

# **Crowder** **College**

## **Course Catalog** **2006-2007**

***Established by the Junior College District  
of Newton-McDonald Counties, 1963***

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### **Main Campus**

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(417) 455-5731, Records Office Fax  
[www.crowder.edu](http://www.crowder.edu)

### **Cassville Campus**

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### **Nevada Campus**

Crowder College Moss Higher Education Learning Center  
600 West Edwards Place, Nevada, MO 64772  
(417) 667-0518  
Fax: (417) 667-0536

### **Webb City Campus**

Larry and Virginia Hickey Building – Crowder Regional Technical Center  
600 S. Ellis, Webb City, MO 64870  
(417) 673-2345  
Fax: (417) 673-2300

### **Crowder College Downtown Center**

209 N. Valley St., Neosho, MO 64850  
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## **An Introduction to Crowder College**

### **Mission**

**IT** is our mission and purpose to serve the needs of people by actualizing each person who chooses Crowder College in terms of his or her self-worth and ability to function in society as a responsible citizen.

**WE** believe that access and quality are compatible; and that both can be more fully realized through a proactive stance seeking to make the public aware of and interested in opportunities available.

**WE** believe in strong ties and relationships between the college and other educational institutions, both secondary and post-secondary, the community, and the businesses and organizations that support our community.

**WE** view the college as having an active role in economic and social development through continuing education and customized training, directed toward improving work skills and productivity, creating a more desirable work and social environment, and adding to the general quality of life within the region.

**IN** each course and program, all endeavors will be concerned about and committed to the development of each individual's ability to master the content of offerings, make ethical decisions, develop analytical skills, cultivate

physical health and well-being, develop self-worth and learn the value of working together and serving others.

**THE** college recognizes a two-fold responsibility in its commitment to student growth and development. The first is to assist in acquiring the skills and awareness needed to function as productive and responsible citizens. The second is to evaluate this progress so that both the student and the institution are able to measure the growth.

### **Philosophy and Policy on Values and Rights**

It is the policy of Crowder College to convey certain fundamental values, insofar as possible, to all those enrolled as students. Emphasis, in all course work, extra-curricular activities and social contact, is given to developing a growing awareness in the individual of the importance of integrity, lawfulness and other characteristics of maturity, such as respect for the rights of others as individuals and the value of work and productivity in the lives of everyone. This policy takes recognition of economic self-reliance as a cherished priority. It strongly embraces character building as a proper function of education. The sanctity of the family is to be encouraged as we recognize the family as a cornerstone of a healthy society. Reference is made to the Northwest Ordinance of 1787 which led to the establishment of land grant colleges which states, "Religion, morality,

and knowledge, being necessary to good government and the happiness of mankind, schools and the means of education shall be forever encouraged." This policy in no way takes away from the established goal of competency in and mastery of course content in all offerings at Crowder College. We the undersigned members of the board of trustees of Crowder College, hereby reaffirm this policy for continued implementation by the administration and faculty of Crowder College.

Adopted by Crowder College Board of Trustees, July 13, 1978

### **Vision Statement**

***Crowder College ...Building a civil, serving, literate, learning community of responsible citizens***

*Crowder College is an equal opportunity/ educational /employment institution, and is nondiscriminatory relative to race, religion, color, national origin, sex, age, and qualified disabled. Crowder College is committed to providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the basis of handicaps, race, color, sex, creed, or national origin. Dr. Sonya Pearson, Dean of Student Services, 601 Laclede, Neosho, MO 64850, 417-455-5636, coordinates efforts to comply with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the*

*Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. To review the complete Title IX policy and grievance procedures refer to the student handbook.*

### **Affiliation and Accreditation**

Crowder College is accredited by the Missouri Department of Elementary and Secondary Education and the coordinating Board for Higher Education. The College is also fully accredited by the Higher Learning Commission, a member of the North Central Association. Program accreditations are in the Missouri State Board of Nursing, Teacher Education Certification, through the Department of Elementary and Secondary Education, and the National Institute for Automotive Excellence (ASE).

Graduates of the Associate of Arts programs are admitted without examination to junior standing in all public universities and colleges in Missouri and many outside the state of Missouri. Crowder is an active member of the Missouri Community College Association and the American Association of Community Colleges.

### **Opportunities**

The college will provide opportunities for people to pursue associate degrees, certificate and diploma programs, plus continuing education to include:

- A. A program in the Arts and Sciences directed toward transfer to baccalaureate degree granting institutions and to general intellectual enrichment;
- B. Career education leading to economic self-reliance;
- C. Both developmental and honors education to allow greater opportunity to fully exercise each individual's academic potential;
- D. Endeavors to enrich life through cultural and avocational opportunity;
- E. Partnerships with business, industry and others designed to support a greater quality of life and an economic base in the community.

### **Student Abilities**

Nine student "abilities" have been identified from the Crowder College Mission Statement. Faculty are expected to teach beyond academics and basic skills to ensure that students develop abilities in these areas. There is a matrix that has been developed to show which courses address the student abilities. The definitions for these abilities are as follows:

- **COMMUNICATION**

Communication is the process by which a thought or impression is effectively moved through its unique mode from one person or source to another.

- **RESPONSIBLE CITIZENSHIP**  
Citizenship refers to the relationship between an individual and the community to which he or she belongs. Responsible citizenship involves the recognition of the inseparable rights and duties associated with membership in this community. It also requires accountability and meaningful participation in public decision making and obligations of life in this community.

- **PROBLEM SOLVING**

Problem Solving is the process of identifying an obstacle or dilemma, using critical thinking strategies and decision making skills, and applying appropriate measures needed to overcome or resolve the obstacle or dilemma.

- **CULTURAL AWARENESS**

Cultural Awareness is the recognition of, and the appreciation for, the history, customs, lore, skills, arts, observances and beliefs of a people and how these components meet basic human needs in response to a changing environment.

- **ENVIRONMENTAL AWARENESS**

Environmental Awareness is an understanding of the external conditions that influence growth and development and how human choices influence the relationship between living beings, their surroundings and their quality of life.

- **ETHICAL DECISION MAKING**

Ethical Decision Making is the selection of courses of action in

accordance with principles or standards of right or good conduct.

- **PHYSICAL AND EMOTIONAL HEALTH**

Health is a condition of physical and emotional well-being of the individual, which is achieved through competent self-care and satisfying relationships with others.

- **SELF-ASSESSMENT**

Self-assessment is a process of determining one's level of functioning, both strengths and weaknesses. It precedes the final decision-making stage of evaluation, focusing upon a number of variables judged to be important, and using a number of techniques to provide authentic and meaningful feedback for improvement.

- **MANAGING INFORMATION**  
Managing information is the ability to access, utilize, implement, and store information from electronic and other sources in order to make informed decisions, present information, and solve problems.

### **Campus Information**

The Crowder College campus covers 608 acres south of Neosho on Highway 59 and Route D. The facilities listed can be found on the map on page 105.

- **Alternative Energy & Transport Training Complex (11)**

Houses Crowder's award-winning solar and electrical powered vehicles, transport training (truck and bus driver) classrooms and related shops.

- **Anna H. and John Y. Williams Agricultural Science Center (15)**

Houses classrooms and laboratories including a telecommunications classroom, computer classroom and laboratory facilities for meat science, soils and crops, horticulture and poultry science. A conference room and agriculture resource center is also included in the facilities.

- **Baseball Field (14)**

Location for Roughrider home baseball games.

- **Bookstore (1)**

Texts, related instructional resources, office supplies, assorted

Crowder clothing and limited personal supplies are sold on campus, through the campus bookstore, 1st floor, McDonald Hall.

