

# **CROWDER COLLEGE**

## ***Student Handbook***

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

Revised August 2024

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#### **Notice of Health and Safety Campus Modifications**

In response to health and safety issues, Crowder College may implement temporary changes that will be in effect during the academic year. Course delivery, housing, dining, and other services and activities are subject to change at any time. The most up-to-date details regarding our campus response to all health and safety issues may be found on the Crowder College webpage.

#### **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 student handbook may change with reasonable notice. The College will give reasonable and adequate notice to students to allow time to adhere to any changes.

## **Mission**

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

## **Vision**

Changing lives and strengthening communities – one person at a time.

## **Philosophy**

The Crowder College family lives by the principles of servant leadership. The faculty and staff believe modeling leadership through service creates an environment of academic excellence and encourages our students to lead by serving in their communities.

## **Values**

We are passionate about making a difference.

We care about one another.

We cultivate curiosity and innovation.

We respect diverse perspectives.

We learn from our mistakes.

## **Diversity, Equity and Inclusion Vision**

To accomplish our mission of building a civil, serving, literate, learning community of responsible citizens, Crowder College is committed to fostering an environment of respect, equity, and inclusion. Crowder College will provide civic engagement opportunities; thus, forging a diverse society and globally connected world.

To reach this vision, Crowder College will:

- encourage curricular, cocurricular, and professional development activities that prepare stakeholders for informed citizenship and workplace success.
- demonstrate inclusive and equitable treatment of diverse populations.
- respect all students, faculty, and staff from a range of diverse backgrounds, ideas and perspectives.
- model inclusive and equitable treatment of diverse populations in the community.
- support and empower faculty, staff, and the community to share ideas, opinions and ways of thinking.

## **Organizational Structure and Shared Governance**

The Board of Trustees of Crowder College is committed to fostering collaboration, communication, and access to information among its faculty, staff, students, and stakeholders. The organizational structure of the College is one based on the principles of shared governance.

Administration of policy and management of day-to-day operations are responsibilities of the administrative team under the direction of the College President. The administration believes that operational responsibility, budget development and control, and authority to manage assigned responsibilities should be delegated to the appropriate level, and strives to make the decision-making process one of broad discussion and participation.

As part of its system of shared governance, the College has developed a committee structure designed to include input from a majority of employees. The structure involves the use of leadership, division, and standing committees as well as the establishment of action teams as needed to work on specific assignments.

## **Institutional Learning Outcomes**

### *Communication and Information Literacy Skills*

Students will be able to demonstrate the ability to express ideas and information effectively and disseminate appropriate information.

### *Critical Thinking and Problem-Solving Skills*

Students will be able to gather and synthesize relevant information, evaluate alternatives, and implement creative and effective solutions.

### *Civic Responsibility and Ethical Reasoning Skills*

Students will be able to understand and articulate the various perspectives of ethical issues and understand ways they can exercise responsible citizenship in response to their learning.

### *Collaboration Skills*

Students will be able to apply leadership principles and strategies to enhance personal and professional growth and demonstrate teamwork skills that enable collaboration.

## **Affiliation and Accreditation**

Crowder College is accredited by the Missouri Department of Elementary and Secondary Education and the coordinating Board for Higher Education. The College is also fully accredited by the Higher Learning Commission, a member of the North Central Association. The Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602 - 2504 Phone: (312) 263-0456. 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. Additional information about degree programs having obtained accreditation, or in the process of receiving accreditation, can be found in the College Catalog.

## **Equal Opportunity**

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.

The Student Affairs and Human Resources offices 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, and 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.

*Updated by Crowder College Board of Trustees, July 25, 2022*

# RIGHTS AND RESPONSIBILITIES

## College Responsibilities

The opinions and viewpoints of students 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:

- 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.
- Have published annually by the College refund schedules for new and continuing students.
- 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.
- Receive semesterly 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.
- Protection against the improper collection of information about students' political and social views, beliefs, and associations.
- 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.
- 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.
- 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.
- Equitable grievance procedures established pursuant to Due Process policy.
- Petition for any change in these Policies, or in implementing campus regulations, through the appropriate campus or college wide office.
- Appeal individual academic or administrative decisions and follow administrative appeal procedures established by the College.

## Student Responsibilities

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

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



## **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.

### **Student Academic Rights**

The following academic rights apply:

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

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

The following non-academic rights apply:

- Appropriate procedural due process.
- Assemble to demonstrate, inform, or protest, so long as the normal workings of the College are not disrupted.
- 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.
- Secure his/her possessions, against invasion of privacy, and unreasonable search and seizure.
- Not be put in jeopardy twice for the same offense.
- Use campus facilities, subject to uniform regulations governing the facility.
- 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.

### **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 education records of enrolled students. Education Records generally include those records, files, documents, and other materials which contain information directly related to a student and are maintained by Crowder or a person acting for Crowder. Disability-related information and health treatment records, however, are considered medical in nature and are not within the definition of education records. 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.

- Crowder College accords all the rights under the law to students regarding education records. Other than disclosures allowed under §1232g(b) of FERPA and "Directory Information" as defined below, Crowder will not disclose any information from a student's education records without the written consent of the student. It is the policy of Crowder to assure education records are kept secure and confidential and are only utilized in accordance with the law.

- Within the Crowder College community, only those members who have been determined by Crowder College to have a legitimate educational interest are allowed access to a student's education records without prior written consent from the student. The access, release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, by or to any party not authorized by Crowder or law is considered an improper disclosure.

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 Records Office, Farber Hall, and complete the Nondisclosure of Directory Information Form. By completing this form, it will restrict the disclosure of directory information for graduation, commencement, and diploma services.

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.

### **Information Disclosure Policy**

- **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
- Student Identification Number (SID)
- 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

- **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.

- **Disclosure of Violent Crimes**

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

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

- **Disclosure of Drug and Alcohol Violations**

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

- 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.

- **Securing an Official Crowder Transcript**

A student's transcript cannot be released to a second party except when requested by law. Under the Family Educational Rights and Privacy Act (FERPA), no one other than the student can make these requests unless the student is under 18 years old.

Students may request a copy of their Crowder College transcript from the National Student Clearinghouse Transcript Ordering Center by clicking the link below.

[National Student Clearinghouse Transcript Ordering Center](#)

There is a \$10.00 fee for each transcript.

- **Records Amendment Request**

You may inspect and review your records by submitting a written request to the Registrar in the Records Office. An appointment will be made within a reasonable time, but not later than 45 (forty-five) 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 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, Newton Hall, Room 110, 417.455.5636

Scholarships & Financial Aid: Financial Aid Office, Farber Hall, Room 122 417.455.5434

Transcripts & Grades: Records Office, 1st Floor, Farber Hall, Room 125, 417.455.5697

## **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 (twenty-one) will be the residence of the parents/legal guardian(s) unless the student has established court declared emancipation. There are 3 (three) residency classifications:

- **Residency Status**

- 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.

- Out-of-District  
Students whose permanent home is located outside of the College district's boundaries.
- International  
Students whose permanent home is in a foreign country at the time of registration. Students are not eligible to change their residency status while they remain citizens of a foreign country.

- **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.

- **Evidence of Domicile**

Acceptable Documentation

- Proof of residence for 12 (twelve) prior consecutive months within the district or state through lease agreement or deed.
- Marriage Certificate and proof that new spouse owns property within the district or state.
- 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.
- Military discharge or active-duty documents (DD214).
- Paid personal or property tax receipts within the College district (In-District).

