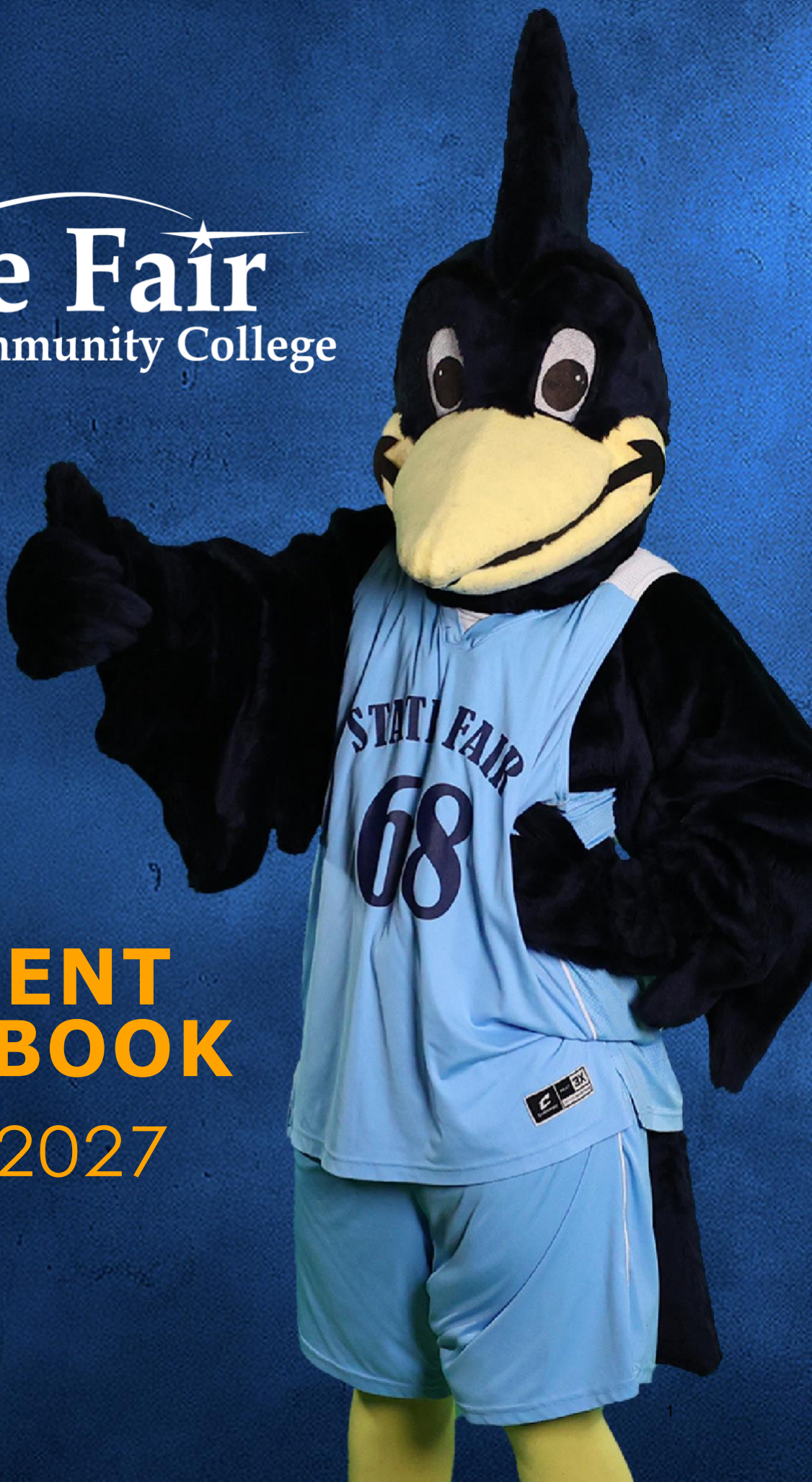
State Fair
Community College




# STUDENT HANDBOOK

2026-2027

## Welcome to State Fair Community College

Your State Fair Community College (SFCC) Student Handbook is intended to serve as your comprehensive guide to the diverse array of opportunities, resources, and responsibilities available to you as a member of our campus community. Within these pages, you will find essential information designed to support your academic and personal growth during your time at SFCC. From academic policies and campus services. to extracurricular activities and student support resources, this handbook is your best resource for understanding the framework of our institution and maximizing your college experience.

As you explore the contents of this handbook, we encourage you to take advantage of the many opportunities available to you, both inside and outside the classroom. Whether you are seeking academic assistance, pursuing leadership opportunities, or looking to connect with fellow students, faculty, and staff, our college community is here to support you every step of the way.

We believe that your time at SFCC will be transformative, shaping not only your academic and career trajectory but also fostering personal growth and lifelong connections. We are committed to providing you with the tools, guidance, and support you need to succeed, both academically and personally.

## Governance

SFCC is a publicly supported comprehensive community college dedicated to offering educational opportunities to the communities it serves. The taxing district is comprised of the school districts of Benton and Pettis counties and the R-VI School District of Cooper County, Missouri. The College's service area includes 14 counties: Benton, Camden, Carroll, Cole, Cooper, Henry, Hickory, Johnson, Miller, Moniteau, Morgan, Pettis, Saline, and St. Clair. The College is governed by a six-member Board of Trustees. Members are elected from the taxing district for six-year terms with two members elected each even-numbered year. The board meets each month. Meetings are open to the public. *(Referenced to Policy 0410)*

## Accreditation

SFCC has been affiliated with the Higher Learning Commission (HLC) of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, (800) 621-7440, since it was founded. Correspondence status was granted in 1968. Full accreditation was granted in 1976 and reaffirmed in 1981,1988,1999, 2005, and 2019.

## Program Outcomes

Pursuant to Missouri HB 1606 (2018), information regarding program lengths, costs, and students' median time-to-degree, as well as employment and wage outcomes, can be found at https://jobs.mo.gov/jobseeker/training-and-education. Employment and wage outcomes are limited to completers found employed in Missouri. Students not found as employed may also be working out-of-state, self-employed, or enrolled in continuing education. Additional information on programs and program outcomes may be found by searching at https://scorecard.mo.gov/Search.

## Locations and Extended Sites

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

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

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

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

**Jefferson City/Lincoln University**
820 Chestnut Street
MLK Hall, Room 317
Jefferson City, MO 65101
(573) 317-8070
www.sfccmo.edu/academic-programs/home/connect-blue

**Whiteman Air Force Base**
Professional Development Center
511 Spirit Blvd., Room 246
Whiteman AFB, MO 65305
(660) 563-3358
www.sfccmo.edu/wafb

# STATE FAIR COMMUNITY COLLEGE – CALENDAR OVERVIEW 2025-2026

## FALL 2025

| | |
|---|---|
| August 13, 2026 | Campus Closes at Noon – Missouri State Fair: |
| August 17, 2026 | Faculty Return / Convocation |
| August 24, 2026 | Fall Term Begins |
| September 7, 2026 | Labor Day (Campus Closed) |
| October 19–22, 2026 | Fall Break for Students |
| October 23, 2026 | Fall Holiday (Campus Closed) |
| November 11, 2026 | Veterans Day (Campus Closed) |
| November 25–27, 2026 | Thanksgiving Break (Campus Closed) |
| December 18, 2026 | Fall Term Ends |
| December 18, 2026 | Fall Commencement |
| December 21, 2026 | Fall Accelerated Session Begins |
| December 22, 2026 | Campus Closes (5 p.m.) |
| January 15, 2027 F | all Accelerated Session Ends |

## SPRING 2027

| | |
|---|---|
| January 4, 2027 | Campus Reopens |
| January 11, 2027 | Faculty Return |
| January 18, 2027 | Martin Luther King Jr. Day (Campus Closed) |
| January 19, 2027 | Spring Term Begins |
| February 15, 2027 | Presidents Day (Campus Closed) |
| March 15–19, 2027 | Spring Break (Campus Closed) |
| March 26, 2027 | Spring Holiday (Campus Closed) |
| May 14, 2027 | Spring Term Ends |
| May 14, 2027 | Spring Commencement |
| May 17, 2027 | Spring Accelerated Session Begins |
| May 28, 2027 | Spring Accelerated Session Ends |

## SUMMER 2027

| | |
|---|---|
| May 31, 2027 | Memorial Day |
| June 7, 2027 | Summer Term Begins |
| June 4, 2027 | Campus Closes at Noon |
| June 11, 2027 | Campus Closes at Noon |
| June 18, 2027 | Juneteenth Observed |
| June 25, 2027 | Campus Closes at Noon |
| July 2, 2027 | Campus Closes at Noon |
| July 5, 2027 | Independence Day Observed |
| July 9, 2027 | Campus Closes at Noon |
| July 16, 2027 | Campus Closes at Noon |
| July 23, 2027 | Campus Closes at Noon |
| July 23, 2027 | Summer Term Ends |
| July 26, 2027 | Summer Accelerated Session Begins |
| July 30, 2027 | Campus Closes at Noon |
| August 6, 2027 | Summer Accelerated Session Ends |

## Message from the President

Dear Students, Prospective Students, and Parents,

Welcome to the Roadrunner Marathon.

Since our first class back in 1968, State Fair Community College has been a caring campus, committed to our students' success. Our mission is to provide relevant and responsive learning experiences that empower our students and communities to prosper. Bottom line is we are training people for jobs. That training for jobs takes many different forms. You may be preparing to transfer to a University for additional training, preparing for a new career, training for a current job or upskilling for jobs in the future. You may be earning a new skills set, a certification, a certificate or an associate's degree. No matter your goal, we are committed to serving you and preparing you to succeed in today's world of rapidly changing technologies and global competition.