- **Cafeteria (3)**

The college cafeteria is located on the 1st floor of Newton Hall. The cafeteria offers an all-you-can-eat program that is open to the public. Meal costs are available in the college cafeteria.

- **Elsie Plaster Community Center (5)**

The Elsie Plaster Community Center contains an auditorium, aerobics-makeup/dressing room, rehearsal classroom, music & art history classroom, five individual practice rooms and the Longwell Museum. The EPCC serves the students and faculty of Crowder College, as well as the businesses, industries and citizens of the four-state area.

- **Bob Sneller Gymnasium (4)**

Location for Lady Roughrider home basketball games, and accommodates Physical Education, intramural, community and performance programming with seating for 2,000.

- **Freeman Family YMCA (17)**  
Specially priced memberships are available for students to utilize the fitness center, indoor pool, racquetball courts, and more.

- **Freeman Neosho Hospital Fitness Trail (9)**

Walking trail, plus various fitness stations.

- **Headstart Building (13)**

Adjacent to, but not a part of Crowder College.

- **Health Services Office ( )**

Located within the Residence Complex.

- **Maintenance Building (10)**

Houses the campus maintenance center.

- **McDonald Hall (1)**

Houses classrooms, offices, computer labs, the Crowder Bookstore, print shop, and the Information Technology Office.

- **Newton Hall (3)**

Houses the President, Student Services, Business Office and Development Office, Academic Resources Center (ARC), Student

Support Services, Career Services and Resource Center, Cafeteria, Rider Grill, Art & Design, Communications and Journalism instructional departments, and the Computer Writing Labs.

- **Post Office (1)**

Mail service for staff is coordinated through the Post Office, 1st floor, McDonald Hall (in the bookstore). The Residence Complex handles the mail for students living on campus.

- **R. L. (Bob) and Ethel Brown Residence Complex (16)**

Consists of 15 houses, each containing 6 suites that accommodate 12 students per house. The Residence Complex provides students access to the campus computer network. Students who own computers are encouraged to bring them. Each suite is furnished with beds, desks, and chairs for two students. The common area of each house is furnished with a sofa, chair, end table, round table and four chairs and a microwave. Laundry facilities are available in the Complex. Phones are provided in each house, but students may arrange to have personal phone service to their suite. The Residence Complex is accessible for individuals with disabilities.

- **Smith Hall and Annex (8)**

Houses the Environmental Resource Center (ERC) as well as the Upward Bound offices of the TRIO program. The ERC serves environmental professionals throughout the area through hands-on shop classes, classroom facilities and laboratories, and a variety of training materials. The ERC has been designated as the Missouri State Environmental Training Center by the United States Environmental Protection Agency (USEPA).

- **Softball Field**

Location for Lady Roughrider home softball games.

- **Solar House s (19)**

Crowder College's entries in the 2002 and 2005 Solar Decathlon competitions in Washington D.C. The 2002 house won the People's Choice Award.

- **Student Center (2)**

Houses the Cashier's Office as well as connects Newton and McDonald Halls and provides space for relaxation

- **Technical Education Center (6, 6a, 6b, 6c, 7, 18)**

Includes five units serving both college career and area secondary students.

- **Truck Driver Training Complex (12)**

Houses the truck driver training classrooms, offices, and mechanics building.

### **Cassville, Nevada, and Webb City Campus Services**

Full associate degrees in general studies are available as well as courses in office, business, teacher education, and computer applications.

- Traditional day, evening, weekend, on-line and continuing education courses available.
- Fully networked computer labs.
- Admissions counselors available.
- Student support services are available on a rotating schedule, including financial aid, career placement testing, COMPASS testing, bookstore and seminars.
- ABE/GED classes (Cassville site only).
- GED testing (Nevada and Cassville sites).

### **General Admission Requirements**

Individuals at least 16 years of age who submit the following documents:

1. Application for admission with the required \$25 application fee.
2. All high school and college transcripts (see transcript policy).
3. Certificate of home school completion.
4. Certificate of high school equivalency through the General Education Development test (GED).

College Orientation (COLL 101-1 credit)

## **6 General Information**

COLL101 is a required course for all degree or certificate seeking students during their first enrolled semester. Paramedic, waste water, and truck driving certificate programs are excluded. Transfer and returning Crowder College students (first enrolled prior to fall 2005) that have successfully completed college orientation elsewhere or have a cumulative grade point average of 2.0 on a minimum of 24 credits are exempt from this course.

- Students that are non-degree seeking are not required to take COLL101. However, if students become degree or certificate seeking, they will be required to successfully complete the course.
- Students that were enrolled before Fall 2005 (when the course was officially in the catalog) are not required to take the course and are grandfathered in. However, students must be consecutively enrolled prior to Fall 2005 to be considered under the grandfather clause.

### Special Admission and Re-admission Guidelines

Special Admission is granted to the following individuals:

1. Students at least sixteen years of age but not a high school, home school, or GED completer.
  2. Students who have completed their sophomore year with a g.p.a. of = 3.0 in a high school program, or comparable home school program and who have written approval of an appropriate school official may enroll as a part-time student while still attending high school/home school.
  3. Students attending an accredited high school and participating in the Crowder College Dual Credit/Dual Enrollment program.
  4. Readmission, suspension, and appeal process (see page 13).
- A student in category 1 or 2 above is not permitted to enroll for or accumulate more

than six (6) semester hours until he/she graduates from high school, or completes a home school program or the G.E.D. exam.

- A student requiring special admission must be in compliance with all other college policies and is not eligible to receive any form of Title IV financial aid without an Ability to Benefit test. Information about the Ability to Benefit test is available in Student Services, Newton Hall second floor, or any off-campus site.
- Students admitted under special admissions will be required to meet the same placement requirements.

### Transfer Student Admissions

A student who has attended another college or university before enrollment at Crowder must provide proof that he/she was in "Good Academic Standing" at the last college attended. Students with a transfer grade point average that does not meet the Crowder guidelines for Satisfactory Academic Progress will be placed on Academic Probation. Students on Academic Suspension from a previous institution will be required to meet the Crowder standards for Satisfactory Academic Progress before being allowed to enroll for classes (see Student Progress Policies, p. 13).

### Transcript Policy

All students must submit an official transcript prior to or upon submitting application for enrollment.

### Unofficial transcripts will be accepted for one semester only.

Students without an official transcript on file by the end of the fourth week of classes or prior to the next semester of enrollment will receive a records hold on their account. Students requesting financial aid will not be eligible to receive aid for the current or subsequent terms without an official transcript on file. Transfer, degree and non-degree seeking students that do not meet the satisfactory progress standards must adhere to

the Retention Alert and Suspension Appeal policy and procedures. **All students on suspension status must submit a petition for readmission to the Records Office.**

### International Student Admissions Required Documentation

1. Application for Admission – The application must be completed in English and the application fee paid.
2. Current Passport and Visa – Copies will be made upon arrival at the college.
3. High School Transcript - Copies of the high school and college transcripts must be provided.
4. College Transcripts - College Transcripts (in which credits are to be transferred) must be translated through WES (World Education Services).
5. Financial Statement -These documents must prove that money exists to pay for the first year of classes. Proof of adequate funds for the duration of study should also be included.
6. Insurance – All international students are required to have health insurance that includes medical evacuation and repatriation. Students may purchase insurance through the college OR provide proof of insurance and sign a waiver of the coverage available through the college.
7. TOEFL test score – This test is only required of students with a first language other than English and all others who do not want to take ELI courses. These students must have a written TOEFL score of 550 or a computer TOEFL score of 213.
8. Students planning to enter into the English Language Institute must demonstrate a minimal entrance-level English

proficiency through a formal telephone interview by calling (417) 455-5550 or (417) 455-5683.

