

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

Mission Statement

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 that is 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 growth.

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, Veterinary Technician through the American Veterinary Medical Association, 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.

Crowder College is an equal opportunity/ affirmative action/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.

Vice President of Student Affairs, Farber Building, 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, Section 504 of the Rehabilitation Act of 1973.

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 and 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

Academic Responsibilities and Rights College Responsibilities

Student opinion and viewpoint should be sought on matters affecting both the academic and nonacademic experiences of students, and especially those decisions that directly affect their welfare, through drawing upon official student representation, as well as additional means for seeking student input as appropriate.

As members of the Crowder College community, students shall have the right to:

- a) Have published annually by the College those schedules of fees and charges which must be paid by all students as a condition of attendance; such schedules shall not be subject to change during the year, except on recommendation by the President and by action of The Board of Trustees;
- b) Have published annually by the College refund schedules for new and continuing students;
- c) Have published annually by the College information about graduation rates of enrolled students and student athletes and information on campus crime statistics, as specified by applicable law;
- d) Receive annually written information on the campus' standards of conduct regarding the use of drugs, alcohol, and other illegal substances, a statement affirming that disciplinary sanctions will be imposed for violations of the standards of conduct, a description of the sanctions, and other information specified by applicable law;
- e) Protection against the improper collection of information about students' political and social views, beliefs, and associations;
- f) Access to and protection against the improper disclosure or withholding of, information from student records. State and Federal laws largely govern such access and protection.
- g) Have all academic decisions affecting their academic standing, including the assignment of grades, based upon academic considerations only, administered fairly and equitably under policies established by the Due Process Committee or Academic Appeals Committee;
- h) Be free from College discipline for actions committed involuntarily or under duress. However, violations committed under the influence of drugs, alcohol, or illegal substances will be subject to discipline;
- i) Equitable grievance procedures established pursuant to Due Process policy;
- j) Petition for any change in these Policies, or in implementing campus regulations, through the appropriate campus or College wide office; and
- k) Petition to appear before the Board of Trustees for Expulsion, under procedures set forth in the Board of Trustees Policies and Procedures. Individual students are entitled to seek an appearance before the Board to speak in open committee or Board session on matters on Trustees agenda. Students must follow administrative procedures established by Crowder to appeal individual academic or administrative decisions.

Student Responsibilities

We believe at Crowder College that students are responsible for their learning. Similarly, student rights accompany exercise of responsibility for learning.

- a) Selecting a program of study that is consistent with their abilities and interests.
- b) Selecting coursework that corresponds with their program of study and readiness level.
- c) Enrolling in a schedule of classes appropriate to the time and effort that he/she will allocate to academic requirements.
- d) Being punctual and attending class.
- e) Being attentive and participating in class activities.
- f) Completing all class assignments as directed by the instructor and course syllabus.
- g) Complying with all college announcements and requirements found in the catalog and official publications.
- h) Seeking appropriate support services to improve their level of academic achievement and to enhance the quality of college life.
- i) Behaving in a humane and ethical manner both in the classroom and in all communication and contact with the instructor, other staff members, and other students.

Student Rights

- a) The United States Constitution and State of Missouri guarantee students of Crowder College certain rights. Among those rights, substantial violation of student's right may be appealed in accordance with the Student Grievance Appeal Procedure. The following rights also apply:
- b) Access to scheduled class meetings and appropriate instructional and support services
- c) Syllabi or course outlines describing course objectives, units of subject matter to be provided, evaluation procedures, major course requirements, such as term papers, book reviews, field trips, rules of attendance, grading, and conduct.
- d) Classroom instruction, assignments, and evaluating that are consistent with the general course description and requirements established in the course outline.
- e) 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 that jeopardize successful completion of the course or the policy outlined in the course syllabus may result in a lowered or failing grade in the class.

Non-academic Rights

- a) The student has the right appropriate procedural due process.
- b) The student has the right of assembly to demonstrate, inform, or protest, so long as the normal workings of the College are not disrupted.
- c) The student has the right to be considered for membership in any student group or organization without regard to race, color, place of national origin, religious creed or affiliation, political belief, gender or disability.
- d) The student has the right to be secure in his/her possessions, against invasion of privacy, and unreasonable search and seizure.
- e) The student has the right not to be twice put in jeopardy to the same offense.
- f) The student has the right to use campus facilities, subject to uniform regulations governing the facility.
- g) The student has the right to invite and hear any person of his choice on any subject of his/her choice subject to regulations of this code.

Rights to Privacy and Educational Records

The Family Education Rights and Privacy Act (FERPA) or Buckley Amendment of 1974, provides for students and certain personnel of a given institution to have access to the educational records of enrolled students. Disability-related information, however, is considered medical in nature and is therefore exempt from this policy. Information regarding a student's disability must be maintained in separate, secure files with limited access, and is to be shared on a need-to-know basis. Violation of the privacy rights accorded to students by the Federal Family Educational Rights and Privacy Act or requests to amend education records can be submitted to the Vice President of Student Affairs at 417455-5636. FERPA rights cease upon death. However, it is the policy of Crowder College that no records of deceased students be released after the date of death, unless specifically authorized by the executor of the deceased estate or by the next of kin.

1 Crowder College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' education records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Privacy Act of 1974.

2 Within the Crowder College community only those members individually or collectively acting in the student's educational interest are allowed access to student education records. These members include personnel in the Cashier Office, Student Services and Financial Aid Office, the faculty advisor and other academic personnel within the limitations of their need to know.

3 Request for non-disclosure will be honored by the institution for only one academic year. Therefore, authorization to withhold Directory Information must be filed annually in the Records Office of Student Services. Students who elect not to disclose the Directory Information must contact the Vice President of Student Affairs and complete the Nondisclosure of Directory Information Form. Students also have the option of restricting only certain information within the Directory list.

A complete review of student rights guaranteed under Family Educational Rights and Privacy Act will be kept on the campus website (www.crowder.edu). Crowder reserves the right to request records from previous institutions and to forward records to institutions at which students are seeking or intending to enroll.

Disclosure of Directory Information Students may withhold Directory Information by notifying the Records Office in writing within two weeks after the first day of the class term in which they enroll. In accordance with the Family Educational Rights and Privacy Act of 1974, Crowder College identifies the following items as directory information:

- 1 Academic classification
- 2 Student current name
- 3 Campus or local address
- 4 Campus or local telephone number
- 5 Major fields of study
- 6 Student's permanent address
- 7 Current enrollment (verify or deny only)
- 8 Dates of attendance at Crowder College

- 9 Degree(s) conferred, and date(s) of graduation
- 10 Date and place of birth
- 11 Most recent previous educational agency or institution attended
- 12 Participation in officially recognized activities and sports
- 13 Weight and height of members of athletic teams
- 14 Student e-mail address

Disclosure of Disciplinary Proceedings and Student Records

The general rule is that written consent from the student is required prior to disclosure of any personally identifiable information from a student's educational records; with the following exceptions: drug violent crimes, crimes of a sexual nature, and drug and alcohol violations. Disclosure of any and all educational records to an institution the student is seeking or intending to enroll is permitted without consent of the student.

Disclosure of Violent Crimes

According to FERPA, the results of any disciplinary action by the College and the results of any appeal may be disclosed to an alleged victim of any crime of violence. In crimes involving sexual assault, non forcible sex offenses, or physical abuse, State law requires disclosure of the results to the alleged victim within three working days following a disciplinary action or appeal and, in these cases, disclosure shall be made within three working days of notification to the accused student. Disclosure of any and all educational records to an institution the student is seeking or intending to enroll is permitted without consent of the student.

"Crime of violence" is defined by State law to mean an offense in which there is the use, attempted use, or threatened use of physical force against a person or the property of another; or any other offense that is a felony and that by its nature involves a substantial risk that physical force against a person or the property of another may be used in the course of committing the offense. "Results" means the decision on whether or not misconduct occurred and the type of sanction that was imposed, if any. It is the alleged victim's obligation to keep the results of the disciplinary action or appeal confidential.

Disclosure of Drug and Alcohol Violations

According to FERPA, the College may disclose the results of any disciplinary action by the College to parents/guardians of students regarding student's violation of any Federal, State or local law, or any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if:

- 1 The college determines that the student has committed a disciplinary violation with respect to the use or possession;
- 2 The student is under 21 at the time of disclosure to the parent/guardian; and
- 3 This exception does not supersede any State law that prohibits a college from disclosing information.

Securing a Transcript

A student's transcript cannot be released to a second party without the written authorization of that student, except when requested by law. It also may be released to a guardian or parent of a dependent student. Requests made by a guardian or parent must be accompanied by proof of financial support of the student, at which time the College may release the transcript. Students may request a copy of their Crowder College transcript from the Records Office, by sending written request (with signature), completing Release of Records/Transcript form, or by submitting the request through the college website (www.crowder.edu). The first copy is free and each additional transcript is \$2.00 (mailed or picked up) or \$5.00 faxed.

