

# **CROWDER COLLEGE**

## ***Student Handbook***

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

Revised August 2016

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**Notice of Handbook Policy and Procedures Changes**

The information in the student handbook was accurate at the time of publication. The College reserves the right to make changes affecting policies, procedures or any other matters cited in the student handbook. Dates, deadlines, policies, regulations, code of conduct, sanctions, and College contact information and other matters described in the catalog may change with reasonable notice. The College will give reasonable and adequate notice to students to allow time to adhere to any changes. For the most current version of the student handbook, please visit [www.crowder.edu](http://www.crowder.edu).

*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. The Vice President of Student Affairs, Farber Building, and Human Resources Director, Newton Hall coordinate 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 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*

## **1 Academic Responsibilities and Rights**

### **1.1 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:

- 1.1.1 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.
- 1.1.2 Have published annually by the College refund schedules for new and continuing students.
- 1.1.3 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.
- 1.1.4 Receive annually written information on the 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.
- 1.1.5 Protection against the improper collection of information about students' political and social views, beliefs, and associations.
- 1.1.6 Have access to and protection against the improper disclosure or withholding of, information from student records. State and Federal laws largely govern such access to and protection against.
- 1.1.7 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 academic appeals process.
- 1.1.8 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.
- 1.1.9 Equitable grievance procedures established pursuant to Due Process policy.
- 1.1.10 Petition for any change in these Policies, or in implementing campus regulations, through the appropriate campus or College wide office.
- 1.1.11 Appeal individual academic or administrative decisions and follow administrative appeal procedures established by the College.

### **1.2 Student Responsibilities**

We believe at Crowder College that students are responsible for their learning. Similarly, students are expected to:

- 1.2.1 Select a program of study that is consistent with their abilities and interests.
- 1.2.2 Select coursework that corresponds with their program of study and readiness level.
- 1.2.3 Enroll in a schedule of classes appropriate to the time and effort that s/he will allocate to academic requirements.
- 1.2.4 Be punctual and attend class.
- 1.2.5 Be attentive and participate in class activities.
- 1.2.6 Complete all class assignments as directed by the instructor and course syllabus.
- 1.2.7 Comply with all college announcements and requirements found in the catalog and official publications.
- 1.2.8 Seek appropriate support services to improve their level of academic achievement and to enhance the quality of college life.
- 1.2.9 Behave 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.

### **1.3 Student Rights**

The United States Constitution and State of Missouri guarantee students of Crowder College certain rights. Substantial violation of a student's rights may be appealed in accordance with the Student Grievance Appeal Procedure. The following rights also apply:

#### **1.3.1 Student Academic Rights**

The United States Constitution and State of Missouri guarantee students of Crowder College certain rights. Substantial violation of a student's rights may be appealed in accordance with the Due Process Procedure. The following rights also apply:

- 1.3.1.1 Access to scheduled class meetings and appropriate instructional and support services.
- 1.3.1.2 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.
- 1.3.1.3 Classroom instruction, assignment, and evaluation that are consistent with the general course description and requirements established in the course outline.
- 1.3.1.4 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.

#### **1.3.2 Student Non-academic Rights**

The Student has the right to:

- 1.3.2.1 Appropriate procedural due process.
- 1.3.2.2 Assemble to demonstrate, inform, or protest, so long as the normal workings of the College are not disrupted.
- 1.3.2.3 Consideration 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.
- 1.3.2.4 Secure his/her possessions, against invasion of privacy, and unreasonable search and seizure.
- 1.3.2.5 Not be put in jeopardy twice for the same offense.
- 1.3.2.6 Use campus facilities, subject to uniform regulations governing the facility.
- 1.3.2.7 The student has the right to invite and hear any person of his/her choice on any subject of his/her choice subject to regulations of this code.

#### **1.3.3 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 (417) 455-5636.

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.

- 1.3.3.1 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.

- 1.3.3.2 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's Office, Student Affairs and Financial Aid Office, the faculty advisor and other academic personnel within the limitations of their need to know.
- 1.3.3.3 Crowder College may disclose personally identifiable information from a student's education record without the student's consent if the disclosure is to other school officials within the agency or institution whom Crowder College has determined to have legitimate educational interests or a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official. In this case the party performs an institutional service or function for which Crowder College would otherwise use employees and is under the direct control of the College with respect to the use and maintenance of education records.
- 1.3.3.4 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. 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](http://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.

#### 1.3.4 Information Disclosure Policy

- 1.3.4.1 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:

  - Academic classification
  - Student current name
  - Campus or local address
  - Campus or local telephone number
  - Major fields of study
  - Student's permanent address
  - Current enrollment (verify or deny only)
  - Dates of attendance at Crowder College
  - Degree(s) conferred, and date(s) of graduation
  - Date and place of birth
  - Most recent previous educational agency or institution attended
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Student e-mail address
- 1.3.4.2 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: violent crimes, crimes of a sexual nature, and drug and/or 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.
- 1.3.4.3 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.

#### 1.3.4.4 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:

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

#### 1.3.4.5 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.
- Submitting the request through the My Crowder student portal or the College website (crowder.edu).
- E-mailing a scanned request form, Driver's License, and signature to the Records Office.

The first copy is free and each additional transcript is \$2.00 (mailed or picked up) or \$5.00 faxed.

#### 1.3.4.6 Records Amendment Request

You may inspect and review your records by submitting a written request to the Records Office or the 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 the 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 Affairs, 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.

## 2 Residency Status Policy

For tuition purposes, residency status is determined at the time of application for admission to Crowder College based upon the student's legal permanent address or the domicile where they plan to return or reside. The residence

of a minor student under the age of 21 will be the residence of the parents/legal guardian(s). There are three residency classifications:

## **2.1 Residency Status**

### **2.1.1 In-District**

Students whose permanent home is within the main Crowder College district (Neosho, Diamond, Seneca, East Newton and McDonald County school districts. Students (spouses, parents or guardians) owning property in the district are considered in-district residents. Full-time active duty military personnel stationed on a Missouri military base, their spouses and dependents are considered residents of the district. The residency status of recently discharged veterans will be based on legal residency at the time of induction into military service or on residency established during service.

### **2.1.2 Out-of-District**

Students whose permanent home is located outside of the college district's boundaries.

### **2.1.3 International**

Students whose permanent home is in a foreign country at the time of registration.

## **2.2 Change of Residency**

The burden of proof of establishing residency rests on the student. A request for a change in status must be submitted in writing to the Admissions Office with appropriate evidence or documentation of residency change. All requests must be received by the Admissions Office no later than the second week of the petitioning semester. Otherwise, residency status does not change during the semester. Change of residency status will only affect future terms and is not retroactive for previous semesters. In accordance with the Due Process policy, students may appeal decisions with the Vice President of Student Affairs.