## **Student Housing Regulations**

- The College provides a *Residence Complex Rules and Regulations* booklet to all residents each year detailing all housing rules and regulations that must be followed. Contact Campus Life at [campuslife@crowder.edu](mailto:campuslife@crowder.edu) or 417.455.5644 for more information.
- The College respects the privacy of each resident, but reserves the right to enter and inspect student rooms for the purposes of maintenance, pest control, maintenance repair, regularly scheduled room checks, whenever it appears College property may be damaged, or when it appears that College policy is being violated. Residence life staff will conduct thorough room inspections throughout each semester and prior to breaks. With probable cause, residence life staff may conduct room checks without prior notification. If upon entry a violation is visible, it will be handled through the disciplinary process. Prohibited items may be confiscated to promote safety and compliance with campus policy.
- Crowder College may implement temporary housing changes for health and safety reasons. Housing rules and visitation policies may be changed and additional disinfecting and symptom self-screening measures may be implemented. Contact Campus Life at [campuslife@crowder.edu](mailto:campuslife@crowder.edu) or 417.455.5644 for more information.

## **Attendance Policies**

- **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. See the course catalog for more detailed information on attendance requirements.

- **Administrative Withdrawal Policy**

If a student does not attend a seated course or fails to participate in an online course for 14 (fourteen) consecutive calendar days, they will be administratively withdrawn from the course. If a student is administratively withdrawn from the course, the student will receive a letter and an email making them aware of the withdrawal. Within seven (7) calendar days after the withdrawal occurred, a student can request reinstatement by contacting the Academic Affairs Office. A student may only receive one re-instatement per course, per semester.

Students should be aware that an administrative withdrawal may reduce the amount of financial aid they receive, may reduce future aid and could necessitate repayment of aid already received.

An administrative withdrawal will not be initiated after the last day to withdraw for each course.

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

- **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 Student Accessibility Office located on the Neosho campus, McDonald Hall, Student Success Center, Room 115 or by phone at 417.455.5733. A student may also contact the Student Services Office at the center 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 Student Accessibility Office located on the Neosho campus, McDonald Hall, Student Success Center, Room 115 or by phone at 417.455.5733 to request a copy of the Student Accessibility Office Handbook.

- **Drug and Alcohol Policy and Prevention**

Crowder College supports and complies 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 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, 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)
- Ongoing *Regulatory Training* and *New Staff 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*) (primary prevention and awareness)

- **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 2018 Cohort</b>	<b>Fall 2018 %</b>	<b>Fall 2019 Cohort</b>	<b>Fall 2019 %</b>	<b>Fall 2020 Cohort</b>	<b>Fall 2020 %</b>
	820		788		793	
Certificates awarded (All certificates)	40	4.8%	35	4.4%	26	3.3%
Associate Degrees awarded (At least two years)	260	32%	278	35.3%	220	27.7%
Persisters (Still enrolled Fall 3 yrs. out)	28	3.4%	51	6.4%	40	5.0%
Transfers Out (includes students to both 2&4 yr.)	102	12.4%	109	13.8%	106	13.4%
Unknown	390	47.6%	315	40%	303	38.2%
Total Graduates (3 years out or 150%) IPEDS Graduation / Completion Rate	300	35%	313	40%	343	43%
Sum of unduplicated certificates + associates + persisters + transfers	430	52.4%	473	60%	489	61.7%

\* IPEDs GRS (Integrated Postsecondary Education Data System Graduation Rate Survey) Report Data.

Students are tracked for 150% of time or 3 years.

Certificates and Associate Degrees are unduplicated

- **Student ID Cards**

Student ID cards are obtained in the Admissions department. Students need to have their picture taken in Admissions and a card will be issued at that time. Please keep your student ID card with you as due to FERPA regulations, you will be asked for identification when dealing with your student account. Student ID cards will be used for identification in housing and the dining hall. This card may also be used to purchase books, take makeup exams in the Student Success Center, check out materials from the Crowder College Lee Library, access records or financial information, and to receive student discounts for campus activities and the bookstore.

- **Crowder College Student Athletes Receiving Athletic Aid Fall 2021**

Thirty (30) athletes completed a degree of the Forty-seven (47) first-time, full-time, degree-seeking students who entered Crowder College in the Fall 2021 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	15	11	73%
Basketball	3	2	67%
Softball	10	4	40%
Men's Soccer	14	9	64%
E-Sports	5	4	80%
<b>Total</b>	<b>47</b>	<b>30</b>	<b>64%</b>

# STUDENT CONDUCT POLICIES & PROCEDURES

## 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.

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

- 1. Academic Integrity** - All forms of behavior that violate academic integrity including, but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty which 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.
- 2. Accessory to Prohibited Act** - 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.
- 3. Alcohol Violation** - 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.
- 4. Campus Emergency Procedures Violation** - 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. College-Owned Facilities Violation** - Violation of policies, regulations, or rules governing College-owned or operated housing facilities or leased housing facilities located on College property.
- 6. Controlled Substance Violation** - 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.
- 7. Disciplinary Action/Conditions Violation** - Failure to comply with imposed disciplinary actions or violating the conditions contained in the terms of a disciplinary action or behavior agreement under these policies or other campus regulations or sanctions.



- 8. Disorderly Conduct** – Disorderly conduct which includes but is not limited to any conduct which materially or substantially disrupts the education process, college operations, and/or related college activities. Examples include but are not limited to obscene or lewd behavior, 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.
- 9. Disruption of Learning** - Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities.
- 10. Failure to Comply with Public or College Official** - 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.
- 11. False Reporting or Making False Statements** –To make an intentionally false report, provide false information, or make false statements is a violation which may also violate state criminal statutes and civil defamation laws.
- 12. Fighting Words** - 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.
- 13. Firearms and Explosives Violation** - 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.
- 14. Forgery** - Forgery, alteration, or misuse of any College document, record, key, electronic device, or identification.
- 15. Hazing** - Any intentional, knowing, or reckless act committed by a person or group against another person or persons regardless of the willingness of such other person or persons to participate, that:
  - a. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
  - b. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization, of physical or psychological injury.

A student group is defined as "an organization at an institution of higher education in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

- 16. Housing Violation** - Violation of campus housing policies (see Residence Complex Policies and Procedures Manual).

