

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

### **Mission Statement (1.00)**

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 (2.00)**

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

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

*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.*

*Sonya Pearson, Dean of Student Services, Newton Hall, 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 (3.00)**

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 (4.00)**

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 (4.01)**

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 (4.02)**

- 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 (4.03)**

- a) The student has the right to judicial due process, including a speedy hearing, confrontation the College's or his witness, presumption of innocence, protection of cruel punishment, and appeal.
- 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 (4.04)**

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 Dean of Students at 417-455-5560.

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 Student Services Office. Students who elect not to disclose the Directory Information must contact the Dean of Students and complete the NonDisclosure of Directory Information Form. The also has the option of restricting only certain information with the Directory list.

4. A complete review of student rights guaranteed under Family Educational Rights and Privacy Act will be kept on file in the Student Services Office.

### **Directory Information (5.00)**

Students may withhold Directory Information by notifying the Student Services 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

### **Disciplinary Proceedings and Student Records (5.01)**

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 and Alcohol Violations (5.02)**

According to FERPA, the College may disclose the results of any disciplinary action by the College to parents of dependent 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; and
2. The student is under 21 at the time of disclosure to the parent.
3. This exception does not supercede any State law that prohibits a college from disclosing information.

**Violent Crimes (5.03)**

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 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 of the accused 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.

**Securing a Transcript (5.04)**

Students may request, in writing, a copy of their Crowder College transcript from the Records Office. The first copy is free and there is a charge for each additional copy. A student's transcript cannot be released to a second party without the written authorization of that student, except when requested by law or by 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.

**Records Request (5.05)**

You may inspect and review your records by submitting a written request to the appropriate office administrator. 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 appropriate administrator 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, 2nd Floor, Newton Hall

Financial Aid: Financial Aid Office, 2nd Floor, Newton Hall

Grades: Records Office, 2nd Floor, Newton Hall

### **Student Housing (5.06)**

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. 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.
3. Limited 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).
4. 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 Dean of Students 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.

### **Standard Of Student Conduct (6.00)**

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

1. All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty as may be further specified in campus regulations.
2. Other forms of dishonesty, including but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the College or to College officials acting in the performance of their duties.
3. Forgery, alteration, or misuse of any College document, record, key, electronic device, or identification.
4. 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.

5. 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; 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.
6. 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.
7. Violation of policies, regulations, or rules governing College-owned or operated housing facilities or leased housing facilities located on College property.
8. Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.
9. 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.
10. Stalking 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.
11. The use of "fighting words" 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.

12. 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.
13. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities.
14. Disorderly or lewd conduct.
15. Participation in a disturbance of the peace or unlawful assembly.
16. 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.
17. 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.
18. 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.

19. Except as expressly permitted by law, possession, use, or manufacture of a firearm or other weapon specified in campus regulations.
20. The operation on campus of student organizations not properly recognized and registered.
21. 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).
22. Violation of campus housing policies (see Residence Complex Policies and Procedures Manual).
23. 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.
24. Violation of the conditions contained in the terms of a disciplinary action imposed under these policies or campus regulations.

### **Disciplinary Action (7.00)**

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 or eligibility for activities 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 academic term or terms with reinstatement thereafter certain, provided that the student has complied with any conditions imposed as part of the suspension.

**Dismissal:** Termination of student status for an indefinite period. Readmission to the College shall require the specific approval of the Dean of Student and Due Process Committee.

**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 Dean of Students 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, community service, 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 (7.01)**

When, as a result of violations of the student conduct code, a student is suspended or dismissed, the fact that the discipline was imposed must be posted on the academic transcript for the duration of the suspension or dismissal.

### **Student Discipline Procedures (8.00)**

#### **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 if he/she so desires and has followed and exhausted the nonacademic appeal procedures listed below.

### **Student Grievance Appeal Procedure (9.00)**

#### **Academic Procedures (9.01)**

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 Dean of Instruction Office (1<sup>st</sup> floor, McDonald Hall) and the Dean of Students Office (2<sup>nd</sup> floor, Newton Hall) 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 Dean 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 (9.02)**

Non-academic or non-grade related grievances must be filed with the Dean of Students Office. The student accused of non-academic misconduct shall be informed in writing by the Dean of Students 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 any misconduct meriting disciplinary action may contact the Dean of Students in writing within three (3) class days of determination of the action and request a hearing by the Due Process Committee. 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 conform to the procedural formality of a trial.