Records Amendment Request

You may inspect and review your records by submitting a written request to the Records Office or Vice President of Student Affairs. An appointment will be made within a reasonable time, but not later than 45 days from the date of the request. If you wish to present evidence showing that a record contains inaccurate, misleading or otherwise inappropriate information, you may make an appointment with the Records Office or Vice President of Student Affairs and submit your evidence. The following is a list of records that are available for your inspection and the offices where they are located.

Disciplinary: Student Services Office, 1st Floor, Farber Building, 417-455-5636 Scholarships & Financial Aid: Financial Aid Office, 1st Floor, Farber Building, 417-455-5434 Transcripts & Grades: Records Office, 1st Floor, Farber Building, 417-455-5697

Residency Status

Residency status is established at the time a student matriculates or enrolls at Crowder College. A request for a change of residency must be submitted, in writing, to the Records Office with appropriate evidence or documentation of

residency change. The residence of a minor student will be the resident of the parents/legal guardian(s) unless the student has achieved court declared emancipation.

The Records Office performs routine audits of residency status on students that are not continuously enrolled or have changed their address and request lower tuition rate. Students will be notified in writing of the documentation needed to support lower tuition rate in accordance with established Board policy. Administrative action to change the residency status of a student is at the discretion of the College Vice President of Student Affairs. In accordance with the Due Process policy, students may appeal decisions by submitting a grievance to the College Vice President of Student Affairs for review (see non-academic appeals/grievance procedures). The three 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 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 Residents may be requested if parents of a dependent student or the student,

- 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 college district; unless, the student or parent can submit evidence or receipts of real estate or personal property tax payments to the District of Newton or McDonald County school district.

Missouri Resident

A student (or parents/legal guardians, if he/she is a minor) who has established residence in the state of Missouri 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 resident 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 Employment Transfer.
- 4 Verification of Payment to State of Missouri Department of Motor Vehicles and can provide verification of an Authorized Missouri Drivers License and/or Registration.

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 located at the main campus in Neosho or telephone 417-455-5664.

Student Housing

Residence Complex Policy and Procedures

- 1 Students have the same rights and privacy of any other citizen and surrender none of these rights by becoming members of the College community. These rights of privacy extend to residence hall living. Nothing in the institutional relationship or residence hall contract gives the institution or residence hall officials authority to consent to a search of a student's room by police or other government officials, except when such a search is duly authorized by search warrant.
- 2 A search may not be conducted of a student's room in the College housing unit to determine compliance with

federal, state, or local criminal law or College regulations unless authorized by a valid authorization for search based upon probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists where the facts and circumstances within the knowledge of the body is issuing the authorization for search and of which it has reasonable trustworthy information are sufficient in themselves to warrant a person of reasonable caution in the belief that an offense has been or is being committed. The College President or Vice President of Student Affairs may issue such authorization for search as may be properly authorized by them as appropriate administrative officials. Nothing in this section shall be construed as an attempt to limit the ability of police to seek and secure search warrants from any court of competent jurisdiction. (See Residence Complex Policies and Procedures Manual.)

3 When the institution seeks access to a student's room in a residence hall to determine compliance with provisions of applicable multiple dwelling unit laws or for improvement or repairs, the institution shall in all cases give as early as practicable advance notice (at least 24-hours) to the occupant(s). There may be entry without notice in emergencies where immediate danger to life, safety, health or property is reasonably feared or during fire drills.

4 Routine inspections of residence hall rooms may be performed to determine compliance with regulations concerning the use of College furniture provided the institution give advance notice as early as practicable to the occupant(s) (at least 24 hours).

In compliance with the Campus Security Act as amended in 1993, Crowder College is committed to providing a safe campus for students and employees. Specifically, Crowder College is committed to building policies that discourage students, employees, and visitors from violating federal, state, and municipal laws and avoid activities that pose potential risk or threaten the health and safety of general campus community.

Due to concerns with campus safety and security, it is important for the Residence Life Office to know if students have been convicted or have charges currently pending for a felony offense or disciplinary action (suspension, expulsion, probation or warning) from a prior college or university. Permission for residents requesting to live in the residence halls with a felony conviction or prior disciplinary action will be determined on a case-by-case basis, dependent upon the circumstances of the conviction or severity of prior incidents. Any felony convictions related to health and safety of individuals or goods will not be considered candidates for campus residential living. Failure to answer the questions truthfully can result in judicial action including, but not limited to, immediate cancellation of an individual's housing contract. The College reserves the right to accept or deny students into the residence halls.

Contact the Office of Student Life, located in the Student Center or telephone 417-455-5644 for a complete listing of the policies and procedures for on campus living.

Vaccination Policy

Each resident is required to submit a Meningococcal Vaccination Waiver form to the College before moving into the residence halls or to provide the vaccination record. Information provided is considered confidential. Students who have been residing in the United States are not required to have any specific vaccinations prior to attending Crowder College; however students are encouraged to have their health in order.

Never Attend Policy

Failure to attend class(es) by the first four (4) week of the semester may constitute an administrative drop 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.

Standard of Student Conduct

These rules shall be known as the Crowder College Student Conduct Code and shall apply to individual students, student groups and organizations, summer program participants, and campus visitors. As a student you are both a citizen and a member of the academic community. As a citizen, you possess basic freedoms, privileges and rights guaranteed to all persons by law. In addition, you are subject to the same rules and limitations that are imposed by federal and state law on all persons.

Upon enrolling at Crowder College, each student assumes the responsibility for conducting themselves in a manner compatible with the educational purposes of the college. If these responsibilities are ignored or neglected, the College must carry out appropriate disciplinary action. Students are also expected to adhere to the policies and procedures of institutions they may visit, as well as study abroad programs in which they may participate. In addition, the College may

proceed with the student conduct process despite pending civil or criminal proceedings. The College reserves the right to process a case even if a student withdraws from school while a conduct matter is pending.

Students may also be sanctioned for conduct that constitutes a hazard or potential hazard to the health, safety, or well being of members of the college community or themselves, or which is detrimental to the College's interest whether such conduct occurs on campus, off campus or at college sponsored events. Behaviors which may subject the student to disciplinary action include, but are not limited to, the following types of misconduct:

1 All forms of behavior that violate academic integrity, including but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty as may be further specified in campus regulations.

Any student guilty of academic misconduct will automatically receive a grade of zero on that assignment or exam. All cases will be reported to the Instructional Office to track repeat offenses which would warrant further disciplinary action – up to expulsion from the College.

2 Forgery, alteration, or misuse of any College document, record, key, electronic device, or identification.

3 Theft of, conversion of, or damage to or destruction of, any property of the College or property of others while on College premises, or possession of any property of the College or others stolen while on College premises.

4 Theft or other abuse of computing facilities or computer time, including but not limited to: unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; unauthorized use of an ATM, credit card, check, or student ID; use of computing facilities to interfere with the work of another student, faculty member, or College official; use of computing facilities to interfere with a College computing system.

5 Unauthorized entry to, possession of, receipt of, duplication of, or use of the College's name, insignia, or seal. Unauthorized entry to, possession of, receipt of, or use of any College properties, equipment, resources, or services.

6 Violation of policies, regulations, or rules governing College-owned or operated housing facilities or leased housing facilities located on College property.

7 Physical abuse, including but not limited to, rape, sexual assault, sexual battery, sex offenses, non violent sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.

8 Sexual harassment, as defined in College policy includes: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other College activity;

b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

9 Stalking or bullying behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.

10 The use of "fighting words" or threats by students to harass any person(s) on College property, on other property to which these policies apply as defined in campus implementing regulations, or in connection with official College functions or College-sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" constitute "harassment" when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in College programs and activities.

11 Hazing or any method of initiation or pre-initiation into a campus organization or any activity engaged in by the organization or members of the organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

12 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities.

13 Disorderly, obscene or lewd conduct including but not limited to public urination; engaging in consensual sexual contacts or intercourse in public spaces.

14 Participation in a disturbance of the peace or unlawful assembly.

15 Failure to identify oneself to, or comply with directions of, a College official or other public official acting in the performance of their duties while on College property or at official College functions, or resisting or obstructing such College or other public officials in the performance of or the attempt to perform their duties.

- 16 Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State law or regulations.
- 17 Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol, which is unlawful or otherwise prohibited by, or not in compliance with, College policy or campus regulations. Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
- 18 Except as expressly permitted by law, possession, use, or manufacture of a firearm or other weapon specified in campus regulations.
- 19 The operation on campus of student organizations not properly recognized and registered.
- 20 Violation of the conditions contained in a written Notice of Campus Emergency Procedures or orders issued during a declared state of emergency (see Campus Emergency Procedures Guide).
- 21 Violation of campus housing policies (see Residence Complex Policies and Procedures Manual).
- 22 Attempting, aiding, and abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.
- 23 Violation of the conditions contained in the terms of a disciplinary action imposed under these policies or campus regulations.
- 24 Any form of retaliation against members of the College community, this includes individuals who have taken part in a complaint, investigation, reporting, grievance, or other College process.
- 25 False reporting. To make an intentionally false report of a College policy violation, which may also violate state criminal statutes and civil defamation laws.
- 26 Failure to comply with or violation of the terms of an imposed disciplinary sanction.
- 27 Abuse or misuse of prescription over the counter medication or possession or use of another's prescription medication.