- 17. Intimidation, Threats, and Abuse** - Intimidation, bullying, physical and/or mental/emotional abuse including, but not limited to, physical assault, verbal or nonverbal threats of violence, or conduct that threatens the health, well-being or safety of any person.
- 18. Misuse of Prescription Medication** - Abuse or misuse of prescription or over the counter medication or possession or use of another's prescription medication.
- 19. Organizations Violation** - The operation on campus of student organizations not properly recognized and registered.
- 20. Retaliation** - Any form of retaliation against members of the College community including individuals who have taken part in a complaint, investigation, report, grievance, or other College process.
- 21. Theft or Abuse of Computing Facilities** - 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.
- 22. Theft or Vandalism** - 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.
- 23. Tobacco Violation** - The use of tobacco, smokeless tobacco products, and electronic cigarettes are prohibited within all college buildings and college-owned vehicles.
- 24. Unauthorized Use** - 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.
- 25. Unlawful Assembly** - Participation in a disturbance of the peace or unlawful assembly.
- 26. Sexual Harassment** - Conduct based on sex that may be one or more of the following:
- Employee conditioning provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (*i.e.*, a *quid pro quo*), or
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
  - Sexual assault, stalking, dating/domestic violence, sexual exploitation as defined herein.
- Sexual Assault – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
    - Sexual Assault includes, but is not limited to, the following acts when they occur without consent of the victim:
      - Any penetration, however slight, of the genitals or anus of one person with the genitals of another person,
      - Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person,
      - Any sexual act involving penetration, however slight, of the genitals or anus of one person by a finger, instrument, or object,
      - Touching of another person's genitals or breasts under or over the clothing,

- Touching of one person with the genitals of another person under or over the clothing,
- Domestic Violence – Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Stalking – Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. A course of conduct is two or more incidents. Stalking includes "cyber-stalking," a particular form of stalking in which a person uses electronic media.
- Dating Violence – Violence by a person who has been in a romantic or intimate relationship with the individual to whom the violence is directed. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- 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, photography or audio-taping of a sexual nature or of a 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 the unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter with a specific individual. Consent must be informed, freely given and mutual. Consent is clear, mutually understandable words or actions communicating an agreement to engage in specific sexual or intimate conduct.

A current or past dating or sexual relationship, by itself, does not create consent. Consent to sexual activity in the past does not create consent to future sexual activity. Consent to sexual activity with one person does not create consent to sexual activity with another person. Consent to one sexual activity does not create consent to another sexual activity. Consent can be withdrawn at any time during a sexual encounter.

Consent cannot be given as the result of force, coercion, intimidation, or threats. Consent cannot be given by one who is incapacitated, voluntarily or involuntarily, due to a physical condition, including, but not limited to, the use or influence of drugs or alcohol, or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring. If there is any doubt as to

another person's capacity to give consent, community members should assume that the other person does not have the capacity to give consent.

A person cannot consent if he or she is under the age of consent or if the person has a mental disability that impairs the individual's ability to provide consent.

**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.

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, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is 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.

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.

### **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.

### **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.).

- **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.

- **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 the 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.

- **Disciplinary Actions**

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:

- **Disciplinary Definitions**

<b><i>Warning/Censure:</i></b>	Written notice and reprimand to the student that a violation of specified College policies or campus regulations has occurred.
<b><i>Disciplinary Probation:</i></b>	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.
<b><i>Exclusion:</i></b>	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.
<b><i>Suspension:</i></b>	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.)
<b><i>Interim Suspension:</i></b>	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.
<b><i>Expulsion:</i></b>	Termination of student status for an indefinite period.
<b><i>Residence Hall Dismissal:</i></b>	The student will not be permitted to reside in a Crowder College Residence Hall for a specified range of time or a minimum of one full 16- week semester. The resident will forfeit their deposit and be responsible for paying Room/Board charges for that current semester.
<b><i>No Contact Order:</i></b>	No contact will be permitted with the party by phone, through a third person, electronically, in writing, in person or via any other venue.
<b><i>No Trespass Order:</i></b>	The student will not be permitted to visit any Crowder College campus, center, or facility without the expressed permission of the Vice President of Student Affairs. If the student must visit or be on College property, s/he must have permission from the Vice President of Student Affairs and be escorted by a designee. The Student's presence on any College campus, center, or facility will constitute an unwelcome and unlawful trespass, which could result in their arrest.
<b><i>Restitution:</i></b>	Reimbursement for damage to or misappropriation of College property or the property of others may be imposed.



**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.

- **Investigation and Due Process of Conduct & Discrimination Violations**

The student accused of violating the Student Code of Conduct or accused of discrimination on the basis of race, sex, color, religion, ethnic or national origin, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law or any other characteristic protected by institutional policy, state, local or federal law shall be informed by the Vice President of Student Affairs (Newton Hall, Room 110, 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 to ensure 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. The Director of Human Resources or other college designee will hear all student appeals.

An appeal will be considered if it meets one of three criteria listed below.

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time of the determination of responsibility that would affect the outcome of the matter (request for appeal must include a summary of the new evidence and its potential impact); or
3. Personnel involved had a conflict of interest or bias that affected the outcome of the matter.

The appeal and supporting evidence will be reviewed by the Director of Human Resources, or other college designee, to determine if the appeal is valid. If the initial disciplinary action is valid the decision of the Director of Human Resources or other college designee is final. The student will be notified of the final decision, in writing, within three (3) college business days.

If the Director of Human Resources or other college designee determines there was a procedural error, is new evidence, personnel had a conflict of interest or bias that impacted the outcome, the complaint will be re-evaluated and further investigated under the direction of the Director of Human Resources or other college designee with instruction to:

- reinvestigate in light of the procedural error (the investigation may have been conducted unfairly, there was a potential deviation in investigation procedures, etc.),
- consider new evidence, or
- remove the conflict of interest or bias and reinvestigate.

The re-evaluation and reinvestigation by the Director of Human Resources or other college designee is not appealable. This decision is final.

## **Scope of Title IX Sexual Harassment Grievance Process**

The Sexual Harassment Grievance Process pertains to Sexual Harassment under Title IX, as defined by this policy, committed by or against students and/or employees, when: (1) the conduct occurs on campus or other property owned or controlled by the College; or (2) the conduct occurs in the context of a College employment or education program or activity within the United States. The College's education program and activities includes locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by the College.

All members of the Crowder College community have the right to submit a complaint or raise concerns regarding Sexual Harassment under Title IX pursuant to this Policy without fear of retaliation.

A complete copy of the College's Title IX Sexual Harassment Policy and other Title IX Resources may be accessed [here](#). Hard copies are available in the Human Resources Office, Newton Hall Room 153, or Student Affairs Office, Newton Hall Room 110.

For complaints that do not fall under the scope of this process, complaints against students will be handled through student conduct policies, and complaints against employees will be handled under the applicable employment policies. The Student Handbook can be accessed from the Crowder College webpage [here](#). The Employee Handbook can be accessed via the HR SharePoint site [here](#).

### Definitions

- **Complainant** – A Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment under this Policy, in connection with his or her participation in or attempt to participate in an educational program or activity of the College. A Complainant may be a student, an employee, or a third party.
- **Respondent** – A Respondent is an individual who is purported to be the perpetrator of conduct that could constitute sexual harassment. A Respondent need not be affiliated with the College in any respect.

### Title IX Coordinator

The Title IX Coordinators are charged with monitoring Crowder College's compliance with Title IX, ensuring appropriate education and training, coordinating investigations, responses, and resolution of all reports pursuant to this Policy. In their discretion, the Title IX Coordinators may also designate Deputy Title IX Coordinators to assist in the discharge of these duties.

Any questions or concerns regarding Crowder College's application of this policy may be addressed to the Title IX Coordinators.

The Title IX Coordinators may be reached in person during regular office hours, or by telephone, written correspondence, email, or other electronic communication at any other time.

### Title IX Coordinators

All Title IX Coordinators are located on the Crowder College Neosho campus at 601 Laclede Ave, Neosho, MO 64850.