## **2.3 Evidence of Domicile**

### **2.3.1 Acceptable Documentation**

- 2.3.1.1 Proof of residence for 12 prior consecutive months within the district or state through lease agreement or deed.
- 2.3.1.2 Marriage Certificate and proof that new spouse owns property within the district or state.
- 2.3.1.3 Documentation reflecting in district or state residency and presence within the district or state of Missouri for the purpose of retirement, full time employment due to company relocation or transfer, or professional practice or business ownership.
- 2.3.1.4 Military discharge or active duty documents (DD214).
- 2.3.1.5 Proof of employment within the state.
- 2.3.1.6 Paid personal or property tax receipts within the college district (In-District).

## **3 Student Housing**

### **3.1 Housing Regulations**

- 3.1.1 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.
- 3.1.2 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.)

- 3.1.3 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.
- 3.1.4 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).
- 3.1.5 Vaccination Policy: Each campus housing 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.

## **4 Never Attend Policy**

Failure to attend class(es) by the Financial Aid census date each semester (which can be found on the Academic Calendar) 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.

## **5 Student Code of Conduct**

These rules 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.

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.

### **5.1 Behaviors which may subject the student to disciplinary action include, but are not limited to, the following types of misconduct:**

- 5.1.1 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 Academic Affairs Office to track repeat offenses which would warrant further disciplinary action – up to expulsion from the College.
- 5.1.2 Forgery, alteration, or misuse of any College document, record, key, electronic device, or identification.
- 5.1.3 Theft of, conversion of, vandalism of, 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.
- 5.1.4 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.
- 5.1.5 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.
  - 5.1.6 Violation of policies, regulations, or rules governing College-owned or operated housing facilities or leased housing facilities located on College property.
  - 5.1.7 Intimidation, bullying, and/or physical abuse including, but not limited to, physical assault, verbal or nonverbal threats of violence, or conduct that threatens the health or safety of any person.
  - 5.1.8 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 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 when used in any form (verbal, in written or electronic text, video, etc.) and when the student should reasonably know it will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in College programs and activities.
  - 5.1.9 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.
  - 5.1.10 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities.
  - 5.1.11 Disorderly, obscene or lewd conduct including, but not limited to, public urination, engaging in consensual sexual contact or intercourse in public spaces, appearing to be under the influence of drugs and/or alcohol; using obscene gestures, wearing offensive attire. Shoes are required to be worn while on campus.
  - 5.1.12 Participation in a disturbance of the peace or unlawful assembly.
  - 5.1.13 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.
  - 5.1.14 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.
  - 5.1.15 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 as identified in Federal and State law or regulations.
  - 5.1.16 Possession, use, storage, or manufacture of fireworks, explosives, firebombs, firearms, bows and arrows, projectile weapons, knives, or any objects used to cause or attempt to cause injury to a person or damage to property, or other destructive devices are prohibited, unless expressly permitted by law.
  - 5.1.17 The operation on campus of student organizations not properly recognized and registered.
  - 5.1.18 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 Guide).
  - 5.1.19 Violation of campus housing policies (see Residence Complex Policies and Procedures Manual).
  - 5.1.20 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.
  - 5.1.21 Failure to comply with imposed disciplinary actions or violating the conditions contained in the terms of a disciplinary action under these policies or other campus regulations or sanctions.
  - 5.1.22 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.

- 5.1.23 False reporting. To make an intentionally false report of a College policy violation, this may also violate state criminal statutes and civil defamation laws.
- 5.1.24 Abuse or misuse of prescription or over the counter medication or possession or use of another's prescription medication.
- 5.1.25 The use of tobacco, smokeless tobacco products, and electronic cigarettes are prohibited within all college buildings and college-owned vehicles.
- 5.1.26 Committing any sexual misconduct offense, including but not limited to:
  - Sexual Harassment
  - Non-Consensual Sexual Contact (or attempts to commit same)
  - Non-Consensual Sexual Intercourse (or attempts to commit same)
  - Sexual Exploitation

Use of alcohol or other drugs will never function as a defense to a violation of this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

5.1.26.1 Sexual Harassment is:

- unwelcome, sex or gender-based verbal or physical conduct that is,
  - sufficiently severe, persistent or pervasive that it,
  - causes a reasonable person to feel fear;
  - has the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the college's educational program and/or activities, and is
  - based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.
    - Quid pro quo sexual harassment exists when there are:
      - unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
      - submission to or rejection of such conduct results in adverse educational or employment action.
    - Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive.
    - Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.
    - Stalking includes a person engaged in a course of conduct directed at a specific person that would cause a reasonable person to fear for a person's safety, fear for the safety of others, or suffer substantial emotional distress.
      - a course of conduct is defined as two or more acts in which the stalker directly, indirectly or through third parties by any method, action, or device follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person's property.

Harassment includes, but is not limited to:

- an attempt to pressure or intimidate an unwilling person into a sexual relationship,
- to repeatedly subject a person to egregious, unwelcome sexual attention,
- to punish a refusal to comply with a sexual request,
- to condition a benefit on submitting to sexual advances,
- sexual violence,
- intimate partner violence,
- stalking, and
- gender-based bullying.

Not all educational conduct that may be described as "harassment" affects the terms, conditions or

privileges of education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in a student would not normally affect the terms and conditions of their education.

5.1.26.2 Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon a person,
- that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

5.1.26.3 Non-Consensual Sexual Intercourse is:

- any sexual intercourse,
- however slight,
- with any object,
- by a person upon a person,
- that is without consent and/or by force.

Intercourse includes:

Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

5.1.26.4 Sexual Exploitation

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy,
- prostituting another student,
- non-consensual video or audio-taping of sexual activity,
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex),
- engaging in voyeurism,
- knowingly transmitting an STI or HIV to another student,
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, or
- sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Definitions of Consent and Force:

- **Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
  - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
  - Previous relationships or prior consent cannot imply consent to future sexual acts.
- **Force:** Force is the use of physical violence and/or imposing on someone physically to gain

sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”).

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
  - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.

Students are cautioned that behavior conducted online, such as harassment by email, can constitute a violation of this Student Code of Conduct. Students are reminded that blogs, web pages, social media 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.