The Dean of Students shall be responsible for presenting evidences of the charges to the hearing committee. The Committee will determine by majority based upon a preponderance of the evidence whether the misconduct is founded. 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 Committee will be determined final.

### **Enrollment Suspension Appeal Process (9.03)**

Upon successful completion of the above requirement, the student can petition for readmission for one of the subsequent regular semester (fall or spring). The student must request from the Records Office an Appeal for Readmission and submit the form and a letter of explanation to the Dean of Students. A student's request for readmission will not be reviewed, that is, until an appropriate Academic Appeals Committee has evaluated all documentation requested and submitted.

1. Students placed on academic suspension must sit out one academic semester, or attend another institution for a semester to

raise their GPA. Students electing to attend another institution must transfer a semester GPA of 2.0 or above for the term in which the student was suspended from Crowder College. The student is not eligible for readmission if he/she attends the summer session proceeding the semester of suspension. The student must sit out one of the regular semester (fall or spring) terms.

2. Upon successful completion of the above requirement, the student can petition for readmission for one of the subsequent regular semester (fall or spring). The student must request a Petition for Readmission from the Office of Student Records and submit a letter of explanation. The student must submit the petition at least 60 days prior to the first day of the month in which the student seeks readmission. Contact the Dean of Students for a complete listing of petition requirements.

Based on the information provided, the committee's decision can reflect the following: a) readmission; b) provisional readmission (i.e., probation, restricted course enrollment, mandatory tutoring, etc.); or, readmission denial. In an effort to provide academic support services and resources for students at-risk, Crowder College has implemented an Early Alert and Intervention Program. Consistent with Early Alert and Intervention Program, students on Academic Probation, Readmission or Provisional Readmission due to prior Suspension status will be required to submit an Academic Progress Sheet once a month to the Dean of Students.

## **Student Right-To-Know (10.00)**

### **Academic Accommodations and Accessibility (10.01)**

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 417-455-5560 or 5636.

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 Dean of Students 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](http://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 the Dean of Students at 417-455-5636 to request a copy of the Office of Disability Service student manual.

### **Campus Crime Reporting (10.02)**

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, deans, 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. 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 Dean, or by calling the College Campus Security Department at 417-455-5544. 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**

<b>Year</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>
Murder	0	0	0
Sexual Assault			
Forcible	0	0	0
Non-forcible	0	0	1
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	6	0	1
MV Theft	0	0	1
Manslaughter	0	0	0
Arson	0	0	0
Liquor Violations	0	0	13
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0
Arrests	0	0	0
Hate Crimes	0	0	0
Vandalism	1	0	5

### **Drug and Alcohol Policy and Program (10.03)**

Crowder College supports and is in compliance with the Drug Free Schools and Communities Act (Public Law 102-226). 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 (10.04)**

Crowder College encourages students, faculty, visitors, and staff to notify Campus Security or the Dean of Student Services during normal business hours. If you witness a crime in progress, contact Campus Security, ext. 5544, or the Dean of Students, ext. 5636, who will then notify local authorities. Victims may make a voluntary, confidential report of a crime. That crime will be included in the crime statistics.

Although disciplinary proceedings follow the basic rules of due process, they are not subject to rigid criminal procedures. Therefore, discipline may be imposed with a finding of probable violation of college rules, instead of guilt beyond a reasonable doubt. The victim of sexual assault has the right to choose when and if to press criminal charges.

1. Confidentiality of the internal proceeding guarantees and protects the victim's right to privacy.
2. The accused (alleged perpetrator) and accuser will be notified of the outcome in any sexual assault case.
3. Reasonable academic changes to the victim's academic arrangements.

### **Sexual Harassment (10.05)**

The Board will not tolerate any behavior, whether verbal 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 on campus or in facilities owned or controlled by the college. The Board specifically prohibits discrimination and/or sexual harassment of and by administrators, supervisors, faculty, staff members, students, and all other persons affiliated with the college or its functions. The President will develop appropriate regulations to ensure that all complaints about discrimination and/or sexual harassment are investigated and adjudicated in an expeditious and equitable manner (refer to **Board Policy 6.9.1**).