As you study and train at SFCC, please know that students are our first priority. Every employee at State Fair Community College is focused on providing quality services and programs for all students. Every employee cares about you. This handbook contains information about accessing that help but if we are not reaching out to you, reach out to us if you are having any issue or problem. With your end goal in mind, we are here to help.

Finally, I hope you have a great experience at State Fair Community College. We all look forward to serving you!

Wishing you the best.

Dr. Brent Bates
SFCC President



## Board of Trustees



Patty Wood, President



Richard Parker, Vice President



Justin Hubbs, Treasurer



Tim Carr, Secretary



Dianne Simon, Trustee



Jeff Page, Trustee

## Administration

**Dr. Brent Bates**, President

**Dr. Michael Murders**, Vice President Academics and Student Success

**Keith Acuff**, Vice President of Finance

**Tom Havron –** Associate Vice President for Student Services

**Darci McFail**, Executive Director of Institutional Effectiveness

**Misty Burnett**, Dean of Technical Education & Workforce Innovation

**Mary K. Truener**, Executive Director of the Foundation

**Mark Haverly**, Chief Information Officer

**James Cunningham**, Dean of Academic Affairs

**Allison Brosch**, Dean of Health Sciences

## Our Mission

SFCC provides relevant and responsive learning experiences that empower our students and communities to prosper. In support of this mission, SFCC will:

- ❖ Prepare our students to accomplish their goals in college transfer, career development, skill attainment, or life-long learning through exemplary education and support services.
- ❖ Deliver educational programs that are accessible, affordable, and applicable to current and future career pathways.
- ❖ Provide a college experience that is student-centered and responsive to the needs of a diverse student body.
- ❖ Anticipate workforce development needs with forward-thinking solutions and innovative technology that meet and exceed industry standards.
- ❖ Collaborate with education, government, and business partners to advance the prosperity of individuals and communities in our region.
- ❖ Strengthen and enrich the intellectual, economic, and cultural vitality of the communities we serve.

## Institutional Learning Outcomes

State Fair Community College believes a core of learning experiences exists that are invaluable to all students regardless of their present or future roles in the workplace and the community. These core experiences, which are taught and assessed for in all programs, are consistent with the required skill- based and knowledge-based learning outcomes identified by the Missouri Coordinating Board for Higher Education (CBHE) and are called General Education Competencies. Our Institutional Learning Outcomes (ILOs) are a combination of General Education Competencies and the college's Core Values. As an institution, we believe all students who complete a program should demonstrate the ability to be accountable, communicate, engage in higher-order thinking, manage information, and value.

**1. Being Accountable**
When we foster accountability, we encourage students to understand the larger implications of individual behavior, whether personal or professional. Being accountable encompasses respect for others, civil discourse, ethical conduct, active participation, thoughtful compliance with policies, meaningful use of resources, community engagement, appreciation for life-long learning, and responsible self-advocacy. It involves taking ownership of one's actions and contributing positively to the community.

- Competency in being accountable may include the following indicators:
- Serve and collaborate with others to advocate for self and community.
- Engage in effective problem resolution.
- Be an active, informed participant in local, state, and national government.
- Utilize technology appropriately.
- Plan and prioritize efficiently in professional and personal situations, including time and finances.
- Adjust appearance, behavior, communication, and environment with situational awareness.
- Identify necessary changes to improve financial, mental, and physical wellbeing.
- Determine strategies for resilience.
- Recognize emotions and methods for self-regulation.
- Stay abreast of professional skills, including practical application and problem-solving.

**2. Communicating**
Communicating, defined within the context of the CORE 42 framework, is the ability to communicate effectively through oral, written, and digital channels using the English language and other symbol systems. Students should be able to communicate with thoughtfulness, clarity, and coherence; read and listen critically; and select and effectively use channels appropriate to the audience and message.

Written communication is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images. Written communication abilities develop through iterative experiences across the curriculum.

Oral communication focuses on how people engage in symbolic activity within and across various contexts. Oral communication takes many forms and may focus on developing meaning and understanding; increasing knowledge; enacting change; solving problems; and developing, maintaining, and transforming relationships; among other goals and outcomes.

Competency in communicating may include the following indicators:

- Analyze and evaluate their own and others' speaking and writing.

- Conceive of writing as a recursive process that involves many strategies, including generating
- material, evaluating sources when used, drafting, revising, and editing.
- Develop written work employing correct syntax, usage, grammar, and mechanics appropriate to one's audience and purpose.
- Communicate effectively by engaging in symbolic activities, including written interactions,
- relevant and appropriate to various purposes, audiences, relationships, groups, and contexts.

**3. Higher Order Thinking**

Higher Order Thinking is the development of students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; to solve problems by applying evaluative standards; and demonstrate the ability to reflect upon and refine those problem-solving skills. This involves creative thinking, critical thinking, and quantitative literacy.

Creative thinking is both the capacity to combine or synthesize existing ideas, images, or expertise in original ways and the experience of thinking, reacting, and working in an imaginative way characterized by a high degree of innovation, divergent thinking, and risk taking. Creative thinking, as it is fostered within higher education, must be distinguished from less focused types of creativity, such as the creativity exhibited by a small child's drawing, which stems not from an understanding of connections, but from an ignorance of boundaries. While demonstrating solid knowledge of the domain's parameters, the creative thinker, at the highest levels of performance, pushes beyond those boundaries in new, unique, or atypical recombinations, uncovering or critically perceiving new syntheses and using or recognizing creative risk-taking to achieve a solution.

Critical thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion. Critical thinking is transdisciplinary, and success in all disciplines requires habits of inquiry and analysis that share common attributes. Successful critical thinkers from all disciplines increasingly need to be able to apply those habits in various and changing situations encountered in all walks of life.

Quantitative Literacy (QL) is a "habit of mind" competency and comfort in working with numerical data. Individuals with strong QL skills possess the ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations. They understand and can create sophisticated arguments supported by quantitative evidence, and they can clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate).

Competency in higher order thinking may include the following indicators:

- Recognize the problematic elements of presentations of information and argument and to formulate diagnostic questions for resolving issues and solving problems.
- Use linguistic, mathematical or other symbolic approaches to describe problems, identify alternative solutions, and make reasoned choices among those solutions.
- Analyze and synthesize information from a variety of sources and apply the results to resolving
- complex situations and problems.
- Defend conclusions using relevant evidence and reasoned argument.
- Reflect on and evaluate their critical-thinking processes.

**4. Managing Information**

Managing Information is ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. Through the effective management of information, students should be able to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.

Competency in managing information may include the following indicators:

- Locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.
- Access and generate information from a variety of sources, including the most contemporary technological information services.
- Evaluate information for its currency, usefulness, truthfulness, and accuracy.
- Organize, store, and retrieve information efficiently.
- Reorganize information for an intended purpose, such as research projects.
- Present information clearly and concisely, using traditional and contemporary technologies.

**5. Valuing**

Valuing is the ability to understand the moral and ethical values of a diverse society, and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should recognize how values develop, how value judgments influence actions, and how informed decision-making can be improved through the consideration of personal values as well as the values of others. They should be able to make informed decisions through the identification of personal values and the values of others and through an understanding of how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.

Competency in valuing may include the following indicators:

- Develop and understand the moral and ethical values of a diverse society.
- Develop the ability to analyze the ethical implications of actions and decisions.
- Compare and contrast historical and cultural ethical perspectives and belief systems.
- Utilize cultural, behavioral, and historical knowledge to clarify and articulate a personal value system.
- Recognize the ramifications of one's value decisions on self and others.
- Recognize conflicts within and between value systems and recognize and analyze ethical issues as they arise in a variety of contexts.
- Consider multiple perspectives, recognize biases, deal with ambiguity, and take a reasonable
- position.

## Policies and Regulations

When appropriate, entire policies and regulations are listed in the Student Handbook; however, in some instances, not all are printed in their entirety. For complete and up-to-date policies and regulations, visit **www.sfccmo.edu/about/policies-regulations/.**

## Non-Discrimination Notice

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. Discrimination is adverse treatment of an individual based on one of the protected statuses listed above.

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

- Executive Director of Human Resources, (660) 596-7484
- Associate Vice President of Student Services, (660) 596-7393

Both offices are located in the Hopkins Student Services Center on SFCC's Sedalia campus at 3201 W 16th Street, Sedalia, MO 65301. Inquires also may be directed to the U.S Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov. *(Policy 1200)*

## Accessibility and Accommodations

Interested persons may obtain information as to the existence and location of services, activities and facilities at SFCC that are accessible to and usable by persons with disabilities by contacting the Disability Resource Center, Charles E. Yeater Learning Center, Room 159, SFCC, 3201 W 16th Street, Sedalia, MO 65301, (660) 530-5832.