- COMPASS/ESL Test -This test will be administered to all students not having English as their first language and/or students who do not have a written TOEFL score of 550 or computer TOEFL score of 213. The COMPASS/ESL Test is administered on the Crowder College campus.

The form I-20 will be issued when numbers 1, 3, 4, 5, and 7 or 8 are on file.

Students should pay tuition in full by the first day of classes or enroll in the college payment plan as any native student. All students enrolled in the payment plan are subject to the payment plan rules.

### Dual Credit/Dual Enrollment Admissions

Public high schools may, in cooperation with Crowder College, offer post-secondary course options to high school students. Dual credit courses are classes taught in area high schools by college-qualified teachers. Crowder approves these courses for Crowder College credit. Dual enrollment courses are classes taught at Crowder College (or online) and approved by area high schools to count toward high school credit. For both dual credit and dual enrollment, students receive both college and high school credit for the course work. Dual credit/enrollment students must meet all Crowder College admission requirements for classes in which they enroll. In addition, dual credit/enrollment students must have completed their sophomore year and be 16 years of age.

## Assessment and Placement

### ACT and COMPASS Testing

To facilitate student success at Crowder College, the following guidelines have been established for enrollment in Crowder courses. Crowder College will accept the ACT scores for college-level placement if a student has an English score of at least 19, a math score of at least 22 and a reading score of at least 18. If a student's ACT scores are below the levels listed above, he/she must take the COMPASS test for placement purposes.

The COMPASS test is a placement test for students enrolling for an English or mathematics class. The scores on this test are used to enroll students in appropriate levels of English, mathematics, reading, or other courses, which require a minimum score for placement. The COMPASS consists of three parts: Math, Reading, and Writing. The \$25 application fee to Crowder covers the cost of the first attempt of the test. Retakes of any section cost \$5 each.

The range of scores for placement in other identified courses is available in the Academic Resource Center (ARC). The assessment and placement guidelines have been developed, after careful consideration, to promote the greatest level of individual student success.

Students who are required to enroll for a college preparatory class (a class numbered less than 100) must maintain a grade of C or better in each of the prescribed courses in order to continue with college level coursework. Crowder College placement exams, either ACT or COMPASS, are required of all first time students who are seeking a degree, enrolling for 7 credit hours or more, or enrolling for a course that has a placement requirement. Transfer students who have not completed their freshman requirements in English and/or math will be required to take the Crowder College placement exams or provide adequate ACT scores.

Students who have completed 6 hours will be required to take placement exams prior to enrolling in additional coursework.

The COMPASS placement exam is for **“placement”** only. To better align Crowder College with ACT regulations, a student has the option of **one retake per section, per year** of the COMPASS (Math, Reading, and Writing). ACT clearly states that allowing more than one retake per year compromises the integrity of the test, and that **“statistically, placement rarely changes from the original score.”** Crowder College will honor the highest COMPASS score achieved for placement in prerequisite courses for enrollment of the following semester. If a student wishes to “test out” of a class, the CLEP test is the more appropriate choice (for English or Math), or the Testing Out “Credit by Examination” option outlined in the Crowder College catalog. See the Crowder catalog for more information, and/or speak to ARC Staff for CLEP and Testing Out opportunities.

A student cannot retake a section on the same day a test was administered. The probability of the student scoring at or within a couple of points of the original score is very high without proper studying for a second administration of the test. It is the experience of ARC Staff that nothing is gained by immediate retakes. This however, can be appealed to the ARC Director, or designated personnel at off-campus sites if dire need is demonstrated for an immediate retake.

For students who have taken the COMPASS on a retake basis for the year (used their one time already) and wish to take the COMPASS again during any given year may have the opportunity if the following takes place – 1) an appeal must be made to the ARC Director, who then confers with the Dean of Students, 2) the student's instructor (of which the student is currently taking a class) asks specifically for a retake, because they feel that the student is improperly placed and could take a

higher course, 3) the student was physically ill, a malfunction of the computer, an emergency tore them away from the test, or a drill/emergency of some kind took place (fire, tornado) causing the test to end. These and other exceptions can be appealed with the ARC Director or a Crowder site manager on a case-by-case discretionary basis.

Students may call the Academic Resource Center at (417) 455-5602 or visit [www.crowder.edu](http://www.crowder.edu) for a complete COMPASS exam schedule. Additional COMPASS Guidelines are available for review in the Academic Resource Center, or on the Crowder website.

### **College Level Exam Program (CLEP)**

Students who have taken CLEP tests and wish to receive credit must have scores at the 50th percentile or higher on Subject Matter exams. The college does not grant credit for the CLEP General Examinations. Credit is given only in course areas offered as part of the normal college curriculum.

Students wishing to take CLEP exams may obtain information through the ARC (417) 455-5602. Crowder College is a limited testing center.

### **Testing Out (Credit by Examination)**

Credit may be granted in selected courses to entering freshmen and other students who pass appropriate examinations. Students wanting to TEST OUT of a class and do so before the class begins will be charged a \$50 assessment fee. Students who pass the test at the level designated by the department in which the test is taken will be given credit for the class. Students not passing at the designated level will not receive credit and the \$50 fee is non-refundable. Students who are currently enrolled in a class and attempt to test out during the

semester will still be required to pay regular tuition for that class. Scholarships do not cover tuition for credit earned through testing out.

### **Advanced Placement**

High school graduates participating in the College Board Advanced Placement Program and passing the final examinations with a score of 3, 4, or 5 in the following areas will receive credit for these subjects: Political Science, PLSC 103; English Language & Comp, ENGL 101; Calculus AB, MATH 150 & 160; Biology/BIOL 101; Chemistry, CHEM 111; Physics B, PHYS 111; Spanish Language, SPAN 101.

### **Military Service and Training**

Students with two years of verifiable active military duty will automatically be granted two (2) hours of Physical Education and two (2) hours of Health and Hygiene. Other military coursework will be evaluated individually through interviews and submission of certificates documenting successful completion. Credit is normally granted for military coursework that has a course equivalent at Crowder College and is appropriate to the student's major. Students interested in having military coursework evaluated should contact the Records Office located in Student Services.

### **Student Classifications**

#### **Degree Seeking Students**

A student who has satisfied all admission requirements and is enrolled as seeking a degree or certificate.

#### **Non-Degree Seeking Students**

A student who has satisfied enrollment requirements but has not enrolled as one seeking a degree or certificate. A non-degree seeking student must comply with all other college policies, including placement testing for English and math courses. Regardless of semester hours accumulated, the student will not be granted a degree or certificate until he or she declares a major, files for a graduation check,

pays applicable graduation fees and takes the exit exam.

### **Dual Credit/Dual Enrollment Students**

Dual credit and dual enrollment students are high school students meeting the admissions requirements stated on p. 7 & 8. Dual credit students are enrolled in classes offered at their respective high schools. Dual enrollment students attend classes at Crowder College or by other special arrangements as necessary.

### **International Students**

A student that is a non-resident (non-immigrant) alien attending college with the purpose of returning to their homeland once their education is complete.

