and the student's name must be included in the statement. This letter must be dated within six months of the start of classes.
- Students whose first language is not English must document their English proficiency in one of the following ways:
    - A minimum TOEFL (Test of English as a Foreign Language) total score of 61
    - Academic credit of 15 hours or more from a U.S. college or university with a 2.0 cumulative grade point average.
    - A minimum TOEFL Essentials score of 7.5 or
    - A minimum DuoLingo score of 95 or
    - A minimum IELTS score of 6.0
    - Proof of satisfactory completion of the US Department of State, J-1 visa Student Exchange Program at an American High School, for at least one academic year.
- TOEFL and TOEFL Essentials scores are only valid 2 years after the official test date.
- Immunization records demonstrating proof of vaccination for measles (rubeola), mumps, and rubella (MMR). We require prospective international students obtain a negative TB test within the U.S. TB skin tests are valid for 12 months. If test results have expired you must retest before enrolling.

Upon arrival into the community, international student applicants must see the international student advisor in the Student Services Office on the main campus in Sedalia and present the following:

- Copy of the I-20 stamped by Immigration upon entry into the United States; and,
- I-94 documentation; and,
- Passport or approved substitute.
- 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. The student is responsible for maintaining consistent health insurance coverage throughout the duration of their program of study.

Non-Degree Seeking Students

Non-degree seeking students are not eligible for graduation from SFCC, academic honors or financial aid.

Personal Interest Students

Non-degree seeking students are taking classes for personal interest and do not wish to receive a degree or certification from SFCC.

Visiting Students

Visiting students are attending another institution of high education and are taking classes at SFCC for the purpose of transferring those credits back to their home institution.

High School Programs

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 freshman 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. Juniors and Seniors that have a 2.5 GPA may petition to get into a course with a written recommendation from the principal and counselor. 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;
- Official high school transcript; and
- Written recommendation if applicable

Dual Enrollment

Advanced credit may be earned by high school students who have completed their freshman 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:

- A dual credit application using the SFCC website; and
- Official high school transcript.

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.

Enrollment Requirements

Admission to SFCC does not guarantee enrollment in any specific course or program. Courses or programs may have size limitations, pre-requisite /co-requisite requirements or other rules regulating enrollment. Programs with selective admission criteria will be listed in the Course Catalog. Additional documents may be required depending on the aforementioned admission statuses or prior to enrollment, including:

- Official placement scores (i.e., ACT, ACCUPLACER) from within the past three years or the appropriate documentation to waive this requirement, if required for pre- requisites.
- Official college transcripts from all colleges where credit was attempted or earned.

Placement scores and alternative fulfillment of placement score requirements are listed in Regulation 6410.

Other Course/Enrollment Options

Articulation Credit

Students seeking articulation credit may receive credit upon completion of high school courses in a program for which the College has an articulation agreement. Students must have a grade of a 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 graduation.

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 who are not currently enrolled at SFCC must 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.

Active participation and preparation for class activities is essential to the overall learning environment for the whole class. Thus, students who are auditing a class but are not prepared for class interaction such as group activities may be requested to stop attending the class. Students who choose to audit a class are expected to participate in class learning activities and discussions even though grades will not be assessed. Being prepared for class interaction may include but is not limited to prior reading of textbook and other outside assignments used for classroom discussion or activities and in-class discussion and projects.

In addition:

- Students may not audit applied music classes, sciences that have a lab component, internships, student teaching, fieldwork or independent study courses. Allied Health classes are not eligible for auditing (Full list of excluded classes available from The Office of Academic Records and Registrar)
- Online courses are not eligible to audit.
- Students can audit a course that has been previously completed on a graded basis.
- When enrollment limits are a concern, registered students will be given preference over students auditing the course.
- Students auditing a course are required to meet all prerequisite requirements for the course.
- Students auditing a course will be expected to have or to supply required items, materials or devises as other students in the course. Students are to have any required textbooks for the audited class.
- There is no limit to the number of courses that may be audited but the hours do count as part of a student's course load but not for the purpose of financial aid, loan deferments, athletic eligibility, or to meet the residency.
- Once enrolled in a course for regular credit, it cannot be changed to an audit after the published date on the Academic Calendar.
- A student may drop an audited course with a W by the published date on the Academic Calendar.
- Students **are not** required to complete assignments (except as listed above) or take exams and should not be in classroom during exams if they are not participating.
- Students auditing courses are issued a final grade of Audit (AU). An AU grade prevents a course from being applied to a certificate or degree.
- Request to Audit form available in the Office of Academic Records & Registrar.

(Approved 8/23/10; revised 7/2014; revised 01/29/16; revised 02/10/16; revised 11/07/17; revised 2/2018); revised 03/30/23; revised 10/02/23; revised 5/19/26)

STUDENTS **Regulation 2220**
(Policy 2220)
(Form 2220)

Admission

Owner – Dean of Student Services

Contact – Director of Admissions

Resident Classification

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

Definitions

Student – State Fair Community College considers a student to be any individual currently registered, enrolled or in attendance in a course, or program, of the college and for whom the college maintains records.

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.

Non-district 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.
- Active-duty military personnel, Reserve, National Guard members, and veterans and their dependents qualify for in-district tuition based on residency (must be in the primary "in-district" service area – Benton and Pettis County). Standard Missouri resident rates apply to active-duty military personnel outside the primary service area.

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

Non-district 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 non-district 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 & Registrar 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 & Registrar 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.

(Approved 8/23/10; revised 1/2014; revised 7/2014; revised 3/2020)

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Regulation 2310
Policy 2310

STUDENTS

Student Attendance

Class attendance is essential for student success and students are expected to attend all class sessions and report punctually. Specific attendance requirements are up to individual instructors and will be listed in the instructor's course syllabi.

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.

All excused absences must be initiated by the student, appropriate club sponsor or coach.

(Approved 6/27/05; revised 7/2014; revised 11/2015)

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Regulation 2400
(Policy 2400)
(Forms Required)

STUDENTS

Student Educational Records

Student Educational Records

Owner – Dean of Student Services

Contact – Registrar

Definitions

Directory information -- information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information, under this policy, includes, but is not limited to, the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, current enrollment, hours completed, degrees and awards received including honors lists, the most recent previous College attended, photographs for identification and College publications and job placement records.

Educational record -- those records that are directly related to a student and are maintained by the College within the Office of Student Services.

Disclosure -- to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.

Eligible student -- a student who has reached eighteen (18) years of age or attends an institution of post-secondary education.

Parent -- a parent of a student and including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent.

Personally identifiable information – information including, but not limited to the following:

1. the student's name;
2. the name of the student's parent or other family member;
3. the address of the student or student's family;
4. a personal identifier, such as the student's social security number or student number;
5. a list of personal characteristics that would make the student's identity easily traceable,
6. or other information that would make the student's identity easily traceable.

Student -- any individual who is or has been in attendance at the College and about whom the College maintains education records.

General Guidelines

1. When a student attends a post-secondary institution of education, the parent/guardian rights under this regulation will transfer from the parent/guardian to the student.

2. The College will annually disseminate a notice of the rights available under this regulation to eligible students through the College e-mail account. The annual notification will also include a statement that the eligible student is entitled:

    a. To inspect and review the student's educational records;
    b. To request changes to the records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
    c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
    d. To obtain a copy of this policy and regulation.

3. Prior to making directory information public, the College will notify the eligible student regarding the categories of information that it has designated as directory. In addition, the College will allow a reasonable period after such notice for the eligible student to inform the College that any or all of the designated directory information should not be released without the eligible student's consent.

Procedures for Inspection and Review of Educational Records

1. The College's regulation permits eligible students to inspect and review the educational records of the student.

2. After a request for access to records, the College will allow access within a reasonable period of time, but in no case more than forty-five (45) days after receipt of the request. All requests for access should be directed to the Registrar.

3. After the eligible student has had an opportunity to inspect and review the student's educational records, the eligible student may make a request for explanations and interpretations of the records to the Registrar. The College's designee shall respond to all reasonable requests for explanation or interpretation.

4. The College will not destroy any educational record if there is an outstanding request to inspect and review that record.

5. The College may charge a fee for copies of educational records which are made for an eligible student, unless that fee would prevent an eligible student from exercising his/her right to inspect and review the student's educational records. The College will not charge a fee to search for or retrieve a student's educational records.

6. If a student's educational records contain information on more than one student, the eligible student may inspect, review or be informed of only the specific information about him/her.

7. The College may disclose personally identifiable information with permission of the student from an educational record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the eligible student. Each party to whom disclosure may be made under this regulation must first sign a statement in which he/she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This does not apply to disclosures of directory information or to any information that the College is required to disclose under Missouri law.

Procedures to Request Amendment of a Student's Educational Records

1. If an eligible student believes his/her educational records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the College to amend the record. All such requests should be directed to the Registrar.

2. The Registrar, in consultation with the administration as needed, shall decide whether to amend the record as requested within a reasonable time after the request. Any grade change requests must utilize the Academic Appeals process.

3. If the Registrar decides not to amend the record, he/she shall inform the eligible student of that decision and of the student's right to request a hearing on the request.

4. If a hearing is requested, the College will hold the hearing within fourteen (14) business days after it has received the request and will give the eligible student ten (10) business days advance notice of the date, time and place of the hearing. The College will give the eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised by the eligible student's request. The eligible student may be assisted or represented at the hearing by any individual of his/her choice, including an attorney. If an attorney is present, he or she can only act as a consultant or guide. Academic issues must utilize the Grievance and Appellate Process as outlined in Regulation 2160.

5. The College will make its decision in writing within ten (10) business days after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.

    a. If the College decides, as a result of the hearing, that the information is inaccurate, misleading or violates the student's rights, the College shall amend the record and inform the eligible student of the amendment in writing; or
    b. If the College decides, as a result of the hearing, that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the College shall inform the eligible student of that decision and shall inform the student of his/her right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the College's decision, or both. If the eligible student submits such a statement, the College will maintain that statement with the student's educational records as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Procedures Regarding Disclosure of Personally Identifiable Information Where Consent is Required

1. Before the College discloses personally identifiable information from a student's records (other than directory information), the College will obtain a signed and dated written consent from the eligible student.

2. The written consent will specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or parties to whom disclosure may be made.

3. If the eligible student so requests, the College will provide him/her with a copy of the records disclosed.

Disclosure of Personally Identifiable Information Where Consent is Not Required

The College may disclose personally identifiable information from a student's educational records without the written consent of the eligible student in the following circumstances:

1. Disclosure may be made to other College officials, including instructors, within the College whom the College has determined to have legitimate educational interests. The College designates the Registrar to make the determination as to whether a particular official has a legitimate educational interest in accessing a student's educational records. Before accessing any student's educational records, the College official seeking access must submit a written request to the Registrar. The request must include the student's name, the reason for the request, the College

official's name and the date of the request. The Registrar must provide in writing whether the request was granted or denied and the reason for the decision. If the request is granted, the request and the Registrar's decision must be maintained with the student's educational records;

2. Disclosure may be made to another post-secondary educational institution where the student seeks or intends to enroll;

3. Disclosure may be made to authorized federal and state agencies and authorities;

4. Disclosure of acts of violence may be made to College employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties;

5. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or for which the student has received if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid;

6. Disclosure may be made to organizations conducting studies for or on behalf of educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of students, and the information is destroyed when no longer needed for the purposes for which the study was conducted;

7. Disclosure may be made to accrediting organizations to carry out their accrediting functions;

8. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the College makes a reasonable effort to notify the eligible student of the order or subpoena in advance of the compliance;

9. Disclosure may be made where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals;

10. Disclosure may be made where the disclosure is of information the College has designated to be directory information;

11. Disclosure may be made to an eligible student; and

12. Disclosure may be made without the written consent of the eligible student a otherwise may be specified by federal or state law.

Record Keeping Procedures

The College will maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student. The Registrar will be responsible for keeping such records of requests and disclosures;

The College will maintain the record of each request and disclosure with the educational records of the student as long as the College maintains the records;

For each request or disclosure, the College's record will include the parties who have requested or received personally identifiable information from educational records and the legitimate interests the parties had in requesting or obtaining the information; and

If the College discloses personally identifiable information from an educational record under the exceptions enumerated in the section above, the College will record the names of those persons to whom that party may disclose the information on behalf of the College and the legitimate interests which each of the additional parties has in requesting or obtaining the information.