Students are cautioned that behavior conducted online, such as harassment by email, can constitute a violation of this Student Conduct Code. Students are reminded that blogs, webpages, myspace, Facebook entries and similar online postings are public and not private. Such postings can subject a student to allegations of conduct violations. The College does not regularly search for this information, but may take action if and when such information is brought to the attention of College Officials.

Student organizations may be charged with violations of the Student Code of Conduct for behavior occurring on or off campus. A student organization and its officers may be held collectively or individually responsible for violations of the Student Code of Conduct when members or those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. In complaints involving collective responsibility of individuals for the group violations, Crowder College will make individual findings with respect to the involvement of the accused student. Collectively, the student organization may face consequences that affect the status of the organization.

Disciplinary Action

Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation. Any student found to have violated his/her responsibility as described above shall be subject to one or more of the following actions:

- Warning
- Censure
- Disciplinary probation
- Exclusion
- Restitution
- Interim Suspension
- Suspension
- Expulsion
- Compensatory service

Warning: Written notice to the student that a violation of specified College policies or campus regulations has occurred.

Censure: Written reprimand for violations of specified College policies or campus regulations.

Disciplinary Probation: A status imposed for a specific period of time in which a student must demonstrate conduct that conforms to College standards of conduct. Conditions restricting the student's privileges, eligibility for activities, or office positions in a recognized student organization may be imposed.

Exclusion: Loss of privileges from participation in designated privileges, athletics, extracurricular activities, and/or facilities for a specified academic term or terms. Exclusion from specified areas of the campus or from official College functions when there is reasonable cause to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on College property or at official College functions, or other disruptive activity incompatible with the orderly operation of the campus.

Restitution: Reimbursement for damage to or misappropriation of College property or the property of others may be imposed.

Suspension: Termination of student status at the campus for a specified range of time, academic term or terms with reinstatement thereafter certain, provided that the student has complied with any conditions imposed as part of the suspension. (Suspensions and suspensions with conditions are not restricted to disciplinary reasons, they may also apply to behavioral reasons)

Expulsion: Termination of student status for an indefinite period.

Interim Suspension: Exclusion from classes, or from other specified activities or areas of the campus, as set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student placed on Interim Suspension shall be given prompt notice of the charges, the duration of the Interim Suspension, and the opportunity for a prompt hearing on the Interim Suspension. The Vice President of Student Affairs shall review interim Suspension within twenty-four hours. If a student is found to have been unjustifiably placed on Interim Suspension, the College is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged in an employment or academic status.

Compensatory Services: Other disciplinary actions, such as monetary fines, letters of apology, community service, work assignments, essays, or holds on request for transcripts, diplomas, or other student records to be sent to third parties, as set forth in campus regulations.

The loss of College employment shall not be a form of discipline, unless the conduct giving rise to the discipline is related to the employment. When student status is a condition of the employment, the loss of student status will result in termination of the student's employment.

In imposing discipline other than Suspension or Dismissal, housing and food services shall not be restricted unless the act, which occasioned the discipline, was related to these services.

Posting Of Disciplinary Action on Transcripts

When, as a result of violations of the student conduct code, a student is suspended or expelled, the disciplinary action imposed will be posted on the academic transcript for the duration of the suspension or dismissal.

Student Discipline Procedures

Due Process Committee

Procedural due process is basic to the proper enforcement of College policies and campus regulations. The purpose of the Due Process Committee is to review the charges and determine if the action is appropriate, given College policy and procedures. Any student may request a hearing before the Board of Trustees with due cause if he/she so desires and has followed and exhausted the nonacademic appeal procedures listed below.

Title IX and Discrimination Grievance Procedures

Crowder College is an equal opportunity/ affirmative action/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 and activities free of discrimination or harassment to all qualified students regardless of their race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion or any other characteristic protected by institutional policy or state, local or federal law.

Vice President of Student Affairs, 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, Section 504 of the Rehabilitation Act of 1973.

Title IX and Discrimination Grievance Procedures Non-academic or non-grade related grievances must be filed with the Vice President of Student Affairs Office, 1st Floor of Farber; 417-455-5636. The student may file a grievance to address complaints of discrimination in educational programs and activities on the basis of sex, race, religion, color, national origin,

age, and qualified disability. Title IX and Discrimination grievances include but are not limited to sexual violence, sexual assault, sexual coercion, sexual battery, sexual harassment, stalking and/or gender-based bullying or hazing.

Notice of a formal complaint may be made by contacting the Vice President of Student Affairs. The grievance should be submitted and in writing and should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

An immediate initial investigation to determine if there is reasonable cause to believe the nondiscriminatory policy has been violated will take place. If so, the College will initiate a prompt, thorough and impartial investigation. The investigation is designed to provide fair and reliable determination about whether the College nondiscrimination policy has been violated. If so, the College will implement a prompt and effective remedy designed to end the discrimination and prevent its recurrences and address its effects. The Vice President of Student Affairs, or other individual appointed by the College President when the Vice President of Student Affairs is unable to, shall be responsible for reviewing presenting evidence of the complaint and presenting results to the President. The Vice President or appointed individual will make a recommendation based upon a preponderance of the evidence presented whether a violation has occurred. Upon making the determination, the Vice President or appointed individual shall notify the President in writing as to the recommended action. The President will approve or disapprove the recommendation. If approved, the recommendation will be determined final; however, students can petition the President to sit before the Due Process Committee, to request further review of the complaint if the student disputes the findings and/or can provide new information that would substantially affect the outcome of the finding.

The hearing committee shall be appointed by the College President and be composed of two faculty members, two students and one staff member. The staff member will serve as chair. The student has the right but shall not be required to testify in his/her own behalf, to present witnesses and evidence and to review and respond to testimony of this who testifies against him/her. It is not required that the hearing conforms to the procedural formality of a trial. The Vice President of Student Affairs, or other individual appointed by the College President when the Vice President of Student Affairs is unavailable, shall be responsible for presenting evidence of the charges to the hearing committee. The Committee will determine by majority based upon a preponderance of the evidence whether the complaint is proved. The College will act to end the discrimination, prevent its recurrence and remedy its effects on the victims. Upon making the determination, the Committee by a majority vote shall recommend in writing within three (3) days to the President an action which:

- 1 Upholds the proposed recommendation,
- 2 Negates in total the proposed recommendation, or
- 3 Recommends alternate action.

The actions of the President will be determined final.

Students can also file a complaint with the U.S. Department of Education, Office for Civil Rights (OCR) by submitting in writing the following:

Your name, address, and phone number;
The name and location of the school accused of violating the nondiscrimination policy;
A detailed description of what happened and when it happened; and
Basis of the complaint (e.g., that you are a person with a disability or a member of another protected class based on race, disability, sex, age, national origin, or color).

To contact the U.S. U.S. Department of Education Email: OCR.KansasCity@ed.gov; or write to 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; or Telephone 816-268-0550; 816823-1404 fax; 800-437-0833 TDD.

Unlawful retaliation against any person filing a complaint under this policy is prohibited.

Student Right-To-Know

GRADUATION/COMPLETION RATE - The information below is based upon the number of first-time, full-time, degree-seeking students who began their college careers in the Fall 2005 semester and completed their programs within 150% of the normal time frame for completion of that program. The number of students included in this report is 449. The status of these students determined as of March 2009 is presented below.

STUDENTS	NUMBER	PERCENT
Certificates awarded (One-year or less)	12	3%
Associate Degrees awarded (At least two years)	128	29%
Total Graduates*	140	31%
Persisters*	25	6%
Transfers Out*	67	15%
Unknown	217	48%
Compliance/Congressional Rate (*Students included in this rate)	232	52%

**CROWDER COLLEGE STUDENT ATHLETES
RECEIVING ATHLETIC AID
FALL 2006**

Twenty-Two (34) of the 449 first-time, full-time, degree-seeking students who entered Crowder College in the Fall 2006 semester participated in college athletics and received some type of athletic aid. The status of these students is presented below.

Sport	No. of Participants	No. of Graduates	Percent
Baseball	21	9	43%
Basketball	7	1	14%
Softball	6	5	83%
Total	34	15	44%

Student Grievance Appeal Procedure Academic Procedures

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. Students requesting to file a grade-related or academic grievance may contact the Vice President of Academic Affairs Office (1st floor, McDonald Hall), 417-455-5740, for procedure information. Students taking courses off-campus may contact the Admissions Office at their respective campus site (i.e., Cassville, Nevada, or Webb City).

The following procedures are applicable in instances where students wish to review academic or grading decisions or other institutional decisions, which directly affects the students over which the college has jurisdiction.