- Associate Vice President of Student Affairs - Jamie Ward  
Newton Hall Rm 110  
417.455.5636  
[JamieWard@crowder.edu](mailto:JamieWard@crowder.edu)
- Director of Human Resources – Cassandra Hale  
Newton Hall Rm 153



417.455.5675

CassandraHale@crowder.edu

## **How to Report Potential Violations of This Policy**

### **1. Reporting Options**

#### *a. Report to the Title IX Coordinator*

Individuals who believe they have been subjected to, or are aware that another individual has been subjected to, Sexual Harassment in connection with a College education program or activity, and who wish to report a potential violation of this Policy should notify any of the following College contacts:

- Associate Vice President of Student Affairs - Jamie Ward  
Newton Hall Rm 110  
417.455.5636  
JamieWard@crowder.edu
- Director of Human Resources - Cassandra Hale  
Newton Hall Rm 153  
417.455.5675  
CassandraHale@crowder.edu

Reports can be made through email, phone, in person, or by mail. Students and employees may report through the online form located at: [Title IX Sexual Harassment Report](#).

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures and explain the process for filing a formal complaint. Generally, reports from students will be handled by the Associate Vice President of Student Affairs, and reports from employees will be handled by the Director of Human Resources.

While reports to the College counselor will remain confidential, all other employees are required to report information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence, and stalking to the Title IX Coordinator.

Reporting Sexual Harassment to a Title IX Coordinator does not automatically start the grievance process – the Title IX Coordinator will explain to the Complainant how to start the grievance process by filing a Formal Complaint. An individual can make a report of Sexual Harassment in order to obtain supporting measures and resources – an individual making a report of Sexual Harassment is not required to file a Formal Complaint.

The College will make a reasonable effort to protect the privacy of all parties involved in the investigation except when disclosure is required by law or as necessary to carry out the purposes of this Policy; however, the College cannot guarantee that information reported to a Title IX Coordinator will remain confidential.

#### *b. Confidential Reporting*

Students may also make a confidential report to the College counselor. Counseling services are available at no cost to students, and the counselor can help students identify other campus and community resources.

- Counseling Center  
Amanda Hall, Counselor  
Student Success Center, McDonald Hall Rm 115  
417.455.5609  
AmandaHall@crowder.edu

All other employees are mandated to report the information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence or stalking to the Title IX Coordinator and cannot keep reports confidential.

The College will keep confidential the identity of Complainants, Respondents, and witnesses involved in Title IX hearings, except when disclosure is required by law or as necessary to carry out the purposes of this Policy.

*c. Other Reporting Options and Resources*

The person making the sexual misconduct report has the right to choose when and if they wish to report it to the police. In an emergency, please call 911 for immediate assistance. Individuals may also report allegations of Sexual Harassment to the police by contacting the appropriate law enforcement for the jurisdiction. A list of law enforcement agencies and their contact information is provided below.

<b>Law Enforcement and Campus Safety/Security Contact Information</b>	
<b>Advanced Training &amp; Technology Center (ATTC):</b> 420 Grand Ave, Joplin, MO 64801 <b>417.680.3202</b>	<b>Barry County Sheriff's Office:</b> 505 East Street, Cassville, MO 65625 <b>417.847.6556</b>
<b>Barton County Sheriff's Office:</b> 1010 Cherry Street, Lamar, MO 64759 <b>417.682.5541</b>	<b>Cassville Campus:</b> 4020 N Main St, Cassville, MO 65625 <b>417.847.1706</b>
<b>Cassville Police Department:</b> 302 Main St, Cassville, MO 65625 <b>417.847.4700</b>	<b>Cedar County Sheriff's Office:</b> 202 S High Street, Stockton, MO 65785 <b>417.276.5133</b>
<b>Dade County Sheriff's Office:</b> 201 E Water St, Greenfield, MO 65661 <b>417.637.2312</b>	<b>Jasper County Sheriff's Office:</b> 231 S. Main Street, Carthage, MO 64836 <b>417.358.8177</b>
<b>Joplin Police Department:</b> 303 E 3 <sup>rd</sup> Street, Joplin, MO 64801 <b>417.623.3131</b>	<b>Lawrence County Sheriff's Office:</b> 240 N Main Ste. 10, Mt. Vernon, MO 65712 <b>417.466.2131</b>
<b>McDonald County Campus:</b> 194 College Rd, Jane, MO 64856 <b>417.266.6000</b>	<b>McDonald County Sheriff's Office:</b> 300 E 7 <sup>th</sup> Street, Pineville, MO 64856 <b>417.223.4319</b>
<b>Neosho (Main) Campus:</b> 601 Laclede Avenue, Neosho MO 64850 <b>417.455.5744, 417.456.0206</b>	<b>Neosho Police Department:</b> 201 N College, Neosho, MO 64850 <b>417.451.8000</b>
<b>Nevada Campus:</b> 600 W Edwards Pl, Nevada MO 64772 <b>417.667.0518</b>	<b>Nevada Police Department:</b> 120 S Ash St, Nevada, MO 64773 <b>417.448.2710 ext. 102</b>
<b>Newton County Sheriff's Office:</b> 208 W. Coler Street, Neosho, MO 64850 <b>417.451.4242</b>	<b>Pineville Missouri Marshall:</b> 503 Main St, Pineville, MO 64856 <b>417.223.4369</b>
<b>Vernon County Sheriff's Office:</b> 2040 East Hunter, Nevada, MO 64772 <b>417.283.4400</b>	<b>Webb City Campus:</b> 600 Ellis St, Webb City, MO 64870 <b>417.673.2345</b>
<b>Webb City Police Department:</b> 200 S Main St, Webb City, MO 64870 <b>417.673.4651</b>	

Individuals may report Sexual Harassment to Crowder College Campus Police and Safety by contacting:

- Campus Police and Safety

Student Center, Neosho Campus  
417.455.5744  
[Security@crowder.edu](mailto:Security@crowder.edu)

For reports of Sexual Harassment in the residence halls, individuals may also contact:

- Campus Life  
Roughrider Village, Unit A14  
417.455.5644  
[CampusLife@crowder.edu](mailto:CampusLife@crowder.edu)

*d. Amnesty Policy*

In investigating and responding to complaints of Sexual Harassment, the College's primary focus is to address the Sexual Harassment, and, in most cases, the College will grant amnesty to a Complainant or witness for other potential violations, such as alcohol violations. Such potential violations should not discourage a Complainant or bystander from notifying the College of incidents of Sexual Harassment.

2. Offer and Provision of Supportive Measures:

Upon receipt of a report, a Title IX Coordinator will promptly and confidentially reach out to the Complainant to discuss the availability of a variety of supportive measures. Generally, the Associate Vice President of Student Affairs will meet with student Complainant, and the Director of Human Resources will meet with employee Complainants. Supportive measures should also be offered to the Respondent as necessary and appropriate.

Supportive measures are designed to restore or preserve equal access to the College's education programs and activities, protect the safety of all parties and the educational environment, or deter Sexual Harassment. These supportive measures should be non-disciplinary, non-punitive, individualized, and provided free of charge. They must be offered regardless of whether a Formal Complaint is filed, and must be kept confidential to the extent that such confidentiality would not interfere with providing the supportive measures.

Examples of supportive measures include, but are not limited to:

- Provide an escort while on campus
- Issue a no contact order
- Modify class schedules
- Allow a student to withdraw from course and allow for course retake without penalty
- Monitor situation for retaliation or contact by Complainant or Respondent
- Refer to medical services
- Refer to counseling services
- Move resident to a different room or residence hall
- Provide tutoring and other academic and support services
- Modify work schedules and/or work locations
- And others, determined to be reasonable in light of known circumstances

3. Emergency Removal and Administrative Leave

The College reserves the right to remove a student Respondent from its educational program or activity on an emergency basis. Such a removal may only occur if, after an individualized safety and risk analysis, the College determines an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event a decision is made to remove a Respondent, he or she will be provided with notice by a Title IX Coordinator, and given the opportunity to challenge that decision immediately following the removal by submitting a request in writing to the Title IX Coordinator.