### **Senior Citizen Students**

Students age 62 or older, who reside in the state of Missouri and are otherwise eligible to attend, are granted a tuition waiver equivalent to in-district tuition on a space available basis. Senior citizens do pay for books, supplies, and laboratory and facility use fees. The tuition waiver applies only to "regular" tuition courses and is not applicable toward Community Education classes. Students admitted under these policies are not eligible to receive PELL grants, loans or other Title IV financial aid without an Ability to Benefit. For questions concerning Ability to Benefit, contact Financial Aid (417) 455-5434.

### **Lifetime Learner Students**

Students who have graduated from Crowder College before 2000 with a degree or certificate are allowed to enroll in one tuition-free course. Students who graduated after 2000 are allowed to enroll in one three-credit course with a tuition waiver. Lifetime Learners must present the Lifetime Learning Guarantee Card upon enrollment to the Cashiers Office and Admissions Office at any Crowder College campus. Students who fail to present a Lifetime Learning Card upon enrollment will be charged regular tuition fees.

## Degree Classifications

### Associate of Arts Degree (A.A.)

The degree requirements are listed in the catalog. This degree is usually earned by students who concentrate in liberal arts or business courses on the college transfer level. The degree requires at least 60 units of credit.

### Associate of Science Degree (A.S.)

The degree given to students who have completed the requirements listed in the catalog. Associate of Science degrees have been developed for transfer to specific universities and programs. Crowder College offers A.S. degrees in Nursing and Pre-Engineering.

### Associate of Applied Science Degrees (A.A.S.)

The degree given to students who have completed the requirements listed in the catalogue. A.A.S. graduates are prepared for the world of work upon completion of their selected program. While not designed for transfer, selected A.A.S. programs may be transferred to four-year colleges through special articulation agreements. The degree requires at least 60 units of credit.

### Certificates of Study

Certificates of Study are given to students who have completed the requirements listed in the catalogue. Certificates of Study are designed to prepare students for entry level positions in a variety of fields. The number of units of credit varies with the certificate program selected.

## Course Classifications

### Repeat Course

A course already taken by a student in which credit has been earned may be repeated. Students may repeat any course and have the second grade earned used in the calculation of GPA. Any subsequent attempts

will result in an average of the grades. The transcript will note the cumulative GPA which includes all attempted hours for graded course work. Repeated classes will not be funded by Veterans Benefits, Pell Grant awards, or A+.

### Online Course

A course offered through the Internet. Students must meet certain requirements to take online classes and sign an Online Course Agreement. Keyboarding and word processing experience are necessary, as well as access to a properly equipped computer with Internet access.

### Self-Directed Learning

On a very limited basis, students may enroll in coursework as self-directed learners. The Instructor, the Division Chair and an instructional dean must grant approval. Forms are available in the Instructional Office.

### Flex Classes

Classes that employ a combination of in-class attendance and on-line course work.

### Traditional Course

Traditional courses meet with the instructor in a classroom. Time spent in class weekly corresponds to the number of credit hours earned. Additional time may be necessary for lab work.

### Non-traditional Credit

Requests for college credit acquired through means other than classroom or laboratory experience should be initiated in the Instructional Office. The student should arrange for an appointment with the appropriate Division Chair or Program Director and have appropriate certificates, test scores or other documentation of successful completion of the work for which he/she is requesting credit.

**Non-traditional credit will not be transcribed if the student is not enrolled.**

## Experiential Credit

Opportunity for credit may be possible through on-the-job experiences, trade or technical skills, etc. Students interested in applying for such credit should do the following:

1. Contact the appropriate Division Chair or Program Director to arrange an appointment.
2. Submit a letter of application that includes documentation of the experience to be evaluated.
3. Attach an Alternative Learning form to be signed by appropriate individuals if credit is to be granted. Alternative Learning forms are available in the instructional offices.

Experiential credit will be evaluated by a team of professionals based upon the information presented by the student.

## Auditing a Course

Students may AUDIT a class for personal development. No credit or grade is received for the classes, but fees are the same as for credit enrollment. Audits must be declared by the second week of class. Audits are not counted in calculating financial aid.

## Community Education Classes

These classes are offered on a not-for-credit basis and have varying durations and fees. Classes are offered each semester and feature a variety of disciplines, skills, and activities. Interested individuals should contact the Community Education office at (417) 451-5142.

## Catalog, Program, Course, and Policy Changes

*The information in the catalog was accurate at the time of publication. The College reserves the right to make changes affecting policies, fees, curricula or any other matters cited in the catalog. The College will give reasonable and adequate notice to students to allow time to adhere to any changes in the catalog. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in the catalog may change with reasonable notice. Not*

*all courses are offered each academic year and faculty assignments may change without notice.*

Students consecutively enrolled must adhere to program requirements listed during the first semester enrolled but may elect to use the current catalog program requirements, but not more than one catalog shall be applied to meet graduation requirements. **Students requesting to change to new program requirements under the current catalog should contact their advisor or the Records Office, prior to submitting a Graduation Check form, to receive advisement on graduation requirements.** Students not consecutively enrolled must adhere to any new program requirements and policies as listed in the current catalog.

### **Payment of Fees**

Students are responsible for the timely payment of tuition, fees, and other applicable charges. Students will not be considered officially enrolled until all financial obligations have been met.

### **Pre-registration**

Students may pre-enroll in classes during designated pre-enrollment periods. Payment arrangements must be made by the first day of Regular Enrollment (please refer to the admissions calendar on the Crowder College web site). Acceptable payment arrangements include:

1. Payment in full
2. Financial aid in order
3. Participation in the Tuition Management Plan (TMS).

If arrangements have not been made by the first day of Regular Enrollment, the student's pre-enrollment is cancelled (except in cases where acceptable alternate payment arrangements have been made).

### **Regular enrollment**

Students enrolling during the Regular Enrollment period must

make financial arrangements as listed above. Failure to make financial arrangements will result in disenrollment by the second week of classes.

### **Acceptable payment arrangements**

1. Cash payment of account in full,
2. Proof of adequate Federal financial aid (Pell, etc.) or third party payment (VA, TRA, A+, etc.),
3. Participation in the college sponsored payment plan (contact the Cashiers Office for more information).

### **Residency Status Policy**

#### **To establish residency status:**

Residency status is established at the time a student matriculates or enrolls at Crowder College. To establish residency status proper verification must be provided or available upon application to verify eligibility for lower tuition rates of in-district and out-of-district students (see the residency requirements below or contact Records at 417-455-5664). The residence of a minor student will be the residence of the parents/legal guardian(s) unless the student has established court declared emancipation.

#### **To maintain residency status:**

The student establishes residency status at the time of the application and that status remains in effect while the student is continuously enrolled at Crowder College (summer terms excluded). Students not continuously enrolled may be required to provide further verification of their of their current residency status upon re-enrollment.

#### **Changing residency status:**

A request for a change of residency status must be submitted, in writing, to the Records Office with appropriate evidence or documentation of residency change. Administrative action to change the residency status of a student is at the discretion of the College Dean of Students. In accordance with the Due Process policy, students may

appeal decisions by submitting a grievance to the College Dean of Students for review (see Student Handbook for further information on non-academic appeals/grievance procedures).