1 Within fourteen (14) days of the notifications of academic deficiency or misconduct, the student should meet informally with the individual with whom the matter originated.

2 If the matter is not resolved in Step 1, the student may file a formal written appeal within fourteen days from Step 1. The appeal should be filed with the Division Chairperson or the administrator directly responsible for the area from which the grade or incident originated.

3 If the appeal is not resolved in Step 2 within fourteen days the student may appeal to the Vice President responsible for the area from which the concern originated.

4 If the appeal is not resolved at this level, the student may appeal to the Due Process Committee. Information regarding the procedure to appeal to the Due Process Committee is available in the Student Services and Instructional Offices. *

5 After a meeting of the Due Process Committee, if the appeal is still not resolved, within fourteen days the student may appeal to the college President.

6 If the appeal is not resolved in Step 5, within fourteen days, the student may appeal to the Board of Trustees. When a formal hearing is required, campus implementing regulations shall provide the following minimum procedural standards to assure a fair hearing:

a. Written notice, including a brief statement of the factual basis of the charges, the College policies or campus regulations allegedly violated, and the time and place of the hearing, within a reasonable time before the hearing;

b. The opportunity for a prompt and fair hearing, upon the request of the student, at which the College shall bear the burden of proof, and at which the student shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by the College-no inference shall be drawn from the silence of the accused;

c. A record of the hearing; an expeditious written decision based upon the preponderance of evidence, which shall be accompanied by a written summary of the findings of fact; and

d. An appeal.

Non-Academic Procedures

Non-academic or non-grade related grievances must be filed with the Vice President of Student Affairs Office, 1st Floor of Farber, 417-455-5636. The student accused of non-academic misconduct shall be informed in writing by the Vice President of Student Affairs of alleged misconduct and the proposed disciplinary action. Regardless of whether or not a hearing is conducted, campuses may provide written notice to students that their behavior may have violated College policy or campus regulations and that, if repeated. Such behavior would be subject to discipline.

Any student that is charged with misconduct meriting disciplinary action may file a request for an appeal to the College President in writing within three (3) class days of determination of the action and request, with due cause.

Appealing for due cause is limited to the following:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to present a rebuttal of the charges and evidence.
2. To determine whether the decision reached regarding the accused student was based on evidence that it was more likely than not that the violation of the Code of Student Conduct Occurred.
3. To determine whether sanction(s) imposed were appropriate for the violation of the Code of Student Conduct which the student was found to have committed.

Appeal request that are not made for due cause (as listed above) may be found to lack standing and are dismissed.

If the appeal request is determined as being valid for due cause a Due Process Committee will be appointed. The Committee shall be appointed by the College President and be composed of two faculty members, two students and one staff member. The staff member will serve as chair. The student has the right but shall not be required to testify in his/her own behalf, to present witnesses and evidence and to review and respond to testimony of this who testifies against him/her. It is not required that the hearing conform to the procedural formality of a trial.

The Vice President of Student Affairs shall be responsible for presenting evidence of the charges to the Due Process Committee or the Committee may choose to review the evidence in writing. The Committee will determine by majority based upon a more likely than not standard of evidence whether the misconduct is proved. Upon making the determination, the Committee by a majority vote shall recommend in writing within three (3) days to the President and action which:

- 1 Upholds the proposed discipline,
- 2 Negates in total the proposed discipline, or
- 3 Recommends an alternate disciplinary action.

The actions of the President will be determined final. Students can petition, with due cause, the Board of Trustees, if

disciplinary actions results in suspension or expulsion.

Enrollment Suspension Appeal Process

Policy:

Degree and non-degree seeking students placed on Suspension will be required to halt their academic pursuit for one full semester (summer does not count as a regular semester) if it is their initial suspension. Students may petition/appeal for readmission for the spring, summer, or fall semester at anytime but cannot meet with the hearing committee until one-full academic semester has lapsed. If this is a student's second suspension, they will be required to halt their academic pursuit for 2 major semesters. Students may petition/appeal for readmission for the spring, summer, or fall semester at anytime but cannot meet with the hearing committee until 2 major semesters have lapsed. If this is a student's third suspension, they are not eligible to reapply for admission. Students who are not eligible to re-apply may appeal to the Vice President of Student Affairs under extenuating circumstances. The deadlines for submitting completed petition/appeal are listed below. See catalog for minimum academic progress standards.

Students may appeal to be readmitted without meeting with the hearing committee if they were under an academic suspension only under either of the following circumstances:

1. They were not in good standing academically (suspended) when they left their last college, but have not attended any other college since, for a period of at least 2 years.
2. They were not in good standing (suspended) with Crowder College before leaving, but have since attended another accredited College and have successfully completed a semester with a GPA of at least 2.0, while being enrolled in a minimum of 6 credit hours.

If you qualify under either of the scenarios above you may fill out a Petition/Readmission form and send it to the Vice President of Student Affairs. Additional information may be requested.

Deadlines:

Summer and Fall Deadline: 1st Monday in April

Spring Deadline: 1st Monday in November

*A special hearing will be scheduled depending on the number of petitions received for transfer students or students requesting enrollment prior to classes beginning. No hearings will be scheduled after the 1st day of classes with the exception of the dates listed above.

Petition/Readmission Forms:

The student must request a petition/appeal form from the Records Office. A request for readmission will not be reviewed until all documentation listed on the Suspension Petition/Appeal form has been submitted to Records.

Petition/Appeal Review Process:

All students granted a review will be required to present their petition/appeal in a hearing before a committee. Based on the information provided, the committee's decision can reflect the following: 1. Readmission; 2. Provisional readmission with additional academic requirements; or 3. Denial and student must resubmit petition/appeal for the subsequent semester.

Requirements of Provisional Enrollment and Probation Status:

As part of the Early Alert and Intervention Program, students on Suspension or Probation status, both transfer and returning student, will be required to enroll in a **College Preparation Course** and must pass with a "C" grade or better. The course may also be required of student reinstated from suspension, if they do not already have credit for the College Orientation/Success Course. Additional requirements can include, but not limited to the followings: 1. Restricted hours of enrollment; 2. Mandatory tutoring; 3. Required to repeat previously failed courses; and/or 4. Submit Academic Progress Sheet once a month to the Retention Specialist or academic advisor. The student must maintain a 2.0 GPA for each semester until the student meets the 2.0 cumulative grade point average.

Hardship Withdrawal Policy

Students experiencing extenuating medical or family hardships or emergency situations which prevent course completion may request a Hardship Withdrawal. The student must request and submit to the Vice President of Student Affairs written explanation of the circumstances leading to the hardship withdrawal. Students may be required to submit medical or other forms of documentation to further verify any unusual circumstances supporting the hardship withdrawal. The granting of a hardship withdrawal will also depend upon whether the student is passing the course prior to or as of the effective date of the hardship request. Hardship withdrawals are subject to the following restrictions:

1. Requests for a hardship withdrawal must be initiated prior to the end of the semester in which the course or courses were taken.
2. Hardship status applies to all the courses a student took in a semester.
3. Hardship withdrawals cannot be used to forgive ineligibility for financial aid, athletics, or other department scholarships which may result from academic deficiencies. Hardship withdrawals will only apply to the academic records and student billing not financial aid or other department scholarships. Students receiving financial aid, VA, A+ or any other scholarships should contact financial aid or the department awarding the scholarship funds, prior to submitting a withdrawal request, to receive proper advisement on future eligibility.
4. Final approval for all hardship withdrawal petitions will be granted by the Vice President of Student Affairs. Once withdrawal is granted, a student cannot later ask that it be rescinded. Students must consult an academic advisor and financial aid, prior to requesting a hardship withdrawal, to receive advisement on graduation requirements and financial eligibility.

Involuntary Withdrawals

Students may be administratively withdrawn from the college when in the judgment of the Vice President of Student Affairs, and after consulting with appropriate college officials, it is determined that the student is believed to suffer from a physical, mental, emotional, or psychological condition which poses a significant danger or threat to themselves or others at the College. Also, a student who has shown to be suffering from physical, mental, emotional or psychological conditions may choose to request a hardship withdrawal, as outlined above, through the office of the Vice President of Student Affairs. In emergency situations, a decision on medical withdrawals because of psychiatric reasons may be made at the judgment of College officials, but review of the decision may be made at the student's request to the Vice President of Student Affairs and in accordance with a student's right to due process.

Academic Forgiveness

The procedure by which a semester of low g.p.a. classes taken at Crowder College can be excluded from your cumulative g.p.a.

Academic Probation-Continued Status

Students are placed on probation-continued when their cumulative grade point average is below 2.0., but their semester grade point average is satisfactory (2.0 or higher). The cumulative grade point average is used to determine whether a student has met the satisfactory progress standards. Students on probation-continued will remain on probation-continued until the cumulative grade point average reaches 2.0 or higher. Students must maintain a semester grade point average that is satisfactory (2.0 or higher) every semester they have a continued on probation status. Failure to attain a 2.0 or higher semester grade point average after a term where they have been placed on continued probation will lead to academic suspension.