## **6 Good Samaritan Policy**

The Crowder College Student Code of Conduct reflects that the health and safety of students is a priority for Crowder College. In furtherance of this priority, the College has adopted a Good Samaritan Policy. The Good Samaritan Policy applies to cases of emergency when a student or students believe an alcohol impaired/intoxicated student is in need of medical assistance. Crowder College will grant limited immunity from discipline under the Student Code of Conduct for students who seek help for themselves or offer help to others in need of medical assistance. When a student or organization calls 911 and Campus Security, and remains with the individual needing assistance, until medical assistance arrives, neither the student, student organization, nor the impaired student will be subject to full disciplinary action for an alcohol violation. The Good Samaritan Policy does not excuse or protect those who have repeat offenses. This Policy does not protect students from violations of other college policies, such as threatening/causing physical harm, sexual assault, harassment, damage to property, hazing, etc.

## **7 Discrimination Complaints**

Crowder College is an equal opportunity/affirmative action/educational/employment institution. Crowder College is

committed to providing educational opportunities and activities free of discrimination or harassment to all qualified persons 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.

Crowder College ensures compliance with:

1. Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance.
3. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance.
4. The Age Discrimination Act of 1975 which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

A person may file a discrimination complaint with Crowder College by submitting a complaint, in writing, to the Vice President of Student Affairs, 601 Laclede, Neosho, MO 64850, (417) 455-5636 or the Director of Human Resources, (417) 455-5726. The formal written complaint must clearly and concisely describe the alleged incident(s), as well as when and where the incident occurred. The investigation of the alleged violation will take place as outlined in the Investigations of Conduct and Discrimination Violations.

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

- Student 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 find the OCR office closest to you, visit the following webpage: [www2.ed.gov/](http://www2.ed.gov/) or call 1(800) 421-3481.

Retaliation or harassment against any person involved in a complaint is prohibited. Retaliation or harassment is any adverse action taken against an individual because of the person's participation in a complaint or investigation.

## **8 Campus Complaints**

There are a variety of ways in which a person can submit an idea, share a concern, or make a complaint. Complaints may be:

1. Informal – general, basic concerns or complaints which may generate a recommendation or improvement (e.g. parking, food service, maintenance issues, feedback from stakeholder surveys, etc.)
2. Formal – more specific complaints or concerns that are accompanied by a request or need for a solution requiring an immediate action (e.g. policy concern, etc).

### **8.1 Informal Complaint Procedure**

Informal complaints are received by a variety of college personnel, predominantly front-line staff and faculty. Complaints may be submitted to any college staff member and will be moved through the organization structure associated with the complaint. Complaints may move through the division's organization structure (Academic Affairs, Finance, or Student Affairs) up to the appropriate Vice President's office.

The majority of complaints at Crowder College are addressed at the original complaint stage. When resolved, the complaint/resolution is shared with the appropriate Vice President's office to ensure proper documentation and training.

When an informal complaint is not resolved a formal complaint may be made.

## 8.2 Formal Complaint Procedure

A formal complaint must be in writing and should be submitted to the appropriate division Vice President (Academic Affairs, Finance, or Student Affairs). Formal complaints may also be made using the Complaint Form that can be obtained by a college staff member or on the college website.

- When a complaint is received it is acknowledged by appropriate Vice President and directed to the appropriate department within the division.
- The department/division reviews each complaint, to ensure processes and procedures are appropriate. If the facts in the investigation warrant corrective action, the applicable procedures or policies will be modified.
- The complaint, response, and resolution may be shared among College staff.
- The person who issued the complaint is advised of the outcome.

## 9 Disciplinary Action

Any sanction imposed should be appropriate to the violation, taking into consideration the context, seriousness and any previous code of conduct violations. The College reserves the right to broaden or lessen any range of actions in the case of serious mitigating circumstances or egregiously offensive behavior.

Any student found to have violated his/her responsibility as described above shall be subject to one or more of the following sanctions:

### 9.1 Disciplinary Definitions

- 9.1.1 **Warning/Censure:** Written notice and reprimand to the student that a violation of specified College policies or campus regulations has occurred.
- 9.1.2 **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.
- 9.1.3 **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.
- 9.1.4 **Restitution:** Reimbursement for damage to or misappropriation of College property or the property of others may be imposed.
- 9.1.5 **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.)
- 9.1.6 **Expulsion:** Termination of student status for an indefinite period.
- 9.1.7 **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 regarding the allegation(s), investigation, and the duration of the Interim Suspension.

- 9.1.8 **Compensatory Service:** 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. The loss of student status will result in termination of the student's employment and access to other student amenities including, but not limited to, on-campus housing, food services, and campus activities.

## 9.2 Due Process

Due process is basic to the proper enforcement of College policies and campus regulations. The purpose of Due Process is to fairly and consistently review any disciplinary allegation, investigate the allegation, and determine disciplinary action.

Any student found to have violated the Student Code of Conduct and received disciplinary action may request an appeal. The appeal criteria are as follows:

- A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, investigation was conducted unfairly, significant deviation from established procedures, etc.).
- There is new evidence to consider, which was unavailable during the original investigation, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed were inappropriate to the severity of the violation.

An appeal must be made in writing to the Title IX Coordinator (Director of Human Resources) within three (3) business days of the determination of the action. Appeal requests that are not made for due cause (as listed above), may be found to lack standing and will be dismissed.

## 9.3 Investigation of Student Code of Conduct & Discrimination Violations

The student accused of violating the Student Code of Conduct or accused of discrimination on the basis of sex, race, religion, color, national origin, age, and qualified disability shall be informed by the Vice President of Student Affairs (1<sup>st</sup> Floor of Farber Hall, (417) 455-5636) of the alleged misconduct. The allegations will be fully investigated and the student will be notified of any disciplinary action taken. Any student found to have violated the Student Code of Conduct and received disciplinary action may request an appeal. The Title IX Coordinator in all student disciplinary appeals is the Director of Human Resources or another college designee. A determination will be based on the preponderance of the evidence—a “more likely than not” standard.

An appeal will be considered if it meets the criteria listed above. The appeal and supporting evidence will be reviewed by the Title IX Coordinator (Director of Human Resources) to determine if the appeal is valid. If the initial disciplinary action is valid the decision of the Title IX Coordinator (Director of Human Resources or another college designee) is final and the student will be notified, in writing, within three (3) business days.

If the Title IX Coordinator determines there was a procedural error is new evidence, or sanctions were inappropriate to the severity of the violation, the complaint will be re-evaluated and further investigated under the direction of the Title IX Coordinator (Director of Human Resources or another college designee) with instruction to:

- reinvestigate in light of the procedural error (substantiated bias, the investigation may have been conducted unfairly, there was a potential deviation in investigation procedures, etc.),
- consider new evidence, or
- reconsider the original sanction.

The re-evaluation and reinvestigation by the Title IX Coordinator (Director of Human Resources or college designee) is not appealable. This decision is final.