(Approved 6/27/05; revised 2/8/18)

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Regulation 2510

STUDENTS

Student Academic Achievement

Grading Scale

Owner – Dean of Student Services

Contact – Registrar

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

A	Excellent (4 quality points per semester hour)
B	Good (3 quality points per semester hour)
C	Average (2 quality points per semester hour)
D	Below average (1 quality point per semester our)
F	Failing (no quality points)
U	Unfinished (Prior to Fall 2014)
I	Incomplete
AU	Audit
CR	Credit
II	Incomplete Internship
N	No Credit
P	Passing
W	Withdrawn
CR	Credit
W	Withdrawn
WM	Withdrawn Military
IP	In Progress

Pass/Fail
Pass/Fail credit is granted for some credit courses. Course numbers below 100 do not apply towards a degree or certificate. This regulation does not apply to some Health Sciences programs that use Pass/Fail for required courses.

Withdrawn
A grade of W will be assigned for any course dropped after the 100 percent refund period. Student initiated drops may not be submitted after the published drop dates.

Incomplete
A grade of I 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 grade of I 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 Dean as defined in Regulation 2180.
4. In extraordinary circumstances, relating to physical or mental health difficulties that prevent a student from completing but the instructor and the student both agree that the material missed may be made up.
5. Approved accommodation under certain state or federal regulatory guidelines

In all cases where a grade of I is submitted, the faculty member and the student should complete a written agreement which clearly states the remaining obligations to the course and a deadline for submission. This documentation will need to be provided to the appropriate Dean when the change of grade is requested. For fall semesters, the change of grade request must be made by the last day of the following spring semester. For spring and summer semesters, the change of grade must be submitted by the last day of the following fall semester. After this time, if no change of grade is submitted, the grade of I will automatically become an F.

Change of Grade

A change of grade can only be processed using the Change of Grade form located on the Faculty Tab in the Faculty Toolbox. Change of Grades sent via email will not be accepted. The form must have original faculty member and Dean signature. In the case of an already awarded grade of B, C, D, or F written justification will need to accompany the Change of Grade form.

A Change of Grade may be submitted under the following conditions:

1. Calculation error
2. Entry error
3. Completion of course work when an I was assigned
4. Original grade was not submitted
5. Grade appeal
6. Delayed grade

Submission of additional work after the course is graded is not a legitimate reason for a grade change.

Grade Appeals

Grade appeals must be initiated using the Student Grievance and Appellate Process as outlined in Regulation 2160 within 30 days of the awarding of the original grade.

(Approved 7/25/11, revised 7/00/14; revised 2/8/18; revised 3/20; revised 4/24)

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Student Academic Achievement

Academic Program Completion and Graduation Requirements

Owner - Associate Vice President Student Services
Contact - Registrar

The College maintains four active catalogs. These catalogs become effective in the fall semester.

A student may use for degree requirements the catalog in effect at the time of initial enrollment or any subsequent catalog provided:

1. The catalog is still active;
2. The student enrolled in classes and earned academic credit during the time the chosen catalog was in effect;
3. Only one catalog is used to determine curriculum. (To use a subsequent catalog a student must submit a Change of Program/Catalog Request form.)

Students who are either inactive or in readmit status 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.

Graduation Requirements

Students should apply in the semester of completion of the certificate or degree. All students graduating in the fall, spring and summer terms participating in the December or May commencement must apply by the date published in the Academic Calendar.

Requirement for Degree

The College offers six degrees, the Associate of Arts, the Associate of Fine Arts, the Associate of Arts in Teaching, the Associate of Science, the Associate of Applied Science, and the Associate of General Studies. To qualify for a degree the following must be met:

1. Complete the curriculum required for the specific degree program.
2. Complete through SFCC a minimum of 25% of the credit hours toward the degree requirements.
3. Maintain a minimum institutional grade point average of 2.00.
4. Meet any program specific requirements.

Student Academic Achievement

Requirements for a Certificate

The College offers several certificates in various career areas. To qualify for a Skills or Professional certificate the following must be met:

1. Complete the curriculum required for the specific certificate program.
2. Complete through SFCC a minimum of 25% of the credit hours toward the certificate requirements.
3. Maintain a minimum institutional grade point average of 2.00.
4. Meet any program specific requirements.

Qualification for Automatic Degree Award

1. Student was not already identified as an auto-award student and has neither declined the award nor has an undeliverable address.
2. Student is not in readmit status.
3. Student's program of study is active on the MDHE inventory.
4. Student's catalog is less than 6 years old.
5. Student has met all course, non-course, residency and GPA requirements.

Honors List

State Fair Community College recognizes student academic achievement. At the end of the fall, spring and summer semesters, the President's, Dean's, Trustees', Warrior's, Trailblazer's, and Early Achiever's lists are published.

To qualify for the President's list, a student must earn a semester grade point average (GPA) of 4.0 in 12 or more semester hours at SFCC.

To qualify for the Dean's list, a student must earn a semester grade point average (GPA) of 3.5 – 3.99 in 12 or more semester hours at SFCC.

To qualify for the Trustees' list, a student must earn a semester grade point average (GPA) of 3.6 – 4.0 in 6 or more semester hours at SFCC.

To qualify for the Warrior's List, a military or veteran student must earn a semester grade point average (GPA) of 3.0 in 3 or more semester hours at SFCC.

To qualify for the Trailblazer's List, a first-generation student must earn a semester grade point average (GPA) of 3.0 in 6 or more semester hours at SFCC.
To qualify for the Early Achiever List, a concurrent high school student must earn a semester grade point average (GPA) of 3.0 in 3 or more semester hours at SFCC.

Student Academic Achievement

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

SFCC GPA hours do not include hours for transfer coursework and SFCC hours with grades of AU, CR, P and W.

Requirements for Honors Graduation

Latin Honors may be awarded at commencement to Associate of Arts, Associate of Fine Arts, Associate of Arts in Teaching, Associate of Science and Associate of Applied Science degree graduates, based upon SFCC courses completed and institutional grade point average.

Cum Laude: 3.60-3.79	Institutional grade point average
Magna Cum Laude: 3.80-3.89	Institutional grade point average
Summa Cum Laude: 3.90-4.00	Institutional grade point average

Professional certificate completers may graduate with honors based upon all SFCC courses completed and institutional grade point average.

Distinction: 3.60-3.79	Institutional grade point average
Honors: 3.80-3.89	Institutional grade point average
High Honors: 3.90-4.00	Institutional grade point average

The College computes the GPA to two decimal points and does not round up. Students are reviewed for honors prior to the commencement ceremony and after the semester concludes. Official honors will be determined after the graduate's final semester is completed.

Requirements for Participation in the Commencement Ceremony

To participate in commencement events, students must have either completed all certificate or degree requirements before the commencement date or be enrolled in sufficient hours (at the time the graduation list is finalized) to complete requirements.

Awarding of Certificates and Degrees

Certificates and degrees are awarded at the end of the fall, spring and summer terms. The last date of the term is used as the award date. Students have until the first day of the term following their application term to complete all course requirements, all non- course requirements and submit any outstanding documents required for the certificate or degree. Students who have not completed all requirements and submitted all documents will be moved to the next term, if applicable. If all graduation requirements are not met, the student must reapply.

Student Academic Achievement

Diplomas

Diplomas are mailed to fall graduates at the end of January, to spring graduates at the end of June, and at the end of September for summer graduates after a final degree audit is conducted.

(Approved 08/23/10; revised 07/2015; revised 04/11/2017; revised 02/08/18; revised 01/23/20; revised 05/24/23; revised 4/2024; revised 09/11/2026)

STUDENTS **Regulation 2512**

Student Academic Achievement

Grading System

Course Substitution

Owner – Dean of Student Services

Contact – Registrar

Students should complete the curriculum outlined in the College catalog for the program in which they are placed. Course substitutions should be made only if the resulting substitution maintains the integrity of the program. Course substitutions are customarily not allowed for general education courses and must be approved by the Dean of Academic Affairs.

1. **Course substitutions may be allowed in any of the following situations:**

    a. A student plans to graduate at the end of the semester but the required course to graduate is not offered or was cancelled, or
    b. The required course is no longer offered by the College, or
    c. The course substituted is in the same area as the required course or in a closely related area.

2. **Requirements:**

    a. Substitute courses must have the same or greater number of credit hours than the required courses they are replacing.
    b. Substitution of a course for a previously failed or withdrawn course is seldom granted.
    c. Course substitutions are only valid for the degree program and courses indicated. A new course substitution must be submitted if a student changes programs.
    d. Course substitutions are valid for 6 years.

3. **Procedure:**

    a. Students request permission of the program coordinator to substitute courses in their program of study. If approved the program coordinator will complete a course substitution request through Degree Works. The request should be made at the beginning of a student's program of study or at the time of enrollment.
    b. The program coordinator will receive notification that the request was approved or denied.
    If the substitution is approved, the course substitution approval will appear in the student's degree audit.

Requests for extraordinary exceptions to graduation requirements must be submitted utilizing the Student Grievance and Appellate Process as outlined in Regulation 2160.

(Approved 7/25/11, revised 4/00/14; revised 2/8/18; revised 3/20)

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STUDENTS **Regulation 2530**
Policy 2530

Student Academic Achievement

Student Academic Progress

Owner – Dean of Student Services

Contact - Registrar

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

Students must maintain satisfactory academic progress as defined below to remain in academic good standing:

1. Upon completion of 12-23.9 semester GPA hours – a minimum 1.50 cumulative grade point average.

2. Upon completion of 24-35.9 semester GPA hours – a minimum 1.75 cumulative grade point average.

3. Upon completion of 36-47.9 semester GPA hours – a minimum of 1.85 cumulative grade point average.

4. Upon completion of 48 and above semester GPA hours – a minimum of 2.0 cumulative grade point average.

Academic Review

1. If a student has not maintained satisfactory academic progress, the student will be placed on academic probation and be limited to enrolling in a total of 12 or less credit hours for the fall and spring semesters and total of 6 or less credit hours for the summer semester. Any student placed on academic probation who is currently enrolled in more than 12 credit hours for the fall or spring semester and more than 6 credit hours for the summer semester will be notified by the Student Success Center and advised to work with his or her Navigator to adjust the course schedule accordingly by a specific date. If a student's schedule is not adjusted accordingly by

2. the specified date, the Academic Records and Registrar Office will adjust the student's schedule to keep in compliance with Regulation 2530.

3. A student is allowed to enroll in courses for three consecutive semesters while on academic probation. When a student reaches the second and third consecutive semesters on academic probation, a Student Success Plan hold will be placed on the student's account to alert the student and the Navigator of the academic probation status. This hold will prevent the student from enrolling in courses during the subsequent semester. The student will be required to meet with the Navigator to create an Academic Success Plan, enroll in courses and discuss resources of the college in an effort to assist the student in performing in a more satisfactory manner.

4. A student will be placed on the first academic suspension after the third consecutive semester of academic probation if the student has not met the satisfactory academic progress requirements. The first academic suspension will result in the student being suspended from enrolling in courses at the college for one regular semester from the end of the semester suspended.

   A student will be placed on a second academic suspension if the student has not achieved satisfactory academic progress as defined above. A second academic suspension will result in the student being suspended from enrolling in courses at the college for two regular semesters from the end of the semester suspended. A student will be placed on a third academic suspension if the student has not achieved satisfactory academic progress as defined above. A third academic suspension may result in the student being dismissed from the college.

   Based on the suspension, a timeline for returning as a student is charted below:

1 Semester Suspension	
Semester Suspended	**Return Semester**
Fall	Following Summer
Spring	Following Spring
Summer	Following Spring

1 Year Suspension	
Semester Suspended	**Return Semester**
Fall	Spring of the following academic year
Spring	Summer of the following calendar year
Summer	Summer of the following calendar year

5. Re-admission to the college after a student has been suspended is contingent upon the student serving the required suspension time period and the ability to demonstrate that the conditions that precipitated the unsatisfactory progress have been corrected.