## SFCC is Tobacco and Smoke Free

SFCC is committed to providing its students, employees and visitors a safe, clean and healthy learning and working environment. Acknowledging the hazards arising from tobacco use and smoking, environmental tobacco smoke, vaping, or second-hand smoke, tobacco use is only permitted within vehicles parked or driven on designated college parking areas and roads. The term "tobacco products" shall include, but not limited to; unlit cigarettes, smokeless tobacco, e-cigarettes, hookah and such other smoking-related substances and products as the College chooses to prohibit. The term "smoking" should include cigarettes, cigars, pipes, vaping or puffing. This policy applies to all faculty, staff, students, employees, contractors, performers and visitors. Persons using tobacco or otherwise smoking in private vehicles must dispose of the tobacco prior to exiting the vehicle and entering campus grounds. In all other areas, SFCC is designated a tobacco and smoke-free campus. Violation of this policy may result in sanctions ranging from verbal reminders to dismissal from campus and from employment. *(Policy 5250)*

## Becoming a Student

*Now that you are officially an SFCC Roadrunner, the type of student status you have matters. There are specific privileges and restrictions associated with your student status each semester. The information below is included as a way of explaining what your student status means and what you can expect when, or if, that status changes. If you have any questions about the information or processes in this section, please contact the Admissions Office at Admissions@SFCCMo.edu.*

### 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 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; and,
- Official document translated into English that shows completion of a secondary education equivalent to graduation from a U.S. high school; and
- A verifiable transcript in English from all academic institutions attended; and,
- TOEFL (Test of English as a Foreign Language) scores that indicate a proficiency in English with a total score of 450 or higher (paper-based) or 61 or higher (computer-based), if from a non-English speaking

country. IELTS (International English Language Testing System) scores are also accepted, and applicants should have a band score of 5.5. Students who are not required to take the TOEFL may be asked to take the ESL Listening Comprehension of the ACCUPLACER assessment; and,

• Placement scores in math and English from ACT, ASSET, or ACCUPLACER; SFCC Guided Self-Placement and,

• An official statement of financial support in English from an approved financial institution within 6 months of start of class.

• If transferring from another institution, a Home University release form from that institution stating that student is no longer attending that institution and including that institution's SEVIS code.

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 before seeing an advisor to enroll in classes:

• Copy of the I-94 stamped by Immigration upon entry into the United States; and,

• I-20 documentation from college; and,

• Visa or approved substitute.

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

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

• An application for Admission using the SFCC website; and,

• Verification of high school completion or its equivalent with graduation; and,

• Proof of legal status; and,

• Proof of English proficiency with satisfactory score on ACCUPLACER ESL; and,

• Official placement scores (i.e., ACT, ACCUPLACER GSP, etc.) from within the past three years or the appropriate documentation to waive this requirement; and,

• If dual credit, official college transcripts from all colleges where credit was attempted or earned.

**Non-Degree Seeking Students**

Non-degree seeking students are not eligible for graduation from SFCC, academic honors or financial aid, and include the following student statuses:

**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 higher 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. Students interested in dual credit courses, taught at the high school by an approved high school instructor, must meet one of the following criteria (as required by the Missouri Department of Higher Education:

- 11*th* or 12*th* grade student with a 2.5 GPA or higher and recommended by the high school principal and/or his/her official designee
- 10*th* grade student with a 3.0 GPA or higher and recommended by the high school principal and/or his/her official designee
- 9*th* grade student with a 3.0 GPA or higher, 90*th* percentile or above on the ACT or SAT, and recommended by the high school principal and/or his/her official designee

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
- Completion of Dual Credit/Dual Enrollment Form

Students are not eligible for financial aid while in high school.

**Dual Enrollment**

Students interested in dual enrollment courses, taught at SFCC campus or online with SFCC faculty, must have completed their freshman year or have a high school GPA. During a regular semester, a dual enrollment 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 dual enrollment 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
- Completion of Dual Credit/Dual Enrollment Form

**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 the following:

- An application for Admission using the SFCC website; and,
- Official high school transcript.

## Your Rights & Responsibilities as a Student

*As an SFCC student, there are several rights and privileges to which you are entitled. However, there are also several expectations and responsibilities that we have for all students at SFCC. In this section, you can find out more about who has access to your student record, how and when to file an official complaint or appeal an official decision, and more. If you have questions about anything in this section, please contact the Dean of Student Services at 660-596-7217.*

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of your education records. The act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records.

The intent of the legislation is to protect your rights and to ensure the privacy and accuracy of education records. The act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

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

1. The right to inspect and review your education records within 45 days of the day the College receives a request for access.
   a. You should submit to the Registrar a written request that identifies the record(s) you wish to inspect. The Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained in the Academic Records and Registrar office, the Registrar will advise you of the correct official to whom the request should be addressed.
2. The right to request an amendment to your education records that you believe are inaccurate or misleading.
3. You may ask the College to amend a record you believe is inaccurate or misleading. You should notify the Registrar in writing, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify you and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided when you are notified of a hearing.
4. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
   a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel

and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.
6. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605

**Who is protected under FERPA?**

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

**What are education records?**

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

**What is not included in an education record?**

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

**What is directory information?**

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

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

Directory information cannot include:

- Student ID numbers or Social Security numbers
- Ethnicity, race or nationality
- Gender
- Probation status
- Grades
- Courses enrolled

**How do you authorize release of your education record in the form of an academic transcript?**
You must authorize the release of your transcripts by written request with your signature or by completing and signing transcript request forms available in the Academic Records and Registrar office. The receipt of a written request via fax with signature to release an education record is permissible.

**Who may have access to your information?**

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

**When is your consent not required to disclose information?**
When the disclosure is:

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

## Grievance and Appellate Process

The grievance and appellate process is designed to provide students, employees and members of the public with a fair and equitable process to resolve potential issues relating to State Fair Community College. For the purposes of this Regulation the following definitions are provided as a guide for which elements of Due Process are appropriate in certain circumstances. The responsibility for determining the appropriate resolution process rests with the Campus Judicial Officer and is not dependent solely on how a report or concern is received:

- Complaint – A complaint is a statement of dissatisfaction with a situation or interaction involving the College. Complaints may be made anonymously, and resolution may be reached through informal means. Though complaints can be made without a specified limitation on time, all complaints should be made as promptly as possible. A delay in reporting may substantially limit the College's ability to respond to the complaint.
- Grievance – A grievance is an issue or concern for a which a student, employee or members of the public feels wronged, including improper, unfair, arbitrary or discriminatory action. Grievances are reported and resolved through more formal processes. Grievances typically include a Complainant (person seeking resolution) and a policy, procedure or practice that is preventing access to the College's education program(s) or activities. All grievances should be made within 30 days of the alleged incident and/or 30 days following the end of the academic term (for academic and/or student account balance appeals).
- Appeal – An appeal is a request for an adverse action and/or unsatisfactory outcome from either a complaint or grievance to be reviewed and possibly reversed. All appeals should be made within 10 business days of the unsatisfactory decision or determination.

Students – The following matters related to students of State Fair Community College are subject to process under this policy. Students may report grievances or appeals relating to:

- Violations of Student Code of Conduct and/or subsequent sanctions
- Campus Housing disciplinary actions, violations of Campus Housing regulations or contract.
- Violations of Board of Trustees approved policy or regulation.
- Violations of the Family Educational Rights and Privacy Act (FERPA).
- Concerns or disputes relating to eligibility for student extracurricular activities and events, Campus Store policies or charges, and food service policies or charges.
- Refunds of tuition and/or fees, including Campus Housing charges 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.
- Other SFCC billing errors.
- Academic probation/suspension.
- Determination of residency relative to tuition charges.
- Graduation or commencement participation.
- 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, they should contact the appropriate Associate Dean for the course.
        3. If the student disputes the decision of the Associate Dean, they 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.
- Late registration reinstatements

Complaints or grievances from students, employees and members of the public relating to discrimination, harassment or retaliation on the basis of a protected status or protected activity, as noted in any of the federal laws listed below, can be made in-person, by mail, phone, email or through electronic submission using the form(s) available on the SFCC website. Such complaints and grievances are subject to the Nondiscrimination, Harassment and Retaliation Process outlined in Regulation 1211

- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e et seq., which prohibits employment discrimination based on race, color, religion, sex, and national origin.
- Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex 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.

***Grievance Process:***

For students and members of the public:

Most grievances utilize the procedure outlined below. The individual seeking resolution (Complainant/Appellant) may first attempt to resolve the issue informally with the appropriate student, employee or department involved. The Associate Vice President of Student Life and the Director of Human Resources are available to help mediate resolutions, to provide impartial advice and guidance on the process, and to discuss the issue.

It is important to note that degree programs with specific accreditation requirements, such as the Nursing, Radiography, Dental Hygiene, Occupational Therapy and Physical Therapy programs, student must follow the 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, employee or member of the public must present, a formal grievance in writing within 30 days of the incident/issue, and explanation of the situation to the appropriate Campus Judicial Officer. The

Grievance and Appellate form, which is located in the College portal and the SFCC website, is the best option for reporting such grievances.

2. The written grievance should include the specific concern 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 in support of their position on the matter being considered. Such presentation of permissible evidence, witness testimony, etc., may be done electronically or during the course of an in-person administrative process. The Campus Judicial Officer is responsible for completing an impartial, prompt and thorough review of the issue. In all grievance investigations/reviews, the preponderance of evidence will be the evidentiary standard.

    a. The primary Campus Judicial Officer for any academic issues will be the respective academic Dean. In other grievances and appeals involving students, the primary Campus Judicial Officer will be the Dean of Student Services. In grievances and appeals involving members of the public, the appropriate Campus Judicial Officer will be determined and appointed by the Dean of Student Services. In circumstances where a predetermined Campus Judicial Officer has a conflict of interest or bias, a temporary, impartial Campus Judicial Officer will be appointed to review the grievance of appeal by the Vice President of Finance and Administration.

3. The Campus Judicial Officer will make a determination based on the evidence and thorough consultation with all parties involved within ten (10) business days of receiving the written grievance. The Campus Judicial Officer will then send notice to all parties of the outcome of the grievance through SFCC email, with specific information supporting the decision. Once emailed, the written notice of the decision will be presumptively delivered. Additionally, all parties will be advised of their rights to appeal the decision, the grounds for appeal, and the location at which the appeal form can be accessed.