## **10 Academic Procedures**

### **10.1 Academic Appeals Process**

The instructional methods of the instructor and his or her ability to teach are not subject to the appeals process. The basis for a student's appeal of an academic decision may be either that the academic judgment was unfair in the view of the student or that the college's academic policies were applied incorrectly in the view of the student.

#### **Preliminary Action:**

If a student has questions regarding an issue in a class, the student should directly contact the faculty member. Contact should be within 10 working days of the academic deficiency or misconduct. Most issues can be resolved at this level and students are encouraged to contact the faculty member as soon as possible with any academic issue.

#### **First Level Appeal: Division Level Mediation**

If there is no resolution at the faculty member level, the student may contact the appropriate Division Chair/Campus Director within 10 working days following the discussion with the faculty member. The student should put the issue in writing to the Division Chair/Campus Director and include all relevant information. In some instances the Division Chair/Campus Director will work together on issues depending on the circumstances.

#### **Second Level Appeal: Associate Vice President of Academic Affairs Review**

If the complaint is unresolved and the student desires to take the issue to the next level, the student must obtain an Academic Dispute form from the Division Chair/Campus Director. A student may file a written formal appeal of a final grade in a course only, including its calculation or other action resulting in a particular grade or removal from the course. The instructional methods of the instructor and his or her ability to teach are not subject to the appeals process. The Academic Dispute Form must be completed and turned in to the Academic Affairs office either by e-mail [academicaffairs@crowder.edu](mailto:academicaffairs@crowder.edu) or delivered to McDonald Hall 124 within 10 working days of receiving the academic dispute form. The faculty member will also submit all written documentation along with supporting evidence of their academic decision. The issue will be reviewed by the Associate Vice President of Academic Affairs.

#### **Third Level Appeal: Academic Appeals Committee**

The student may appeal the Associate Vice President's decision by making a written request to the Academic Appeals Committee (make request to the Academic Affairs Office) either by e-mail [academicaffairs@crowder.edu](mailto:academicaffairs@crowder.edu) or delivered to McDonald Hall 124 within 10 working days of receiving the Associate Vice President's decision. The Academic Appeals Committee decision will be forwarded to the Vice President of Academic Affairs. The Vice President will review the findings and notify the student in writing of the decision. The decision at this level is final.

### **10.2 Posting Of Disciplinary Action on Transcripts**

When, as a result of violations of the Student Code of Conduct, a student is suspended or expelled, the disciplinary action imposed may be posted on the academic transcript for the duration of the suspension or dismissal.

### **10.3 Enrollment Suspension Appeal Process**

A student with a cumulative grade point average (GPA) and term GPA below 2.0 after a semester of probation will be placed on academic suspension and will not be able to enroll the next semester (including transfer-in coursework). The student will also be administratively withdrawn from any enrolled classes. Students may appeal the first suspension which will allow them to continue to attend classes. The Suspension Appeal request form must be completed and submitted to the Records Office no later than the end of business day on Monday the week before classes begin. If the appeal has not been submitted to the Records Office by the deadline, the student will be unable to enroll.

If the student was previously on suspension one time and is placed on suspension a second time (including transfer-in coursework) the student will not be allowed to enroll for one year. The student must then petition for re-

admittance through the suspension committee. Petition deadlines are as follows: Fall semester- 1st Monday in August; Spring semester- 1st Monday in January.

If the student was previously on suspension twice and is placed on suspension a third time (including transfer-in coursework), the student is not eligible for re-admission to Crowder College.

A student suspended three times may appeal to the Vice President of Student Affairs.

#### **10.4 Petition/Readmission Forms**

Forms can be found on our website [www.crowder.edu](http://www.crowder.edu) and at any of our site locations. Students can also submit through their My Crowder Portal.

#### **10.5 Requirements of Provisional Enrollment and Probation Status**

Both transfer and returning students on suspension or probation 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. The student must maintain a 2.0 GPA for each semester until the student meets the 2.0 cumulative grade point average.

### **11 Hardship Withdrawal Policy**

Students experiencing extenuating medical, financial, or family hardships which prevent course completion may submit a request for Hardship Withdrawal to the Vice President of Student Affairs. The student may be required to document unusual circumstances which justify request for a hardship withdrawal. The granting of a hardship withdrawal will also depend upon whether the student is passing the course as of the effective date of the hardship request. A hardship withdrawal does not clear financial aid responsibilities. Hardship withdrawals are subject to the following restrictions:

- Requests for a hardship withdrawal must be initiated prior to the end of the semester in which the course or courses were taken.
- Hardship status applies to all the courses a student took in a semester.
- 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, Veterans Affairs, 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.
- 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.

### **12 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.

## 13 Commencement and Graduation

Crowder College Commencement is a ceremony intended to honor, recognize, and celebrate student achievement for those who have completed academic requirements toward graduation. Commencement is held during both fall and spring semesters.

### Commencement vs. Graduation

Although the words are often used interchangeably, “commencement” and “graduation” have different meanings:

**Commencement:** A traditional ceremony celebrating students’ academic achievement in which participants are dressed in academic regalia and are recognized by the college faculty and administration.

**Graduation:** The completion and fulfillment of academic requirements within a program/major with the awarding of a degree or certificate.

Participating in the commencement ceremony does not mean a student has officially graduated. The Records Office is the only office which can confirm graduation.

### 13.1 Spring Commencement Eligibility

To participate in May Commencement, the student must have completed all degree requirements by the end of the spring semester. Application for May graduation is due by October 1 of the prior semester.

### 13.2 Fall Commencement Eligibility

To participate in December Commencement, the student must have completed all degree requirements by the end of the summer semester or by the end of the fall semester. Application for December graduation is due by March 1 of the prior semester.

### 13.3 Petitions for Commencement Participation

If the student fails to meet the requirements as listed for spring or fall commencement a written request must be submitted to the Vice President of Student Affairs. The Vice President may approve petitions if, following the review, the student can establish that the remaining courses will be completed for degree requirements by the end of the semester following commencement participation.

### 13.4 Commencement Regalia

Student Regalia may include an honor cord and/or a graduation stole.

**Honor cord:** an honor cord is a twisted, colored cord with tassels on both ends. Wearing an honor cord signifies specific academic achievement or participation/membership in a College organization that has been approved for special recognition at commencement. As traditionally accepted, more than one honor cord may be worn at commencement.

**Graduation Stole:** a stole is a decorative scarf-like sash which is worn to signify participation or completion in a College program that has been approved for special recognition at commencement. The sash may include an insignia or the color of the sash may be represented by the colors of the organization. As traditionally accepted, no more than one stole will be worn at commencement.

Organizations that wish to recognize individuals with either an honor cord or stole must obtain approval from the appropriate division Vice President.