6. A student requesting to return to the college to take courses after serving the required time period for an academic suspension must submit a suspension appeal as defined in Regulation 2160 to the Dean of Academic and Student Support Services. Appeals must be completed at least five (5) business days prior to the start of the part of term for which the student is requesting to return. A student has the option to submit an appeal before the required time period for suspension has been completed.

7. If the appeal is approved by the Dean, the student's academic standing will be changed to continuing probation, the student will be limited to enrolling in a total of 6 or less credit hours for the fall or spring semester and a total of 3 or less credit hours for the summer semester, and the student will be required to follow the terms and conditions on the approval letter from the Dean. A Student Success Plan hold will be placed on the student's account to alert the student and the Navigator of the student's approval for continuing probation. The student will be required to meet with the Navigator to prepare an Academic Success Plan and determine courses to enroll in based on the appeal approval letter from the Dean.

8. Students who have been approved for continuing probation after returning from an academic suspension will be required to submit an appeal to the Dean for approval to enroll in courses each semester showing satisfactory academic progress is being made by earning a 2.0 semester GPA or higher in the previous semester. Students on continuing probation who do not earn at least a 2.0 GPA or higher in the previous semester will be placed on the subsequent academic suspension or be academically dismissed.

9. When a student is placed on academic probation or academic suspension, that academic standing remains in effect for the duration of the semester.

10. A student's academic standing is calculated at the end of each semester. When a student has met the satisfactory academic progress requirements and is back in academic good standing, the Student Success Plan hold will be removed, and the student will then be able to enroll in courses without restrictions.

11. The academic standing for a student who has been granted Academic Forgiveness as defined in Regulation 2531, will be exempt for the semester(s) approved. The student's current academic standing will be re-evaluated and updated to reflect this change at the time of the approval.

(Approved 8/23/10; revised 02/2018)

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STUDENTS **Regulation 2531**
(Policy None)
(Forms Required)

Student Academic Achievement

Academic Forgiveness

Owner – Dean of Student Services

Contact – Registrar

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 contacting their Navigator and completing the petition for submission to the Dean of Student Services using the following guidelines:

1. The following conditions must be met:
    a. SFCC course work subject to the petition must have been taken five or more calendar years prior to the date of the petition.
    b. 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.
    c. The request will not be considered until after at least one semester with a 2.0 GPA upon returning to SFCC.
2. When invoking academic forgiveness, a student may designate two (2) academic terms (fall, spring, or summer) or one academic year (fall, spring, and summer consecutively) to be forgiven in his/her academic record. Only terms completed prior to returning to SFCC may be designated.
3. The student must have completed at least one semester and earned a minimum of 12 credit hours with a C or higher in each course and a SFCC GPA of 2.0 or higher for all courses completed since returning to the College.
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. A student's academic standing will be reevaluated per Regulation 2530.
7. Academic forgiveness will be granted only once.
8. This procedure refers to State Fair Community College only. A student transferring from or to another institution will have to follow the other institution's procedure.
9. 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.
10. Students who have been granted academic forgiveness will not be considered for graduation with honors.

(Approved 3/13/14, revised 02/10/16; revised 02/22/16; revised 2/2018; revised 4/2024)

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STUDENTS **Regulation 2610**
(Policy 2610)

Discipline

Student Code of Conduct

Owner - Dean of Student Services
Contact - Student Services

State Fair Community College ("SFCC") students are expected to abide by the following code of conduct. Generally, college jurisdiction and disciplinary measures shall be limited to student conduct which occurs on college premises or within the context of college programs and activities. However, SFCC reserves the right to take jurisdiction over student conduct occurring off college premises and/or electronic communications, if such conduct:

- Has a direct, adverse effect on members of the college community and/or disrupts the educational/instructional process, or
- Triggers the college's responsibilities under federal, state or local law.

It is the responsibility of the student to be familiar with all college policies, rules, and regulations, including the prohibited conduct and potential sanctions outlined below.

Any misconduct, including but not limited to those listed below, may be subject to college sanctions . A student responding to alleged violations of the Code of Conduct ("Respondent") will be notified by SFCC email of the reported violations and a summary of the evidence being considered. Students charged with violations of the Code of Conduct will have the opportunity to present witnesses and/or evidence on their own behalf for consideration by the Campus Judicial Officer before a decision of responsibility or non-responsibility is made. All Respondents are presumed to be not responsible until the conclusion of a prompt, fair and impartial review process.

The following Code of Conduct standards represent expectations held for all SFCC students. The Code of Conduct applies to all students while enrolled in SFCC programs and activities. Examples of prohibited conduct listed below are illustrative and should not be considered a comprehensive list:

1. Students must refrain from conduct that interferes with the freedom and/or rights of other students, employees, or other members of the college community.
2. Students are prohibited from conduct which materially or substantially alters or disrupts the educational process, college operations, or other related campus activities.
3. Students should not engage in acts of malicious dishonesty, including but not limited to the following:
    a. Cheating, plagiarism, or other forms of academic dishonesty.
    b. Knowingly providing false information to any college official, faculty member, or office.
    c. Forgery, alteration, or misuse of any college or other official 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.

Discipline

Student Code of Conduct

4. No student will endanger the physical or mental health of any person within the college community. Examples of such behavior include, but are not limited to, physical violence, verbal abuse, true threats (serious expression of intent to commit an act of violence against a particular individual or identifiable group), intimidation (intent to place individual in fear of bodily harm or violence), bullying, and coercion.
5. Stalking is prohibited. Stalking is defined as purposely and repeatedly engaging in unwanted contact that causes alarm, fear, or substantial emotional distress. Cyberstalking is considered prohibited under this definition as well.
6. Students should not intentionally substantially or materially disrupt the normal operations of the college, or incite others to do so, including substantial and material disruptions to:
   - Teaching or educational demonstrations;
   - Administrative functions;
   - Disciplinary proceedings;
   - The movement of others about campus (pedestrian or vehicular);
   - Other college-sponsored activities, on or off campus; or
     Other authorized or permissible activities that take place on campus.
7. Students are expected to comply with the college's Nondiscrimination, Harassment and Retaliation guidelines (Regulation 1210).
8. No student shall smoke, vape, puff or use tobacco, nicotine or other prohibited substances under federal, State or local law on campus except in vehicles, in accordance with Policy 5250.
9. Students are expected to respect the property of others and of the college. Attempted or actual theft, damage or vandalism of SFCC property, or property of a member of the college community, or other public or private property while engaged in a college-sponsored program or activity is prohibited.
10. Students or student organizations, clubs, groups or teams will not participate in any form of hazing. Hazing is defined in Missouri 578.365, and includes but is not limited to, any conduct in which an individual or group knowingly, actively and not under duress participates in, solicits another person to participate in, or causes or plans a willful act on or off campus, directed at another prospective student, current student or former student, that recklessly endangers the mental or physical health or safety of another for the purpose of initiation, admission or continued participation in an organization, to the extent that such person is knowingly placed at probable risk of the loss of life, or probable bodily or psychological harm.
11. Students will comply with the lawful directions of college officials and/or law enforcement officers acting in good faith performance of their duties and are expected to identify themselves to these persons when reasonably requested to do so.
12. Students will not abuse their access to SFCC facilities by engaging in any of the following:
    a. Unauthorized entry to, or use of, college facilities, property or resources;
    b. Unauthorized possession, duplication or use of keys to any college premises; or
    c. Misuse of college or personal property to create a safety hazard.

13. Students may not at any time use, possess, or distribute any alcohol, narcotics, or other controlled substances on campus. Possession of prescription medication is limited only to the person for whom the prescription is written and is allowed where expressly permitted by law. Students may not be publicly intoxicated while on campus or at a college-sponsored or supervised activity.
14. Students will not create, publish or otherwise distribute audio or video recordings made without the subject's consent if that person has a reasonable expectation of privacy or if the recording is prohibited by state law.
15. Students will not be allowed to possess or use weapons, explosives or dangerous chemicals on college property. Weapons include any object or substance designed to inflict a wound, cause injury or incapacitate, including but not limited to all firearms, pellet guns, switchblade knives, knives with blades more than four inches in length.
    a. Commissioned peace officers attending classes will be permitted to carry their firearms if so required by their department regulations.
16. Students will not violate the college's Information Technology Appropriate Use policies, as outlined in Regulation 8200. This includes, but is not limited to:
    a. Unauthorized access or transfer of electronic files;
    b. Unauthorized use of another person's identification or password;
    c. Use of SFCC-provided devices or networks to materially interfere with the work of another student or employee;
    d. Use of SFCC-provided devices or networks to knowingly share copyrighted materials in violation of federal or state laws, or SFCC policy.
17. Students shall not engage in any form of retaliation towards a Complainant, Witness, or other participant in a campus judicial investigation or process. The definition of retaliation can be found in Regulation 2160.
18. Students will be expected to abide by all federal, state, or local laws on college premises or at college-sponsored or supervised activities. The college's may take authority to issue sanctions in these situations under the following circumstances:
    a. If taking action is necessary to protect the rights and safety of the college community following the conviction of a felony; or
    b. If a criminal act results in a substantial nexus to the college's property, programs or college community;
    c. If a student is found to be in violation of federal, state or local laws involving violence, alcohol or drugs while on college property or involved in college-sanctioned activities.
19. 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.

Law Violations and Code of Conduct

Proceedings under this student code of conduct 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.

Interim Measures

The Campus Judicial Officer can authorize interim measures if deemed necessary to ensure the safety of any Complainants, Respondents and the college community during the investigative and decision-making process required for reported violations of the Student Code of Conduct. Such interim measure may include, but are not limited to, the following temporary arrangements:

- No contact orders;
- Relocation in campus housing;
- Limited access to college common spaces (library, cafeteria, etc.);
- Adjustments to course schedules; or
- Limited participation in non-academic college activities.

The implementation of interim measures will only be considered following an objective risk assessment completed with the assistance of the Campus Safety Deputy and/or SFCC Care Team. If it is determined that interim measures are required, the Respondent will be notified in writing through SFCC email and the interim measures will remain in effect until the conclusion of the conduct review process. Interim measures may be appealed under the Grievance and Appellate Process in Regulation 2160.

Sanctions for Code of Conduct Violations

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 the Code of Conduct.
2. **Probation**: A written reprimand for violation of specified regulations, which 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 college regulation(s) during the probationary period.
3. **Loss of Privileges**: Denial of specific college or campus privileges for a designated period of time.
4. **Fines**: Previously established and published fines may be imposed. Registration for future courses or activities will be restricted until all disciplinary fines are paid in full.
5. **Restitution**: Compensation for verifiable loss, damage, or injury. This may take the form of appropriate service hours and/or monetary or material replacement.

Discipline

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6. **Discretionary Sanctions or Remedial Measures**: Work assignments, service to the college, mandatory training, or other related discretionary assignments (such assignments must have prior approval by the Campus Judicial Officer).
7. **No Contact Order:** A student may be restricted from contacting another student, employee or member of the college community through verbal, written or electronic means, for a specified period of time or until otherwise rescinded by the Campus Judicial Officer.
8. **Campus Housing Suspension**: Separation of the student from campus housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. **Campus Housing Expulsion**: Permanent separation of the student from campus housing.
10. **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 readmission may be specified.
    a. When the Campus Judicial Officer or CIRC recommends that a student be suspended, the date at which the student subsequently may apply for readmission will be specified. In no case will such a date be later than one calendar year after the effective date of the suspension. Appropriate notation will be made on the student's academic record. The suspended individual is responsible for initiating application for readmission. Such application will be reviewed by the Campus Judicial Officer who, at his/her discretion, may approve/deny the application.
    b. Once the decision has been made to suspend a student, the suspension may begin immediately or, 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.
11. **Expulsion** – Permanent severance from the college. Expulsion is the most serious disciplinary action which may be imposed and may be recommended by the Campus Judicial Officer or the CIRC.
    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) calendar 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. Once a determination of responsibility has been reached for a violation of the Code of Conduct, the Campus Judicial Officer will notify the student(s) by SFCC email regarding the outcome and sanctions imposed, if applicable. Options available to the student(s) for appealing the determination or sanctions will be included (See Regulation 2160).

Other than 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. The amount of time records for which confidential records are kept will be according to college policy and state law.