Likewise, a non-student employee Respondent may be placed on administrative leave during the pendency of the grievance process described in this Policy.

### **Filing a Formal Complaint of Sexual Harassment**

In the event that a Complainant wishes for the College to proceed with an investigation and hearing into the allegations of Sexual Harassment pursuant to the grievance process procedures in this Policy, he or she must file a Formal Complaint. A Formal Complaint is a document alleging Sexual Harassment against a Respondent and requesting that the College investigate the allegation of Sexual Harassment. The Complainant must be participating in or attempting to access a College education program or activity at the time the Formal Complaint is submitted.

A Formal Complaint must be in written form, but it may be submitted in person, by mail, or by email. It must be signed by the Complainant but the required signature may be physical or digital. Generally, Formal Complaints from student Complainants will be assigned to the Associate Vice President for Student Affairs and Formal Complaints from employee Complainants will be assigned the Director of Human Resources. The assigned Title IX Coordinator will review the Formal Complaint and oversee the grievance process for that Formal Complaint.

A Title IX Coordinator may also initiate a Formal Complaint by signing it. The Title IX Coordinator may consider the specific facts and circumstances and whether there is a pattern of misconduct involving a particular Respondent. A Title IX Coordinator may only sign a Formal Complaint after he or she has contacted the Complainant and discussed supportive measures and the Formal Complaint process with the Complainant. The Title IX Coordinator must consider the Complainant's wishes for how the College responds to the report of Sexual Harassment. The Title IX Coordinator should balance campus safety concerns with respect for survivor autonomy.

The Title IX Coordinator may consolidate Formal Complaints where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a Formal Complaint includes more than one Complainant or more than one Respondent, any references in this policy to a single Complainant and/or Respondent will also refer to multiple Complainants and/or Respondents.

### **Dismissal of Formal Complaint**

Upon receipt of a Formal Complaint, the assigned Title IX Coordinator will review the allegations set forth therein and determine whether the Complaint may proceed. Although the allegations may still be investigated and resolved pursuant to the Student Code of Conduct or Employee Handbook (as noted above), Formal Complaints of Sexual Harassment brought pursuant to this policy must be dismissed if:

1. The conduct alleged would not constitute Sexual Harassment as defined in this Policy;
2. The conduct did not occur in connection with a College education program or activity;
3. The conduct did not occur against a person in the United States.

Furthermore, the assigned Title IX Coordinator may, in his or her discretion, determine that even though it meets the basic threshold requirements to proceed, a particular Formal Complaint should be dismissed. Specifically, a Formal Complaint may be dismissed if:

1. Complainant notified Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations within;
2. Respondent is no longer enrolled or employed by the College;
3. Specific circumstances prevent the College from gathering evidence to reach a determination.

After an initial review of the Formal Complaint, the assigned Title IX Coordinator will continue to evaluate the Formal Complaint to determine if the above criteria for dismissal apply.

Following any dismissal of a Formal Complaint, the assigned Title IX Coordinator will simultaneously send a written notice to the parties of the dismissal and the reasons for the dismissal. To the extent the behavior alleged in the Formal Complaint could constitute a violation of another College policy, it may be pursued under that policy. The Title IX Coordinator has the discretion to refer the allegations to the appropriate College official.

### **Informal Resolution**

After a Formal Complaint has been filed, if both Complainant and Respondent give voluntary, informed, written consent, the College will assist the parties in reaching an informal resolution to the allegations of Sexual Harassment in the Formal Complaint. An informal resolution cannot be used for Formal Complaints that contain allegations that an employee sexually harassed a student.

### **Prohibition of Retaliation**

The College expressly prohibits retaliation against any individual for exercising their Title IX rights under this Policy. Retaliation is any adverse action taken against an individual because of the person's participation in a Title IX process. No individual may be discriminated against, intimidated, threatened, or coerced for the purpose of interfering with his or her Title IX rights, or because the individual has made a report pursuant to this Policy, testified, assisted, participated, or refused to participate in a Title IX investigation, proceeding, or hearing.

If an individual feels that he or she has been subject to retaliation pursuant to this Policy, he or she should notify a Title IX Coordinator as soon as possible.

### **Sexual Harassment Grievance Process Procedures**

#### **General provisions**

If any party believes that the assigned Title IX Coordinator handling the process has a conflict of interest or bias for or against the individual parties and/or for or against Complainants or Respondents generally, that party should report their concern to the Vice President of Academic Affairs on the Neosho Campus in McDonald 124 or by phone at 417.455.5740, or other assigned College designee. If the Vice President of Academic Affairs, or other assigned College designee, finds that a conflict of interest or bias exists, the Vice President of Academic Affairs will designate another individual to serve as Title IX Coordinator for the purposes of the specific grievance process involving the parties.

The Respondent will be presumed not responsible for the policy violation that is alleged in the Formal Complaint unless and until the respondent is found responsible by the Hearing Officer at the conclusion of the grievance process.

The grievance process generally will be completed within 120 days. However, extensions to this time frame may be granted at the request of either party, or at the discretion of the Title IX Coordinator when good cause exists for the delay. Good cause may include considerations such as the absence of a party, a party's Advisor, or a witness; concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will notify all parties in writing of the delay, the length of the extension granted and the reason for the extension.

#### **Notice**

Within five (5) College business days of the receipt of a Formal Complaint, the Title IX Coordinator or designee will issue a written notice to the parties. The written notice should include, if known, the identity of the parties, the conduct alleged to be Sexual Harassment, and the date(s) and location(s) of the incident(s). The notice will also include a statement that the Respondent is presumed to be not responsible for any policy violations. The notice must also inform the parties that they have the right to an Advisor of their choice during the grievance process, that they may inspect and review evidence gathered during the investigation, and that the student Code of Conduct and Employee Handbook prohibit false reporting, providing false information, and/or making false statements. The

Student Handbook can be accessed by clicking [here](#). The Employee Handbook can be accessed via the HR SharePoint by clicking [here](#).

If during the course of the investigation, additional allegations are going to be investigated that were not included in the original notice, the Title IX Coordinator or designee will issue a supplemental written notice to the parties.

Parties will also be provided with notice of all meetings, interviews, or hearings with sufficient time to prepare. Such notice will include the date, time, location, participants, and purpose of the meeting, interview, or hearing.

### **Advisors**

Each party has the right to select an Advisor of their choice, and for that Advisor to accompany the party to any part of the grievance process, including all meetings, interviews, and/or hearings. An advisor can be a friend, family member, faculty member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as Advisor. An advisor may not be a party, witness, or administrator involved in the investigation or adjudication of this process.

It is the goal of the College to provide trained Advisors to parties for the grievance process. A party may select an Advisor from a list of individuals maintained by the Title IX Coordinator who have been trained and agreed to serve as Advisors during the grievance process. A party's choice of Advisor is not limited to those individuals on such a list. While a party may select any individual to serve as their Advisor, only the individuals on the list maintained by the Title IX Coordinator will have received training from the College on the grievance process.

Parties must provide notice of who will serve as their Advisor during any grievance hearings at least 3 business days prior to the hearing. If a party does not have an Advisor for a grievance hearing, an Advisor will be selected by the Title IX Coordinator and will be provided for the purpose of cross examination during the hearing.