### **Campus Security (10.06)**

The Crowder College Office of Campus Safety and Security enforce campus traffic and parking regulations and issues of student conduct, and maintain crime records for the campus. Students can contact security personnel at:

Monday –Friday	455-5544 or 5744 (Days)
	455-6492 (Weeknights)
Saturday – Sunday	455-6692 (Weekends)
Emergency Services	911

### **Campus Housing (10.07)**

455-5682 (Dorm Office)	Mon. – Sun.	8:00 a.m. – Midnight
455-6215 (Emergency)	Mon. – Sun.	Midnight – 8:00 a.m.

**Building Access (10.08)**

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 (10.09)**

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 (11.00)**

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 (12.00)**

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 Dean of Students 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 Dean of Students.
- 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.

### **Residence Complex Policy and Procedures (13.00)**

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.

### **Graduation Procedures (14.00)**

**Fees:** 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 2nd Floor, Newton Hall.

**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 (15.00)**

Students are to display a parking permit on the rearview mirror of their vehicle so they can be contacted in case of an emergency, or should their lights be left on. Permits are available in the Student Services Office, 2<sup>nd</sup> floor, Newton Hall. Students are to use student designated parking areas only.

### **Student ID Cards (16.00)**

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 2nd floor, Newton Hall. Students attending off-campus locations will be provided temporary I.D.s at their respective off-campus site and the final card will be mailed. **The initial I.D. cards are free of charge. Replacements for lost or damaged cards are \$5.**

ID cards are needed to check out materials from the Crowder College, MSSC, and Cottey College libraries, and to receive student discounts for campus activities, purchase books, and take makeup exams.



### **Children on Campus (17.00)**

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 (18.00)**

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 (19.00)**

Pig Roast	*Welcome Week Activities
Free Tie –Dye	Henna Day
Fall Festival	*Foundation Banquet
Book Sale	Aggie Days
*Barn Warming Dance	*Halloween Dance
Blow-up Toys	Hypnotist
Mentalist	Pool Tournaments
Graduation Fair	*BSU Pie Day
*Homecoming Week activities and dance (spring semester)	
Blood Drive (fall and spring semester)	
Career Fairs (several during the school year)	
Transfer Day (fall and spring semester)	
<i>*Denotes signature event</i>	

### **Crowder College Alumni Association (19.01)**

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 first floor of Newton Hall.

## **Student Organizations (19.02)**

*(Organization descriptions available in Student Senate handbook.)*

### **Aggie Club/P.A.S.**

Contact: Tammy Holder, 455-5502, [tholder@crowder.edu](mailto:tholder@crowder.edu) or  
David Garnett, 455-5478, [dgarnett@crowder.edu](mailto:dgarnett@crowder.edu)

### **Art and Design Club**

Contact: Janie Lantz, 455-5526, [jlantz@crowder.edu](mailto:jlantz@crowder.edu)

### **Baptist Student Union (B.S.U.)**

Contact: Aaron Werner, 451-5094, [screek@joplin.com](mailto:screek@joplin.com)

### **Band/Jazz Ensemble**

Contact: Marsha Thompson, 455-5634,  
[mthompso@crowder.edu](mailto:mthompso@crowder.edu)

### **Chromatix (Crowder's Jazz Choir)**

Contact: Jonathan Stewart, 455-5620, [jstewart@crowder.edu](mailto:jstewart@crowder.edu)

### **Crowder College Chorale & Community Chorus**

Contact: Jonathan Stewart, 455- 5620,  
[jstewart@crowder.edu](mailto:jstewart@crowder.edu)

### **Crowder College International Club**

Contact: Don McBride, 455-5683, [dmcbride@crowder.edu](mailto:dmcbride@crowder.edu)

### **Crowder Players (Theatre)**

Contact: J.P. Dickey, 455-5458, [jdickey@crowder.edu](mailto:jdickey@crowder.edu)

### **Crowder Resident Assistants**

Contact: 455-5644, [residentlife@crowder.edu](mailto:residentlife@crowder.edu)

### **Crowder Student Ambassadors**

Contact: Jacinda Watson, 455-5644, [jwatson@crowder.edu](mailto:jwatson@crowder.edu),  
or Admissions, 455-5702, [admissions@crowder.edu](mailto:admissions@crowder.edu)

### **Delta Tau Alpha (Ag Honors)**

Contact: Dave Garnett, 455-5478, [dgarnett@crowder.edu](mailto:dgarnett@crowder.edu)

### **Men's Baseball**

Contact: Andy Summers, 455-5626, [asummers@crowder.edu](mailto:asummers@crowder.edu)