***Appeal Process:***

The following appeal process is only intended for complaints and grievances from students, employees and members of the public that are not associated with discrimination, harassment or retaliation. Issues which have been adjudicated through the Nondiscrimination, Harassment and Retaliation Resolution Process are subject to the appeal structure outlined in Regulation 1211.

SFCC appeals are reviewed and final determinations made by the Campus Issue Resolution Committee ("CIRC"). The CIRC members will be appointed as needed by the College President and will include a full-time faculty member, full-time staff member, and an SFCC administrator:

- Each member of the CIRC committee will serve a one-year term.
- If an appeal should arise that involves one of the CIRC members, or a member of the committee is unable to complete the one-year term, the College President will appoint a temporary substitute for that member.
- 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 Services will serve as the record-keeper and manage electronic communication, evidence access and deadlines for the CIRC.

If a student, employee or member of the public is not satisfied with the outcome of the compliant or grievance as determined by the Campus Judicial Officer, they can submit a formal written appeal using the Grievance and Appellate form within ten (10) business days of receipt of the emailed notification of the decision. During any appeal process, sanctions, supportive measures or any other actions implemented by the Campus Judicial Officer will remain in effect until the conclusion of the appellate process.

Appeals are limited to the following grounds:

1. A procedural irregularity that would change the outcome.
2. New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made.
3. The Campus Judicial Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that would change the outcome.

4. The decision is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination, only).
5. The sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination, only).

The CIRC Chairperson will determine if the request meets the grounds for appeals. This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed. If the appeal does not provide information that meets the grounds for CIRC review, the request will be denied by the CIRC Chairperson, and the parties involved will be simultaneously notified of the denial and the rationale by SFCC-issued email or otherwise approved account. Once emailed, the Appeal Outcome will be presumptively delivered.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the CIRC Chairperson will notify all parties involved and provide them with the opportunity to submit a written response to any portion of the appeal that involves them. The period of time to provide response to the CIRC is five (5) business days. The CIRC Chairperson will forward all responses, if any, to all parties involved for review and comment.

The CIRC Chairperson will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with all CIRC members, who will render a decision in no more than ten (10) business days from receiving the final responses from the parties involved.

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to any sanction(s)/responsive action(s) only if there is a compelling justification to do so. An appeal is not an opportunity for the CIRC to substitute their judgment for that of the original Campus Judicial Officer merely because they disagree with the finding and/or sanction(s). All decisions are made by majority vote and apply the preponderance of the evidence standard.

An appeal may be granted or denied:

A Notice of Appeal Outcome letter will be sent to all parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which the College is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent the College is permitted to share under federal or state law. Written notification will be delivered by email to the Parties' SFCC-issued email or otherwise approved account. Once emailed, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final; further appeals are not permitted. When appeals result in no change to the finding or sanction, that original decision is final.

***Other Recourse***

Students, employees and members of the public may also report complaints or file grievances with the following external agencies:

Office for Civil Rights
U.S. Department of Education | Phone: 816-268-0550 | Fax: 816-268-0599 | T.D.D: 800-877-8339
One Petticoat Lane
P.O. Box 1469
Kansas City, MO 64106
Email: OCR.KansasCity@ed.gov

Missouri Department of Higher Education & Workforce Development | Phone: 573-751-2361 | Fax: 573-751-6635
301 W. High Street, Jefferson City, MO 65102-1469
Email: Info@dhewd.mo.gov

SARA Complaint Policy: https://nc-sara.org/sara-student-complaints-0/ `

***Retaliation Notice***

Retaliation against a person(s) who files a complaint, grievance or appeal, or persons who participate in the grievance and appellate processes is strictly prohibited and could result in sanctions under the applicable College policies. SFCC defines retaliation as any adverse action, including intimidation, threats, coercion, or discrimination against any person, by the College, a student, employee or a person authorized by the College to provide aid, benefit or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by law or SFCC policy, or because the person(s) has engaged in protected activity, including reporting information, making a complaint, testifying, assisting, or participating or refusing to participate in any manner in a formal resolution process, or in any other appropriate steps taken by the College to promptly and effectively address concerns in its education program or activity, prevent their recurrence, and remedy their effects.

## Title IX

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972 that prohibits discrimination on the basis of sex in an education program or activity that receives federal financial assistance.

Under the Title IX Final Rule released by the Department of Education on May 6, 2020, Title IX applies to sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, or gender-based stalking that occurs in an education program or activity. Incidents that occur on campus or within a SFCC program or activity, which includes locations, events and circumstances where SFCC has substantial control over the conduct, are covered by Title IX. You can find the full Nondiscrimination, Harassment and Retaliation Statement and Resolution Process listed in SFCC Regulation 1210 and 1211.

**What kind of behaviors should be reported to the Title IX Coordinator?**

Sex-based discrimination occurs when a person has been treated inequitably based on sex. Specifically, SFCC prohibits the following forms of sex discrimination:

- Sex-based discrimination
- Sexual Harassment
- Sexual Misconduct
- Stalking on the Basis of Sex
- Intimate Partner / Relationship Violence
- Sexual Exploitation

**What is sexual harassment?**

Sexual Harassment is conduct based on sex that meets at least one of the following criteria:

- An SFCC employee conditioning the provision of an aid, benefit, or services of the College on an individuals' participant in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- Sexual assault, dating violence, domestic violence or stalking.

**Making a Title IX Complaint**

If you believe you have experiences sexual harassment or sex-based discrimination, you can talk with the Title IX Coordinator about how to file a formal complaint and be advised or your rights and options under the SFCC Nondiscrimination, Harassment and Retaliation Resolution Process (Regulation 1211). Complaints of sexual harassment or discrimination can be made online using the Campus Concern Incident Report form, or made in writing directly to the Title IX Coordinator at any time. The following individuals can receive Title IX complaints in in-person, by phone, by email or using the electronic report form noted above:

Amy Schroeder | Title IX Coordinator
(660) 596-7393| aschroeder2@sfccmo.edu| Hopkins Student Services Center Room 753
3201 West 16th Street, Sedalia, MO 65301

Scott Simoneaux | Deputy Title IX Coordinator
(660) 596-7478 | SSimoneaux@SFCCMo.edu | Hopkins Student Services Center Room 702
3201 West 16th Street, Sedalia, MO 65301

Reports can also be made directly to local law enforcement without the involvement of SFCC resources. If you are in immediate danger or have been harmed, call 9-1-1.

## Intellectual Property

SFCC fosters an environment conducive to the creation, dissemination, discussion, and exploration of knowledge. In addition, ownership of academic intellectual property resides with the creator in order to encourage the investment of time, thought, creativity, and energy in the development of academic works, including copyright, books, articles, works of art, musical compositions, and course materials.

This policy applies to all intellectual property related to the academic works of faculty and students, except in the following circumstances:

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

Appeals concerning student issues related to intellectual property can be made through the Student Grievance and Appellate Process as described in Regulation 1385.

## Complaint Process

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

When an issue cannot be resolved through informal efforts, the student, employee or other stakeholder may choose to submit a formal complaint. A formal complaint must be made in writing to the Dean of Student Services, in accordance with Regulation 1385. The Dean will take the following actions:

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

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

## Preferred Name

Under SFCC'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.

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

- Learning Management System
- Class Rosters
- Starfish
- Diplomas (if requested)

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

- Admission applications and processes
- Reporting to state of federal agencies
- International Student documentation
- Student ID card
- Email Address
- Commencement Program
- Degree Works
- Athletic Eligibility
- Testing registration and/or documents
- Transcripts

- Billing documents
- Payroll documents
- Disciplinary records
- Financial aid documents and processes
- Enrollment and degree verification processes
- Other records where the student's legal name is required by law or college policy:
- 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, 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.

## Enrolling in Classes

*Choosing the classes you need, at the times and in the formats best suited for you, is an important process for you to understand. In this section, you can find information about how to get enrolled in classes, how to make changes to your schedule, and how to make sure you are staying on track to finish your degree or certificate program. We have also included information about how to make sure you get college credit for classes you took before arriving at SFCC. If you have questions about anything in this section, you can reach out to your Student Success Navigator or the Office of Academic Records and Registrar at Registrar@SFCCMo.edu.*

### Your Student Success Navigator

As soon as you have completed your enrollment checklist, we'll pair you with a personal Student Success Navigator who will work with you one-on-one to help you plan your academic journey, stay on track for graduation and deal with obstacles along the way.

Student Success Navigators are here to help you create and maintain an educational plan, enroll in classes and deal with life issues that could interfere with your ability to complete your education. Your Navigator is your "go-to guide to success." Students on all our campuses have Navigators. Find out who your Navigator is in Experience >> Academics >> Academic Profile or OKTA >> Starfish. You can also find your Navigator in your success network in Starfish. You can contact or make an appointment with your Navigator at any time to discuss educational plans, career paths and enrolling in classes.

Until you have earned 13 credit hours at SFCC, you must work with a Navigator to enroll. After you have earned 13 credit hours, you can enroll yourself in courses each semester, but we still encourage you to meet with your Navigator to make sure you're taking the courses required for your specific certificate or degree. Navigators are available on each campus from 8 a.m. to 5 p.m. Monday through Friday (Hours may vary by Navigator to accommodate evening students). To schedule a meeting, set an appointment in the Starfish app in Experience.

### Enrollment Dates

### Placement 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 your admission statuses or prior to enrollment, including:

• Official placement scores (i.e., ACT, ACCUPLACER) from within the past five 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.