Student Right-To-Know

Academic Accommodations and Accessibility

Qualified individuals with disabilities may not, on the basis of disability, be denied admission to the College or enrollment in College classes or participation in College programs, services, or activities, or be subjected to discrimination in the admissions process or in recruitment procedures (**29 U.S.C. § 794**). Students requesting accommodations must contact the Office of Disability Services located in Newton Hall, 2nd floor or telephone 417455-5624.

Crowder College provides service to all students with disabilities as defined by federal regulations of ADA and the Rehabilitation Act of a "qualified person". A qualified person with a disability is defined as an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs for the activities provided by a public entity. (**Public Law 101-336, Section 201**)

The federal definition of a disability includes a person who:

- (i) has a physical or mental impairment which substantially limits one or more of such a person's major life activities;
- (ii) has a record of such impairment, or
- (iii) is regarded as having such impairment.

(Public Law 101-336, Section 3)

1 Crowder College will reasonably accommodate “otherwise qualified individuals” with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program, or activity or undue financial or administrative burdens. The term reasonable accommodation is used in its general sense in this policy to apply to students.

2 A student must self-identify as an individual with a disability.

3 Individuals who have complaints alleging discrimination based upon a disability may file them with the College’s Affirmative Action Officer in accordance with College discrimination grievance procedures. Contact the Vice President of Student Affairs at 417-455-5636 to obtain a complete copy of the College’s Reasonable Accommodation policy or to file a formal complaint with the U.S. Department of Education, Office for Civil Rights (OCR) To find the OCR office closest to you, visit the following webpage: www.ed.gov/offices/OCR/ocregion.html or call 1(800) 421-3481.

By Law ...The Family Education Rights and Privacy Act (FERPA) or Buckley Amendment of 1974, provides for certain personnel of a given institution to have access to the educational records of enrolled students. Disability-related information, however, are considered medical in nature and is therefore exempt from this policy. Information regarding a student’s disability must be maintained in separate, secure files with limited access, and is to be shared on a need-to-know basis.

Please contact our Office of Disability Service to request a copy of the student manual at 417-455-5624.

Campus Crime Reporting

Federal law mandates institutions of higher education that receive federal funds must provide detailed information about crime statistics and plans for crime prevention. In accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act of 1990, arrest and referral statistics include those reported to the Crowder College Campus Safety, designated campus officials (including but not limited to directors, vice presidents, department heads, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

The Department encourages faculty, staff, students and visitors to take proactive steps to reduce the likelihood of crime on campus. The report provides students, employers, and visitor’s information on the security operations, building hours, procedures for reporting, and policies concerning drugs and alcohol, weapons, sexual assault and harassment, and acts of intolerance.

The Crime Reports are completed each fall semester and the most current crime statistics can be located on the campus website by October 1. Printed copies of the entire Jeanne Clery Disclosure and Campus Crime Statistics Report for the current and previous two years is available in the Office of the Vice President of Student Affairs, Institutional Research Office, or by calling the College Campus Security Department at 417-455-5744. Statistical data for crimes on campus will provide General and Hate Crime offenses which fall into the following categories in the last three years: Murder, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Manslaughter, Arson, Hate Crimes, Arrests, Liquor Violations, Drug Abuse Violations and Weapons Possessions.

Crime Statistics Report-Neosho Campus

Offense

Year	2008	2009	2010
Murder/Non-negligent manslaughter.....	0	0	0
Negligent Manslaughter.....	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated assault.....	0	0	1
Burglary	9	3	1
Motor vehicle theft.....	0	0	0
Arson	0	0	0
Other crime involving bodily injury	0	0	0
Illegal weapons possession	0	1	0
Drug law violations.....	0	1	0
Liquor law violations	15	10	2

Statistics reported to the US Department of Education are available at <http://ope.ed.gov/security/InstList.aspx>

Sex Crime Prevention Act

Under federal law Sex Crime Prevention Law, section 1601 of public law 106-386, enacted on October 28, 2000, certain sex offenders who are already required to register in the State of Missouri must provide notice of each institution of higher education in that state at which that person is employed, carries on a vocation, or is a student. Therefore, if any individual is required to register as a sex offender in a state and indicates that he or she is employed, carries on a vocation, or is a student at Crowder College, that information will promptly be made available to the Security Department, the Human Resource Department and the Vice President of Student Affairs.

Missouri Registered Sex Offender Information Sources:

The state of Missouri does not have a state-wide online sex offender registry; however, several law enforcement agencies within Missouri do have their own offender registries available online.

Current registered sex offender information can be found for the following counties:

Newton County www.nc-so.org or telephone 417-451-8300 for more information

Jasper County: Contact Shannon Karraker at 417-358-8177

Barry County: Barry County Sheriff Department: 417-847-6556

McDonald County: McDonald County Sheriff Department: 417-223-7427

Vernon County; Vernon County Sheriff Department 417-667-6042

Drug and Alcohol Policy and Program

Crowder College supports and is in compliance with the Drug Free Schools and Communities Act (Public Law 102226). Drinking or the possession of drugs or alcoholic beverages on the campus or at any official college function is prohibited and will result in judicial action by the College. The Crowder College Drug and Alcohol Program directed by the Office of Student Services is setup to provide intervention, prevention, and general education to students, faculty, and staff.

Sexual Assault Reporting

Students who believe they are victims of sexual assault may report such action to the police, College security (417.455.0206), or Vice President of Student Affairs (417.455.5636) during normal business hours. Reporting for sexual assault in the dorms may also be done through the Campus Life Coordinator (417.455.5644). The victim of sexual assault has the right to choose when and if to press criminal charges. Victims may make a voluntary report of the crime in writing. A [Witness/Victim Report Form](#) can be found on the campus website Information, Security link.

Although disciplinary proceedings follow the basic rules of due process, they are not subject to rigid criminal procedures. Discipline for sexual assault is determined by preponderance of the evidence.

Always keep in mind that reporting the assault does NOT commit the accuser to filing charges with the police.

The accused (alleged perpetrator) and accuser will be notified of the outcome in any sexual assault case.

Sexual Harassment and Misconduct

The Board will not tolerate any behavior, whether verbal, electronic, or physical conduct, which constitutes discrimination on the basis of race, color, national origin, religion or sex. The Board also will not tolerate sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual intercourse (or attempts to commit same), or sexual exploitation on campus or in facilities owned or controlled by the college. The Board specifically prohibits discrimination and/or sexual harassment or sexual misconduct of and by administrators, supervisors, faculty, staff members, students, and all other persons affiliated with the college or its functions. Any student found responsible for sexual harassment and/or sexual misconduct will likely face a recommended sanction of suspension or expulsion.

“Consent” means a voluntary agreement to engage in sexual activity proposed by another. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in proposed sexual activity. “Without Consent” or “Non-Consensual” may be communicated by words and/or actions demonstrating unwillingness to engage in proposed sexual activity. These acts will be considered unwanted and without consent if the victim was unable to give consent due to a condition the accused student was or should have been aware of (for example, the victim is intoxicated due to the use of alcohol or other drugs, coerced, or threatened verbally, including being

threatened with future physical harm).

Campus Security

It is our mission, as Crowder College's Department of Campus Safety and Security, to provide a safe and secure environment for all students, employees and visitors who spend time on our campus. Whether you call the campus your home, your workplace or are just here for a few hours, we are here to protect you, to serve you and to provide you with the information you need to make your stay safe and worry free. We hope the information provided will answer questions you may have about our policies and procedures. See the campus website, Campus Information at www.crowder.edu for more information. Students can contact security personnel at:

Monday–Sunday 417-455-5744
417-455-0206
417-455-5544
417-455-6692
417-455-6392
Emergency Service (dial) 911

Building Access

Monday – Thursday 8:00 a.m. – 10:00 p.m. Friday 8:00 a.m. – 4:30 p.m.

Weekend hours vary according to various lab, library, and cafeteria services.

Concealed Weapons Policy

Possession and/or use of firearms and/or dangerous weapons are strictly prohibited and may violate State law and are punishable by the College. This policy applies to students, faculty, staff, and visitors.

Computer Use Policy

It is the policy of Crowder College to promote the ethical use of computers and software. This includes, but is not limited to, observing current copyright and other applicable laws (refer to Crowder College C-Net Guide).

Telephone Use Policy

Charges and expenses incurred to the College for unauthorized use will result in the charges and expenses billed to the student(s) responsible, a maximum fine of \$50, and/or disciplinary procedures filed. Violations will be processed by the Vice President of Student Affairs and/or law enforcement agencies. Violations may result in additional actions including but not limited to suspension, dismissal, or legal action. Conduct prohibited under these guidelines include, but are not limited to, incidents of:

- a. Altering system configurations without authorization, or disrupting or interfering with the delivery or administration of telephone resources.
- b. Using telephone resources for commercial or profit-making purposes without written authorization from the Vice President of Student Affairs.
- c. Allowing access to telephone resources by unauthorized users.
- d. Using telephone resources for illegal activities.
- e. Utilizing telephone resources that are not college related.
- f. Accessing telephone services for unauthorized long-distance calls.
- g. Using office phones for unauthorized calls, long-distance services.