Code of Conduct Violations by Campus Groups of Organizations

The following sanctions may be imposed upon campus groups or organizations which are found to be responsible for violating the Code of Conduct:

1. Any sanctions listed above.
2. Deactivation: Loss of privileges, including College recognition, for a specified period of time.

(Approved 7/25/11; revised 3/20; revised 07/18/24, revised 10/09/25)

Regulation 2630
Policy 2630

STUDENTS

Student Athlete Drug Screening

State Fair Community College and the Athletic Department are focused on providing a safe, quality learning environment consistent with the highest standards of collegiate education and athletics. The National Junior College Athletic Association states "…that athletic participation is a privilege and that those athletes who use illegal performance enhancing and/or recreational drugs substantively violate that privilege and may impact the athlete's ability to take advantage of that privilege." Substance abuse harms the athlete's health, and may violate state and/or federal law and the College's student code of conduct. Therefore, State Fair Community College will educate student athletes of the implications of substance abuse, and will assist student athletes with substance abuse prevention and recovery. As part of this education and assistance, the College with cause test student athletes for drug use.

This policy applies to both scholarship and non-scholarship athletes. Adherence to this policy is a condition of participation in intercollegiate athletics and in athletic scholarship eligibility at State Fair Community College. All players selected and agreeing to participate in athletics at State Fair Community College will be required to sign a Drug Screening Consent Form prior to the first practice. Failure to sign the form will result in declaration of the athlete as ineligible. As participation in a sport through the Athletic Department of SFCC is a voluntary decision, any student athlete may choose to decline participation in said sport if he/she is unwilling to comply with provisions of the Student Drug Screening. No academic penalty or ineligibility to participate in other programs at the College may result from refusal to submit to this policy.

Drug Screening Process

1. Screens to determine the presence of illegal drugs and/or performance enhancing substances will be conducted by urinalysis and will be administered only by the designated drug screening technician.

2. Drug screening will be both scheduled and unscheduled. Scheduled screening requires written notification of the time, date and location to each student athlete who is being screened. Unscheduled screening will be spontaneous; written notification is not required.

3. Drug screening will be conducted uniformly, randomly or with cause. For uniform drug screening, all members of a team will be tested. For random drug testing, a blind selection of athletes taken from current members of the team, will be conducted by the Campus Judicial Officer. Testing with cause will be conducted if a coach, faculty member or member of administration has reason to suspect drug use by a student athlete.

4. At least one member of each athletic team will be screened, either scheduled or unscheduled, uniformly, randomly or with cause, each semester. More screenings can occur at the discretion of the administration and/or the Athletic Department.

5. Drug screenings results may not be used for the purposes of criminal prosecution and will not be divulged to law enforcement without a valid court order.

6. Any positive drug screening will require a confirmation drug screening to ensure the reliability of the test results. In event the confirmation drug screening contradicts the original drug screening, the sampling result will be considered negative. In that case, the student athlete may be chosen for unscheduled or scheduled drug screenings at the choice of administration or the athletic department to again confirm the negative screening assumption.

Discipline Process

A student athlete in violation of this policy, including those who refuse to comply with the policy, shall be subject to the following disciplinary procedures:

1. Student athletes who are found to be in violation of this policy, either by a positive drug screening result or refusal to submit to drug screening, shall be suspended immediately from the team and declared ineligible to participate in athletics at State Fair Community College.

2. For the first such violation as noted above, the period of suspension from all team participation will be 30 calendar days from the date of violation. For a second violation, permanent removal from team participation, scholarship eligibility and College enrollment will result.

3. In the event of a first violation of this policy, it shall be a requirement that the student athlete agree to submit to monthly drug testing as described under this policy, for the remainder of his or her team participation and/or athletic scholarship eligibility. The student athlete in question shall bear the financial expense of the monthly testing.

4. In the event of a first violation of the policy, it shall be a requirement that the student athlete successfully complete designated substance abuse counseling prior to the end of team suspension. Failure to successfully complete the substance abuse counseling will result in extension of the suspension until such time the counseling is successfully completed.

5. In the event of a first and/or a second violation of the policy, the College may release limited information about the screening results to the student athlete, the coach, the Athletic Director, Vice President of Academic and Student Success, the

College President, the Campus Judicial Officer, Associate Dean of Admissions and student Success, parents or legal guardians of the student athlete if he/she is under the age of 21, family or team physicians, designated officials of the National Junior College Athletics Association, and designated officials of the U.S. Department of Education. Positive results may impact eligibility for federal financial aid. The official statement to the media will be that the student athlete is suspended for violation of team rules.

a) First offense: Required Missouri Drug and Alcohol Awareness Course (at athlete's cost) and seven-day suspension. Course must be completed prior to returning to play.

b) Second offense: Required Missouri Drug and Alcohol Awareness Course (at athlete's cost) and suspension of 10 percent of regular season games. Course must be completed within 14 days and prior to returning to play.

c) Third offense: Loss of Athletic Aid and removal from the team.

Appeal Process

Students found in violation of this policy may appeal sanctions through the Student Grievance and Appellate Process outlined in Regulation 2160.

Student Drug Screening in Certain Academic Programs

In order to maintain a working, learning and clinical education environment that is safe and healthy for students, faculty, staff, and the patients cared for by our students; to ensure a positive reputation of the College and its graduates within the community; to minimize the number of accidental injuries to person or property; and, to adhere to clinical site and regulatory requirements, potential and current students in Health Sciences and in Commercial Driving Academy programs may be screened for drug and alcohol use according to respective handbooks.

Drug Screening Process

Drug screening processes will be defined by the appropriate program and will be defined in the program handbook. All tests will be performed at the student's expense.

Discipline Process

Students who have positive results may be immediately dismissed from the respective program, referred to substance abuse counseling, or for random drug screenings.

Appeal Process

Students may appeal decisions or sanctions taken as the result of drug screening using the Student Grievance and Appellate Process, Regulation 2160.

(Approved 8/23/10; revised 4/2024)

Financial Aid

Federal Financial Aid Programs

State Fair Community College will offer, process and disburse federal financial aid in accordance with the regulations and guidance from the U.S. Department of Education, Federal Student Aid and Title 34 Code of Federal Regulations. The following Federal Financial Aid Programs are offered at State Fair Community College. Each program is linked to its federal website.

- Pell Grant; awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's degree. Pell Grant does not need to be repaid, except under certain circumstances.
- Federal Supplemental Educational Opportunity Grant (FSEOG); administered directly by the financial aid office at each participating school. The financial aid office will award FSEOG to students that have the most financial need. FSEOG does not need to be repaid, except under certain circumstances.
- Iraq and Afghanistan Service Grant; eligible for the Pell grant and have had a parent or guardian that was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11.
- Federal Work Study; provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. (Regulation 2740)
- William D. Fort Federal Direct Loan Programs; all loans offered are required to be repaid with interest, starting 6 months after graduation, stops attending or is enrolled below 6 credit hours. (Regulation 2760)

To determine eligibility for federal financial aid programs, students must fill out the Free Application for Federal Student Aid (FAFSA) each school year and have the FAFSA record sent to our school. The SFCC federal school code is 007628.

Federal Student Aid processes and sends the FAFSA records to SFCC within 3-5 business days from the date of submission. Students will be notified (via email) when SFCC receives their FAFSA. Students must also check their mySFCC student account (in the Financial Aid section) for status of their FAFSA. Every student who completes a FAFSA will need to accept Terms and Conditions for receiving any financial aid at SFCC. It is the student's responsibility to understand and maintain the eligibility criteria for receiving federal financial aid. When viewing their mySFCC<Financial Aid<Financial Aid Requirements & Red Flags:

- If FAFSA was received and **verification is not required**, receipt of FAFSA is noted and Terms and Conditions requirement is listed.
- If FAFSA was **selected for verification**, receipt of FAFSA is noted and documents required will be listed and the student must provide the requested documentation before aid eligibility can be determined. The Terms and Conditions requirement is listed.
- If FAFSA was **rejected**, it will be noted and the student must correct their FAFSA and/or they may seek assistance at the Financial Aid Office.

Once the FAFSA is processed and requirements are completed, students will be notified of their financial aid offer which can be viewed on their mySFCC<Financial Aid<Financial Aid Overview<Financial Aid Offer Summary. Federal financial aid offers are yearly amounts, in which, the offered amount is divided among the number semesters the student plans to attend. Federal financial aid offered amounts cannot exceed more than half the yearly offered amount in any one semester.

Federal financial aid funds are paid towards balances owed on SFCC student accounts before applying towards any other education expenses. In the event, federal financial aid funds are greater than the amount owed on the student's account, the student will receive a disbursement check or direct deposit of the overage. More information about how SFCC processes federal financial aid programs are listed in the SFCC Financial Aid Policy and Procedure Manual.

(Approved 6/27/05; revised 2/1/18; revised 6/28/23)

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Financial Aid

State of Missouri Financial Assistance Programs

State Fair Community College will offer, process and disburse state financial aid programs in accordance with the regulations and guidance from the State of Missouri Department of Higher Education and Workforce Development (MDHEWD) and the Missouri Code of State Regulations. The following state financial aid programs are offered at State Fair Community College. Each program is linked to its state website.

- Dual Credit/Dual Enrollment Scholarship; awarded to students on the path to meeting the A+ Scholarship's eligibility requirements and be taking dual credit or dual enrollment courses at SFCC.
- A+ Scholarship Program; provides scholarship funds to eligible graduates of A+ designated high schools who attend SFCC. FAFSA is required.
- Access Missouri Financial Assistance Program; need based grant determined by the Expected Family Contribution (EFC) as calculated through the FAFSA. FAFSA is required.
- Fast Track Incentive Grant; a grant that addresses workforce needs by helping adults pursue a certificate, degree, or industry-recognized credential in an area designated as high need. FAFSA is required.
- Advanced Placement Incentive Grant; a nonrenewable grant designed to encourage high school students to take and score well on Advanced Placement tests in mathematics and science.
- Bright Flight Program; a merit-based program that encourages top-ranked high school seniors to attend SFCC.
- Kid's Chance Program; a scholarship is available to children of workers who were seriously injured or died in a work-related accident covered and compensated by workers' compensation. FAFSA is required.
- Minority and Underrepresented Environmental Literacy Program; a scholarship designed to assist academically talented minority and underrepresented individuals pursuing a bachelor's or master's degree in an environmental course of study that will lead to employment in a field that is clearly environmentally related.
- Public Service Officer Survivor Grant; a tuition assistance program to certain public employees and their families if the employee is killed or permanently and totally disabled in the line of duty.
- Wartime Veteran's Survivors Grant; an annual grant program to children and spouses of Veterans whose deaths or injuries were a result of combat action or were attributed to an illness that was contracted while serving in combat action, or who became 80 percent disabled as a result of injuries or accidents sustained in combat action since Sept. 11, 2001.
- Missouri Returning Heroes Act; provides reduced tuition for certain combat veterans attending public institutions of higher education.

A+ Scholarship Program, Access Missouri Financial Assistance Program and Fast Track Incentive Grant require the current year's FAFSA to be processed and requirements completed (Regulation 2710). Students must also meet all other eligibility requirements as stated by MDHEWD before funds are applied towards student accounts.

Dual Credit/Dual Enrollment Scholarship, Advance Placement Incentive Grant, Bright Flight Program, Kid's Change Program, Minority and Underrepresented Environmental Literacy Program Public Service

Officer Survivor Grant, Wartime Veteran's Grant programs require an application or other type of determination made directly with MDHEWD. MDHEWD will notify SFCC of student's eligibility to these programs.

Students applying for the Missouri Returning Heroes' Act must provide the Financial Aid and Veteran Services office with acceptable documentation, as listed per MDHEWD,

- Have served in armed combat and provide military service documentation, such as the DD214 that reflects service in a combat theater, receipt of combat service medals, or receipt of imminent danger or hostile fire pay or tax benefits;
- Have been honorably discharged from military service; (Fields 13, 24 and 28 on DD214) and
- Be a registered voter in Missouri, or eligible to vote in Missouri, as determined by the Missouri Secretary of State, or a current Missouri resident.