Waiver of the placement testing requirements
SFCC may waive all or part of the placement test if a student provides official documentation of one of the following:

- An SFCC course with:
  - A grade of C or higher with a MATH subject prefix.
  - A grade of C or higher with an ENGL subject prefix excluding ENGL 106.
  - An official college transcript from a regionally accredited institution documenting the following coursework:
  - A grade of C or higher in any SFCC equivalent course with a MATH subject prefix.
  - A grade of C or higher in any SFCC equivalent course with an ENGL subject prefix excluding ENGL 106.
  - An official ACCUPLACER score earned within the last five years.
  - An official ACT score earned within the last five years. An official SAT score earned within the last five year.
  - An SFCC Guided Self-Placement Score earned within the last five years. (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 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. A full list of excluded classes is available from the Office of Academic Records and Registrar. Other restrictions on auditing classes include:

• 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 devices 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.

## Class Participation

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

Students who are unable to participate in class due to some official college capacity, such as athletic travel, participation in a class or club-sponsored activity, or as parts of an approved accommodation under specified policy and/or regulation will be allowed to make up course work, exams, etc. Excused absences of this nature are subject to approval of one of the academic deans with advanced notice from respective coaches or faculty members.

All such requests must be initiated by the student, appropriate club sponsor, coach, or written accommodation. *(Regulation 2310)*

## Developmental Courses

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

## Transfer Credit

Students who have attended other Colleges (including dual-credit courses taken while in high school) must request an official transcript through approved methods be sent to SFCC. The transcript can be mailed to the SFCC Academic Records and Registrar Office; it can be brought to the Student Services Office at the Sedalia campus or to an extended campus site in a sealed envelope from the sending college's Academic Records and Registrar office; or it can be faxed from the sending college Registrar's office with a cover sheet to the SFCC Academic Records and Registrar Office. Any other form of transcript will be considered "unofficial" and will not be accepted for transfer credit. Official transcripts are required to transcript credit.

Credit is evaluated and transcripted from colleges that are regionally and/or nationally accredited. Courses completed from colleges that are not regionally and/or nationally accredited may be considered for college credit. Course descriptions or course syllabi may be required for review by the appropriate Instructional Dean. All courses with successful grades are evaluated and transcripted. When a student repeats an equivalent transfer course at SFCC, the higher of the two grades will be used to calculate hours earned and the GPA. The repeated course and grade remain on the SFCC transcript.

Transfer courses for which SFCC has an equivalent course will be transcripted with the SFCC subject code, course number and credit hours. If there is no equivalent SFCC course, the transfer course will be coded on the student's transcript to indicate which degree requirement it fulfills. Any student who has received a Bachelor's degree or higher and is returning to SFCC to pursue an AAS, AAT, AS degree, or certificate will only have the courses that apply to that major transcripted. If a student changes his or her major, a request must be made to have transfer credit reevaluated. Any student who is classified as a visiting student or a personal interest student will only have prerequisite courses transcripted. Equivalency guides for colleges from which SFCC accepts transfer credit can be found on the SFCC website.

Official transcripts are evaluated and transfer credit is entered by the Registrar on the student's SFCC record . Some departments have time limits for transfer courses. A course may transfer as an SFCC equivalent but because of its age may not be applicable to a specific program of study. Students can view the credit that has been accepted on the college portal.

If a student does not agree with the evaluation of a course, they may submit a course syllabus from the sending college to have the course re-evaluated by the Registrar. If the appeal regarding the disputed course is not resolved, the student may appeal utilizing the Grievance and Appellate Process as outlined in Regulation 1385. Credit earned by

credit-by-exam (CLEP, DSST or AP) and from non-traditional sources (armed services experience, standardized occupational testing or department exams) are reviewed by the Registrar and credit may be granted if applicable.

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

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

Students will be allowed to submit an unofficial transcript in order to be admitted to SFCC and enrolled in classes for one semester. The student will not be considered eligible for financial aid and will not be allowed to enroll in subsequent semesters until the official final transcript is received and reviewed by the Registrar's Office.

## Credit for Prior Learning (CPL)

Students planning to transfer should check with the receiving institution regarding their policy for acceptance of transfer of credit for prior learning (CPL). College credit may be awarded by SFCC for credit for prior learning under the following conditions:

1. All courses for which credit for prior learning is awarded must have equivalent courses in the College curriculum. Partial credit will not be awarded.
2. Academic credit will be awarded only for those courses directly applicable to the student's certificate or degree program.
3. Students must submit the required documentation as defined by each department.
4. General Education course credit will be awarded for credit by examination but not for non-traditional education.
5. Students must have been granted admission to the College prior to the evaluation of credits and have successfully completed at least one credit hour at the institution.
6. A maximum of 21 hours may be earned and applied for work experience. The total of all credit for prior learning (CPL) cannot exceed 30 hours earned and applied toward a degree.
7. The Registrar is responsible for final approval or disapproval.

**Credit by examination**
College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) provide opportunities to earn academic credit for knowledge equivalent to that learned in the College classroom. These tests include general and subject examinations. SFCC uses ACE recommended scores for granting credit. SFCC does not accept CLEP or DSST credit to fulfill requirements for laboratory science or public speaking courses. Students must have a score report sent to the College to be evaluated for college credit.

**Advanced placement**
SFCC grants credit for Advanced Placement test scores of 3 or higher. Students must have a score report sent to the College to be evaluated for college credit.

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

**Credit for armed service experience**
Advanced placement credit may be granted for educational training earned while in the armed services, according to the American Council of Education (ACE) recommendations. Students must submit an armed services transcript and/or a DD 214 to be evaluated for college credit. In some cases (e.g. the course (s) were taken many years ago), an armed services transcript may not be available. Students will need to contact the Registrar's Office to determine what other documents are acceptable to be evaluated for college credit.

**Spacing here**

**Credit for work experience**
Credit may be awarded for work experience and may only be applied to courses in the student's program of study.

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

**Credit for other nontraditional education**
In some cases, credit in the student's program of study may be awarded for workshops or industry certifications that are equivalent to college classes. For credit to be received, the workshops or industry certifications must meet the following criteria:

The learning was sponsored by a recognized, national or state organization; and an application to request credit must be submitted to the Dean of that division with validated documentation stating the course, knowledge, skills, competencies, credit/clock hours completed and/or certification. If the requirements to receive credit have been met, the paperwork will be forwarded to the Academic Records and Registrar Office to be evaluated for college credit. (*Regulation 6440*)

## Schedule Changes

**Adding a course**
Students may add a course through the student portal or with their navigator up to the official last day to add as published on the Academic Dates and Deadlines. Enrollment will close at 11:59 p.m. on the published date for all courses in the part of term.

After enrollment closes for the part of term, students may add a course by appealing to the appropriate dean by filling out the Late Registration Request Form (available on the College portal) up to the published late registration request date for the part of term. If permission is granted, the approval will be sent to the Academic Records and Registrar Office to add the student to the course. Instructors will not be able to add a student to their course without dean approval after the published date and any special permissions required remain in effect. Class participation guidelines remain in effect if a student enrolls late for a course.

Students may not add an interim (minimester) course after the published date on the Academic Dates and Deadlines or enroll in more than one course during an interim (minimester) part of term.

**Dropping a course**
Students may drop a course through the student portal or with their Navigator before the semester starts or until the official last day to drop as published on the Academic Dates and Deadlines. Approval is not required to drop a course. Students who have a hold on their account should send student name, ID number, CRN, course number/title, and instructor name to add-drop@sfccmo.edu using their SFCC email account. Notifying an instructor or Navigator is not enough to officially drop a course.

**Withdrawing from all courses**
Students may drop all courses before the semester starts or until the last day to drop as published on the Academic Dates and Deadlines by completing the Student Withdrawal form through the College portal. Students will not be permitted to withdraw from their last course or withdraw from all courses without completing this form. Notifying an instructor or Navigator is not enough to officially drop all courses. A hold will not prevent a student from submitting this request.

Courses dropped before or during the 100% refund period will not appear on a transcript. Courses dropped after the 100% refund period will appear on a transcript with a grade of W.

Students are encouraged to contact their instructor, Navigator and the Financial Aid Office before dropping a course or withdrawing from all courses. Dropping a course or withdrawing from all courses may result in a financial obligation to the College and jeopardize insurance, financial aid, scholarships, and athletic participation eligibility. Failure to notify the College of an intent to drop a course or withdraw from all courses may result in a grade of F for the course(s) rather than a W. (*Regulation 6470*)

## Military Withdrawal

This regulation follows the guidance of the Missouri Statute, Chapter 41, Military Forces, Section 41.948 that covers rules for Reserve and National Guard 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(es).

In most cases Reserve and National Guard members will be placed on orders when called to active duty. Reserve and National Guard members should produce a copy of their orders when requesting action of this regulation.

Active-duty members may also be issued orders when required to complete their assigned jobs. For example, an active-duty member who is being deployed from their home station active-duty location would normally receive orders. Active-duty members should also produce a copy of their orders when requesting action based on this regulation. Active-duty members that have conflicting military duty with SFCC classes and are not on orders should work with their Navigator and/or SFCC Care Team for appropriate resolution.

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

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

**OPTION (1) WITHDRAWAL FROM ONE OR MORE CURRENTLY ENROLLED COURSES**
Students may choose to withdraw from one or more currently enrolled courses. Students 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. They will receive a grade of WM.
2. That one or more courses for that semester be expunged from the student's academic record. Students taking this option will receive a complete refund of all tuition and incidental fees paid by the student for enrollment for that semester. Students who have received federal, state or institutionally funded financial aid must return all aid disbursed to them for the semester.