### **Nursing Association**

Contact: Karen Vinyard, 455-5638, [kvinyard@crowder.edu](mailto:kvinyard@crowder.edu)

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

Contact: David Royce, 455-5542, [droyce@crowder.edu](mailto:droyce@crowder.edu)

### **Phi Theta Kappa (Honors)**

Contact: Marianne Schumaker, 455-5600,  
[mschumak@crowder.edu](mailto:mschumak@crowder.edu)

### **Quill (Art/ Literary Magazine)**

Contact: Latonia Bailey, 455-5410, [lbailey@crowder.edu](mailto:lbailey@crowder.edu)

### **Sentry (Newspaper)**

Contact: Latonia Bailey, 455-5410, [lbailey@crowder.edu](mailto:lbailey@crowder.edu)

**Solar Vehicles**

Contact: Art Boyt, 455-5422, aboyt@crowder.edu

**Student-Missouri State Teachers Association****Student Government**

Contact: Jacinda Watson, 455-5644, jwatson@crowder.edu

**V.I.C.A.**

Contact: Curtis Daniels, 455-5448, cdaniels@crowder.edu

**Women's Basketball**

Contact: Craig Woods, 455-5658, cwoods@crowder.edu

**Student Organization Registration Process (19.03)**

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 as a student organization has to register with Student Activities by way of the Student Senate and be approved by the Dean of Students. See the Student Senate Guide for further details.

**Posting Policy (20.00)**

Before posting, the student organization, agency, or individual seeking approval for posting on campus, must provide a copy of information to the Campus 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.

**Distribution of Information,  
Solicitation, Proselytism (21.00)**

Distribution of free literature, which does not occur in conjunction with solicitation, shall be permitted in such public places as specified by the Dean of Students or Student Activities Coordinator (Please refer to Posting Policy). Solicitation is prohibited on campus with the following exceptions and approval by the Dean of Students:

- 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 Dean of Students or Housing Coordinator must approve door-to-door proselytizing.

## **Campus Information**

### **Division of Student Services**

Newton Hall, 2nd Floor

601 Laclede Avenue

Neosho, Missouri 64850

417-455-5718 phone, 417-455-5731 fax

The Division of Student Services, which includes the Office of Disability Services (ODS), Financial Aid, Admissions, Student Support Services, Student Life and Housing, Career Services, Title III, Upward Bound and Athletics assists in providing an array of services for all students at Crowder College. Student Services works with ODS, Residence Life, Student Activities, Campus Public Safety, Counseling, Career Services, and Food Services, to further meet the needs of Crowder students.

#### **Student Services Offices**

Mondays	7:30 a.m. – 6:30 p.m.
Tuesdays – Fridays	7:30 a.m. – 6:30 p.m.

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

Newton Hall, 2<sup>nd</sup> Floor

417-455-5636 phone, 417-455-5696 fax

The Office of Disability Services (ODS) is committed to ensuring that students with disabilities have equal access and reasonable accommodations to goods, services, and facilities. In addition, ODS will ensure that students with disabilities are not excluded, denied services, segregated or otherwise treated differently than other people. The ODS also makes information accessible to and useable by people with communication disabilities.

## **Enrollment Management Services**

### **Newton Hall, 2<sup>nd</sup> Floor**

#### **Financial Aid Office**

417-455-5434

The Financial Aid Office is organized to assist students in meeting the costs of education. The goal is to provide assistance to qualified students who would not be able to attend the College without assistance. Visit the Financial Aid Office if you wish to research financial support resources such as Pell Grants, Scholarships, Supplemental Educational Opportunity Grants (SEOG), Federal Work-Study Program, Stafford Loan Program and other financial options available.

#### **Admissions Office**

417-455-5709

Visit the Admissions Office if you wish to enroll in Crowder courses, Dual Enrollment and Dual Credit classes and/or receive admission requirements or information on the following: Admissions Assessment and Placement tests requirements, International student admission, Veterans enrollment, campus tours, and other information relating to enrollment process is available in the Admissions Office.

#### **Career Services**

417-455-5618

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.

#### **Student Life & Housing**

Student Center

417-455-5644

417-455-5696, fax

The Student Life staff assists students with housing applications, accommodations and accessibility requirements. The staff members also maintain housing assignment records and other pertinent information that will aid in the students transition to the College such as providing cultural, recreational, and campus events and activities. Student Activities provides organizations and activities that are designed to enhance the development of all students socially, physically, spiritually, and intellectually.