Four categories of residency in which the student is classified for the purpose of assessing fees and tuition include the following:

### **District residents**

A student (or parents/legal guardians, if he/she is a minor) who has established residency within the college district (Neosho, Diamond, Seneca, East Newton and McDonald County school districts) must submit requests for change of status, no later than, **two (2) weeks prior** to the term for which the change is requested. A change to District Residency may be requested if the student (or parents/legal guardians, if he/she is a minor):

1. Becomes a Real Estate or Personal Property Taxpayer in the college district and presents a current paid tax receipt issued by the county tax collector.
2. Provides verification of Marriage to a Missouri Resident who is/becomes a real estate taxpayer or personal property taxpayer in the college district and presents a current paid tax receipt, issued by the county collector, to the Records Office.
3. Military Discharge in the state of Missouri while residing in the college district.
4. Rental Agreement or records of monthly receipts and a second form or verification of district residency to evidence, at least, one (1) year of residence in the college district prior to the semester enrolled; unless, the student or parent can submit evidence or receipts of real estate or personal property tax payments to the District of Newton (Neosho,

Diamond, Seneca, and East Newton School Districts) or McDonald County school district.

### **Out-of-District, Missouri Resident**

A student (or parents/legal guardians, if he/she is a minor) who has established residence in the state of Missouri, one year or longer, prior to initial enrollment at Crowder College. A change to Out-of-District Resident may be requested if the student or parents of a dependent student provides evidence of:

1. Military Discharge in the state of Missouri.
2. Rental Agreement or records of monthly receipts to evidence, at least, one (1) year of residence in Missouri; unless, the student or parent can submit evidence or receipts of real estate or personal property tax payments in the State of Missouri.
3. Provides verification of Marriage to a Missouri Resident.
4. Employment Transfer.

### **Out-of-State Resident**

A student (or parents/legal guardians, if he/she is a minor) whose residence is in a state other than the state of Missouri.

### **International Resident**

A student (or parents/legal guardians, if he/she is a minor) whose legal residence is in a foreign country at the time of registration.

Complete Residence Status information is available in the Records Office.

### **Course Changes and Withdrawals**

Students are responsible for their class enrollment status and may add classes through the registration deadline.

Students are also responsible to officially withdraw, in writing, from

### **12 General Information**

their class(es). Failure to attend class does not constitute a withdrawal.

Students who have never attended class(es) by the first four (4) weeks of the semester will constitute an administrative withdrawal and the student will not be guaranteed re-entry to the dropped courses. Students eligible for financial aid are not eligible to receive disbursements for never attended courses.

Withdrawal forms are available at each Crowder College location and may be completed and left with the appropriate personnel, or a written notification that clearly indicates the class(es) to be dropped may be mailed directly to: Crowder College, Admissions Office, 601 Laclede, Neosho, MO 64850.

A student may withdraw from a traditional semester (16 week) course without grade penalty during the first twelve weeks of a traditional semester, the first three weeks of a (4 week) semester, or the first six weeks of an (8 week) semester. Students wishing to withdraw from any other course must do so prior to mid-term of that course. It is very important that students refer to the Tuition Refund Policy to understand what amount of tuition, if any, will be refunded based upon their withdrawal date. Failure to withdraw from a course will result in a grade of an "F" for the course(s) and the student will be financially responsible for the tuition and fees.

### **Hardship Withdrawals**

Students experiencing extenuating medical or family hardships or emergency situations which prevent course completion may submit a request for Hardship Withdrawal to the Dean of Students. The student may be required to document unusual circumstances which justify request for a hardship withdrawal. The granting of a hardship withdrawal will also depend upon whether the student is passing the course as of the effective date of the hardship request. Refer to the Student Handbook for restrictions.

### **Course Cancellations**

There are times when classes may be cancelled due to low enrollment. Fees paid for such classes will be refunded.

### **Tuition Refunds**

Students are eligible for refunds only if he/she have followed official withdrawal procedures in the Record's Office. Failure to attend classes does not constitute a withdrawal. If the student has paid college costs and officially withdraws, tuition will be refunded according to the refund policy after all charges have been applied to the account. If college costs have been partially or fully paid by financial aid (scholarships, grants, or loan) the refund will be returned to that financial aid source first. Any remainder will be returned to the student.

Please refer to the published refund schedule on the web site and in the Student Manual, or inquire at the Cashier's Office.

### **Financial Aid**

#### **Scholarships**

Crowder College offers a variety of college sponsored scholarships. Scholarship recipients must have acceptance forms signed and on file in the Financial Aid Office by July 1. Some scholarships may require applications, auditions, etc. Students may only receive up to four semesters of college-sponsored scholarships.

A complete list of Crowder College scholarships and the application guidelines are in the Scholarship Handbook which is available on the Crowder College website and in the Financial Aid Office, second floor, Newton Hall.

#### **Pell Grants**

Eligibility: Be a U.S. citizen or eligible non-citizen, have a high school diploma, G.E.D., home-school certificate, or be admitted as a Special Student having the ability-to-benefit from the program of study in which enrolled. Special Students

must obtain a G.E.D. certificate by the time he/she has completed 6 semester hours. Information about courses to help students prepare for the G.E.D. test is available in the Adult and Family Literacy Office, located at the Crowder College Downtown Center, 209 Valley, Neosho (451-5142).

Amount: Awards vary based upon the need of individual students as determined by the U.S. Department of Education needs analysis formula in combination with the cost of the program involved. Pell Grant award amounts are determined yearly by the U.S. Department of Education. Areas of family information that determine eligibility are: Family size, number in college, income and assets.

Apply To: Interested students must file an application for Federal Student Aid, available in the Financial Aid Office, or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

Eligibility: FSEOG funds are awarded to the earliest eligible applicants. The student will indirectly be applying for these funds as part of the Pell Grant process and will be notified of any award by Crowder College.

Amount: Awards are generally made from \$200 - \$400 per year depending on the residency status of the eligible student.

### **Federal Work-Study Program**

Eligibility: Students with demonstrated financial need may be eligible for work-study hours. The number of hours a student may work per week is determined by the expected family contribution which comes directly from the Student Aid Report, the "cost of education" as figured by the school, and all other sources of aid.

Amount: Work study jobs pay above the Federal Minimum Wage. The yearly amount a student may earn is based upon his/her calculated need. The

Financial Aid Office will determine the amount of a possible work-study award for each student applying for aid at Crowder College.

Apply to: Interested students must first complete The Free Application for Federal Student Aid. Applications and information are available in the Financial Aid Office.

### **Stafford Loan Program**

Eligibility: Students must be enrolled at least half time (6 hours) and demonstrate financial need.

Amount: There is an annual \$2,625 limit for freshmen students and \$3,500 for sophomore students. The college encourages students to borrow no more than he/she reasonably needs. Part of the advantage of a low-cost institution such as Crowder College is that a student may further his or her education without incurring large amounts of debt.

Apply to: Applications are available in the Financial Aid Office, or on the Crowder College website. Students may request for the loan to be processed through their personal banking facility if that agency is a participant in the student loan program.

Important: Students whose complete and accurate aid applications are submitted by the fall semester priority date (July 1), or the spring semester priority date (November 1), may reasonably expect Pell Grant payments around the sixth week of the affected semester.

Students completing the aid application process after July, but before the start of the semester may reasonably expect payment by midterm. Students completing the aid application process after mid-October may reasonably expect payment within four weeks after submissions are complete. More detailed information about the application process for each type of aid and the financial aid policies and procedures at Crowder College can be found in the Financial Aid Handbook available in the Financial Aid Office or on the college website [www.crowder.edu](http://www.crowder.edu).

### **\*Notice to Students/Parents**

Any student applying for financial aid (or the parent of a student) who purposely submits misrepresented information and/or altered documentation for the purpose of increasing his/her student aid eligibility or fraudulently obtaining federal funds will have the suspicions and evidence reported to the Office of the Inspector General, Washington, D.C. or to local law enforcement officials. Students will be liable and will be billed by the Crowder College Business Office for any aid funds which are received resulting from any type of overpayment which is caused by incomplete or inaccurate information submitted to the Financial Aid Office on all aid applications.