Graduation Procedures

Spring Graduation Eligibility: For students to participate in May Commencement, the student must be in final completion of all degree requirements by the end of the spring semester. Petitions received from students who will not complete all degree requirements prior to the end of the spring semester will be acted upon by the Vice President of Student Affairs on a case by case basis. The Vice President may approve petitions if, following the review, the student can establish after consultation with the Division Chair and/or Program Director that the remaining courses will be completed for degree requirements by the end of the Summer semester. Application for May graduation is due by **October 1** of the prior fall semester.

Fall Graduation Eligibility: To participate in December Commencement, the student must have completed all degree requirements by the end of the summer term or in final completion of required courses during the fall semester.

Application for December graduation is due by **March 1** of the prior spring semester.

Petitions for Spring or Fall Commencement Participation: This written notice will serve as the official announcement regarding the college's graduation petition policy. If the student fails to meet the requirements as listed for spring or fall commencement participation a written request must be submitted for review to the Vice President of Student Affairs. **The petition must be received no later than March 15 or October 15 to be reviewed.** The Records Office and student will be notified by the Vice President of Student Affairs on March 31 or October 31 of the final petition decision.

Fees: Upon submitting application for graduation, the Cashiers Office will apply a \$35 graduation fee to the students account for degree processing and regalia. Upon notification from the Records Office of graduation eligibility, the student applies for graduation and pays a \$35 graduation fee for cap, gown, diploma, and degree processing fees to be paid to the Cashier's Office. Graduation forms are to be completed in the Records Office located on the 1st Floor, Farber Building. Fees are subject to change with reasonable notification to students.

Exit Exam: When the student applies for graduation they must also complete the College Exit Assessment/Exam to receive Official Degree of Completion from Crowder College. Student will be notified of scheduled Exit Assessment/Exams upon receiving notification of graduation eligibility and prior to commencement.

Parking Permits

Students are to display a parking permit on the passenger side lower corner of their windshield. Permits are available at the Switchboard on Neosho campus (1st Floor of Farber) or contact the Student Services Office at the off-campus site locations. Students are to use student designated parking areas only.

Student ID Cards

Student ID cards will be issued during the first week of the semester. Returning students will have their card validated during the first week of the semester. Student I.D. cards can be obtained in the Student Services Office, located on the 1st Floor, Farber building. Students attending enrolled off-campus must contact the Student Services Office at their respective off-campus site for a Student I.D. **The initial I.D. cards are free of charge. Replacement cost for a lost or damaged card is \$5.**

ID cards are needed to purchase books, take makeup exams in the ARC, check out materials from the Crowder College, MSSU, and Cottey College libraries, check on or access records or financial information, and to receive student discounts for campus activities and the bookstore.

Children on Campus

It is the policy of Crowder College that children who are not on campus for some specific age-related activity not be present in the classroom or other areas of the college, in lieu of other child care arrangements (refer to **Board Policy 5.10**)

Student Activities and Organizations

The Student Life/Activities Office provides campus activities, cultural events, workshops, and lectures that are designed to enhance the development of all students socially, physically, spiritually, and intellectually. A complete listing of student organization descriptions can be found in the Student Organization Handbook & Resource Guide.

Campus Activities

Welcome Week Career Fairs Fall Festival Foundation Banquet Book Sale Aggie Days Show Me Crowder Day Blood Drive Homecoming Week Blow-up Toys Hypnotist Spring Fling Transfer Day Graduation Fair BSU Pie Day

Crowder College Alumni Association

The Crowder College Alumni Association was established in 1985. Graduates of the college are eligible for full membership and others can apply for Associate membership. The Association publishes a newsletter twice yearly highlighting alumni and college news. Each spring the Association hosts the Alumni Recognition Banquet. Information about the Crowder College Alumni Association is available in the Human Resources Office, located on the 1st floor of Newton Hall.

Student Organizations

(Organization descriptions are available in Student Senate handbook. The area code for all Student Organization numbers is 417.)

Aggie Club/P.A.S.

Tammy Holder, 455-5502, tholder@crowder.edu

Art and Design Club

Jeff Garrett, 455-5526, jgarrett@crowder.edu

Baptist Student Union (B.S.U.)

Aaron Werner, 451-5094, screek@joplin.com

Band/Jazz Ensemble

Bob Ensor, 455-5634, bensor@crowder.edu

Cheer and Dance Team

Doreen Clouse, 455-5584, dclouse@crowder.edu

Lauren Wolf, 455-5500, laurenwolf@crowder.edu

Crowder Chorale

Kierstin Bible, 455-5620, kbible@crowder.edu

Crowder College International Club

Suzanne Hurt, 455-5550, suzannehurt@crowder.edu

Crowder Players (Theatre)

Drew Feathers, 455-5458, dfeather@crowder.edu

Crowder Resident Assistants

Mark Aubuchon, 455-644, markaubuchon@crowder.edu

Crowder Student Ambassadors

Jim Riggs, 455-5709, jriggs@crowder.edu

Emerging Green Builders - SAGE

Dan Eberle, 455-5666, deberle@crowder.edu

Men's Baseball

Travis Lallemand, 455-5626, tlallema@crowder.edu

Nursing Association

D'Ann Dennis, 455-5456, d@crowder.edu

Phi Beta Lamda (PBL) / Students in Free Enterprise (SIFE)

KaliBard, 455-5542, kalibard@crowder.edu

Phi Theta Kappa (Honors)

Suzanne Puckett, 455-5570, spuckett@crowder.edu

Photography Club

Jeff Elwood, 455-5474, jelwood@crowder.edu

Quill (Art/ Literary Magazine)

Latonia Bailey, 455-5410, lbailey@crowder.edu

Sentry (Newspaper)

Latonia Bailey, 455-5410, lbailey@crowder.edu

SkillsUSA

Men's Soccer

Bradford Smith, 455-5443, bsmith@crowder.edu

Student Government

Mark Aubuchon, 455-644, markaubuchon@crowder.edu

Student Missouri State Teachers Association (SMSTA)

Patsy Garner, 455-5482, pgarner@crowder.edu

Women's Basketball

Tina Robbins, 455-5658, trobbins@crowder.edu

Women's Softball

Lori Videmschek, 455-5674, lvidemsch@crowder.edu

Student Organization Registration Process

The establishment of student organizations that are appropriate for a community college is encouraged. To be recognized as a Crowder College student organization and hold activities, events, fundraisers or print publications, flyers, and/or information; a student organization has to register with Student Activities by way of the Student Senate and be approved by the Vice President of Student Affairs. See the Student Senate Guide for further details.

Posting Policy

Before posting, the student organization, agency, or individual seeking approval for posting on campus, must provide a

copy of information to the Student Life Office or send it through campus mail. It will be stamped, "Approved for posting, Crowder College", initialed and a date will be added. The date will depend on when the event occurs or the type of poster. This policy is for campus-wide postings. Any outside organization, vendors, agencies, or individuals must also have their posters approved. Nothing may be posted on walls or glass windows on doors. Contact Student Life Coordinator, 417-455-5644, for more information.

Distribution of Information, Solicitation, Proselytism

Distribution of free literature, which does not occur in conjunction with solicitation, shall be permitted in such public places as specified by the Vice President of Student Affairs or Campus Life CoordinatorS (Please refer to Posting Policy).

Solicitation is prohibited on campus with the following exceptions and approval by the Vice President of Student Affairs:

- a) solicitation by registered and recognized student;
- b) solicitation by academic departments; and,
- c) commercial groups or individuals wishing to solicit on campus shall contact the Office of Student Activities.

Proselytizing in College housing is prohibited during established quiet hours and during hours when visiting is not permitted. The college facilities or properties may not be used for personal profit and the Vice President of Student Affairs or Campus Life Coordinator must approve door-to-door proselytizing.

Speech and Advocacy

Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner to ensure orderly conduct, avoidance of material disruption to college functions, teaching, or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Vice President of Student Affairs. An activity may be called a meeting when any special effort to recruit an audience has preceded the beginning of discussion or presentation, and when a person or group of persons appears to be conducting a systematic discussion or presentation on a definable topic.

Disruptive Activities

Any activity or expression, which materially disrupts the scheduled activities or processes of education, may be classified as disruptive. Anyone who initiates, in any way, something leading to a disruptive activity will be violating College regulations and/or state directive. Although not all encompassing, the following conditions shall classify as disruptive:

- (1) Blocking or in any other way interfering with access to any facility of the College.
- (2) Inciting others to violence and/or participating in violent behavior, e.g., assault, loud or vulgar language spoken publicly, or any form of behavior acted out for the purpose of inciting and influencing others toward violent behavior.
- (3) Holding rallies, demonstrations, or any other form of public gathering without prior approval of the college.