### **Student Support Services**

Accessible Computer Labs

Newton Hall, 2<sup>nd</sup> Floor

417-455-5568

Student Support Services also known as “SAIL” is a federally funded grant program committed to meeting the needs of targeted two-year degree-seeking students. The program's objectives are to improve the retention, graduation, and successful transfer of out student participants. Student Support Services provides a supportive environment where students will have their academic, career, and personal needs met. SAIL works with the ODS Office to provide students with accessible computer labs, tutoring, and other classroom assistive aids such as tape recorders, distraction free testing environment, proctored exams, etc.

### **Additional Resources:**

#### **Business Office**

Newton Hall and Student Center

417-455-5442

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, First Floor (North Entrance)

417-455-5544 or 5744

The Crowder College Office of Campus Safety and Security enforce campus traffic and parking regulations and issues of student conduct, and maintain crime records for the campus.

#### **Food Service**

Newton Hall, First Floor

417-455-5446

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.

### **Crowder College Bookstore**

McDonald Hall, First Floor

417-455-5588

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.

Bookstore hours	Mondays – Thursdays	8:30 a.m.- 6:30 p.m.
	Fridays	8:30 a.m. – 4:00 p.m.

### **Learning Resource Center (Library)**

Newton Hall, First Floor

417-455-5606

The Learning Resource Center, located on the east end of Newton Hall, houses the college library. The fully automated LRC supports learning and research for students and faculty. The Learning Resource Center (Library) provides collections and services for all full-time and part-time students, faculty, and staff in the education programs of Crowder College.

<b>L.R.C. Hours</b>	Monday – Thursday	8:00 a.m.- 10:00 p.m.
	Friday	8:00 a.m. – 4:30 p.m.

*Weekend and other hours of operation will be posted.*

### **Additional Campus Telephone Numbers**

Admissions .....	866-238-7788
Main Campus .....	(417) 451-3223
Business Training & Development Center .....	623-4642
Cassville Watley Center .....	847-1706
Crowder College Theatre .....	455-5458
Environmental Resource Center .....	455-5628
Gymnasium .....	455-5426
Information Technology .....	455-5712
Nevada Center .....	667-0518
Newton Hall .....	451-3223
Instructional Office, McDonald Hall .....	455-5740
Webb City Center .....	673-2345
Truck Driver Training .....	455-5524
Campus Weather Status.....	455-5732

## **Campus Services**

### **Accounts and balances**

Cashiers Office ..... Student Center ext. 5598

### **Activities**

Campus Life Coordinator..... Student Center ext. 5644

### **Adding a class**

Admissions..... Newton Hall ext. 5709

### **Admissions information**

Admissions..... Newton Hall ext. 5709

### **Address change**

Records Office ..... Newton Hall ext. 5424

### **Athletics** ..... Gymnasium ext. 5426

### **Books and supplies**

Bookstore ..... McDonald Hall ext. 5588

### **Campus housing**

Campus Life Office..... Student Center ext. 5644

### **Clubs and organizations**

Campus Life Office..... Student Center ext. 5644

### **College newspaper (Sentry)**

Sentry Office ..... Newton Hall ext. 5676

### **Community education**

Student Services ..... Tech. Ed. Center ext. 5418

### **Computer accounts/assistance**

Information Technology ..... McDonald Hall ext. 5712

### **Dropping a class**

Admissions..... Newton Hall ext. 5709

### **English Language Institute**

Student Services ..... Newton Hall ext. 5636

### **Financial aid**

Financial Aid Office..... Newton Hall ext. 5434

### **G.E.D. classes**

Adult Education ..... Newton Hall ext. 5490

### **G.E.D. testing**

Adult Education ..... Newton Hall ext. 5490

### **Grades**

Records Office ..... Newton Hall ext. 5424

### **Graduation**

Records Office ..... Newton Hall ext. 5424



**Grievances**

Dean of Students ..... Newton Hall ext. 5636

**Honors program**

Honors Coordinator..... Newton Hall ext. 5600

**International admissions**

Student Services ..... Newton Hall ext. 5683

**Intramurals**..... Gymnasium ext. 5426

**Job placement**

Career Services ..... Newton Hall ext. 5618

**Make-up test**

Student Services ..... Newton Hall ext. 5636

**CLEP test** ..... ACT Center 623-4646

**Public information** ..... EPCC Center ext. 5540

**Registration information**

Admissions..... Newton Hall ext. 5709

**Request for special assistance**

Student Services ..... Newton Hall ext. 5636

**Scholarships**

Student Services ..... Newton Hall ext. 5636

**Student Support Services**

Student Services ..... Newton Hall ext. 5568

**Tutoring**

Student Services ..... Newton Hall ext. 5500

**Upward Bound programs**

Student Services ..... Newton Hall ext. 5584

**Veteran services**

Student Services ..... Newton Hall ext. 5636

**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. If the probation is not removed at the end of the following semester, the student is suspended. A student may petition the Admissions Committee for reinstatement.