### **Honors Program**

Students demonstrating high academic standards are invited to become members of the Crowder College Honors Program. The program has been designed to provide an arena for active participation in exploring a variety of in-depth subjects, assessing one's own strengths and weaknesses, and using critical thinking as a tool for problem solving. The program reinforces the validity of the scholarly approach and prepares participants for greater intellectual challenges. The Honors Program also fosters one-on-one instruction and mentor-based relationships and allows for participation in special events, including field trips, informal gatherings and a spring banquet. Honors students receive tuition and book scholarships each semester and the Honors designation is transcribed at the time of graduation. Requirements for participation in the program have been established for high school graduates as well as transfer and non-traditional students. Those interested in the Honors Program should contact the college's Honors Program Coordinator. (417)455-5570.

### **Veteran's Services**

The Financial Aid Office acts as the Certifying Official for veterans enrolled at Crowder College.

Information about academic assistance and counseling is available to anyone entitled to educational benefits from Veterans Administration (VA). Information about VA benefits may be obtained from the Financial Aid Office, Newton Hall, (417) 455-5434.

## Student Progress and Policies

### Student Progress Policies

Credits earned toward diplomas, certificates and transfer are determined by the amount of class or laboratory time specified for each course. Full-time students carry a minimum of 12 semester hours (credits).

Students with superior scholastic marks and advisor recommendation may register for more than 16 hours based on the following formula:

- 2.50 Cumulative Grade Point Average - 17 hours
- 2.75 Cumulative Grade Point Average - 18 hours
- 3.25 Cumulative Grade Point Average - 19 hours

Exceptions to the above guidelines must be approved by an instructional dean or the Dean of Students.

Additional guidelines to be considered before registration:

1. Students should expect to study or work outside of class approximately two hours for each hour in class.
2. Regular class attendance and participation are strongly recommended. Excessive absences are detrimental to student progress and success.

Typically, Crowder College students may not earn more than a total of fifteen (15) credit hours through one or more of the following alternative learning experiences: Experiential Credit, Self-Directed Learning and Testing Out (Credit by Examination). Under unusual

circumstances, application for exceptions can be approved and should be initiated by completing an Alternative Learning Form, which is available in the Instructional Office.

### Grades

Grades are awarded on the following point system:

<u>Work Quality</u>	<u>Grade</u>	<u>Grade Points</u>
Excellent	A	4
Above Average	B	3
Average	C	2
Passing	D	1
Failure	F	0
Withdrawal	W	0
Repeat	R	0
Audit	Au	0
Credit	Cr	0
No Credit	NC	0
Pass	P	0
Incomplete*	I	0

\*Students may receive an "Incomplete" only with instructor approval. At the end of one year, coursework not completed automatically changes to an "F" grade. Students receiving an incomplete must finish the incomplete work in the time agreed upon with the instructor.

### Grade Point Average (g.p.a.)

A student's grade point average is computed at the end of each semester. The average is used in determining class rank, graduation, honors, academic alert, warning, probation and suspension. Repeated courses cancel the former grade and the most recent grade is used to compute the g.p.a. A course may be repeated one time for the purpose of improving a grade.

The semester grade point average is calculated by:

1. Multiplying the credit hours of a course by the points earned for the course grade.
2. Adding the points earned for each course.
3. Dividing the total points by the number of credit hours attempted.

Example:

ENGL 101 (B)

3 hrs x 3 grade points = 9

MATH 101 (A)

3 hrs x 4 grade points = 12

PSYC 101 (C)

3 hrs x 2 grade points = 6

HIST 106 (F)

3 hrs x 0 grade points = 0

BIOL 101 (D)

5 hrs x 1 grade point = 5

Total = 32 grade points (g.p.)

32 g.p./17 hrs = 1.882 g.p.a.

Cumulative grade point average is the total points earned in your college career divided by the total number of credit hours. Classes with course numbers below the 100 level are figured in the semester and cumulative g.p.a., but are not counted toward graduation.

Records of student progress are kept on file in the Records Office. The Records Office will send official transcripts to other schools or employers with written permission of the student. The first copy sent is free; each additional copy costs two dollars, (five dollars if faxed). In compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, Crowder College affords all students the right to inspect official records directly relating to them and the right to challenge any statement considered to be inaccurate, misleading or inappropriate. The college requires written student consent before releasing college records. Complete information regarding student records is available by contacting the Record's Office. See Student Handbook "Rights to Privacy and Educational Records" pp.7-8.

### Grade Reports

Final grade reports are issued at the end of each semester. No final grade report will be issued, or credit granted, if the student has a financial obligation to the college or if the student file is incomplete.

### Satisfactory Progress

Satisfactory progress toward graduation is required for a student to remain in school. Minimum progress standards are as follows:

1-15 sem. credits attempted =  
1.50 cumulative g.p.a.

16-30 sem. credits attempted =  
1.75 cumulative g.p.a.

31-45 sem. credits attempted =  
1.90 cumulative g.p.a.

46-60 sem. credits attempted =  
2.00 cumulative g.p.a.

#### Retention Alert

Students with a semester g.p.a. below a 2.0 but higher than the minimum academic progress standards will be placed in retention alert.

#### Academic Warning

Students with a cumulative g.p.a. below a 2.0 but higher than the minimum academic progress standards will be placed on academic warning.

#### Academic Probation

Students with cumulative g.p.a.s below the minimum standards will be placed on academic probation. After being placed on academic probation, the student must maintain a 2.0 g.p.a. each semester to avoid being placed on academic suspension. Students on academic probation must enroll in College Connections (LOC 103) in the subsequent term.

Students who are placed on academic probation and maintain a 2.0 g.p.a., will be placed on probation-continued until their cumulative g.p.a. is a 2.0 or above.

#### Academic Suspension

Students with a cumulative g.p.a. below 2.0 after a semester of probation will be placed on academic suspension. The student will be required to halt their academic pursuit for one semester and then must petition the suspension committee to be considered for re-admittance.

#### Readmission, Suspension and Appeal Process – Refer to Student Handbook.

#### Academic Forgiveness

Extenuating circumstances may justify a student being able to recover from an academic deficiency in ways which do not penalize his/her academic standing. The student's academic transcript, however, will be a full and accurate record of the student's academic career. For students receiving academic forgiveness, the transcript will record the graduation GPA excluding forgiveness courses or semester. Please refer to the Student Handbook for restrictions.

#### Attendance

Students are expected to attend all class sessions and report to each session on time. If an absence occurs, students are responsible for all work missed. Excessive absences may result in a lowered or failing grade in the class.

#### Dean's List/Honors

Full-time students with a 3.50 or better semester grade point average, or part-time students completing 12 credit hours during the academic year are placed on the Dean's List. Students with high academic records are eligible for membership in the Crowder Chapter of Phi Theta Kappa, national scholastic honor society. Associate degrees and certificates are awarded "With Honors" to students earning the following cumulative g.p.a.s:  
4.0 – Summa Cum Laude  
3.85-3.99 – Magna Cum Laude  
3.5-3.84 – Cum Laude.

#### Graduation

##### Degree/Program Requirements

Candidates for Associate in Arts, Associate in Science and Associate in Applied Science degrees must earn a minimum of sixty (60) hours with at least a 2.00 cumulative g.p.a. on all coursework. Certificate graduates must also earn a cumulative g.p.a. of 2.0 on all coursework. Crowder College must

provide a minimum of fifteen hours of the final thirty (30) hours.