State financial aid will be added to the student's account in accordance with the program guidelines. State financial aid funds are paid toward balances owed on SFCC student accounts. In the event, an eligible state financial aid fund is greater than the amount owed on the student's account, the student will receive a disbursement check of the overage. More information about how SFCC processes state financial programs are listed in the SFCC Financial Aid Policy and Procedure Manual.

(Approved 6/27/05; revised: 2/8/2018; revised 6/28/23)

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STUDENTS **Regulation 2730**
(Policy 2730)

Financial Aid

Scholarship Programs

Students interested in applying for scholarships through SFCC must fill out the general application online. Students that have applied to SFCC will have access to the application. However, to receive an SFCC scholarship, the student must be attending or planning to attend SFCC the semester the scholarship is awarded. The student must complete all appropriate documentation for the scholarship before the award is applied towards their SFCC account.

The general application for the upcoming academic year opens on November 15. **First consideration will be given to students who apply by the March 1 priority deadline.* A complete listing of scholarships available through SFCC is located on the SFCC scholarship website. There are three types of scholarships available.

- Institutional Scholarships – Scholarships offered to students that are funded by SFCC and awarded based on specific criteria such as scholastic, achievement, and financial need. Athletic and performance scholarships are awarded by the coaches or directors of their departments.

- Foundation Scholarships – Donors or organizations that have funded scholarships through the SFCC Foundation to award students attending or planning to attend SFCC. Requirements for eligibility of each scholarship can be found on the SFCC Scholarship website.

- Outside/Private Scholarships – Scholarships or monetary awards that are not affiliated with SFCC or its application process. Students who receive an outside/private scholarship check must submit them to the Financial Aid Office for processing.

All scholarships will be disbursed into the student's account according to the specific scholarship's guidelines. Outside/private scholarships that provide no such guidance follows these general practices:

- Scholarship awards that are $500.00 or greater are divided between the semesters the student plans on attending for the academic year.
- Scholarships that are less than $500.00 are applied towards the semester it was received into or planning on attending for the academic year.
- Unless otherwise stated, students can choose to request if the award be applied towards; tuition, fees, books or other educational expenses. Students may also choose when the scholarship award can be applied for the academic year.

Scholarships are paid towards balances owed on SFCC student accounts before applying towards any other education expenses. In the event scholarship funds are greater than the amount owed on the student's account, the student will receive a disbursement check of the overage. More information about how SFCC processes scholarships are listed in the SFCC Financial Aid Policy and Procedure Manual.

(Approved 6/27/05; revised: 2/8/2018; revised 6/28/23)

Financial Aid

Federal Work Study and Student Employment

Students who are employed at SFCC are defined in two statuses.

1. **Federal Work Study (FWS)** – a student participating in the federal financial aid program that provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay their education expenses. Financial need eligibility is determined by the student's current Free Application for Federal Student Aid (FAFSA) on file. Funding for FWS is provided by Department of Education; Federal Student Aid.
2. **Student Employment** – a student who is employed directly with SFCC and not eligible for the Federal Work Study program and must be eligible to work in the United States. Funding is provided directly from SFCC.

The amount of Federal Work Study funds received by SFCC is determined by the U.S. Department of Education. The Financial Aid office is responsible for allocating these funds to departments requesting to utilize FWS funds. Amounts allocated are determined by the number of requests, amount of hours requesting and any past history the department may have in utilizing the funds.

Interested students must go through SFCC's standard hiring practice to become employed. The Financial Aid office will determine the student's eligibility for FWS. It is encouraged that departments that have been assigned FWS funds, utilize FWS funds first before allocating student employment. Department supervisors/chair persons are responsible for ensuring the student complete the hiring process with Human Resources (HR) and maintain within the guidelines of number of hours worked weekly and throughout the aid year.

All students employed with SFCC follow HR payroll guidelines in receiving payment for hours worked. The Financial Aid Office will monitor eligibility and usage of FWS hours throughout the aid year. Notifications will be sent to department supervisors/chair persons if students FWS eligibility changes or exceeds number of hours. Determinations can then be made if student's funding changes from FWS to student employment.

More information about how SFCC processes federal financial aid programs are listed in the SFCC Financial Aid Policy and Procedure Manual.

(Approved 6/27/05; revised: 2/8/18; revised 6/28/23)

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Financial Aid

Veteran Educational Benefits

State Fair Community College will offer and process veteran education benefit programs in accordance with the guidance and regulations provided by the U.S. Department of Veterans Affairs (VA). Each program is linked to its VA website.

- Montgomery GI Bill® Active Duty (MGIB-AD); (Chapter 30) Students who served at least 2 years on active duty, find out if you qualify for benefits under the Montgomery GI Bill® Active Duty program.
- Veteran Readiness and Employment (VR&E); (Chapter 31) Explore VR&E support-and-services tracks for help learning new skills, finding a new job, starting a business, getting educational counseling, or returning to your former job.
- Veterans' Educational Assistance Program (VEAP); (Chapter 32) A $2-to-$1 government-match program for educational assistance. If you entered service for the first time between January 1, 1977, and June 30, 1985, and put money into a VEAP account, may be eligible.
- Post-9/11 GI Bill®; (Chapter 33) Eligible to students who served on active duty after September 10, 2001.
- Survivors' and Dependents' Educational Assistance (DEA); (Chapter 35) Students who are a dependent spouse or child—or the surviving spouse or child—of a Veteran.
- Montgomery GI Bill® Selected Reserve (MGIB-SR); (Chapter 1606) Students who are a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard, find out if you qualify for education benefits under the Montgomery GI Bill® Selected Reserve program.

SFCC is not authorized to offer advice or suggestions in choosing which program is best for students. Students who may be eligible for VA education benefits are encouraged to contact a Veteran Affair's representative for guidance and assistance in the specifics of any VA program. It is the student's responsibility to notify the Financial Aid and Veteran Services office of their intention to utilize VA education benefits.

Eligible students who have been admitted and enrolled in courses for the semester will need to notify the Financial Aid and Veteran Services Office's School Certifying Official (SCO). The SCO will certify the student's enrollment to VA. Students will receive notification from the VA that their courses have been certified. SCO's will also monitor and report, to the VA, any enrollment changes that occur throughout the semester. Students are responsible for notifying their SCO of any changes made to their VA education benefit. More information about how SFCC Financial Aid and Veteran Services office processes the above VA programs are listed in the SFCC Financial Aid Policy and Procedure Manual.

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

(Approved 6/27/05; revised 5/28/2020, revised 6/28/23)

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Financial Aid

Student Loans

State Fair Community College, Financial Aid office will processes two types of loan programs; the William D. Ford Federal Direct Loan Program and private student loans.

William D. Ford Federal Direct Loan Program

Under the William D. Ford Federal Direct Loan Program, the U.S. Department of Education is the student's lender and are later assigned to a loan servicer. These student loans may be used to pay for direct and indirect education related expenses. Examples of education related expenses include tuition, fees, other school charges, room, board, books, supplies, equipment, computer, dependent child care expenses, transportation, etc. The three types of Direct Loans available at SFCC are (each program is linked to the federal website):

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education.
- Direct Unsubsidized Loans are loans made to eligible undergraduate students and eligibility is not based on financial need.
- Direct PLUS Loans are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need and a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.

As direct loans are a federal financial aid program, they require a FAFSA to be processed and the requirements to be completed (Regulation 2710). Other requirements to be eligible are, but not limited to:

- The student must be admitted as an eligible student type and meet the federal financial aid guidelines of Satisfactory Academic Progress (SAP) as outlined in SFCC Financial Aid Policy and Procedure Manual.
- A student must be enrolled and currently attending at least half-time (six credit hours) of coursework required for their program of study.
- The student must provide proof of completion of the Entrance Counseling and signed Master Promissory Note from studentaid.gov.
- If a student has attended other college(s), the student must provide transcripts from all colleges attended before loans can be paid to the student account.

The student is responsible know and understand their rights and responsibilities as a borrower. More detailed information of eligibility, application and SFCC processes of student loans are listed in the SFCC Financial Aid Policies and Procedures Manual.

Private Student Loans

State Fair Community College adheres to a code of conduct regarding relationships with private educational loan providers listed in the SFCC Financial Aid Policies and Procedures Manual. Students may choose to use any private educational loan provider. The requirements and application process may vary by provider and it is the responsibility of the student to understand and adhere to their requirements.

Regulation 2760
(Policy 2760)

SFCC requires students interested in utilizing private loans to be enrolled in at least 6 credit hours whereas the courses:

- Are considered a course concurrent to the student's current grade level as defined by the Department of Education.
- Are required courses or as a prerequisite course for the declared program of study.
- If a repeat course, must not have earned a grade of a "C" or better. Or, if the repeat course is a prerequisite course, must not have earned the required passing grade for the declared program of study.

Students may borrow up to the cost of attendance minus any other financial aid received. All private loans will be applied towards a student's account balance owed before any credit balances are disbursed to the student. More information about eligibility, application and how SFCC processes student loans are listed in the SFCC Financial Aid Policies and Procedures Manual.

(Approved 6/27/05; revised: 2/1/18, revised 6/28/23)

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Student Services

Students with Communicable Diseases

Owner – Dean of Student Services

Contact – Safety and Security

Communicable diseases are spread by direct contact with an infected person, indirect contact with contaminated objects, and by airborne droplets or dust. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis B (serum hepatitis), leprosy, tuberculosis (TB), and COVID-19.

The purpose of this regulation is to:

1. Minimize the risk of students acquiring or transmitting communicable diseases.
2. Protect the campus community.
3. Protect the confidentiality of students with a communicable disease.
4. Communicate guidelines and procedures to be followed when awareness of a communicable disease occurs.
5. Provide for an annual review of the Communicable Disease Policy in light of current information.

GENERAL STATEMENT

It is the intent of State Fair Community College to comply with all federal and state laws in connection with an individual who contracts a communicable disease. The College recognizes that students with communicable diseases may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allows, including attending classes or working. As long as these students are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to others, the College should be sensitive to their condition and ensure that they are treated consistently and equitably with other students and employees. At the same time, the College has an obligation to provide a safe environment for the entire campus community.

A student who knows, or has reason to believe, he or she is infected with a communicable disease is expected to seek medical advice and conduct themselves responsibly in accordance with such knowledge for the protection of others. Students with a communicable disease are encouraged to report the condition to the Dean of Student Services so that the College can respond appropriately to their needs and the needs of others in the campus community who may be impacted. Students who are currently enrolled in a Health Sciences program should follow their program handbook in communicating exposure to or diagnosis of a communicable disease.

Every precaution should be taken to ensure that the student's condition does not present a health and/or safety threat to others. The fact that a student has a communicable disease does not relieve that individual of the requirement to comply with performance standards as long as he or she is enrolled in classes with the College. All reasonable efforts will be made to protect the student's right to confidentiality.

Guidelines

1. The College will make information on the prevention of communicable diseases available to students and employees.

2. A student's health condition is personal and confidential, and reasonable precautions will be taken to protect information regarding an individual's health condition. The Dean of Student Services, or designee, should be contacted if it is believed that the campus community should receive information about communicable diseases, if further guidance is needed in managing a situation that involves a communicable disease, or there is a concern about the possible contagious nature of any student's illness.

3. A student with a communicable disease may be required to provide current reports from his or her treating heath care provider concerning the condition, whether the student should be in contact with the campus community, and if current health status permits attendance in classes or the performance of essential job-related functions. The College reserves the right to require a medical examination by a health care provider.

4. A student with a communicable disease may maintain residence on campus, attend classes or perform duties at the College if his or her presence does not pose a threat or danger to others in the College, or a significant disruption to the academic process.

5. Temporary removal of a student with a communicable disease may be made by the Dean of Student Services, or designee. The removal may be made summarily pending receipt of documentation by a medical professional indicating the student does not pose a substantial threat or danger to the campus community. The student shall receive written notification of the intent to exclude him or her from campus, and the procedural safeguards as set forth in the College's compliance plan for Section 504 of the Rehabilitation Act of 1973, as amended in 2008. The College will work with the student to allow him or her to complete his or her coursework in a manner that is reasonable and complies with course syllabus requirements.