Campus Information

Division of Student Services

Arnold Farber, 1st Floor
601 Laclede Avenue
Neosho, Missouri 64850
417-455-5709 phone, 417-455-5731 fax

The Division of Student Services concentrates on four critical areas of services: Enrollment Management, Learning Resource, Enrichment-Based, and Community-Based services. The vision of Student Services is to provide comprehensive services aimed at addressing the "total student" and their needs. Student Services Offices:

Mondays 7:30 a.m. – 6:30 p.m.

Tuesdays – Fridays 7:30 a.m. – 4:30 p.m.

Enrollment Management Services: Farber Building, 1st Floor

Admissions Office

417-455-5709 phone, 417-455-5696 fax Admissions, toll-free 866-238-7788

The "open door" philosophy at Crowder College allows access to admission in college programs based on aptitude, interest, and abilities. The mission of the Crowder College Admission Department is to recruit, admit, advise, orient and enroll as many prospective students as possible. We believe that almost any student can benefit and succeed on some level at Crowder College, therefore, we will recruit students who are at a variety of different socio-economic and/or academic levels, including, but not limited to, A+ students and dual credit students. We hope to help new students feel welcome and ready to handle college; and help returning students find their advisor, enroll and create a plan of study.

Financial Aid Office

417-455-5434 phone, 417-455-5731 fax

The fundamental purpose of the financial aid program at Crowder College is to assist in making it possible for students to attend our institution who would normally be deprived of a college education due to inadequate resources.

Due to our belief that opportunities for higher education should not be limited by the financial resources of the student or his/her family, the Financial Aid Office will seek out sources of federal, state, and institutional funding and make them available to prospective and current students. To the extent possible, we will coordinate the available sources of funding to assist our students in meeting their demonstrated need. This assistance will be without regard to race, creed, national origin, sex, color, handicap, or age.

The confidentiality of student records will be respected. Information will be released only on the written consent of the student and in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). All policies and procedures will protect the student's right of privacy.

International Programs

417-455-5550 phone, 417-455-5696 fax

Crowder College seeks to provide international students the opportunity to obtain equal access to admission in college programs based on the fulfillment of federal guidelines for international students. Upholding an "open doors" philosophy the College will admit, advise and orient as many international students as can be accommodated within the limits of campus and community housing, and are deemed appropriate to the global and multicultural objectives of the Crowder mission. In addition, the College will coordinate international programs including, but not limited to, study abroad programs provided by the various Crowder College departments and student organizations encompassing an international theme. In fulfilling this mission, the College hopes to bring cultural understanding to the campuses and surrounding community.

Records

417-455-5697 phone, 417-455-5663 fax

The fundamental purpose of the Crowder College Records Office is to provide student with accurate and timely access to their academic records.

The confidentiality of student records will be respected and will only be released with written consent from the student and in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). To ensure integrity, student records are maintained in a secure environment. Access to student records will be without regard to race, creed, national origin, sex, color, handicap, or age.

Learning Resource Programs:

Academic Resource Center and Student Success Office

417-455-5602 phone, 417-455-5625 fax

The mission of the Academic Resource Center at Crowder College is to provide quality learning opportunities to all Crowder students through accessible, flexible, affordable programs designed to foster academic achievement and personal growth. The ARC offers a wide range of assistance and resources to all Crowder students. It also serves as a valuable resource to

faculty and staff at all Crowder campuses.

Migrant Programs
College Assistant Migrant Program (CAMP)
& High School Equivalency Program

417-455-5654 /451-5142 phone, 417-455-5731 fax

The mission of the Crowder College Migrant Programs is to ensure that all eligible migrants have the opportunity to obtain their GED and attend college by reducing obstacles that impede these educational pursuits.

Office of Disability Services
417-455-5624 phone, 417-455-5696 fax

The Office of Disability Services is committed to the goal of achieving equal educational opportunity, an accessible community where students are judged on their ability, and provide tools for full participation in the post-secondary environment for student with disabilities. Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Crowder College ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of disability under any program or activity offered by the College.

Trio Programs
SSS, Upward Bound, UB/Math Science, Talent Search, EOC 417-455-5584 phone, 417-455-5586 fax

Crowder College TRIO Programs...Providing opportunities, Preparing participants academically, Promoting postsecondary education, and Producing educated, responsible individuals. Crowder College TRIO Programs serve participants who are motivated to prepare for, enter, and complete postsecondary education. Through ongoing professional development, TRIO staff create and implement comprehensive services and opportunities, which foster student growth through academic and cultural enrichment, social interaction, and service to others. Staff are accessible, approachable, and passionate about the successes of every participant so each may become a responsible, educated individual.

Enrichment-Based Programs:

Athletic Department
Crowder Gymnasium
417-455-5426 phone, 417-455-5513, fax

The Crowder College Athletic Department perceives the relationship between the student-athlete and the college as a partnership. Our mission and purpose is to aid in the development of physical health and well-being while learning self-worth and the value of working together through well-planned athletic and academic programs for each individual.

Student Life & Housing
Student Center
417-455-5644 phone, 417-455-5747 fax
417-455-5682 residence hall office

The mission of the Campus Life Office at Crowder College is to provide students with opportunities to participate actively, foster community, explore new ideas and interests through a variety of entertainment and leadership experiences along with providing a quality residential learning/living environment for students that supports the total educational process. The Student Life staff assists students with housing applications, accommodations and accessibility requirements.

Hours of operation:

Mon. – Fri. 8:00 a.m. – 1:00 a.m.
Sat. – Sun. 10:00 a.m. – 4:00 p.m. and 6:00 p.m. – 1:00 a.m.
For emergencies contact: campus safety
Monday – Sunday 417-455-5744 or 417-455-5544
Emergency Services 911

Career and Transfer Services

417-455-5618 phone, 417-455-5731 fax

The mission of the Career Service & Transfer Services Center supports the Crowder College mission by providing quality information and services to help all students discover their strengths and a major area of study that will suit their skills, interests, and goals in life. Career Services is designed to maximize students' efforts in preparing for and seeking jobs and careers after graduation. Services are available to provide assistance for part-time employment on campus, cooperative education work programs, internships, and career assessment.

Additional Resources:

Instructional Office

McDonald Hall, 1st Floor
417-455-5740 phone, 417-455-5745 fax

The mission of the instruction department of Crowder College is to provide the best learning opportunities possible for all students and clients who wish to further their lives through education.

Bookstore

Farber Building, 1st Floor
417-455-5588 phone, 417-455-5747 fax

Crowder College Bookstore, located on the first floor of McDonald Hall orders and sells textbooks for the scheduled classes each semester. Other items such as writing supplies, computer discs, college clothing, etc. are also available for purchase. Hours of operation include:

Monday 8:00 a.m. – 6:30 p.m.
Tuesday - Friday 8:0 a.m. – 4:30 p.m.

Cashiers Office

Farber Building 1st Floor 417-455-5464 phone, 417-455-5747 fax

The Business Office can assist by devising payment plans for students who do not qualify for Federal Financial Aid and/or need additional assistance in paying school fees.

Campus Safety and Security

McDonald Hall, 1st Floor
417-455-5744, 417-455-6692 or 417-455-5544 phone, 417-455-5745 fax

It is our mission, as Crowder College's Department of Campus Safety and Security, to provide a safe and secure environment for all students, employees and visitors who spend time on our campus. Whether you call the campus your home, your workplace or are just here for a few hours, we are here to protect you, to serve you and to provide you with the information you need to make your stay safe and worry free. We hope the information provided will answer questions you may have about our policies and procedures. See the campus website, Campus Information at www.crowder.edu for more information.

Food Service

Newton Hall, 1st Floor
417-455-5446 office, 417-455-5724 kitchen

Students living in the Crowder College Residence Complex eat in the cafeteria as part of the Room and Board package. The College Cafeteria and the Rider Grill are open to the public.

Bill & Margot Lee Library

Farber Building, 2nd Floor

417-455-5606 phone, 417-451-4280 fax

The Bill & Margot Lee Library supports the educational mission of Crowder College by providing access to and instruction in the use of the information resources and services to the students, faculty, and staff. Lee Library is a charter member of the MOBIUS Consortium that expands access to resources from over 60 member libraries in the state of Missouri. The Library is a fully automated library providing online access to the library catalog and research base.

Monday – Thursday 8:00 a.m. - 8:30 p.m.

Friday 8:00 a.m. – 4:30 p.m.

Sunday 1:30 p.m. – 4:30 p.m.