#### Graduation Checklist

Graduation checks must be initiated by the student and are processed in the Record's Office prior to the semester of intended graduation. Students completing their course work in August or December will be invited to participate in the Fall graduation ceremony. Students completing their course work in May will be invited to participate in the Spring graduation ceremony.

1. Complete a graduation application in the Records Office per the following dates:
  - Dec. grads - March 1
  - May grads - Oct. 1
  - Aug. grads - March 1
2. Pay the graduation fee in the Business Office by:
  - Dec. grads - Oct. 1
  - May grads - Feb. 1
  - Aug. grads – July 1
3. Sign up for and take the exit exam. Dates for exit exams will be posted in the ARC and on the Crowder College web site.
4. Have all outstanding accounts cleared in the Business Office, Library, and Bookstore.
5. Students who received Stafford Loan proceeds must complete an exit interview with the Financial Aid Office.

It is ultimately the responsibility of the student to monitor graduation requirements and see that these requirements are met.

#### Campus Services and Resources

##### Career and Transfer Services Center

Career assessment evaluation is offered for students who are not sure what major they wish to pursue. To help students prepare for their job search, the Center also offers resume and cover letter writing, mock interviewing, salary

negotiation practices, job listings, and over 500 career related resource materials. For students looking to transfer on to a four-year college, college catalogs and transfer information is also available. The Career and Transfer Services Center, is in Newton Hall, room 224, (417) 455-5618.

### **Counselors**

Student Services provides professionally trained personnel to help students with academic, social and/or personal problems. The Student Services Office is not staffed to provide counseling or therapy on a regular basis, but will refer students to outside agencies if needed.

### **Faculty/Academic Advisors**

Each student is assigned an academic/faculty advisor who is knowledgeable in his/her field of interest. These advisors assist in developing realistic educational and career goals and selecting coursework that best fits student abilities and needs. Students without clear career goals will receive enrollment forms from assigned general education advisors. The student is expected to contact his/her advisor prior to each registration period for assistance in planning appropriate course work. The advisor's approval is required for all students to register. It is ultimately the responsibility of the student to monitor graduation requirements and see that these requirements are met.

### **Academic Resource Center (ARC)**

The ARC offers a wide range of assistance and resources to all Crowder students. Additionally, College Orientation is coordinated through the ARC. The ARC offers tutoring services, make up testing, special accommodations testing, a computer lab, retention services, and also houses the Office of Disability Services. It also serves as a valuable resource to faculty and staff at all

Crowder campuses. Assistance with the admission process is the initial service offered through academic assessment and placement. Each student's skills and knowledge level can be assessed, and an academic plan, including proper learning assistance strategies, can be developed. The ARC staff is eager to assist students who desire to arrange tutoring, testing, or supplemental instruction. The PLATO Learning Systems software is available in the computer lab for all students. The ARC is located on the second floor, Newton Hall, Rooms 210, (417) 455-5602. The Office of Student Success and College Orientation can be reached at (417) 455-5652.

### **Learning Resource s Center (LRC)**

The LRC supports student success at Crowder College by providing an effective learning environment for the academic community. The LRC serves students, faculty, and staff at all campuses by providing access to information resources, instruction, technology, and services that support teaching and learning in the mission of the college. Library instruction is provided to classes, small groups and individuals. The library collections include approximately 38,000 books, 20,354 e-books, 155 current periodical subscriptions, 2500 art prints, over 170,000 units of microforms, approximately 3700 audiovisual programs including recorded books, VHS and DVDs, and online research databases.

Library electronic resources expand the periodicals collections to include many online full-text articles in magazines, journals, and newspapers, as well as online encyclopedias, dictionaries and atlases. For students and staff, remote access allows the internet-based full-text databases to be searchable from any campus computer or from home. Traditional interlibrary loan services are available for resources not found in the LRC.

The LRC is affiliated with MOBIUS, a statewide consortium of academic libraries. MOBIUS libraries share a common library platform (<http://mobius.missouri.edu>) that allows students and staff to borrow library materials from among the 60 member libraries with access to the books within three days. The SWAN online library catalog (<http://swan.missouri.edu>) is the gateway to sharing resources among the nine libraries in the cluster that includes the Crowder College library.

There are 28 computer workstations available for student research. Many of the stations have application software to support classes. The library is typically open 66 hours per week for

research, individual and small group study, leisure reading, viewing audiovisual programs, and computer usage.

The LRC receives support from the Foundation through private gifts and donations and from the Friends of the Library.

### **Student Academy of Integrated Learning (SAIL)**

(A federally funded Student Support Services TRIO program) The SAIL program is designed to improve retention, graduation, and successful transfer of participants. SAIL provides comprehensive services in a supportive environment where participants have their academic, career and personal needs met. SAIL offers a wide variety of services including: academic support, study groups and individualized tutoring, personal advisement, cultural opportunities, computer lab, college transfer assistance, community service opportunities, scholarship assistance, technology check out, and weekly workshops on a wide variety of topics, all at no cost to the participant.

In order to qualify for SAIL services, a student must be a U.S. citizen or permanent resident, enrolled at Crowder College, and meet at least ONE of the following criteria: be a first generation college student, have documented financial need, or have a documented disability. While applications are accepted year round, students are encouraged to apply their first semester. Enrollment is limited and students are accepted on a first-come, first-served basis. SAIL is located on the second floor, Newton Hall.

### **Tech Prep**

Through Tech Prep articulation, students can save time, money and earn college credit toward an Associate of Applied Science degree or a one-year certificate from Crowder College. Articulation is a process that links

programs offered at area vocational-technical schools, high schools, and Crowder College. This articulation process allows for a smooth transition so students can avoid repeating courses. Qualified high school/vocational students can earn up to 15 college credit hours by successfully completing Tech Prep requirements while enrolled in a vocational-technical program. To learn more about earning college credit through Tech Prep, contact your school's vocational guidance counselor, vocational instructor or the Tech Prep Office at Crowder College, 417-455-5734.

### **College Assistance Migrant Grant Program (CAMP)**

CAMP is a federally funded program designed to provide an opportunity for students of migrant families to attend college. Crowder College's program recruits students from Missouri, Oklahoma and Arkansas. CAMP assists students in successfully completing their first year of college through various services such as:

Financial Aid

- Room and Board
- Tuition Assistance
- Textbooks

Academic/Scholarship Advising

Tutoring

Counseling

Career Planning/Counseling

Health Services

Cultural Experiences

A student is eligible for CAMP if they meet one of the following criteria:

1. You, your parent(s) or guardian(s) have engaged in migrant or seasonal farm work for at least 75 days within the last 24 months
2. Has been eligible for the Title 1C Migrant Education Program
3. Has qualified for the Workforce Investment Act 167 Program (WIA 167), formerly the JTPA 402 Program

You must be either a United States citizen or a qualified resident alien eligible for federal public benefits. You also must have a high school diploma or GED and meet the

minimum requirements for admission to Crowder College.

### **Student Housing**

Residence Complex applications and information are available from the Campus Life Coordinator in the Campus Life Office, (417) 455-5644.

### **Office of Disability Services and Counseling**

See Student Handbook, p. 29  
The Office of Disability Services (ODS) is committed to ensuring that students with disabilities have equal access and reasonable accommodations to goods, services, and facilities. In addition, ODS will ensure that students with disabilities are not excluded, denied services, segregated or otherwise treated differently than other people. The ODS also makes information accessible to and useable by people with communication disabilities. The ODS office is located in the ARC, on the second floor, Newton Hall, Room 210, (417) 455-5602.