A cap and gown (regalia) is provided for each commencement participant; however, each student will be responsible for the cost of any cords or stoles unless otherwise noted.

<b>Commencement Regalia</b>			
<b>Program</b>	<b>Stole or Cord</b>	<b>Color</b>	<b>Details</b>
Nursing	Stole	White	No print on the stole
Veterinary Technology	Stole	Grey	Blue embroidery Vet Tech Symbol
Dual Credit	Stole	Blue	White Crowder College lettering
Phi Theta Kappa	Stole	Gold	Blue Embroidery PTK
Summa Cum Laude	Cord	Gold	
Magna Cum Laude	Cord	Silver	
Cum Laude	Cord	Bronze	
Veterans (DD214)	Cord	Red/White/Blue	

### **13.5 Graduation Application and Fees**

Upon submitting the graduation application, a \$35 graduation fee will be applied to the student's account for degree processing. The graduation application must be submitted to the Records Office located on the 1st Floor, Farber Hall. Graduation applications can be obtained at any instruction center or online at <http://www.crowder.edu/services/records/forms-requests/> Fees are subject to change.

### **13.6 Exit Assessment**

When the student applies for graduation they must also complete a college exit assessment to receive an official degree of completion from Crowder College. Each student will be notified to schedule an exit assessment upon receiving notification of graduation eligibility prior to graduation.

## **14 Awarding a Posthumous Degree**

A deceased student may be considered a candidate for a posthumous degree by two methods:

1. the student is nominated by a staff or a faculty member, or
2. a request may be made by a member of the deceased student's family.

The request must be submitted to the Records Office and the student must have successfully completed a significant portion of the academic degree requirements.

The Records Office will be responsible for verifying all degree requirements, successful course completion, and for submitting the request to award the posthumous degree. The Registrar will make the recommendation for the posthumous degree to the Office of the Vice President of Academic Affairs and Office of the President.

Once approved, the deceased student's family will be notified by the Registrar, the student's name will be included in the subsequent commencement program, and a diploma will also be provided to the family.

## **15 Student Right-To-Know and Consumer Information**

### **15.1 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 McDonald Hall, 1st floor Student Success Center, call (417) 455-5733, or contact the Student Services Office at the center site where the student attends class.

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:

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

(Public Law 101-336, Section 3)

- 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.
- A student must self-identify as an individual with a disability.
- 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: [www2.ed.gov/](http://www2.ed.gov/) or call (800) 421-3481.

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 Office of Disability Services to request a copy of the Office of Disability Services student manual at (417) 455-5733.

## **15.2 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, 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 campus crimes may be viewed online at <http://ope.ed.gov/security/>

### 15.3 Crime Statistics Report

**Offense**

Year	2012	2013	2014
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	0
Burglary .....	1	0	0
Motor vehicle theft .....	0	1	0
Arson .....	0	0	0
Simple Assault.....	0	0	0
Larceny-Theft .....	0	0	0
Intimidation .....	0	0	0
Destruction/damage/vandalism of property .....	0	0	0
Illegal weapons possession .....	0	0	0
Drug law violations.....	3	1	3
Liquor law violations.....	0	11	21

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

### 15.4 Sex Crime Prevention Act

Under federal law Sex Crime Prevention Law (Public Law 101-336, Section 3), 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.

#### 15.4.1 Missouri Registered Sex Offender Information Sources

The state of Missouri does have a state-wide online sex offender registry which is available online. Current registered sex offender information can be found at [www.msdp.dps.missouri.gov](http://www.msdp.dps.missouri.gov).

### 15.5 Drug and Alcohol Policy and Prevention

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 disciplinary action by the College. The Crowder College Drug and Alcohol Program directed by the Office of Student Affairs is setup to provide intervention, prevention, and general education to students, faculty, and staff.

Other than the ongoing training and prevention programs conducted on campus, the College is provides a list of referral agencies that can address alcohol and drug abuse. Local mental health centers, counseling resources, and anonymous health communication services are made available.

Prevention programming includes:

- Semesterly, residence hall orientation (primary prevention and awareness) includes warning signs of drug/alcohol abuse, negative impacts of drug/alcohol abuse, health risks of drug/alcohol abuse, and how to intervene as an active bystander (*Blue Bookmark*)
- Semesterly, *It's On Us* campaign to increase awareness of drug and alcohol abuse, sex assault, and bystander prevention (primary and ongoing prevention and awareness)
- Semesterly, in class, *Blue Bookmark* campaign includes warning signs of drug/alcohol abuse, negative impacts of drug/alcohol abuse, health risks of drug/alcohol abuse, and how to intervene as an active bystander (primary and ongoing prevention and awareness)
- Each spring semester, conduct the annual *Missouri College Health Behaviors Survey* with a random sample of approximately 1,500 students in conjunction with the University of Missouri-Columbia Partners in

Prevention program in order to study and assess alcohol and drug attitudes and behaviors on campus over time

- Semesterly, the Young Adult Prevention Team provides substance abuse prevention efforts through safe alternative activities, education and community outreach programs. Two scheduled prevention-themed events are conducted each semester to educate students and staff on the dangers of drug and alcohol abuse
- Semesterly, Annual *New Staff Regulatory Training* includes warning signs of students in distress, a community crisis resource list, important drug/alcohol “hotline” numbers (*Red Folder*), warning signs of drug/alcohol abuse, negative impacts of drug/alcohol abuse, health risks of drug/alcohol abuse, and how to intervene as an active bystander (*Blue Bookmark*) (primary prevention and awareness)

Semesterly, Annual *Ongoing Regulatory Training* including warning signs of students in distress, a community crisis resource list, important drug/alcohol “hotline” numbers (*Red Folder*), warning signs of drug/alcohol abuse, negative impacts of drug/alcohol abuse, health risks of drug/alcohol abuse, and how to intervene as an active bystander (*Blue Bookmark*) (ongoing prevention and awareness)

## **15.6 Sexual Misconduct Reporting**

An allegation of sexual misconduct may be reported to the police by calling 911, College security (417) 456-0206, or the Vice President of Student Affairs (417) 455-5636 (only available during normal business hours). Reporting a sexual assault in the residence halls may also be done through the Campus Life Office (417) 455-5644. The person making the sexual misconduct report has the right to choose when and if they wish to report it to the police.

When the college has been notified or “put on notice” the college is required to take immediate action to eliminate the harassment, prevent its reoccurrence, and address the effects. One of the two Title IX Coordinators will coordinate the investigation following the sexual misconduct (Title IX) procedures. For sexual misconduct investigations, a “more likely than not” or a “preponderance of the evidence” test is used to determine appropriate disciplinary action.