Additional Campus Telephone Numbers (area code 417)

Switchboard, Operator.....	451-3223
Admissions, toll-free	866-238-7788
Main Admissions	455-5709
Cassville Watley Center	847-1706
Nevada Center.....	667-0518
Webb City Center.....	673-2345
Business Training & Development Center	800-783-8053
Crowder College Theatre.....	455-5458
Environmental Resource Center.....	455-5628
Information Technology.....	455-5712
Truck Driver Training	455-5524
Campus Weather Status.....	455-5732
College newspaper (Sentry).....	455-5676
Community education	455-5713
English Language Institute	455-5493/5550

G.E.D. classes and Testing	Newton Hall 451-5521
Grades and Graduation	Records, Farber Bldg 455-5697
Grievances Office	Farber Bldg 455-5636
Honors program	Farber Bldg 455-5570
Intramurals.....	Campus Life 455-5644
Make-up test & CLEP	ARC, McDonald Hall 455-5602
Public Information.....	Farber Bldg 455-5540
Request for special assistance	McDonald Hall 455-5624
Tutoring Services.....	McDonald Hall 455-5602
Veteran services	Farber Bldg 455-5434

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 requirements is placed on academic probation.
- 3 **Academic year**- from August to May, including fall and spring semesters.
- 4 **Associates in Art 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 61 units of credit (credit hours).
- 5 **Associates in Applied Science degree (A.A.S.)** - the degree given to students who have completed the requirements as listed in the catalog. Usually requires 61 units of credit (credit hours).
- 6 **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.
- 7 **Counselor** – a professionally trained person who assists students with academic, vocational or personal problems. They are located in the Student Services Office, Farber Building.
- 8 **Curriculum** – a group of courses you are required to take. The courses vary according to the class you are taking.
- 9 **Credit** – 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 credit hours you register for, but you receive credit on your transcript only for the number of credit hours in which you receive a passing grade.

10 **Vice President** – an administrator in charge of a certain part of the college, such as Vice President of Student Affairs, Vice President of Academic Instruction, etc.

11 **Dean's list** – a list of all students taking at least 12 credit hours and receiving a 3.5 grade point average for that semester.

12 **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, they can be dismissed from the college.

13 **Dismissal/Expulsion** – being refused permission to attend college. A record of the dismissal becomes part of the student's permanent record.

14 **Dropping** – officially withdrawing from a course. In order to drop a course, students must fill out the appropriate forms in the Admissions Office.

15 **Elective** – a course you choose to take but that is not a required part of your regular curriculum. Electives count toward the 61 credit hours needed for graduation, but they can't replace the courses that are required in your programs.

16 **Exclusion** - loss of privileges from participation in designated privileges, athletics, extracurricular activities, and/or facilities for a specified academic term or terms.

17 **Extracurricular activities** – opportunities the college offers as part of its service to students. Usually free with a student ID card. They include such things as movies, sports, clubs, student government, dances, parties, etc.

18 **Financial Aid** – any kind of help given toward attending college. Financial aid includes grants, loans, or jobs. The financial aid department is located in the Student Services Office, Farber Building.

19 **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 of the 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.

20 **Freshman** – student who have completed less than 28 hours of credit.

21 **Full-time Student** – anybody taking 12 credit hours or more.

22 **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.

23 **Graduate** – a person who has finished the required curriculum, completed the necessary 61 hours and received a degree.

24 **Grant** – money given to you to help you attend college. Usually grants do not have to be repaid.

25 **Humanities** – courses dealing with such things as literature, music, art, foreign languages, philosophy and language.

26 **Interim Suspension** - exclusion from classes or from other specified activities or areas of the campus, as set forth in the Notice of Interim Suspension, before final determination of an alleged violation.

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 liberal arts, 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** – filling 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 in school. Scholarships are available in some programs and not in others, but information is available in the Student Services Office.

35 **Social Sciences** – course 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 either for a specified range or time or for the remainder of the enrolled semester.

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** – getting permission to omit a required course or substitute a similar course for one that is required.

FALL 2011 Academic Calendar

July 01, 2011	Financial Aid Priority Deadline for Fall Semester
August 22, 2011	1st Day Classes 16 week and 1st 8 week
August 26, 2011	Fall Enrollment Ends
September 5, 2011	COLLEGE CLOSED- Labor Day
September 6, 2011	100% refund for 1st 8 wk ends
September 8, 2011	Financial Aid Census Date
September 12, 2011	50% refund for 1st 8 wk ends
September 12, 2011	Count day for Reports on Enrollment
September 19, 2011	25% refund for 1st 8 wk ends
September 20, 2011	100% refund for 16 wk ends
September 30, 2011	Last Day to withdraw from 1st 8 week classes and 10% refund ends
October 4, 2011	50% refund for 16 wk ends
October 14, 2011	1st 8 wk final
October 17, 2011	2nd 8 wk classes begin
October 19, 2011	25% refund for 16 wk ends
November 1, 2011	100% refund 2nd 8 wk ends
November 8, 2011	50% refund 2nd 8 wk ends
November 14, 2011	Priority enrollment for Sophomores 28 hrs. or more
November 16, 2011	25% refund 2nd 8 wk end
November 17, 2011	Last Day to withdraw from 16 week class and 10% refund ends.
November 17, 2011	Priority enrollment for Freshman 27 hrs or less
November 23-27	COLLEGE CLOSED- Thanksgiving Break
November 28, 2011	Open enrollment through 1st day of classes
December 1, 2011	Last to withdraw from 2nd 8 week class and 10% refund ends
December 12- 16	Finals for 16 week and 2nd 8 week classes
December 16, 2011	Grades are due in Register's Office by 1:00pm
December 17, 2011	Graduation commencement
December 23 – Jan. 1	COLLEGE CLOSED- Winter Break

SPRING 2012 Academic Calendar

December 2, 2011	Financial Aid Deadline for Spring Semester
January 16, 2012	COLLEGE CLOSED-Martin Luther King Day
January 17, 2012	1st Day Classes 16 week and 1st 8 week
January 20, 2012	Spring Enrollment Ends
January 30, 2012	100% refund for 8 wk ends
February 6, 2012	Financial Aid Census Date
February 6, 2012	50% refund for 8 wk ends
February 13, 2012	25% refund for 8 wk ends
February 14, 2012	Count day for Reports on Enrollment
February 16, 2012	100% refund for 16 wk ends
February 20, 2012	COLLEGE CLOSED- President's Day / Twilight and evening classes WILL MEET
February 27, 2012	Last Day withdraw from 1st 8 week class and 10% refund for 1st 8 wk ends
March 2, 2012	50% refund for 16 wk ends
March 9, 2012	1st 8 week finals
March 12-16, 2012	Spring Break
March 19, 2012	2nd 8 week classes begin
March 19, 2012	25% refund for 16 wk ends
April 3, 2012	100% refund for 2nd 8 wk ends
April 6, 2012	COLLEGE CLOSED- Good Friday
April 10, 2012	50% refund for 2nd 8 wk ends

April 16, 2012	Priority enrollment for Sophomores 28 hrs or more
April 17, 2012	Last Day to withdraw from 16 week classes and 10% refund for 16 wk ends
April 18, 2012	25% refund for 2nd 8 wk ends
April 19, 2012	Priority enrollment for Freshmen 27 hrs or less
April 30, 2012	Open enrollment starts and runs through 1st day of upcoming semester
May 3, 2012	Last Day withdraw from 2nd 8 week classes and 10% refund for 2nd 8 wk ends
May 14-18, 2012	Finals for 16 week and 2nd 8 week classes
May 18, 2012	Grades due in registrar's office by 1:00 p.m.
May 19, 2012	Graduation Ceremony
May 28, 2012	College Closed- Memorial Day

SUMMER 2012 Academic Calendar

April 01, 2012	Financial Aid Priority Deadline for Summer
June 4, 2012	1st Day CLASSES 8-week and 1st 4 week
June 4, 2012	Enrollment ends for 4 week classes
June 5, 2012	Enrollment ends for 8week classes
June 11, 2012	100% refund for 1st 4 wk ends
June 12, 2012	Financial Aid Census Date
June 13, 2012	50% refund for 1st 4 wk ends
June 18, 2102	25% refund for 1st 4 wk ends
June 18, 2012	100% refund for 8 wk ends
June 22, 2012	Last Day to withdraw from 1st 4 week class and 105 refund ends
June 25, 2012	50% refund for 8 wk ends
June 29, 2012	1st 4 week finals
July 2, 2012	25% refund for 8 wk ends
July 2, 2012	2nd 4 week classes begin
July 4, 2012	COLLEGE CLOSED - Independence Day
July 6, 2012	Make-up day for observation of Independence Day
July 9, 2012	100% refund for 2nd 4 wk ends
July 11, 2012	50% for 2nd 4 wk ends
July 13, 2012	Last Day to withdraw from 8 week classes and 10% refund ends
July 16, 2012	25% for 2nd 4 wk ends
July 20, 2012	Last Day to withdraw from 2nd 4 week class and 10% refund ends
July 27, 2012	Finals for 8 week and 2nd 4 week classes
July 27, 2012	Grades are due in Registrar's office by 1:00 pm

*Student may not add classes after this week – The only exception is for 2nd eight-week and blocked scheduled classes.

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