**OPTION (2) RECEIVE AN INCOMPLETE FOR ONE OR MORE CURRENTLY ENROLLED COURSES**
Students may choose to receive an incomplete in one or more currently enrolled courses. Students must complete a military withdrawal form, indicate option 2 and attach a copy of their military orders.

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

**Financial Aid**
The Financial Aid office will be contacted and informed of the student's status and official withdrawal date and may make adjustments according to federal, state 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. *(Regulation 2180)*

## Student Course Load

To qualify as a full-time student, an individual must be enrolled in a minimum of 12 credit hours for the entire duration of the semester. A full semester is defined as 16 weeks. SFCC offers various parts of term within this 16-week semester, including 16-week, 12-week, 8-week, 4-week sessions, and 2-weeks. Regardless of which parts of term a student is enrolled in, as long as the cumulative total of credit hours for all enrolled courses equals or exceeds 12 credits, the student will be considered full-time.

Part-time students generally take 11 semester hours or less during those same parameters.

Students are considered full-time if they are enrolled in six or more credit hours for a summer term. The summer is typically eight weeks in length, but also compromises 6-week and 4-week parts of term. Part-time students in the summer terms are enrolled in five or fewer credit hours.

Students requesting to exceed the maximum 19 semester hours during the 16-week semesters and 10 semester hours during the eight-week summer session must submit a student overload request to the Academic Records and Registrar Office. Consideration of the request is given to graduating students and those with a 3.0 or higher cumulative GPA.

## Grading Systems

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

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

**Pass/Fail**
Pass/Fail credit is granted for some credit courses. No more than six hours of pass/fail credit may be applied to a degree or certificate. Course numbers below 100 do not apply 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 course dean as defined in Regulation 2180.
4. In extraordinary circumstances relating to physical or mental health difficulties that prevent a student from completing, the instructor and the student both agree that the material missed may be made up. Students who qualify as pregnant/parenting under Title IX may require an Incomplete as a result of medically necessary, pregnancy-related absences. Faculty should consult with the Disability Resource Center and/or the Dean of Student Services for guidance. (See also Regulation 2112)

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 Channel. 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. All change of grades must be completed and sent to the appropriate dean before the last class day of the following semester or term.

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

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 Grievance and Appellate Process as outlined in Regulation 1385 within 30 days of the awarding of the original grade (*Regulation 2510*)

## Grade Reports

Final grades are available online a few days after the end of each semester or session. Questions about grades should be directed to the instructor first. Grade appeals must be initiated using the College's Grievance and Appellate Process within 30 days of the awarding of the original grade as described in Regulation 1385. (*Regulation 2510*)

## Student Academic Progress

Students 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:

- Upon completion of 12-23.9 semester GPA hours – a minimum 1.50 cumulative grade point average.
- Upon completion of 24-35.9 semester GPA hours – a minimum 1.75 cumulative grade point average.
- Upon completion of 36-47.9 semester GPA hours –a minimum of 1.85 cumulative grade point average.
- 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 the specified date, the Academic Records and Registrar office will adjust the student's schedule to keep in compliance with Regulation 2530.
2. 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.
3. 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.
4. 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:

| One Semester Suspension | |
|---|---|
| **Semester Suspended** | **Return Semester** |
| Fall | Following Summer |
| Spring | Following Spring |
| Summer | Following Spring |
| **One Year Suspension** | |
| **Semester Suspended** | **Return Semester** |
| Fall | Spring of the following Academic Year |
| Spring | Summer of the following Academic Year |
| Summer | Summer of the following Academic 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 1385 to the Associate Cice President of Student 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 approval. *(Regulation 2530)*

## Repeating Courses

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

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

- WELL 118
- WELL 119
- THEA 115
- Internships
- Problems classes

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

## Academic Forgiveness

Academic forgiveness is designed to help students overcome previously earned poor grades in order to meet new career and/or educational goals and/or to meet graduation requirements. SFCC 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. Due to the calculation for academic standing it is recommended that a student submit a petition for academic forgiveness before the next term commences or after grades for the previous term have been posted.

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 must be submitted within the first calendar year upon returning to SFCC.
2. When invoking academic forgiveness, a student may designate not more than two (2) academic terms (fall, spring, or summer) to be forgiven in his/her academic record. Only terms completed prior to returning to SFCC may be designated.
3. 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 SFCC 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. *(Regulation 2531)*

### Student Classification

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

### Honors List

SFCC recognizes student academic achievement. At the end of the fall, spring and summer semesters, a President's, Dean's and Trustees' list is 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 SFCC GPA hours.
- 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 SFCC GPA hours.
- 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 SFCC GPA hours.

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. *(Regulation 2511)*

## Paying for Classes

*Enrolling in the right classes and doing well in them is important to your success at SFCC, but so is paying for those classes. Whether you are taking advantage of federal or state financial aid programs, scholarships or making payments on your own, the following information is provided so that you can understand more about how much your classes will cost, when payments are due, and how to access the financial aid you may qualify for. If you have questions about information in this section, please reach out to the Business Office at BusOffice@SFCCMo.edu or the Office of Financial Aid and Veteran Services at FinAid@SFCCMo.edu.*

### Residency

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

**Definitions**

**Student** – SFCC 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 SFCC 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.

**Out of 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. Regarding 34 CRF 600.9, a student's "location" is determined to be the permanent address at the time of admission as provided by the student on the SFCC Admission Application. A student's residency/resident status/location will remain the same until a student submits a Change of Contact Information form indicating a change in permanent address.

**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:**

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

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

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

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

### Resident status

**Adult student**

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

**Emancipated minor student**

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

**Members of the military forces**

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

**Noncitizen student**

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

**Unemancipated minor student**

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

## Offset of taxes against tuition

**District taxes**

Non-district Missouri residents and nonresidents may offset against tuition any real estate taxes paid to the district for the previous year.

**State income taxes**

Nonresidents of Missouri 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 rate 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 Associate Dean of Admissions and Student Success. The Associate Dean of Admissions and Student Success will review the evidence and determine whether the request is justified. Students may appeal the director's decision through the Grievance and Appellate Process as described in Regulation 1385. Tuition rates will not be changed mid-semester but will take effect for the next semester in which the student enrolls. Refunds will not be given for previous semesters.

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

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

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

1. The student may be dismissed from the College; and,
2. The student's record will not be released or certified until he/she has paid the appropriate tuition and fees based on the change in residency. (*Regulation 2220*)

## Tuition, Fees and Books

Three things determine the tuition and fees a student pays each semester: residency (permanent legal address), the number of credit hours enrolled, and the courses selected. Tuition and fees are subject to change depending upon financial exigency; however, the College's goal is to keep costs as affordable as possible. Tuition is established by the College's Board of Trustees and is charged per credit hour. A detailed current tuition and fees listing is available online at **www.sfccmo.edu** or from the College. Tuition and fees are subject to changes and additions.

### Primetime Learner discount of tuition waiver

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

### Military tuition

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A participant using educational assistance under either chapter 30 (Montgomery GI Bill® Active Duty Program), chapter 31 (Vocational Rehabilitation and Employment), or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active-duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or death described above and must be using educational benefits under chapter 30, chapter 31, or chapter 33, of title 38, United States Code.

### Book costs

Most courses will require purchasing or renting textbooks. Also, workbooks, study guides, and other extras may need to be purchased.

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 https://www.benefits.va.gov/gibill.

### Refund of tuition, fees and laboratory fees

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

Students are able to drop all but their last class online through the student portal, Experience, throughout the semester until the designated last day to drop a class for its part of term. A complete withdrawal form located in Experience must be completed to drop the last class.

All requests for refunds or credits after the refund period has ended must be made in writing. If eligible for a refund, a check will be mailed to the student; however, deductions may be made from the refund for any financial obligation due to the College. Students may make refund appeals through the Student Grievance and Appellate Process as described in Regulation 1385.

## Financial Aid

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

**Applying for financial aid**
For federal grants, student loans and the work-study program, the Free Application for Federal Student Aid (FAFSA) needs to be completed and all required documentation submitted by the following dates to ensure funds are in place before the student's entry semester starts.

- Fall – July 1
- Spring – November 1
- Summer – April 1

To be considered for most state programs, the FAFSA must be completed by the priority date of February 1 for the upcoming fall semester. The SFCC online scholarship application needs to be completed by March 1 for the upcoming aid year.

For more information on applying for financial aid, refer to the SFCC website or visit the Financial Aid office or any extended campus location. *(Regulations 2710, 2720, 2730, 2740, and 2760)*

**Department of Veterans Affairs**
SFCC programs are approved under Title 38 of the U.S. Code to be certified for the following VA Education Benefits through the Financial Aid office:

- Chapter 30 – Montgomery GI Bill®-Active Duty
- Chapter 31 – VA Vocational Rehabilitation
- Chapter 33 – Post 9/11
- Chapter 35 – Dependent or Spouse
- 1606 – Montgomery GI Bill®- National Guard/Reserves

All other programs are managed through the Business office. All persons seeking VA Education Benefits are required to comply with SFCC's satisfactory academic progress standards. *(Regulation 2750)*

## Payment Options

When you enroll in classes, you accept responsibility for payment of all tuition and fees due to the college. Everyone must make tuition payment arrangements according to the following fees due dates to complete the enrollment process.

**Click here for current Tuition Fees Due Dates**

*Failure to either pay in full or complete financial aid requirements by the deadline will result in a hold on your account. A hold means that you cannot make schedule changes, enroll in future terms or receive a transcript until you have paid your account balance in full. If you choose to enroll in a payment plan, you will not be able to receive a transcript until all payments for the current semester have been received and your account balance is zero.