6. Within three (3) working days of temporary removal, the Dean of Student Services, or designee, shall evaluate the risks associated with allowing the student to attend classes through review of medical documentation provided by the student and/or consultation with medical professionals, local, state or federal authorities. The Dean of Student Services shall determine whether the student should:

a. Be permitted to attend classes without restrictions;
b. Attend classes under stated restrictions and conditions; or
c. Be excluded from attending classes and provided an alternative educational program as long as the condition is covered by the Americans with Disabilities Act Regulations.

7. The Dean of Student Services will prepare and present to the student a written plan which outlines the expectations, earliest time the student may be allowed to return to class, and any further documentation required at that time.

8. If a student may have been exposed to a communicable disease, he or she is encouraged to follow the recommendations of his or her primary care physician or other health care provider and contact the Dean of Student Services as soon as reasonably possible. Students currently enrolled in the Health Sciences programs should follow the guidelines published in their respective student handbook.

9. Students diagnosed with a communicable disease who need information about contacting a local health care provider should contact the Dean of Student Services for a list of appropriate community resources.

(Approved 07/25/11; revised 01/2014; revised 02/8/2018; revised 01/23/2020; revised 4/2024)

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STUDENTS

Regulation 2811
Policy 2811

Student Services

Health Insurance

SFCC highly recommends that students obtain their own health insurance. This is not provided through SFCC, but can be obtained through the https://www.healthcare.gov website or a private provider.

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

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STUDENTS **Regulation 2812**
Policy 2812
(Form Required)

Student Services

Emergency Health Care

If a student, employee or member of the public demonstrates a medical emergency, bystanders should dial 9-1-1 immediately. Before offering assistance or attempting to intervene, always ensure it is safe to do so. Individuals assisting in a medical emergency are advised to render first aid appropriate to the level of their respective training, and/or follow the instructions given by 9-1-1 operator/dispatcher. When possible, call or direct someone else to contact the Campus Resource Deputy and to be available to direct emergency personnel arriving on campus. Individuals responding to a medical emergency are encouraged to stay with the injured and/or ill person until emergency responders arrive.

When reasonably able to do so, individuals responding to a medical emergency should complete an Incident Report Form, which is available on the SFCC website and in the student portal (MySFCC).

(Approved 8/23/10; revised 1/2014; revised 11/2014; revised 9/6/24)

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Campus Crime and Security

Campus Crime

Owner- Dean of Student Services

Contact- Safety and Security

To report a crime:
All students, employees and members of the campus community are strongly encouraged to immediately report crime to the Campus Resource Deputy and/or the local law enforcement. Contact the campus security line at 660-596-7110 (non-emergencies), or dial 9-1-1 (emergencies only). The 9-1-1 number can be dialed from any telephone on campus.

Persons reporting incidents of crime on campus should provide as much information as possible including location, nature of injuries, description of persons involved, and briefly, what happened. Prompt reporting of crimes on campus to the following individuals will assure timely warning and/or emergency notification of dangerous situations and accurate disclosure of crime statistics:

Campus Resource Deputy	660-596-7110
Dean of Student Services	660-596-7393
Facilities Operations Manager/Safety & Security	660-596-7432
Extended Campus Directors (*see phone numbers below Or refer to the College Director on the SFCC website*)	

Faculty and Employees are required to file an "incident report" electronically or in writing with their supervisor if they are aware of accidents, fire, theft/burglary, vandalism, etc., on SFCC premises. Supervisors are to forward these reports to a Campus Safety Authority promptly. Confidential incident report forms are available on the Campus Resources tab of the student portal (MySFCC) and on the Safety and Security page of the SFCC website. Prompt reporting will assure timely warning notices on-campus. For assistance on reporting crimes please contact any Campus Safety Authority.

Campus Safety Authorities

State Fair Community College (SFCC) has designated the following individuals as Campus Safety Authorities (CSA), by virtue of their responsibilities on campus and under the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act). As CSAs, these individuals receive training annually to assist with taking reports of campus crime and/or providing assistance and information to individuals who may have witnessed or been impacted by crime:

Campus Resource Deputy	660-596-7110
Dean of Student Services	660-596-7393
Vice President of Academic and Student Success	660-596-7122
Vice President of Finance and Administration	660-596-7301

Campus Housing Coordinator	660-596-7438
Student Life Director	660-596-7173
Boonville Campus Director	660-882-3090
Clinton Campus Director	660-383-1600
Lake of the Ozarks Campus Director	573-348-0888
Whiteman Air Force Base Campus Director	660-563-3358
Jefferson City Campus Director	573-317-8070
Eldon Campus Administrator	573-693-9013
TRiO Program staff	660-596-7371
Office of Student Success/Navigators	660-530-5831
Facilities Operations Manager, Safety & Security	660-596-7432

Voluntary Confidential Reporting

SFCC does not have a voluntary confidential reporting system for annual crime statistics. In addition to aiding in the prosecution of criminal activity, the following are reasons to promptly report crime:

- Timely notification about certain types of crime may affect the safety of others. These crimes include murder, rape, sexual assault, burglary, robbery, motor vehicle theft and arson.
- When you make your report, you assist campus authorities in maintaining accurate records of the incidence of crime on campus. This information helps to keep the campus safe by providing the most accurate information on criminal activity to members of the campus community.

Limited Confidential Reporting to Counselors

The SFCC counselor, when acting in such capacity, will inform students of the reporting process and encourage students to self-report incidents or alleged crimes to Campus Safety and Security in order to accurately disclose crime statistics in the Annual Safety Report. The counselor will report the type, approximate date and number of reported crimes to Campus Safety and Security without any personally identifiable information regarding the person from whom the disclosure was made. Privileged information will only be reported to Campus Safety and Security with the student's written approval or if the counselor feels the incident requires immediate attention for the safety of others.

Preparation and Reporting of the Annual Disclosure of Crime Statistics

Preparation of the annual disclosure of crime statistics and publication of the Annual Safety Report and Annual Fire Safety Report as required under the *Clery Act* is the responsibility of the Facilities Operations Manager, in collaboration with the Campus Resource Deputy and the Dean of Student Services. The full text of this report can be found on the SFCC website.

Campus crime and fire statistics include those reported to Campus Safety & Security, CSAs and local law enforcement agencies. Documentation and preservation of this data and data collection methods will be maintained by the Campus Resource Deputy Dean of Student Services for a for a period of seven calendar years.

Each year the campus community is notified by email and online announcement when the Annual Disclosure of Crime Statistics, Annual Safety Report and Annual Fire Safety Report is published, which is to occur not later than October 1.

Clery Geography

In compliance with the *Clery Act*, SFCC maintains records of all on-campus, on-campus housing and non-campus properties for which the College has ownership or substantial control. A list of such properties is available in the Campus Resource Deputy's office. An annual count of reported crimes occurring on such properties, as well as public properties immediately adjacent to such properties, is available on the Safety and Security page of the SFCC website. Printed copies can be requested from the Office of Facilities Management at (660) 596-7200, or in-person on the Sedalia Campus.

Campus Crime Report Data

In accordance with the *Clery Act*, SFCC is required to collect and make public statistics for reported crimes occurring on defined Clery geography. Though students, employees and members of the campus community are encouraged to report any instance of crime occurring on campus, the following crimes are required to be included in SFCC's Annual Safety Report using the Federal Bureau of Investigation's definitions (see Regulation 2822):

<u>Criminal Offenses</u>

Murder/Non-negligent
Manslaughter
Manslaughter by negligence
Rape
Fondling
Incest
Statutory Rape
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson

Arrests and Referrals
Additionally, SFCC must include data on reports of arrests and/or disciplinary referrals for the following crimes in its Annual Safety Report using state and/or local legal definitions:

Weapons Law Violations
Drug Abuse Law Violations
Liquor Law Violations

VAWA Offenses
In compliance with the Violence Against Women Act of 1994, and corresponding amendments to the *Clery Act*, SFCC must include data on reports of the following crimes in its Annual Safety Report using state and/or local legal definitions:

Domestic Violence
Dating Violence
Stalking

Hate Crimes
Reports of the following crimes are also reported in the SFCC Annual Safety Report if the evidence exists that demonstrates the complainant was intentionally selected because of the respondent's bias against the victim on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and/or disability:

Larceny-theft
Destruction/Damage/Vandalism of Property
Intimidation
Simple Assault

(Approved 8/23/10; revised 7/25/11; revised 1/2014; revised 3/2020; revised 9/6/24)

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Student Services **Regulation 2821**
(Policy 2820)

Campus Crime and Security

Security and Access to Facilities

Owner- Dean of Student Services

Contact- Safety and Security

During business hours, the College (excluding Residence Halls) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities will be by key. Some facilities may have hours that vary throughout the year (i.e. the Fred E. Davis Multipurpose Center, the Daum Museum of Contemporary Art, etc.). In the case of extended closing, the College will admit only those with prior approval to access the facilities.

The Residence Hall is secured 24 hours a day. Access is limited to those with access cards and their accompanied guests. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are in need of security enhancements or repairs will be communicated to the Facilities Management department.

SFCC Facilities Management department will conduct regular surveys of campus lighting, locks, alarms, and landscaping for needed repairs. Information Technology Services (ITS) will monitor communications and network capabilities and assess and repair issues should they arise.

(Approved 8/23/10; revised 7/25/11, revised 3/2020)

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Student Services **Regulation 2822**
Policy 2820

Campus Crime and Security

Preparation and Reporting of the Annual Disclosure of Crime Statistics

Preparation of the annual disclosure of crime statistics as required under the *Jeanne Clery Disclosure of Security Policy and Crime Statistics Act* is prepared by the Facilities Operations Manager, in collaboration with the Campus Resource Deputy and the Dean of Student Services. The full text of this report can be found on the State Fair Community College website at www.sfccmo.edu/securityreport. This report is prepared in cooperation with local law enforcement, campus safety and security, SFCC Athletics, Campus Housing staff, and directors of extended campuses.

Campus crime and arrest statistics include those reported to the Campus Resource Deputy or designated Campus Safety Authorities (as listed in Regulation 2820) and local law enforcement agencies.

Each year notification in the form of an email will be sent out to all students and employees by providing a link to the report on the website. Notification will also be posted on the College portal.

(Approved 7/25/11; revised 9/6/24)

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Campus Crime and Security

Owner- Dean of Student Services

Contact- Safety and Security

Ongoing Disclosures

In addition to the Annual Safety Report, SFCC maintains daily crime logs for the Sedalia Campus. A daily fire log for the Residence Hall is maintained by the Campus Housing Coordinator. Appropriate warnings and emergency messages are sent by email, text message, through social media, and via the campus emergency broadcast systems when warranted, as noted below.

Daily Crime Log

The Campus Resource Deputy updates a Daily Crime Log for the Sedalia Campus based on crimes reported to Campus Safety and Security. The crime reports reflected on the Daily Crime Log are not restricted to those definitions included on the Annual Safety Report. The Daily Crime Log is updated within two college business days of any reported crimes and updates to entries on the Daily Crime Log can be made up to 60 days following a reported crime.

Daily Crime Logs are archived for seven years in the office of the Campus Resource Deputy. Recent Daily Crime Logs are available for review on the SFCC webpage, and any Daily Crime Logs older than 60 days will be made available within two college business days of the request to review.

Daily Fire Log

The Director of Student Life will maintain a Daily Fire Log which includes fires in the Residence Hall which were reported while burning, after extinguished, and those necessitating a 9-1-1 call. Entries to the Daily Fire Log will be made with two college business days of the fire event. The most recent 60-days of entries will be available for review upon request, while requests to review Daily Fire Log records more than 60 days old will be available no more than two (2) business days following the request. Requests should be made to the Campus Housing Coordinator by email at Housing@SFCCMo.edu.

Timely Warning

In the event a situation arises in which a crime is occurring or has recently been reported to have occurred on or nearly SFCC's Clery geography, and represents a serious or ongoing threat to the safety of the campus community or property, a campus-wide Timely Warning will be issued. The Campus Judicial Officer is responsible for making the determination for when a Timely Warning is to be issued. The need to issue a Timely Warning will be made on a case-by-case basis and may require consultation with, or confirmation from, local law enforcement regarding the reported incident.