Advisors may offer advice to and confer with the party during any meeting, interview, and/or hearing, but generally may not speak on behalf of the party. The only time an Advisor may speak on behalf of the party is to conduct cross examination questioning during a grievance hearing. Advisors are expected to comply with the Rules of Procedure and Decorum for hearings and remain respectful throughout the entire grievance process.

Any Advisor who fails to comply with these policies, the Rules of Procedure and Decorum for hearings, and/or who does not treat all others with respect throughout the grievance process may be warned by the Title IX Coordinator, Investigator, and/or Hearing Officer for his or her first infraction. An Advisor may be asked to leave the grievance proceeding if after being warned he or she continues to violate these policies or the Rules of Procedure and Decorum for a hearing, and/or continues to not treat others with respect. If an Advisor is asked to leave a meeting, interview, or hearing, the proceeding will end and be continued at another time when the party has an Advisor. Whether an Advisor who has been asked to leave a proceeding may serve as an Advisor to the party at a later meeting, interview, or hearing will be a decision in the sole discretion of the Title IX Coordinator.

### **Investigation**

The assigned Title IX Coordinator will designate an Investigator, who may be the assigned Title IX Coordinator, to conduct a fair, thorough investigation of the allegations in the Formal Complaint. The Investigator will have received training as outlined in this policy. The assigned Title IX Coordinator may designate an outside investigator as Investigator.

The Investigator will provide written notice of any meetings or interviews to the parties and/or witnesses, that includes the date, time, and location for the meeting, as well as who will be participating in the meeting and the



purpose for the meeting. This notice will be provided at least three (3) College business days in advance of the meeting or interview, unless the party or witness requests to meet sooner.

The burden will be on the Investigator to fully and fairly investigate the allegation in the formal complaint. All parties will have an equal opportunity to present witnesses and evidence to the Investigator.

At the conclusion of the investigation, the Investigator will send a copy of the evidence that is directly related to the allegations in the Formal Complaint to the parties and their Advisors for inspection and review. The parties will then have 10 days in order to submit a written response to the evidence, if they choose to do so. The Investigator will consider any written response to the evidence before the completion of the investigative report. The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing.

The Investigator will prepare an investigative report that fairly summarizes all the relevant evidence. The investigative report should include a description of all steps taken in the investigation as well as summaries of all interviews with parties and/or witnesses and all relevant evidence reviewed by the Investigator.

The Investigator will send a copy of the report to the parties and their Advisors at least 10 days prior to any hearing for the parties' review and written response.

### **Hearing**

After the conclusion of the investigation, a live hearing before a Hearing Officer will be held. Generally, the Vice President of Student Affairs will serve as the Hearing Officer for all hearings, however, the College may designate an outside Hearing Officer to conduct the hearing and issue a final decision. The Hearing Officer will issue notice of the hearing to the parties, including the date, time, and location of the hearing. This notice will be provided at least five (5) College business days before the hearing. The hearing will be held pursuant to the Rules of Procedure and Decorum.

At the request of either party, the hearing will be held with the parties in separate rooms or locations, with the parties and Hearing Officer able to simultaneously see and hear each other through technology. Whether the hearing is conducted virtually or in person, it will be recorded.

The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing. All parties may refer to such evidence and may use it in cross examination. The Investigator will provide a copy of the investigative report and all evidence that is relevant to the allegations in the Formal Complaint to the Hearing Officer. However, the Hearing Officer may not defer to the investigative report, and must objectively evaluate all relevant evidence and independently reach a determination regarding responsibility.

The Investigator, Complainant, and Respondent all have the ability to testify and call witnesses at the hearing, and to provide evidence to the Hearing Officer. The Hearing Officer will have the opportunity to ask questions of all parties and witnesses during the hearing.

After the Hearing Officer asks their questions, each party's Advisor will have the opportunity to ask all relevant and follow up questions of the other party and all witnesses during cross examination. No party shall be questioned directly by the other party. Advisors must abide by the Rules of Procedure and Decorum in questioning parties and witnesses. Any Advisor who does not abide by the Rules of Procedure and Decorum will be warned or dismissed from the hearing at the discretion of the Hearing Officer.

The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions during the hearing, including cross examination. The Hearing Officer cannot rely on any statement by a party or witness who does not submit to cross-examination during the course of the hearing in reaching a determination on responsibility.

The Hearing Officer will state whether each question is relevant before the questions is answered by the party or witness to whom it is directed, and explain any decision to exclude a question as not relevant. Questions or evidence that are deemed irrelevant by the Hearing Officer will be excluded from the hearing. Formal rules of evidence shall not apply.

The following types of evidence must be considered irrelevant by the Hearing Officer:

1. Evidence that is not pertinent to proving whether a fact material to the allegation is more or less likely to be true;
2. Information that is protected by privilege (e.g. attorney-client privilege);
3. Any party's medical, psychiatric, psychological, or counseling records without that party's voluntary, written consent;
4. Any information about the Complainant's sexual predisposition or prior sexual behavior, unless it is offered to prove that someone other than the Respondent committed the behavior alleged in the formal complaint or offered to prove consent.

### **Determination of Responsibility**

The Hearing Officer will issue a written determination whether the Respondent is responsible for the policy violations alleged in the Formal Complaint within five (5) College business days of the conclusion of the hearing. The Hearing Officer must determine the weight of the evidence and credibility of the parties in reaching a determination.

The written determination shall include:

1. An identification of the allegations in the Formal Complaint;
2. A description of procedural steps taken from the receipt of the Formal Complaint through the determination, including any notices, interviews, investigations, and hearings;
3. Findings of fact that support the determination,
4. Conclusions regarding the application of the policy to the facts;
5. A statement and rationale for the result for each allegation including the determination of responsibility, any sanctions that will be imposed on the Respondent, and whether any remedies designed to restore and preserve equal access to the College's educational program will be provided to the Complainant; and
6. The procedures and acceptable bases for appeal of this determination, including who will serve as Appeals Officer.

The standard of proof will be "preponderance of the evidence," which means whether the evidence shows it is more likely than not that a policy violation occurred.

The written determination will be provided simultaneously to all parties. The determination will become final and any sanctions will take effect after the resolution of any appeal, or if no appeal is filed, after the deadline to file an appeal has passed.

### **Sanctions and Remedies**

If the Respondent is found responsible for any violations of policy, then the Hearing Officer will determine what disciplinary sanctions will be imposed on the Respondent and what remedies designed to restore and preserve equal access to the College's educational programs will be offered to the Complainant.

The possible sanctions that can be imposed on a student Respondent found responsible include:

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



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.
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.
4. 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.
5. Expulsion: Termination of student status for an indefinite period.
6. Residence Hall Dismissal: The student will not be permitted to reside in a Crowder College Residence Hall for a specified range of time or a minimum of one full 16- week semester. The resident will forfeit their deposit and be responsible for paying Room/Board charges for that current semester.
7. No Contact Order: No contact will be permitted with the party by phone, through a third person, electronically, in writing, in person or via any other venue.
8. No Trespass Order: The student will not be permitted to visit any Crowder College campus, center, or facility without the expressed permission of the Vice President of Student Affairs. If the student must visit or be on College property, s/he must have permission from the Vice President of Student Affairs and be escorted by a designee. The Student's presence on any College campus, center, or facility will constitute an unwelcome and unlawful trespass, which could result in their arrest.
9. Restitution: Reimbursement for damage to or misappropriation of College property or the property of others may be imposed.
10. 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.