### **Student Clubs and Organizations**

There are many opportunities for students to become involved in extra-curricular activities and organizations on campus. It is important to find a good balance between academic and non-academic activities, but both are important to maximizing the college experience. Information regarding clubs and organizations can be obtained from the Campus Life Office, (417) 455-5644, or from the Student Services Office at the off-campus sites. Upcoming events will be posted to the campus events calendar at [www.crowder.edu](http://www.crowder.edu).

### **Community Services/ Continuing Education**

The intent of the program is to match college educational resources to community needs in the most convenient, accessible and affordable manner. The program strives to cover areas such as leisure learning, personal growth and acquisition or expansion of various skills. These classes are usually not offered for college credit

(non-credit) and are typically presented as workshops, seminars and short courses. For more information call the Continuing Education Office, (417) 451-5142.

### **Alliance for Business Consulting and Development (ABCD)**

The Alliance for Business Consulting and Development (ABCD) is a partnership between Crowder College and Missouri Southern State University and is designed to provide direct training assistance, performance consulting and professional support for business and industry throughout the region. The ABCD assists with all aspects of training, including initial needs assessments, comprehensive plan design, curriculum development, instructor selection, materials acquisition, classroom monitoring and final course evaluation. Course content is tailored to the individual needs of the company or organization sponsoring the training. Areas such as supervisory and management training, employee relations, clerical/office management, technical writing, safety training, hazardous materials handling, computer applications and basic machine operation are commonly addressed subjects. This training can be accomplished on-campus or at the actual worksite, whichever meets the organization's training need most effectively.

The Alliance for Business Consulting and Development has a full-time staff dedicated to meeting the needs of business and industry. Their offices are located at 600 South Ellis Street in Webb City. They can be reached by phone at 417-673-9301 or 1-800-783-8053. To find out more about the Alliance for Business Consulting and Development visit [www.goalliance.biz](http://www.goalliance.biz).

## **Glossary of College Terms**

1. Academic Load - the number of credit hours you can take each semester. For instance, English Composition I is 3 credit hours. A normal academic load is 12 to 16 hours a semester, although you can take less.
2. Academic Probation – A student whose academic progress falls below minimum academic requirements will be placed on academic probation. After being placed on academic probation, the student must maintain a 2.0 g.p.a. each semester to avoid being placed on academic suspension. Students on academic probation must enroll in College Connections (LOC 103) in the subsequent term.
3. Academic Suspension  
Students with a cumulative g.p.a. below 2.0 after a semester of probation will be placed on academic suspension. The student will be required to halt their academic pursuit for one semester and then must petition the suspension committee to be considered for re-admittance.
4. Academic Warning - **Students with a cumulative g.p.a. below a 2.0 but higher than the minimum academic progress standards will be placed on academic warning.**
5. Academic Year - from August to May, including fall and spring semesters.
6. Associate in Arts Degree (A.A.) - the degree given to students who have completed requirements as listed in the catalog. Usually given to people who concentrate in liberal arts or business courses on the college transfer level. The degree requires at least 60 units of credit (credit hours).
7. Associate in Applied Science Degree (A.A.S.) - the degree given to students who have completed the requirements listed in the catalog. Requires at least 60 units of credit (credit hours).

8. Auditing a Class - attending a course but not expecting to get credit for it. People who audit usually do not have to do the outside assignments or take the examinations. Fees are the same for regular enrollment. Audits must be declared by the end of the second week of the semester.

9. Counselor - a professionally trained person who assists students with academic, vocational or personal problems.

10. Credit - a way of counting how much each course is worth toward graduation. Usually, credit hours are assigned to courses according to how many hours a week the course meets; however, in some fields you are required to attend class for more hours than announced credit. In art, for instance, you may spend four hours a week in class for two hours of credit. Your tuition is based on the number of credit hours for which you register.

11. Curriculum - a group of courses you are required to take. The courses vary according to the program you are taking.

12. Dean - an administrator in charge of a certain part of the college, such as Dean of Student Services, Dean of Instruction, etc.

13. Dean's List - a list of all the students taking at least 12 credit hours and receiving a 3.5 grade point average for that semester.

14. Disciplinary Probation - a warning to students who have broken some of the college rules. Being put on probation may include some special restrictions as to what those students can do. If the students don't abide by the rules or special instructions, he/she can be dismissed from the college.

15. Dismissal - being refused permission to attend college. A record of the dismissal becomes part of the student's permanent record.

16. Dropping - officially withdrawing from a course. In order to drop a course, students must fill out the appropriate forms in the Admissions Office, Student Services Office, Newton Hall.
17. Elective - a course you choose to take but that is not a required part of your regular curriculum. Electives count toward the hours needed for graduation, but cannot replace the courses that are required in your program.
18. Extracurricular Activities - opportunities the college offers as a part of its service to students. Usually free with a student ID card. He/she include such things as movies, sports, clubs, student government, dances, parties, etc.
19. Financial Aid - any kind of help given toward attending college. Financial aid can include grants, loans or jobs. The financial aid department is located in the Student Services Office, Newton Hall.
20. Finals - examinations given at the end of a semester, sometimes covering all the material of the course. In the day program, two hours are set aside for each course and the tests are given on a different schedule than the regular class meeting time. Even though some courses do not end with one big comprehensive test, students are usually expected to attend the class during the time set for the final examination.
21. Freshman - students who have completed less than 28 hours of credit.
22. Full-time Student - anybody taking 12 credit hours or more.
23. Grade Point Average (g.p.a.) - a method of showing how well you are doing in college based on the grades you receive. An A is worth 4 points; a B worth 3; a C, 2; D, 1; and an F, 0.
24. Graduate - a person who has finished the required curriculum, completed the necessary hours and received a degree.
25. Grant - money given to you to help you attend college. Usually grants do not have to be repaid.
26. Humanities - courses dealing with such things as literature, music, art, foreign languages, philosophy and language.
27. Intramural Activities - usually games and sports limited to people attending college.
28. Life Sciences - courses dealing with physical development and health, including biology, nursing, dental hygiene, etc.
29. Major - the program you are concentrating on, such as general studies, business or automotive.
30. Part-time Student - anybody taking less than 12 credit hours in a semester.
31. Pre-registration - deciding on the courses you will take and reserving spaces in them well before a semester starts. You can go through pre-registration and be sure you get the courses you want without paying the full tuition until the beginning of the semester.
32. Prerequisite - a course that must be completed before you take a more advanced course in the same field. English Composition I is a prerequisite for English Composition II, for instance.
33. Registration - filing out the forms and paying the fees necessary before you can be enrolled in a class.
34. Scholarship - money or other financial aid given to students doing especially well in school. Scholarships are available in some programs and not in others, but information is available in the Student Services Office.
35. Social Sciences - courses dealing with how people live, including such things as sociology, economics, political science, history, psychology, etc.
36. Sophomore - a student who has completed more than 28 credit hours, but less than the number required for an Associate Degree.
37. Special Student - a student who has not yet completed a high school diploma or equivalency, or one who has completed two or more years of approved college work.
38. Suspension - a college disciplinary action that prevents a student from attending classes or coming to school activities.
39. Transcript - a permanent record of the courses you have attempted and the grades you received, or the courses you have withdrawn from. If you transfer to another college, that college will want an official transcript, which must contain the registrar's signature and the school seal.
40. Transfer Credit - courses which four-year colleges will accept as meeting part of their requirements. Usually transfer courses are numbered 100 or above, but the practice is not the same at all colleges, so it's a good idea to consult a counselor.
41. Waiver - permission to omit a required course or substitute a similar course for one that is required.