Reporting misconduct or sexual assault does not commit the person to filing charges with the police. The respondent (or alleged perpetrator) and the complainant (person making the complaint) will be notified of the outcome in any sexual misconduct case.

## **15.7 Sexual Misconduct and Harassment**

The Crowder College Board of Trustees 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).

## **15.8 Campus Security**

The Crowder College Campus Security Department mission is to provide a safe and secure environment for all

students, employees and visitors who spend time on campus. See the College website for more information.

Students may contact Security personnel at: Emergency Service (dial) 911

**Neosho (Main Campus)**

(417) 455-5744

(417) 456-0206

(417) 455-6692

**Cassville**

(417) 847-1706

**Nevada**

(417) 667-0518

**McDonald County**

(417) 266-6000

**Webb City**

(417) 673-2345

**15.9 Building Access**

Monday – Thursday 7:00a.m.-10:00 p.m.

Friday 7:00a.m.-4:30 p.m.

Holiday and weekend hours vary according to various lab, library, and cafeteria services. See website for details.

**15.10 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.

**15.11 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.

**15.12 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:

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

**15.13 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).

**15.14 Graduation/Completion Rate**

The information below is based upon the number of first-time, full-time, degree-seeking students who began and completed their programs within 150% of the normal time frame for completion of that program.

<b>Graduation/Completion Rate*</b>	<b>Fall 2010 Cohort</b>	<b>Fall 2010 Percentages</b>	<b>Fall 2011 Cohort</b>	<b>Fall 2011 Percentages</b>	<b>Fall 2012 Cohort</b>	<b>Fall 2012 Percentages</b>
	844		815		837	
Certificates awarded (All certificates)	17	2%	20	2.5%	20	2.4%
Associate Degrees awarded (At least two years)	170	20%	196	24%	186	22.2%
Total Graduates (3 years out or 150%)	187	22%	216	26.5%	206	24.6%
Persisters (Still enrolled Fall 3 yrs out)	92	11%	72	8.8%	97	11.5%
Transfers Out (includes students transferred to both 2 yrs & 4 yrs)	160	19%	148	18.2%	152	18.2%
Unknown	405	48%	379	46.3%	381	45.5%
Graduation/Completion Rate	439	52%	436	53.5%	456	54.4%

\* IPEDs GRS (Integrated Postsecondary Education Data System Graduation Rate Survey) Report Data. Students are tracked for 150% of time or 3 years.

### 15.15 Student ID Cards (Crowder OneCard)

The Crowder OneCard is the official Crowder student ID card. Student ID cards will be mailed in a green envelope from BankMobile to new students after enrollment. Photos for the student ID cards are taken in the Admissions Office, located on the 1st Floor of the Farber building on the Neosho campus. Students attending another center, other than Neosho, must contact the Student Services Office at their respective center for a Student ID. You must have a photo on file for a card to be generated.

All student account refunds are processed through the Crowder OneCard within two weeks of an overpayment on the student account according to the refund preference selected by the student when the card is activated online. Please refer to the information included with the Crowder OneCard for activation instructions. Currently the two options available include ACH transfer to an existing bank account or opening account with BankMobile and using the card as a debit card. Please refer to [www.crowderonecard.com](http://www.crowderonecard.com) for more information.

The initial ID card is free of charge. Replacement cost for a lost or damaged card is \$10 for inactive cards and \$20 for active cards.

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

### 15.16 Crowder College Student Athletes Receiving Athletic Aid Fall 2013

Thirty-four (34) of the forty-two (42) first-time, full-time, degree-seeking students who entered Crowder College in the Fall 2013 semester participated in college athletics and received some type of athletic aid. The status of these students is presented below.

<b>Sport</b>	<b>No. of Participants</b>	<b>No. of Graduates</b>	<b>Graduation Rate</b>
Baseball	17	17	100%
Basketball	6	5	83%
Softball	12	6	50%
Soccer	7	6	85%
Total	42	34	81%

## 16 Student Activities and Organizations

The Campus Life 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 obtained by contacting the Campus Life office.

## 17 Student Organizations

The following organizations were active at the time this handbook was published. For a current list of student organizations contact the Campus Life office at (417) 455-5644 or by e-mail at [campuslife@crowder.edu](mailto:campuslife@crowder.edu)

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

- Jorge Zapata, (417) 455-5496, [jzapata@crowder.edu](mailto:jzapata@crowder.edu)

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

- Aaron Werner, (417) 451-5094, [crowderbsu@att.net](mailto:crowderbsu@att.net)

### **Bedlam Writers Guild**

- Sandy Peters, (417) 455-5727, [sandrapeters@crowder.edu](mailto:sandrapeters@crowder.edu)

### **Catholics on Campus**

- Heidi Gilligan (417) 455-5627, [heidigilligan@crowder.edu](mailto:heidigilligan@crowder.edu)

### **Crowder College International Club**

- Sarah Horine, (417) 455-5550, [sarahhorine@crowder.edu](mailto:sarahhorine@crowder.edu)

### **Crowder College Latino Union**

- Maria Rodriguez, (417) 455-5654, [mariarodriguez2@crowder.edu](mailto:mariarodriguez2@crowder.edu)

### **Crowder Photographic Society**

- Latonia Bailey, (417) 455-5410, [latoniabailey@crowder.edu](mailto:latoniabailey@crowder.edu)

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

- NaTasha Davies, (417) 455-5458, [natashadavies@crowder.edu](mailto:natashadavies@crowder.edu)

### **Crowder Resident Assistants**

- Lori Kelley, (417) 455-5644, [lorikelley@crowder.edu](mailto:lorikelley@crowder.edu)

### **Crowder Student Ambassadors**

- Kristi Chapman, (417) 455-5479, [kristichapman@crowder.edu](mailto:kristichapman@crowder.edu)

### **Friends of the Library**

- Eric Deatherage, (417) 455-5610, [ericdeatherage@crowder.edu](mailto:ericdeatherage@crowder.edu)

### **Green Energy and Solar Green**

- Joel Lamson, (417) 455-5719, [joellamson@crowder.edu](mailto:joellamson@crowder.edu)

### **JAMM (Journalism and Mass Media Club)**

- Latonia Bailey, (417) 455-5410, [latoniabailey@crowder.edu](mailto:latoniabailey@crowder.edu)

### **Men's Baseball**

- Travis Lallemand, (417) 455-5626, [travislallemand@crowder.edu](mailto:travislallemand@crowder.edu)

### **Men's Soccer**

- Brad Smith, (417) 455-5643, [bradsmith@crowder.edu](mailto:bradsmith@crowder.edu)

### **National Student Nurses Association**

- Heather VanLue, (417) 455-5237, [heathervanlue@crowder.edu](mailto:heathervanlue@crowder.edu)