In addition to sanctions imposed on the Respondent, remedies can be offered to the Complainant in order to restore and preserve equal access to the College's educational program and activities. Remedies may be, but are not limited to, a continuation of previously offered supportive measures.

### **Appeals**

Any party may appeal the determination of responsibility or a dismissal of a Formal Complaint by submitting a written request to the Appeals Officer within five (5) College business days of the determination. The request should include a short statement outlining the basis for appeal.

Appeals are limited to the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonable available at the time of the determination of responsibility or the dismissal of the Formal Complaint that would affect the outcome of the matter (request for appeal must include a summary of the new evidence and its potential impact); or
3. The Title IX Coordinator, Investigator, or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally that affected the outcome of the matter.

The Appeals Officer will notify the parties in writing that an appeal has been filed. Each party will then have 5 College business days to submit a written statement in support of, or challenging the outcome of the hearing.

Appeals Officer will issue a written determination of the outcome of the appeal, describing the result of the appeal and the rationale in support of that decision within five (5) College business days of the deadline for parties to submit their written statements. The Appeals Officer's written determination will be provided simultaneously to all parties.

If Appeals Officer determines there was a procedural error, there is new evidence, or personnel had a conflict of interest or bias that impacted the outcome, the complaint will be re-evaluated and further investigated under the direction of the Appeals Officer with instruction to:

- reinvestigate in light of the procedural error (the investigation may have been conducted unfairly, there was a potential deviation in investigation procedures, etc.),
- consider new evidence, or
- remove the conflict of interest or bias and reinvestigate.

The re-evaluation and reinvestigation by the Appeals Officer is not appealable. This decision is final.

### **Training**

The College will ensure that the Title IX Coordinator, Investigator, Hearing Officer, Appeals Officer and any person who facilitates an informal resolution has received training on:

- The definition of Sexual Harassment as set out in this policy;
- The definition of Consent under this policy and how to apply the definition of Consent consistently and impartially;
- The scope of the College's education program or activity;
- How to conduct the grievance process, including investigations, hearings, appeals, and informal resolutions (as applicable); and
- How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

Hearing Officers will also receive training on:

- How to operate any technology used in conducting a hearing; and
- How to determine relevance of questions and evidence, including the provisions of this policy pertaining to the exclusion of evidence of a Complainant's previous sexual behavior

Investigators will also receive training on:

- How to determine if evidence is relevant to an investigation; and
- How to create an investigative report that fairly summarizes relevant evidence.

All training materials used by the College must not rely on sex stereotypes and must promote the impartial investigation and adjudication of Formal Complaints. All training materials used to train the Title IX Coordinator, Investigator, Hearing Officer, and any individual who facilitates an informal resolution must be made publicly available. These materials will be published at: <https://www.crowder.edu/about-crowder/title-ix-resources/>

### **Recordkeeping**

The Title IX Coordinator must create and maintain for a period of at least seven years records of any actions, including any supportive measures taken in response to a report or formal complaint of Sexual Harassment. For each instance, the Title IX Coordinator must document: 1) the basis for the conclusion that the College's response was not deliberately indifferent, and 2) that the College has taken measures designed to restore or preserve equal access to the College's educational program or activity. If the Title IX Coordinator does not provide the Complainant with

supportive measures, then the Title IX Coordinator must document why it was not clearly unreasonable to not provide supportive measures.

The Title IX Coordinator will also maintain the following records for a period of at least seven years:

- Records related to each Sexual Harassment investigation, including any determination regarding responsibility;
- Any audio or audiovisual recording or transcript from a grievance hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal from a grievance process and the result of the appeal;
- Records related to any informal resolution and the result of the informal resolution;
- All materials used to train the Title IX Coordinators, Investigator, Hearing Officer, Appeals Officer and any individual who facilitates an informal resolution.

# ACADEMIC POLICIES AND PROCESSES

## Academic Processes

- **Academic Appeals Process**

The instructional methods of the instructor and his or her ability to teach are not subject to the appeals process.

Appeals may stem from:

- **Grading Disputes:** Students may appeal a grade they believe was assigned unfairly or inaccurately. This could involve errors in grading, inconsistency with the syllabus or assignment instructions, or subjective judgments perceived as unjust.
- **Allegations of Academic Misconduct:** If a student is accused of academic misconduct, such as plagiarism or cheating, they may appeal the decision if they believe they were wrongly accused or if there were perceived errors in the investigative process.
- **Procedural Errors:** Students may appeal academic decisions if they believe there were procedural errors or violations of institutional policies in the handling of their academic affairs, such as errors in the application of academic regulations or failure to follow due process.

### Preliminary Action

At the outset of any academic concern, students are encouraged to engage in direct communication with their instructor to address issues promptly. Direct communication with the instructor must be made within 3 business days of the academic deficiency or misconduct. Most issues can be effectively resolved at this level, promoting a constructive learning environment where students and faculty work collaboratively to uphold academic standards.

### Division-Level Appeal

If a resolution is not reached through direct communication with the instructor, the student may escalate the matter to the appropriate Division Chair or Campus Director within 3 business days following the discussion with the instructor. The student should submit the *Division-Level Academic Appeals Form* (contact [academicaffairs@crowder.edu](mailto:academicaffairs@crowder.edu) to obtain the form), outlining the issue and including all relevant information and documentation.

The Division Chair or Campus Director will review the appeal and may facilitate mediation between the student and instructor to seek resolution. Depending on the circumstances, collaboration between the Division Chair and Campus Director may occur to address the issue effectively.

### Final Appeal: Associate Vice President and Academic Appeals Committee Review

If the complaint remains unresolved after the Division-Level Appeal, the student may escalate the issue by obtaining an *Academic Dispute Form* from Academic Affairs ([academicaffairs@crowder.edu](mailto:academicaffairs@crowder.edu) or McDonald Hall 124). The *Academic Dispute Form* must be completed and submitted to the Academic Affairs office within 3 business days.

The Associate Vice President of Academic Affairs, in consultation with the Academic Appeals Committee, will review the appeal. This review will consider the student's appeal and documentation, the faculty member's documentation, and the decision of the Division Chair or Site Director.

### Decision and Notification

After reviewing the appeal, the Associate Vice President of Academic Affairs, along with input from the Academic Appeals Committee, will render a decision. The decision will be communicated to the student in writing within a reasonable time frame after receipt of the appeal. The decision at this combined level of appeal is final and represents the conclusion of the appeals process.

- **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.

- **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 Records Office. 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 that has been denied re-admission due to being suspended three times, may appeal to the Vice President of Student Affairs by making a written request to the Student Affairs Office. This can be done by either e-mail [studentaffairs@crowder.edu](mailto:studentaffairs@crowder.edu) or delivered to Newton Hall office 110. The Vice President will review the findings and notify the student in writing of the decision. The decision at this level is final.

- **Petition/Readmission Forms**

Forms can be found on our [website](#) and at any of our site locations. Students can also submit through their My Crowder Portal.

- **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.

## **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.

### **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.

### **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.

- **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.
- **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.
- **Petitions for Commencement Participation**  
If the student fails to meet the requirements as listed for spring or fall commencement, a student may participate in graduation if, after a review of the degree audit by the Records Manager, the student can complete the degree requirements by the end of the semester following commencement participation.
- **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.