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 60 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 60 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 fourth 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, Newton Hall.
8. **Curriculum** – a group of courses you are required to take. The courses vary according to the class you are taking.
9. **Credit** – a way of counting how much each course is worth toward graduation. Usually, credit hours are assigned to courses according to how many hours a week the course meets; however, in some fields you are required to attend class for more hours than announced credit. In art, for instance, you may spend four hours a week in class for two hours of credit. Your tuition is based on the number 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. **Dean** – an administrator in charge of a certain part of the college, such as Dean of Student Services, Dean 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** – 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 Registrar's Office, Student Services Offices, Newton Hall.
15. **Elective** – a course you choose to take but that is not a required part of your regular curriculum. Electives count toward the 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 service Office, Newton Hall.
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 30 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 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. **Preregistration** – deciding on the courses you will take and reserving spaces in them well before a semester starts. You can go through preregistration 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 30 credit hours, but less than the number required for an Associate Degree.
- 37. **Special student** – a student who has not yet completed a high school diploma or equivalency, or one who has completed two or more years of approved college work.
- 38. **Suspension** – a college disciplinary action that prevents a student from attending classes or coming to school activities.
- 39. **Transcript** – a permanent record of the courses you have attempted and the grades you received, or the courses you have withdrawn from. If you transfer to another college, that college will want an official transcript, which must contain the registrar's signature and the school seal.
- 40. **Transfer credit** – courses which four-year colleges will accept as meeting part of their requirements. Usually transfer courses are numbered 100 or above, but the practice is not the same at all colleges, so it's a good idea to consult a counselor.
- 41. **Waiver** – getting permission to omit a required course or substitute a similar course for one that is required.

## Fall 2002 Academic Calendar

April 15-Aug. 22	Mon.-Thur.	Registration
August 1	Thurs.	Financial Aid fall deadline
August 23	Fri.	All Staff Day – College closed
August 24	Sat.	Dorms open
August 26	Mon.	Classes begin
August 26-30	Mon.-Fri.	*Late registration
September 2	Mon.	Labor Day – College closed/No twilight or evening Classes
October 18	Fri.	Mid-term break
October 19	Sat.	Weekend Express classes <b>DO</b> meet
November 15	Fri.	Last day to withdraw from classes
November 25	Mon.	Pre-enrollment – spring classes begins
November 27	Wed.	No evening or twilight classes
Nov 28-Dec. 1	Thurs.-Sun.	Thanksgiving holiday–College closed
December 2	Mon.	Financial Aid priority spring deadline
December 14	Sat.	Saturday class finals
Dec. 16-19	Mon.-Thurs.	Finals
Dec. 25-Jan. 1	Tues.-Tues.	College closed for winter break

## Spring 2003 Semester Academic Calendar

January 2-10	Thurs.-Fri.	Registration
January 9, 10	Thurs., Fri.	All Staff Day
January 11	Sat.	Dorms open
January 13	Mon.	Classes begin
January 13-17	Mon.-Fri.	*Late registration
January 20	Mon.	Martin Luther King Day – College closed <i>Twilight and evening classes DO meet</i>
February 17	Mon.	President's Day – College closed <i>Twilight and evening classes do <u>NOT</u> meet</i>
March 8	Sat.	Saturday classes <b>DO</b> meet
March 10-14	Mon.-Fri.	Spring break
March 15	Sat.	Saturday classes <b>DO</b> meet
April 11	Fri.	Last day to withdraw from classes
April 14	Mon.	Pre-enrollment begins – summer/fall classes
April 18	Fri.	Spring holiday – College closed
May 12-15	Mon.-Thurs.	Finals
May 17	Sat.	Graduation
May 18	Sun.	Dorms close – Noon
May 26	Mon.	Memorial Day – College Closed

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

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