In cooperation with Campus Safety & Security, the Department of Marketing and Communications, and the appropriate Campus Safety & Security Team members, a brief message will be drafted and distributed by SMS text messaging, SFCC email, social media, SFCC campus portal and/or the campus emergency broadcast system. Timely Warnings will be made as soon as the pertinent information is available in order to aid in the prevention of similar crimes.

Timely Warnings will not include confidential and/or potentially identifying information of victims, particularly those who have been impacted by dating violence, domestic violence, sexual assault or stalking. When reasonably possible, communication will be attempted to Reporting Party/Complainant to make them aware Timely Warning is going to be issued.

Emergency Notification

An Emergency Notification will be sent any time a significant emergency or dangerous situation involving an immediate threat to the health and safety of the campus community has been identified. Emergency Notifications can be issued for situations such as natural disasters, severe weather, terrorist attacks, and other hazards, both on and off campus. The determination for when to issue an Emergency Notification is the responsibility of the Campus Resource Deputy and/or Dean of Student Services. Before an Emergency Notification is made, the Campus Judicial Officer and local authorities, must confirm the significance of the threat and identify which segment of the campus community is to be notified (i.e., specific buildings on campus, extended campus locations, Residence Hall, etc.). SFCC may temporarily withhold an Emergency Notification only if issuing such communication would compromise efforts to assist a victim or to contain, respond to or mitigate the emergency. The determination of when to release and when to withhold an Emergency Notification will be the responsibility of the Campus Resource Deputy, and will be made on a case-by-case basis.

Without delay and taking into the consideration of the safety of the campus community, a notification will be drafted and distributed via SMS text messaging, SFCC email, social media, SFCC campus portal and/or the campus emergency broadcast system. When applicable, Emergency Notifications will contain evacuation and/or shelter instructions. The Campus Resource Deputy and/or Dean of Student Services, in cooperation with the Director of Marketing and Communications, will provide regular updates to the campus community throughout and/or upon conclusion of the significant emergency or dangerous situation.

Public Safety Announcements

Because the safety and security of the campus community is of critical importance, SFCC will issue Safety Alerts when circumstances arise that are not related to crimes (Timely Warning) or dangerous situations (Emergency Notifications). Incidents which may be of importance or concern to the campus community, as well as tips for preventing crime and promoting personal safety, will be shared by SFCC email, campus portal, campus or building specific bulletin board notices and announcement. Safety Alerts will be drafted by the Director of Marketing and Communications, in cooperation with the Campus Resource Deputy and local law enforcement. Safety Alerts are intended for information only and may not be otherwise bound by specific timelines as they represent situations that are not of high urgency and do not pose immediate threats to the campus community.

The following forms of media will be used on a case-by-case basis.

- Radio
- Newspaper
- Television
- SFCC External Website

(Approved 7/25/11; revised 03/2020; revised 9/6/24)

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Student Services **Regulation 2824**
(Policy 2820)

Campus Crime and Security

Victim Assistance

Owner- Dean of Student Services

Contact- Safety and Security

SFCC will assist students who are victims of crime by providing reasonable academic and housing accommodations, if available. Students must meet with the Director of Student Life, the SFCC Counselor or an Extended Campus Director to begin the process for making accommodations and/or receiving referrals for community resources.

(Approved 7/25/11; revised 3/2020; revised 9/6/24)

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Student Services **Regulation 2825**
(Policy 2820)

Campus Crime and Security

Law Enforcement Authority

Owner- Dean of Student Services

Contact- Safety and Security

The following table represents the primary jurisdictional authority of local law enforcement for each SFCC campus locations. Local law enforcement has full police power, including arrest authority and power to search and routinely patrol any campus location, as they would any area within their respective jurisdictions. Depending on the circumstances, the Missouri State Highway Patrol may also assist in responding to issues occurring on SFCC campus locations:

*Sedalia Campus	Sedalia Police Department	660-826-8100
Clinton Campus	Clinton Police Department	660-885-2679
Boonville Campus	Boonville Police Department	660-882-2727
Lake of the Ozarks Campus	City of Osage Beach Police Department	573-365-5371
Eldon Campus	Eldon Police Department	573-392-9111
Whiteman AFB Campus	Whiteman AFB Law Enforcement	660-687-1110
Jefferson City Campus	Jefferson City Police Department	573-634-6400

*The Campus Resource Deputy at the Sedalia Campus is provided through a contract with the Pettis County Sheriff's Office. The Campus Resource Deputy has arrest authority, can ask for identification and determine if individuals have lawful business at SFCC.

Off-Campus Student Organizations and Monitoring of Criminal Activity

SFCC does not currently offer off-campus student organizations or off-campus student organization housing. Monitoring and responding to crime involving students and employees at off-campus locations rests with the respective law enforcement agency who maintains jurisdiction of that area. Though SFCC does not monitor such activities, some instances of crime occurring off-campus can result in disciplinary action taken on campus. Please refer to the Student Code of Conduct (Regulation 2610) for more details.

Sharing of Information with Law Enforcement

SFCC will share information with law enforcement concerning anyone in the campus community who has been removed from campus due to violent, threatening behavior, writings, etc., and who may pose a threat to themselves or others.

(Approved 7/25/11; revised 10/17/14; revised 3/2020; revised 9/6/24)

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Campus Crime and Security

Prevention and Campus Education Programming

Owner- Dean of Student Services

Contact- Safety and Security

SFCC Campus Safety and Security will provide ongoing crime prevention programs for the purpose of informing students and employees about the prevention of crime, and creating a more prepared, responsive and safe campus community. Though responsibility for the overall SFCC crime prevention programs rests with the Dean of Student Services, the development and delivery of specific events and activities will be through collaboration with the Campus Resource Deputy, Student Life Director and Branch Campus Directors. Prevention and Campus Education Programming events and activities will be publicized on the SFCC campus portal, campus calendar, on printed materials posted throughout campus, social media, and opt-in text message alerts (such as Remind.com).

A full description of each prevention program event or activity conducted each year will be reflected in the Annual Safety Report. Prevention Programs will be focused on four areas:

- Crime Prevention Programs
- Security Awareness Programs
- Substance Abuse Awareness Programs
- Programs/Campaigns on Dating Violence, Domestic Violence, Sexual Assault and Stalking
    - Primary prevention and awareness
    - Ongoing prevention and awareness

Crime Prevention Programs

SFCC will present crime prevention programs on topics such as personal safety, theft prevention, situational awareness, etc. Such programs will be delivered through group presentations during professional development events, mandatory Residence Hall meetings, and guest lectures to classrooms and student organizations, as well as upon request throughout the academic year. Presentations may be delivered by the Campus Resource Deputy, local law enforcement personnel, or professionals in the community with expertise in crime prevention. These programs should be coordinated through Campus Safety and Security and the Student Life Director.

Security Awareness Programs

SFCC will present security awareness programs designed to inform students and employees about campus security and safety procedures and practices. These presentations will include topics such as crime reporting requirements and procedures (which is required annually for all CSAs), evacuation and emergency response procedures (to include disaster drills), recommendations for responding to individuals in crisis, etc. Such presentations will be made at New Student Orientation, professional development events, and mandatory Campus Housing meetings, as well as upon request throughout the academic year. Presentations may be delivered by the Campus Resource Deputy or professionals in the community with expertise in security procedures and best practices. These programs should be coordinated through Campus Safety and Security and the Student Life Director.

Substance Abuse Awareness Programs

In compliance with *Drug-Free Schools and Communities Act* (DFSCA), SFCC will present substance abuse awareness programs to students and employees in an effort reduce the abuse and illegal use of alcohol and other drugs. Included in these presentations will be standards and expectations regarding alcohol and other drug use as outlined in the Student Code of Conduct and Employee Handbook, description of federal, state and local laws and sanctions for violations, descriptions of the health risks associated with alcohol and other drug use, as well as options for seeking treatment locally. These presentations can be conducted during mandatory Campus Housing meetings, professional development events, guest lectures to classrooms and student organization meetings, and upon request throughout the academic year. Such presentations can be delivered by the Campus Resource Deputy, local law enforcement personnel, or professionals in the community with expertise in alcohol and other drug prevention, response and/or treatment. These programs should be coordinated through Campus Safety & Security and the Student Life Director.

Per *DFSCA* requirements, and in an interest to meet the needs of the campus community, SFCC will conduct a biennial review of its substance abuse awareness programs in order to determine effectiveness and opportunities for improvement, and to help ensure consistent enforcement of the Student Code of Conduct for alcohol and other drug use-related violation to the Student Code of Conduct and Employee Handbook. The biennial review is the responsibility of the Dean of Student Services, and is conducted in collaboration with the Student Life Director, the Campus Resource Deputy, and the Executive Director of Human Resources, or designees. A copy of the biennial review will be available for review in the Dean of Student Services' office located in the Hopkins Student Services Center, Room 756.

Programs/Campaigns on Dating Violence, Domestic Violence, Sexual Assault and Stalking

Creating a campus environment in which everyone feels safe to learn and work is a top priority for SFCC. As a result of this commitment, the College prohibits dating violence, domestic violence, sexual assault, and stalking, as defined under the *Violence Against Women Act* (VAWA) amendments to the *Clery Act*. Each year, SFCC will present both primary prevention and awareness programs and ongoing prevention and awareness programs/campaigns for both students and employees related to dating violence, domestic violence, sexual assault and stalking, or intimate partner violence.

Primary Prevention and Awareness
The goals of primary prevention and awareness is to stop intimate partner violence before it occurs, change social norms and stereotypes related to intimate partner violence, and to promote positive and healthy relationships. Presentations to new students and employees will provide information on the legal and policy definitions relating to intimate partner violence, as well as the College's definition of consent in reference to sexual activity. Primary prevention programs also introduce new students and employees to safe and positive options for bystander intervention and risk reduction. Lastly, such programs outline procedures for reporting incidence of intimate partner violence, as well as the College's procedures for responding to such reports, and the investigative and disciplinary processes. These presentations are made during New Student Orientation, New Employee Orientation, mandatory Campus Housing and athletic team meetings, and delivered to all new employees and students electronically through the College's web-based training platform.

Ongoing Prevention and Awareness
The goal of ongoing prevention and awareness programs and campaigns is to continue the dialogue about intimate partner violence through events and activities throughout the academic year. Such events and activities can include targeted communications (such as posters, bulletin boards, social media posts, etc.), presentations coordinated with local advocacy/prevention organizations, booths at campus events, participation/observance in national campaigns and events and classroom presentations. These programs should be coordinated with the Student Life Director and can be delivered by any number of individuals or organizations.

(Approved 7/25/11; revised 3/2020; revised 9/6/24)

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Student Services **Regulation 2827**
Policy 2820

Campus Crime and Security

Off-Campus Student Organizations and Monitoring of Criminal Activity

SFCC does not currently offer off-campus student organizations or off-campus student organization housing.

SFCC Student Organizations are encouraged to hold all activities on-campus, however if there is an activity held off-campus, Sedalia Police, Pettis County Sheriff's Department, Missouri Highway Patrol, or other local law enforcement (if outside Pettis County) will monitor criminal activity.

SFCC Student Organizations may still face disciplinary action by the institution if off- campus violations of the law or conduct that is in violation of the SFCC Code of Student Conduct occur.

(Approved 1/23/20; revised 9/6/24)

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Student Services **Regulation 2828**
Policy 2820

Campus Crime and Security

Alcoholic Beverages

Students may not at any time use, possess, or distribute alcoholic beverages except as expressly permitted by the law and college regulations, or be publicly intoxicated while on campus or at college sponsored or supervised activities.

The possession of alcohol by anyone less than 21 years of age is illegal and all occurrences on campus will be reported to law enforcement.

Illegal Drugs

Students may not at any time use, possess, or distribute any narcotic or other controlled substances except where expressly permitted by law. All occurrences will be reported to local law enforcement. Violators may face criminal prosecution, fine, and imprisonment.

Organizations or groups violating the alcohol/illegal drug policy or laws may be subject to sanctions by the College.

Substance Abuse Education

The College assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. First-time violators of the College's substance abuse policies are required to attend a substance abuse education class as part of the disciplinary process. Specific information on resources is available through the Student Life Director.