### **Phi Beta Lambda (PBL)**

- Chris Fenske, (417) 455-5501, [chrisfenske@crowder.edu](mailto:chrisfenske@crowder.edu)

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

- Suzanne Puckett, (417) 455-5570, [suzannepuckett@crowder.edu](mailto:suzannepuckett@crowder.edu)

### **Pigeon Studio Ceramic Arts Club**

- Casey Smith, (417) 455-5626, [caseysmith@crowder.edu](mailto:caseysmith@crowder.edu)

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

- Latonia Bailey, (417) 455-5410, [latoniabailey@crowder.edu](mailto:latoniabailey@crowder.edu)

### **Roughrider Collegiate 4-H**

- Rhonda Helm, (417) 455-5664, [rhondahelm@crowder.edu](mailto:rhondahelm@crowder.edu)

### **Sentry (Newspaper)**

- Latonia Bailey, (417) 455-5410, [latoniabailey@crowder.edu](mailto:latoniabailey@crowder.edu)

### **SkillsUSA**

- Clarence Brewer, (417) 455-5707, [clarenc Brewer@crowder.edu](mailto:clarenc Brewer@crowder.edu)

### **Student Government Association**

- Mark Aubuchon, (417) 455-644, [campuslife@crowder.edu](mailto:campuslife@crowder.edu)

### **Student-Missouri State Teachers Association (S-MSTA)**

- Laura Schisler, (417) 455-5523, [lauraschisler@crowder.edu](mailto:lauraschisler@crowder.edu)

### **Student Occupational Therapy Association**

- Thomas Green, (417) 455-5664, [thomasgreen@crowder.edu](mailto:thomasgreen@crowder.edu)

**Women's Basketball**

- Tina Robbins, (417) 455-5658, tinarobbins@crowder.edu

**Women's Softball**

- John Sisemore, (417) 455-5674, johnsisemore@crowder.edu

**Vet Tech**

- Shawna Estep, (417) 455-5727, shawnaestep@crowder.edu

**Veterans Student Organization**

- Richard Wallace (417) 455-5573, richardwallace@crowder.edu

**Young Adult Prevention Team**

- Jamie Ward, (417) 455-5578, jamieward@crowder.edu

## 18 Registration Process for Student Organizations

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.

## 19 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. Information about the Crowder College Alumni Association is available in the Development Office, located on the 1st floor of Newton Hall.

## 20 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, vendor, agency, or individual must also have posters approved. Materials may only be posted on approved bulletin boards; nothing may be posted on walls or glass windows on doors. Contact Campus Life Director, (417) 455-5644, for more information.

## 21 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 Director (Please refer to Posting Policy). Solicitation is prohibited on campus with the following exceptions and approval by the Vice President of Student Affairs:

- Solicitation by registered and recognized student;
- Solicitation by academic departments; and,
- Commercial groups or individuals wishing to solicit on campus must contact the Campus Life office.

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 Director must approve door-to-door proselytizing.

## 22 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 substantial disruption to college functions, teaching, or activities, and must include 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. Retaliation for exercising free speech is prohibited.

## **23 Disruptive Activities**

Any activity or expression, which disrupts the scheduled activities or processes of education, may be classified as substantially disruptive. Anyone who initiates or participates in substantially disruptive activities violates College policy and/or state directives. These activities include, but are not limited to:

- Blocking or in any other way interfering with access to any college facility.
- Inciting others to violence and/or participating in violent behavior, e.g., assault, or any form of behavior acted out for the purpose of inciting and influencing others toward violent behavior.
- Using loud or vulgar language, obscenities, defaming, or making false statements.
- Holding rallies, demonstrations, or any other form of public gathering without prior approval of the college.
- Participating in or inciting other illegal activities or behaviors.

## **24 Neosho Campus Information**

### **24.1 Admissions Office**

Arnold Farber, 1<sup>st</sup> Floor, inside the Student Affairs Office  
(417) 455-5709 phone, (417) 455-5696 fax  
(866) 238-7788 toll-free

Houses: International Admissions, Records, Financial Aid, A+ Coordinator, Veterans Affairs Certifying Official and the Vice President of Student Affairs.

### **24.2 Athletic Department**

Bob Sneller Gymnasium  
(417) 455-5426 phone, (417) 455-5513, fax  
Athletic Programs include Baseball, Basketball, Cheer, Soccer, and Softball.

### **24.3 Adult Education & Literacy**

Newton Hall 3<sup>rd</sup> Floor  
(417) 455-5521 phone  
Crowder College Adult Education and Literacy (AEL) offers free AEL, ESL, and EL Civics classes in the four counties of Barry, Lawrence, McDonald and Newton.

### **24.4 Bookstore**

Farber Building, 1<sup>st</sup> Floor  
(417) 455-5588 phone, (417) 455-5747 fax  
Crowder College Bookstore, located on the first floor of Farber 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.

### **24.5 Campus Life & Housing**

Roughrider Village Apartments, Unit A-14  
Hours of operation: –8:00am to 3:00pm Monday –Friday and when activities warrant.  
(417) 455-5644 phone, (417) 455-5747 fax

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 Campus Life staff assists students with housing applications, accommodations and accessibility requirements.

### **24.6 Career and Transfer Services**

McDonald Hall, 1<sup>st</sup> Floor, inside the Student Success Center  
(417) 455-5618 phone, (417) 455-5731 fax

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.

### **24.7 Campus Security**

McDonald Hall, 1<sup>st</sup> Floor

(417) 456-0206, (417) 455-5744, (417) 455-6692 phone, (417) 455-5745 fax

See the campus website [www.crowder.edu](http://www.crowder.edu) for more information.

### **24.8 Cashier's Office**

Farber Hall, 1<sup>st</sup> Floor

(417) 455-5598 / (417) 455-5402 phone, (417) 455-5764 fax

The Cashiers Office handles student billing, student account payments, outside scholarships, outside funders, student account refunds, and Crowder OneCard replacements. We provide information regarding payment plans and tuition rates, as well as 1098-T information. All student account refunds are processed through the Crowder OneCard.

### **24.9 College Assistant Migrant Program (CAMP)**

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

(417) 455-5654 phone, (417) 455-5519 fax

The mission of the Crowder College, College Assistance Migrant Program is to provide an opportunity for all eligible students from an agricultural and or migrant background to successfully attend college by reducing obstacles that impede educational pursuits.

### **24.10 Financial Aid Office**

Farber Hall, 1<sup>st</sup> Floor, inside the Student Affairs Office

(417) 455-5419 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.

### **24.11 Food Service-Great Western Dining**

Newton Hall, 1<sup>st</sup> 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.