However, if you have enrolled in a payment plan and wish to enroll when eligible in the next semester, you will need to contact the Business office about temporarily releasing your hold if it is in good standing, i.e. no late or returned payments.

While statements are mailed monthly to the address on your account, you also may view your statement and payment history online Experienceat any time. For more details about how and where to make payments, contact the SFCC Business Office at 660-530-5826.

## Student Conduct in the Classroom and on Campus

*SFCC strives to provide learning environments that are academically rigorous while remaining inclusive, equitable and inspiring for all students. Those goals are accomplished by setting and enforcing reasonable expectations for student behavior in and outside the classroom. In this section, you can find out more about the rules in place regarding acceptable student conduct and the potential outcomes when those rules are violated. If you have any questions about the information in this section, please contact the Dean of Student Services Office at 660-596-7217.*

### Prohibited Conduct and Disciplinary Action

"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.
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 will not participate in any form of hazing. Hazing is defined as any act which recklessly endangers the mental or physical health or safety, or requires violations of this Code of Conduct or federal, state or local laws as a condition for membership in a group or organization.
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 1385.
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 within 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 1385.

***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.
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 1385).

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.

## Academic Honesty Policy

SFCC values the academic integrity of its curriculum and the commitment of its faculty and students to uphold it in all teaching and learning processes. The following acts of academic dishonesty will not be tolerated:
Plagiarizing any information, cheating in any form, or falsifying any information provided to the College. See Regulation 6480 for penalties imposed. (*Policy 6480*)

## Communicable Diseases

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

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

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

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

Students with communicable diseases have a right to privacy and confidentiality and should report the health issue with the Dean of Student Services. Only staff members who have a legitimate educational reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action. (*Policy 2810*)

## Drug, Alcohol and Tobacco Products

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

**Illegal drugs**
The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited while in a college vehicle, on college property, at a college-related activity, or on the job while an employee of SFCC. The term

“controlled substance” refers to any illegal substance, to the illegal use of alcohol, and/or to controlled prescriptive pharmaceutical products**.**

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

**Tobacco products**
Tobacco is only permitted within vehicles parked or driven on designated college parking areas and roads.

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

## Firearms and Weapons

The presence of firearms and weapons poses a substantial risk of serious harm to College students, staff and community members. Therefore, possession of firearms and weapons is prohibited on College premises at all times except as follows: this prohibition does not apply to on-duty law enforcement officials in the line of duty; does not prohibit the use of firearms or weapons for pre-approved College instructional and athletic purposes; and does not prohibit individuals from having a firearm in the individual’s vehicle on College premises so long as the vehicle is locked and the firearm is not visible. As used in this policy, the phrase “College premises” includes all College buildings and grounds. This prohibition also extends to the sites of College activities, whether or not those activities are conducted on College property.

Instructors teaching firearms or hunter safety classes and coaches of Shooting Sports teams must report the need for students and/or instructors to carry firearms or weapons for instructional, competition or practice purposes to the Vice President for Academic and Student Support Services at least 24 hours prior to the first day of class. Student participation in College-sanctioned gun safety courses, student military or ROTC courses, Shooting Sports competitions or practices or other College-sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any building, College transportation vehicle, or onto the premises of any other activity sponsored or sanctioned by College officials without the permission cited above. Individuals found to be in violation of this policy will be dealt with severely.

Students will be disciplined up to and including expulsion. Law enforcement officials will be notified and the individual violating this policy or regulation will be directed to leave the College premises. Non-students and non-employees violating this policy will be barred from all College premises and College activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from College premises and College activities. Employees who violate this policy will be subject to discipline up to and including dismissal.(Regulation 1332)

## Copyright

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

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

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

### Searches by College Personnel and/or Law Enforcement

Property of the College is subject to periodic inspection without notice, without student consent, and without a search warrant. Students or student property may be searched based on reasonable suspicion of a violation of college rules, policy or state or federal law. Likewise, the College retains the authority to conduct routine patrols of its parking lots. The interior of a student's vehicle on college property may be searched if a college administrator, or Campus Judicial Officer, has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside the vehicle. Such searches will be conducted by a Campus Judicial Officer, or trained designee.

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

Residence halls regular monthly health and safety room checks will be conducted by the Student Life staff. The College reserves the right to confiscate any items found in Residence Hall rooms that are in violation of residence hall rules, college policy or state or federal law. (*Policy 2150*)

### Crime Reporting

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

Additionally, SFCC implements procedures for educating the campus community on crime prevention, and providing appropriate resources and support for individuals who have been impacted by crime. (*Policy 2820*)

## Support Services for Students

*Being successful in college can mean a lot more than just attending classes and earning satisfactory grades. We recognize that students often need additional support and resources – both in and outside the classroom. SFCC is proud to offer a wide variety of support services available at no cost to help you achieve your goals as a student. The information in this section highlights a few of those support services, as well as where to connect with additional resources on campus or on our website. If you have questions about information in this section, please contact the Dean of Student Services office at 660-596-7217.*

### Campus Safety and Security

SFCC shall develop and implement procedures for educating the campus community on crime prevention and providing appropriate resources and support for individuals who have been impacted by crime. (Policy 2820)

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

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

## Students with Disabilities

The student with a disability who requires accommodations must register with the Disability Resource Center in the Charles E. Yeater Learning Center. SFCC Disability Resource Coordinator, Lara Edwards, can be found at office Yeater 159 or reached via email at ledwards7@sfccmo.edu. It is the student's responsibility to initiate the request for services.

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

Students with a disability are responsible for providing documentation from the appropriate medical or psychological professional and should make an intake appointment with the 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 technical standards 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 instructor describing the accommodations for which the student qualifies for that class. However, the letter will not contain any specific disability. (*Regulation 2110*)

## Students with Disabilities – Testing Accommodations

SFCC is committed to providing fair and appropriate testing accommodations for eligible students. Accommodations include, but are not limited to, extended test taking time, use of assistive technology, minimal distraction testing environment, oral tests, use of readers and the use of scribes. In order to be eligible for these accommodations, the student must provide the Disability Resource Center with the documentation that is required to determine eligibility.

**Accommodations documentation requirements**
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 that makes evident the current impact of the disability as it relates to the accommodation(s) requested.

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

1. Current functional impact of the condition(s): The current relevant functional impacts on physical (mobility, dexterity, endurance, etc.), perceptual, cognitive (attention, distractibility, communication, etc.), and behavioral abilities should be described as a clinical narrative and/or through the provision of specific results from the diagnostic procedures and assessments;
2. Treatments, medications, accommodations/auxiliary aids, services currently prescribed or in use: Provide a description of treatments, medications, accommodations/auxiliary aids and/or services currently in use and their estimated effectiveness in minimizing the impact of the condition(s). Include any significant side effects that may impact physical, perceptual, behavioral or cognitive performance. If any additional accommodations or auxiliary aids are warranted, please list them along with a clear rationale and related functional limitations. Any accommodations or auxiliary aids will be taken into consideration, but not automatically implemented;
3. The expected progression or stability of disability over time: If possible, provide a description of the expected change in the functional impact of the condition(s) over time. If the condition is variable, describe the known triggers that may exacerbate the condition;
4. A diagnostic statement identifying the disability: When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes, the date of the most recent evaluation, or the dates of evaluations performed by referring professionals. If the most recent evaluation was not a full evaluation, indicate when the last full evaluation was conducted; and
5. Diagnostic reports must include the names, titles and contact information of the diagnostician, the test utilized in the diagnosing and the date(s) of the testing. Reports must be typed and otherwise legible. *(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 are 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.

**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 Building . In extended campus environments, the reduced distraction testing environment is provided in unused classrooms and conference rooms.

**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. This responsibility includes cancellations when the student decides to take the exam in class; when the test is cancelled by the instructor; or when the student drops or chooses to withdraw from the class.
4. If a student is ill or needs to reschedule exams for any other reason, or if a student misses an exam, the student is responsible for seeking 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 is in agreement 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 exams integrity. The reader may not clarify instructions or questions but may re-read any information requested by the student. A request for a reader should take place at least one week prior to the date of the accommodation, if possible, 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 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, 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 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 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 *(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. *(Regulation 2116)*

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

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

The Disability Resource Center may release information to college officials on a "need to know" basis. The need to know must be based on compelling and legitimate educational reasons for the information disclosure. FERPA and the Americans with Disabilities Act, 1990 (ADA), do not allow faculty access to disability related information. (*Policy 2115*)

## Pregnant & Postpartum Students

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, discrimination or harassment on the basis of pregnancy or related conditions is explicitly prohibited. If a student discloses a pregnancy or related condition to any employee, that employee must:

- Promptly provide the student with the Title IX Coordinator's contact information, and
- Inform the student that the Title IX Coordinator can coordinate reasonable modifications to preserve their equal access to the institution's education programs or activities.

Pregnant and/or postpartum students are encouraged, but not required, to self-identify to the Title IX Coordinator. This recommendation does not, however, absolve employees of their responsibility to provide students with the contact information for the Title IX Coordinator, as noted above.

Federal law requires schools, at a minimum, to excuse medically-necessary, pregnancy-related absences and offer other reasonable accommodation for pregnant/parenting students. This type of accommodation includes, but is not limited to, granting the student voluntary 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. Pregnant and/or postpartum students cannot be penalized for such absences.