(Approved 1/23/20; revised 9/6/24)

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Campus Crime and Security

Sexual Misconduct

Owner- Dean of Student Services

Contact- Safety and Security

Safety and Security

In compliance with both Title IX and the *Clery Act*, State Fair Community College (SFCC) maintains processes designed to address to concerns of sexual misconduct, including dating violence, domestic violence, sexual assault and stalking. In addition, the College is committed to providing a learning, working and living environment which promotes mutual respect and is free of sex discrimination and sex-based harassment. SFCC considers sex discrimination and sex-based harassment forms of misconduct and are subject to the processes outlined below.

Though individuals impacted by dating violence, domestic violence, sexual assault or stalking are strongly encouraged to seek medical attention for the preservation of evidence and make a report to local law enforcement, they are not required to do so. The Campus Resource Deputy, Title IX Coordinator or other CSAs can be available to assist students and employees with making a report to local law enforcement and can refer students to other sources of support in the community (such as counselors, shelters, Victim Advocates, etc.), as needed.

Details regarding the College's process for responding to reports of sexual misconduct under Title IX, as well as a list of supportive measures and common sanctions for such conduct at SFCC, can also be found in the Nondiscrimination, Harassment and Retaliation policies and procedures (Policy 1210 and Regulations 1210 and 1211).

Responding to Sexual Misconduct

When a report of sexual misconduct is received, it is the responsibility of the Title IX Coordinator to determine if the conduct is a violation of SFCC policy and regulations, and what degree of formal response is necessary. Additionally, the Campus Judicial Officer must determine if a notification to the campus community is warranted for the safety of others and to prevent similar crimes from occurring. If it is determined that a threat to the campus community exists, notifications will be made without any personally-identifiable information regarding the person impacted by the incident.

Campus Support Services
The Title IX Coordinator will reach out to the person impacted by the incident of sexual misconduct (Complainant) to provide advice regarding rights and options for receiving support services and/or pursuing the formal campus investigative process. The Complainant has the right to refuse any support services or involvement in the investigative process without penalty. However, the Title IX Coordinator may proceed with an investigation without the involvement of the Complainant only if the reported incident represents a pattern of behavior, involves violence or the threat of violence, use of a weapon, evidence of predation, or the Complainant is a minor.

If the Complainant chooses to receive support services on campus, confidential, short-term counseling at no cost from a professional counselor is available. Counseling for students can provided by a professional counselor, while employees should contact Human Resources for community-based counseling options. Complainants can request reasonable accommodations including changes to their academic schedules, work stations, or campus housing assignments, as available. The Associate Dean of Admissions and Student Success will make the determination of which accommodations are reasonable on a case-by-case basis and will assist with such requests. If reasonable accommodations cannot be made, the Title IX Coordinator will be responsible for making other arrangements with campus departments so that no Complainant is penalized as a result of being impacted by sexual misconduct. This could include, but is not limited to, receiving an incomplete grade for a term, requesting refunds of tuition and fees, etc.

Notification of Registered Sex Offenders

Local sex offender registry and information may be obtained from the Sedalia Police Department, Pettis County Sheriff's Department, and the Sex Offender Registry provided by the Missouri State Highway Patrol. For a list of sex offenders that are employed at SFCC, contact Human Resources. For a list of sex offenders that are SFCC students, contact the Campus Judicial Officer in the Hopkins Student Services Center, Room 756. *Unlawful use of this information to harass or intimidate another is prohibited.*

(Approved 1/23/20; revised 9/6/24)

STUDENTS **Regulation 2830**
Policy 2830

Student Services

Drugs and Alcohol and Tobacco Products

The College has the responsibility to maintain a working and learning environment that is free from the effects of alcohol and illegal drugs. In compliance with the Drug-Free Schools and Communities Act of 1986 (Public Law 101-226), information detailing the College's substance abuse policy is distributed during the beginning of each semester to all credit seeking students both on- and off-campus through the Student Handbook and on the SFCC website. The following information contains information which can assist students in understanding the health hazards and the legal penalties attached to substance abuse.

The effects of illegal and/or abusive use of controlled substances are harmful to the general public health and well-being. An individual's learning and working productivity can be impaired and emotional imbalance can result in irrational behavior that is threatening to one's self or to others.

Violations of Drugs and Alcohol and Tobacco Products policy will result in appropriate disciplinary action (consistent with local, state and federal law) according to the established procedures (Policy 2610). Permanent suspension from school attendance, termination of employment and/or referral for prosecution may be the consequence of infractions of this policy. Loss of eligibility for financial aid may also result.

Violations of the laws governing controlled substances have varying penalties. Under Missouri law, possession of a controlled substance is punishable by a prison sentence of up to seven years and a fine of $5000. Distribution is punishable by a prison sentence from five to fifteen years. For repeat offenders or those guilty of offenses involving a large quantity of drugs, the range of punishment is higher.

Students who need support in locating professional assistance, counseling and/or rehabilitation programs may request information from SFCC Mental Health Counselor, or by making a request to the SFCC Care Team using the form located on the SFCC website. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs may not of itself prevent disciplinary action for violation of the Drug and Alcohol and Tobacco policy.

The Student Life Director will assist with referrals upon request. There are a variety of community resources available for counseling and assistance with alcohol and/or substance abuse issues in each county where SFCC campuses are located.

(Approved 1/23/20; revised 4/2024; revised 9/6/24)

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STUDENTS **Regulation 2840**
Policy 2840

Student Services

Food Service

The purpose of food services is to offer to all students (resident or nonresident), faculty and staff on-campus dining at a reasonable cost. Campus Housing students are required to purchase a meal plan each semester offered by Food Service. Unused balances do not carry over to the subsequent semester.

Food Services will offer on-campus catering service and will have published prices menu options. The published guide of these services and associated pricing will be available to the College community on the Food Services' Website.

Food Services has the first right of refusal for events including food/dining on campus.

(Approved 1/23/20; revised 4/2024)

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STUDENTS **Regulation 2850**
Policy 2850

Student Services

Bookstore

Campus Store

The Campus Store is owned and operated by the College. The Campus Store is committed to providing the SFCC academic community with the tools needed in the educational process. It is an auxiliary enterprise and operates in a cost-effective manner to ensure revenue is generated to cover operational expenses incurred.

(Approved 2/25/13; revised 4/2024)

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STUDENTS

Regulation 2860

Student Services

Policy 2860

Residence Hall

All applications received before the first room assignments, on July 1, will be filled according to the following Room Assignment Policy.

Room Assignment Policy

The goal of this policy is to develop a room assignment policy that furthers the best interest of the students, the Department of Student Life, and State Fair Community College as a whole.

1. SFCC intercollegiate full scholarship athletes that are required to live on campus.
2. Applications received by May 1 for returning students with a cumulative GPA above 2.0 who do not have points exceeding 13 in SFCC's *Rules, Regulations, and Community Standards* will receive first priority and the chance to select their roommate on a first-come, first-serve basis. Roommate requests will be verified to determine both students want to room together.
3. Students with special living accommodation needs as defined by ADA. The Director of Student Life will work with the Disability Resource Center to ensure all proper documentation has been received to ensure requirements are correctly met prior to July 1.
4. Students who are receiving Performance Scholarships at SFCC.
5. New students who recently graduated from high school.
6. Transfer students.
7. Applications received after July 1 for returning students with a cumulative GPA above 2.0 who have 13 or fewer points in SFCC's *Rules, Regulations, and Community Standards*.
8. Returning residents that have accumulated 14 or more points as described in SFCC's *Rules, Regulations, and Community Standards.* Student must receive the approval of the Director of Student Life to return to the residence hall. Approval will be sent via SFCC's official communication, email.

Incoming students with special needs or an exceptional situation may appeal the room assignment process to the Director of Student Life prior to July 1. Returning students with special needs or an exceptional situation may appeal the room assignment process to the Director of Student Life prior to May 1. If the appeal deals with an accommodation, they must have made contact with the Disability Resource Center prior to July 1 for incoming students and May 1 for returning students. Any application received after the first room assignments (July 1) are made will be filled on a first-come, first-serve basis regardless of status.

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

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STUDENTS **Regulation 2930**
Policy 2930
(Form 2930)

Activities and Athletics

Student Organizations

Owner – Dean of Student Services

Contact – Coordinator of Student Life

Approval Process
Students, faculty or staff who are interested in establishing a new student organization may do so by securing a copy of the Student Organization Handbook located on the State Fair Community College website. The handbook contains the appropriate forms and procedures to follow to receive official recognition for a new organization. Official recognition will result in the organization receiving privileges giving access and support to many of the College's services and space.

Each potential new organization must submit a constitution and bylaws along with a Charter Request listing the initial officers and organization sponsor/advisor(s). The sponsor/advisor(s) must be an SFCC faculty or full-time staff member(s). Staff must obtain approval from their supervisor.

Once the constitution, bylaws and Charter Request are complete, organizers must submit these documents to the Coordinator of Student Activities. Within one week of receiving the documents, the Coordinator will determine whether the new organization fits within the mission of the College and all appropriate documentation has been submitted. If there are missing forms, the Coordinator will notify the sponsor/advisor(s). If all is in order, the Coordinator will send an official confirmation letter to the President and sponsor/advisor(s) of the organization. In addition, the Vice President for Finance and Administration will be notified of the official approval of the new organization so that an organizational account can be established in the Business Office.

Revocation of Status
The Student Government Association or Coordinator of Student Activities reserves the right to suspend a student organization that is not considered to be operating in the best interest of the College. An organization whose recognition is revoked will lose its charter and have its accounts frozen.

The following criteria may be used to revoke an organization charter:

- the organization held no meetings or had no transactions for (1) year;
- the organization carried on activities requiring SGA approval without prior approval;
- the organization established an off-campus account;
- the organization conducted discriminatory practices. Organizations recognized by the College may not discriminate membership or participation practices based upon factors related of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, political views, or age in its programs and activities or in employment.

- the organization has carried out an activity deemed to be not in the best interest of the College;
- while the Student Government Association does not dictate how student organizations use funding they receive from the SGA, funding should not be distributed to students, faculty, or staff unless reimbursement for goods or services is appropriate. In such cases, proper receipts are required and approval by the Dean of Student Services may also be needed.

Appeal process

If a club or organization doesn't agree with the decision made, they have the right to appeal the decision. The appeal will be heard by the Director of Student Life.

- the club or organization must submit in writing with documented statements or proof as to why they are appealing the decision;
- the appeal must be made 3 business days after the determination has been delivered to the club or organization;
- The Director of Student Life will schedule a meeting with the club or organization to have their voice be heard within 7 business days after receiving the written letter;
- The Director of Student Life will send out a letter to both the club or organization and Student Government Association with the decision reached within 3 business days of the meeting.

(Approved 8/23/10; revised 03/20)

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STUDENTS **Regulation 2940**
Policy 2940

Activities and Athletics

Student Government Association

Owner – Dean of Student Services

Contact – Coordinator of Student Life

The Student Government Association (SGA) serves as the representative organization of the student body of the College. The SGA will establish and maintain high ideals, to encourage cooperation among students and the College, develop a professional working relationship between the student body and the faculty and staff, and assist the institution in identifying and meeting student needs. The officers of the SGA will be president and vice president. The president will choose a cabinet of officers each year subject to the approval of the SGA Senate. The SGA will follow a constitution where the responsibilities of each officer as well as the activities and responsibilities of the organization are detailed.

The College will provide annual $2,000 scholarship for the SGA President and $1,000 for SGA Vice President and $500.00 for Senator at Large for each semester that they hold office. These will be paid out at the end of each semester once semester obligations have been proven. In accordance with the SGA constitution, the association will represent the student body through at-large appointments and through representatives of student organizations in the SGA membership.

Working with the Coordinator of Student Activities, the SGA will allocate appropriations from the Student Development Fund to the various student organizations. The President of SGA will organize a fund allocation committee to determine allocation of available funds. The President will then submit the appropriations to the Coordinator of Student Activities for final approval. The Coordinator of Student Activities will submit the appropriations to the Director of Student Life to review then submit the appropriations to the Controller to distribute to the clubs and organizations through the established clubs and organization accounts.

Student organizations within the academic programs may access their accounts for appropriate expenditures through normal business processes but must have the sponsor's approval along with the appropriate supervisor's approval.

(Approved 8/23/10; revised 3/20)

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