### **24.12 High School Equivalency Program (HEP)**

Newton Hall, 3<sup>rd</sup> Floor

(417) 455-5565 phone, (417) 455-5567 fax

The Mission of the Crowder College High School Equivalency Program is to assist migrant and seasonal farm workers and their families to earn their high school equivalency diploma and transform their lives through opportunities for higher education, a long-term vocation, or a military career.

### **24.13 Office of Academic Affairs**

McDonald Hall, 1<sup>st</sup> 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.

### **24.14 Office of Disability Services**

McDonald Hall, 1<sup>st</sup> Floor, inside the Student Success Center

(417) 455-5733 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.

### **24.15 Bill & Margot Lee Library**

Farber Hall, 2<sup>nd</sup> 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.

### **24.16 Records Office**

Farber Hall, 1<sup>st</sup> Floor, inside the Student Affairs Office

(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.

### **24.17 Student Success Center**

McDonald Hall, 1<sup>st</sup> Floor

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

Houses: Office of Disability Services, Retention Services, Career and Transfer Services, and Academic Advising.

### **24.18 Veterans Services**

Farber Hall, 1<sup>st</sup> Floor, inside the Student Affairs Office

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

*Student Veteran Resource Lounge is located in the Student Center*

The Veterans Services office and Resource Lounge serve all military-connected students with help obtaining their Veteran Affairs education benefits. We provide academic advising and programs directed toward helping student veterans transition into college and achieve their academic goals.

### **24.19 TRIO Programs**

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

(417) 455-5584 phone, (417) 455-5586 fax

Houses: Educational Opportunity Center, Student Support Services, Talent Search Upward Bound, Upward Bound/Math Science.

### **24.20 Additional Campus Telephone Numbers**

Additional phone numbers and contact information may be obtained by contacting the Neosho campus Switchboard operator at (417) 451-3223 or online at <http://www.crowder.edu/faculty-staff/>.

## **25 Glossary of College Terms**

- 25.1 Academic Forgiveness** – A procedure which permits students with a low semester GPA to request that all grades for all classes for only one semester be excluded from his/her academic record. Credit hours are still used to determine eligibility for financial aid, athletics, and departmental scholarships. The student’s academic transcript; however, will be a full and accurate record of the student’s academic career. For students receiving academic forgiveness, the transcript will record the graduation GPA excluding courses for which academic forgiveness has been granted.
- 25.2 Academic Probation** – A student whose academic progress falls below minimum academic requirements will be placed on academic probation. After being placed on academic probation, the student must maintain a 2.0 GPA each semester to avoid being placed on academic suspension. Students on academic

- probation must enroll in College Connections (LOC 103) in the subsequent term.
- 25.3 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.
- 25.4 Academic Suspension** – Students with a cumulative GPA below 2.0 after a semester of probation will be placed on academic suspension. The student will be required to halt their academic pursuit for one semester and then must petition the suspension committee to be considered for re-admittance. Students with a probation status who do not achieve a 2.0 term GPA will be placed on suspension.
- 25.5 Academic Warning** – Students with a cumulative GPA below a 2.0 but higher than the minimum academic progress standards will be placed on academic warning.
- 25.6 Associate of Art degree (A.A.)** – The degree given to students who have completed requirements as listed in the catalog. Usually given to those who concentrate in liberal arts or business courses on the college transfer level. The degree requires at least 60 units of credit (credit hours).
- 25.7 Associate of Applied Science degree (A.A.S.)** – The degree given to students who have completed the requirements as listed in the catalog. Requires at least 60 units of credit (credit hours).
- 25.8 Associate of Science Degree (A.S.)** – This degree has been developed for transfer to specific universities and programs. Consult with an advisor about pursuing this degree.
- 25.9 Auditing a class** – Attending a course without expectation of credit. People who audit usually do not have to do the outside assignments or take the examinations. Fees are the same as for regular enrollment. Audits must be declared by the end of the second week of the semester.
- 25.10 Credit** – A way of counting how much each course is worth toward graduation. Usually, credit hours are assigned to courses according to how many hours a week the course meets; however, in some fields you are required to attend class for more hours than announced credit. In art, for instance, you may spend four hours a week in class for two hours of credit. Your tuition is based on the number of credit hours for which you register.
- 25.11 Dean’s list** – A list of all students taking at least 12 credit hours and receiving a 3.5 GPA for that semester.
- 25.12 Disciplinary probation** – A warning to a student who violated a college rule. Probation may include special restrictions. If the student violates probation, s/he may be dismissed from the college.
- 25.13 Dismissal/Expulsion** – Being refused permission to attend college. A record of the dismissal may become a part of the student’s permanent record.
- 25.14 Dropping a Course** – Official process for withdrawing from a course. In order to drop a course, students must fill out the appropriate forms in the Admissions Office, Student Affairs Office. Students who qualify may drop courses through My Crowder during allowed periods of time.
- 25.15 Elective** – A course chosen to take but that is not a required part of the regular curriculum. Electives count toward the hours needed for graduation, but cannot replace the courses that are required in your program.
- 25.16 Exclusion** – Loss of privileges from participation in designated privileges, athletics, extracurricular activities, and/or facilities for a specified academic term or terms.
- 25.17 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.
- 25.18 Financial Aid** – Financial aid may include grants, loans, scholarships, or work study positions.
- 25.19 Finals** – Examinations given at the end of a semester.
- 25.20 Freshman** – Students who have completed less than 28 hours of credit.
- 25.21 Full-time Student** – Any student taking 12 credit hours or more.
- 25.22 Grade point average (GPA)** – The average of a student’s grades calculated by assigning a value of 4 points for an A; 3 points for a B; 2 for C; 1 for D; and 0 for an F.
- 25.23 Graduate** – A student, who has finished the required curriculum, completed the necessary hours and

received a degree.

- 25.24 Grant** – Money given to help students attend college. Usually grants do not have to be repaid.
- 25.25 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.
- 25.26 Part-time Student** – Anybody taking less than 12 credit hours in a semester.
- 25.27 Pre-registration** – Enrolling in courses before a semester starts. Payment will not be due for these courses until the beginning of the enrolled semester.
- 25.28 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.
- 25.29 Registration** – Completing the forms and paying the fees necessary to enroll in a class.
- 25.30 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.
- 25.31 Sophomore** – A student who has completed 28 or more credit hours, but less than the number required for an Associate Degree.
- 25.32 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.
- 25.33 Transcript** – A permanent record of the courses you have attempted and the grades you received, or the courses you have withdrawn from.
- 25.34 Transfer credit** – Courses which four-year colleges will accept as meeting part of their requirements.