Accommodations for pregnant/ postpartum students should be determined through a cooperative process between the student, Title IX Coordinator (or appropriate designee) and the faculty member on a case-by-case basis. Pregnant students should not be required to provide documentation of pregnancy-related, medically-necessary absences to anyone other than the Title IX Coordinator. Such documentation will only be requested when a certified level of physical ability or health is necessary to participate in the educational program or activity, and when such certification is required of all students participating in the same or similar classes/programs. Pregnancy-related accommodations should not be required of, or otherwise imposed on, a student who has not requested them. No accommodations will be granted which would require fundamental modifications to the essential elements of any academic program.

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 establish accommodations with the Title IX Coordinator early in the semester or in the pregnancy.

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

- Breaks during class, labs, clinicals or other instructional activities for the purpose of accessing lactation spaces (which must be clean, shielded from view, free from intrusion by others, and cannot be a bathroom);
- Breaks to attend to pregnancy-related needs, including eating, drinking or using the rest room;
- Excused absences (including, but not limited to, medical appointments);
- Extended deadlines;
- Alternate assignments;
- Access to online coursework and/or transition to online course sections
- Change in course schedule or course sequence (so long as such changes do no fundamentally alter the academic program);
- 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 including accessing online content, can be provided under Title IX 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.

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 Title IX Coordinator will maintain appropriate documentation related to pregnancy-related accommodations.

In situations such as clinical rotations, labs, group work, faculty are expected to work with the student and Title IX Coordinator 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 voluntary leave. The Title IX Coordinator can assist with such processes.

Students are encouraged to communicate regularly with faculty and the Title IX Coordinator to draft a proactive plan 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 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. On-campus housing is not designed to accommodate or appropriate for infants. A reasonable accommodation for a postpartum student may include refunds of housing and meal plan charges.

**Pregnancy-Related Discrimination/Harassment**

Students who feel as though they have experienced discrimination or harassment as a result of their status as a pregnant and/or postpartum 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, and will be reviewed and adjudicated through the Nondiscrimination, Harassment and Retaliation Resolution Process (Regulation 1211).

## Children in the Library

Though a college classroom is not the best place for young children, The Donald C. Proctor Library supports the education of children by allowing staff, students and community patrons to borrow materials from the children's collection. To provide a safe environment for visiting children, the following guidelines and procedures are in effect:

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

Signage detailing parent/caregiver responsibilities is displayed at each entrance and in the children's collection area. (*Policy 6510*)

## Additional Services and Resources

College can feel daunting sometimes, especially if you need support and don't know how to find it. A guide to many of our services and resources that can help you reach your academic and career goals is listed on the SFCC website under "Student Resources and Support." There you can find details about Counseling Services, Student Technology Help Center and 24/7 Help Desk, TRiO Student Support Services, Testing Services, Tutoring Services, Veteran Services, and much more.

SFCC's Care Team is a group of staff and faculty who work together to help students at all SFCC locations who are having difficulties inside and outside of their classes. The Care Team's goal is to make sure students feel safe and supported here at SFCC.

The Care Team:

- Gives students, teachers, and others a confidential way to share if a student needs help or is having a hard time.
- Is made up of a diverse representatives from key support offices across the College who look at each student's situation and figure out the best way to help.
- May be able to offer students who are having trouble in school or in their personal lives campus and community resources and help them solve or manage those problems.
- Works with faculty and other employees on how to spot students who need help and what to do to support them.

## Getting Involved on Campus

*Students who are actively involved with groups, clubs or other students outside of the classroom regularly report being the most pleased with their experience at SFCC and are more likely to complete their respective degree or certificate programs. In this section, we highlight the ways for you to become active in student organizations, athletics, and other student leadership roles on campus. If you have questions about anything in this section, please contact the Director of Student Life at StudentLife@SFCCMo.edu or our Campus Housing Coordinator at Housing@SFCCMo.edu.*

### Student Clubs and Organizations

There's never a dull moment when you're a Roadrunner! Our events keep you motivated, learning, experiencing, and open to new adventures.

We hold movies outside on the Quad, trivia nights, open gyms, eSport events, free snacks and meals, and so much more – all to enhance your college experience. There are more than 15 clubs and organizations for students at SFCC. You can review a list of clubs and activities, as well as how to start your own campus club, on the "Student Activities" page on theSFCC website.

### SFCC Athletics

Dozens of students represent SFCC as Roadrunners as members of our 15 competitive athletic teams. Student-athletes participate in NJCAA-sanctioned sports including:

- Baseball
- Men's & Women's Basketball
- Shooting Sports
- Men's & Women's Cross Country
- eSports
- Men's & Women's Golf
- Men's & Women's Soccer
- Softball
- Spirit Squad
- Men's && Women's Track and Field.

Whether you are interested in trying out for a team, or just enjoy being in the stands cheering on your fellow students, SFCC Athletics has tons of opportunities for you. Check out details about our teams, rosters, game/competition schedules, and much more at SFCCRoadrunners.com.

### Student Government Association (SGA)

The Student Government Association (SGA) serves as the representative organization of the student body of the College. The SGA will 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 *(Regulation 2940).*

### Living on Campus

SFCC offers limited on-campus housing at the Sedalia location. Students who wish to take advantage of the convenience of on-campus housing may apply to live in traditional residence hall-style rooms or campus-leased apartments adjacent to the Sedalia campus. Additionally, students choosing to live on-campus are required to purchase a meal plan to be used in the Stauffacher Café dining hall. To review current housing application deadlines, costs and room configurations, visit the "Living on Campus" page on the SFCC website.

## Finishing Your Degree or Certificate Program

*You did it! After all the hard work you've put in to finishing your degree or certificate program, now it's time to plan your next steps after SFCC. In this section, you will find important information about graduation honors, attending Commencement ceremonies and requesting official transcripts. If you have any questions about information in this section, please reach out to the Office of Academic Records and Registrar at Registrar@SFCCMo.edu.*

### Degree Program Statue of Limitations

The College maintains three 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. *(Regulation 2511)*

### Graduation Requirements

Students should apply in the semester 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.

**Degree Requirements and Conferral**

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

1. Complete the curriculum required for the specific degree program.
2. Complete at SFCC a minimum of 15 credit hours toward the degree.
3. Maintain a minimum cumulative and institutional grade point average of 2.00. Associate of Arts in Teaching students are required to have at least a 2.75 cumulative grade point average, a 3.0 grade point average in all content area courses and complete all sections of the MoGEA with the required scores for each section.
4. Complete an application for graduation after enrolling for the final semester.
5. Order commencement regalia from the Campus Store and attend commencement. Attendance at commencement is strongly encouraged and should only be missed due to unusual or extenuating circumstances.
6. Degrees are conferred at the end of the fall, spring and summer terms. The last date of the term is used as the conferral 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 degree. Students who have not completed all requirements and submitted all documents will be moved to the next term.

**Certificate Requirements and Award**

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

1. Complete the curriculum required for the specific certificate program.
2. Complete at SFCC a minimum of 15 credit hours toward the certificate. If the certificate is less than 15 hours, then residency is the total number of hours of the certificate.
3. Maintain a minimum institutional and cumulative grade point average of 2.00.
4. Complete an application for graduation after enrolling for the final semester.
5. Order commencement regalia from the Campus Store and attend commencement. Attendance at commencement is strongly encouraged and should only be missed due to unusual or extenuating circumstances.
6. Certificates 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. Students who have not completed all requirements and submitted all documents will be moved to the next term.

**Automatic Awarding of Certificates and Conferral of Degrees**

SFCC reserves the right to award certificates and/or confer degrees for current or former students who have met completion requirements but have not formally initiated the graduation process. Degrees and certificates are posted at the end of the term in which they are earned (in August, December and May).

**Diplomas**

Diplomas are mailed to graduates at the end of the semester after a final degree audit is conducted.

**Qualifications for automatic degree award**

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

Diplomas will not be ordered and mailed without completion of an application for graduation prior to the end of the term that the degree is awarded.

**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
- Magna Cum Laude: 3.80-3.89
- Summa Cum Laude: 3.90-4.00

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

Institutional grade point average Institutional grade point average 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 at the end of the summer term. This includes any non-course requirements if applicable.

Only students with a cumulative grade point average of at least a 2.00 at the end of the fall semester (or upon the successful completion of all coursework) may participate.

**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. The application for graduation is valid until the end of the summer term each year. If all graduation requirements are not met, the student must reapply.

**Diplomas**
Diplomas are mailed to fall and spring graduates at the end of June and at the end of August for summer graduates after a final degree audit is conducted. (*Regulation 2511*)

## Transcripts

An academic record (transcript) is permanently maintained for each student who enrolls at SFCC. SFCC uses the Parchment Portal as our online transcript services provider. We do not accept transcript requests in person, by telephone, email, fax, or in writing. Students may choose the following delivery options when requesting an official transcript: mail, hold for pickup, electronic PDF direct to recipient.

We do not offer same-day, fax or rush options. It is important to check with your recipient to determine which delivery options are acceptable. A transcript is not considered official if the seal is broken.

Current students or former students who still have access to Experience may also request a transcript online in Experience > Student > I
need to … Request Official Transcript or Check Status.

**Cost for an official transcript**
A detailed current tuition and fees listing is available online at **www.sfccmo.edu** or from the College. You can pay with a credit or debit card.

**Unofficial transcripts**
SFCC does not issue unofficial transcripts. A student who still has access to his or her Experience account may print an unofficial transcript under Academics tab > I need to… Check my unofficial transcripts

State Fair Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. All campus locations are smoke- and tobacco-free. State Fair Community College is an equal opportunity employer/program and does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. Auxiliary aids and services are available upon request to individuals with disabilities.