Candidates for degrees and certificates must wear new regalia (cap and gown) purchased through the vendor specified by the college. Each student is responsible for the cost of a cap and gown (regalia) and any cords or stoles unless otherwise noted.

Only approved cords and stoles from college-affiliated honor societies, organizations, or departments may be worn at the commencement ceremony. A list of approved cords and stoles are provided below.

Organizations that wish to recognize individuals with either an honor cord or stole must obtain approval by selected members of the Graduation Committee and must submit that request in writing to the Records Manager in the Records Office by March 15 (for spring commencement) or by October 15 (for fall commencement).

Traditional tribal regalia and recognized objects of cultural significance are allowed to be worn. Corsages and scarves are not approved adornments. Personal adornment of the cap is allowable but it must comply with all other provisions of this policy.

Any items that pose a health or safety hazard, reference drugs, alcohol, violence, are obscene, sexually explicit, discriminatory, or otherwise derogatory will be disallowed. Graduates will be asked to remove any cords, stoles or other adornments before the ceremony if they are offensive or do not comply with this policy.

Questions regarding the regalia policy should be directed to the Records Office.

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

- Graduation Application**

The graduation application must be submitted to the Records Office located on the 1st Floor, Farber Hall, Room 125 by the following date:

May (spring semester) graduates – October 1

December (fall semester) graduates – March 1

July (summer semester) graduates – March 1

Graduation applications can be obtained at any instruction center, through the MyCrowder portal, or online at <http://www.crowder.edu/services/records/forms-requests/>

- **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.

### **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.



# HEALTH AND SAFETY

## Suicide Awareness and Prevention

Crowder College provides information to students and staff on suicide prevention programs available on and off campus that includes crisis intervention access, mental health program access, multimedia application access, student communication plans and post intervention plans. Crowder College provides all incoming students with information about depression and suicide prevention and ensures that this information is available on the Counseling website. Students, faculty and staff (including residence hall staff) are advised as to the proper procedures for identifying and addressing the needs of students exhibiting suicidal tendencies of behavior and additional training is provided as needed.

The Ask.Listen.Refer training program on the Counseling website provides important information on identifying people at risk for suicide, recognizing the risk factors, protective factors, warning signs of those potentially at risk for suicide, support services available, and appropriate actions to take. Anonymous reporting of unsafe, potentially harmful, dangerous, violent or criminal activities or the threat of such activities will be reported to Crowder Cares and maintained by the Crowder College Behavior Intervention Team (BIT).

## Tuberculosis Screening

Missouri Law, MO Senate Bill 197 (RS 199.290), requires all Missouri institutions of higher education to perform a targeted testing program (or screening) for all students enrolling in college. Any entering student of an institution of higher education in Missouri who does not comply with the targeted testing program shall not be permitted to maintain enrollment in the subsequent semester at such institution.

Tuberculosis, also known as TB, is a bacterial infection that usually attacks the lungs, but can attack any part of the body. TB is spread through the air from one person to another. People nearby may breathe in these bacteria and become infected. Find more information about TB through the Center for Disease Control and Prevention at:

<http://www.cdc.gov/tb/>

These are the screening questions from the application:

- a. Have you ever had close contact with anyone who was sick with Tuberculosis (TB)?
- b. Have you ever had a positive result on a TB test?
- c. Have you resided, worked, or volunteered in a prison, homeless shelter, hospital, nursing home, or other long-term treatment facility that serves a population that is at increased risk for active TB?
- d. Within the past 5 years, have you traveled or resided outside the United States of America for a period of three (3) months or longer?

Those who are identified as high-risk by the screening are required to provide documentation from their healthcare provider or the local Health Department regarding TB testing and/or treatment. If we have not received the required documentation by the appropriate date, a hold will be placed on their account.

Acceptable documentation includes:

Medical documentation of a negative Tuberculin Skin Test (TST).

If you test positive on the Tuberculin Skin Test (TST) you will need to submit documentation of either:

- a. a negative Interferon Gamma Release Assay (IGRA) test or
- b. medical documentation of treatment for active TB disease or latent TB infection.

We may accept documentation of prior TB screening as long as the screening was completed after the potential exposure to TB.

## **Campus Police and Safety**

The Crowder College Campus Police and Safety 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.

### **Emergency Services: 911**

Students may contact each Center:

<b>Neosho (Main Campus)</b>	417.455.5744
<b>Cassville</b>	417.847.1706
<b>Joplin ATTC</b>	417.680.3202
<b>McDonald County</b>	417.266.6000
<b>Nevada</b>	417.667.0518
<b>Webb City</b>	417.673.2345

## **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.

## **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 college policy applies to students, faculty, staff, and visitors.

## **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).

## **Animals on Campus**

Animals are not permitted in facilities owned by Crowder College or under its control.

Crowder College campus activities, where animals may be present for a specified event, must be requested and approved by the Student Affairs Office-or Center Director.

Crowder College may utilize animals on campus and in campus facilities for instructional purposes and must be approved by the Office of Academic Affairs.

Crowder College Campus/Residence Life, in conjunction with the Student Accessibility Office, has additional provisions and procedures for accommodations which may apply to this section.

Individuals may contact the Student Accessibility Office if they will be accompanied by a trained Service Animal, need information on how to request a reasonable accommodation for a documented disability, or wish to report a concern about an animal on campus. The Student Accessibility Office is located in the Student Success Center, McDonald Hall Room 115 on the Neosho campus or may be reached via phone at 417.455.5733.

## **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/>

### Crime Statistics Report – On Campus

Offense	Year		
	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-forcible	0	2	1
Sex offenses-non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	1
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-Theft	0	0	3
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Illegal weapons possession arrests	0	0	0
Drug law arrests	1	2	0
Liquor law arrests	0	1	0
Disciplinary action weapons	0	1	0
Disciplinary action drug violations	1	3	0
Disciplinary action liquor violations	18	14	25

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

### Hazing

The Stop Campus Hazing Act (SCHA), enacted on December 23, 2024, prioritizes the prevention of and transparency about hazing incidents at colleges and universities. Any activity organized by a person or group against another person or persons as an initiation into, or affiliation with, or the membership of, a student organization that poses an exceptional risk of physical or psychological injury is prohibited and shall be immediate cause for disciplinary action. Hazing investigations and sanctions follow Crowder's Code of Conduct policy. Consent is not a defense to hazing.

Missouri Law also makes it illegal to participate in acts of hazing. Hazing is a Class A misdemeanor.

Examples of actions and activities which may constitute hazing include, but are not limited to, the following:

- Compelling individuals to consume food, liquid, alcohol, drugs, or other substances;
- Whipping, beating, striking, electric shocking, or similar activity;
- Compelling individuals to engage in sexual behaviors, sexual or racist harassment or slurs or exhibitionism;
- Causing sleep deprivation, exposure to the elements, confinement in small spaces, extreme calisthenics, or similar activity;
- Morally degrading or humiliating games or activities that subject an individual to humiliation, ridicule, or intimidation;
- Any act that causes or forces an individual to participate in activities that violate College policy or local, state, or federal law.

If you or someone you know has been impacted by hazing at Crowder College, please contact the Student Affairs Office at 417.455.5636 or by visiting Newton Hall, Rm N110.

### **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.

- **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.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov).

# TECHNOLOGY

## **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.

## **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 by students 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.

# EQUAL OPPORTUNITY AND NONDISCRIMINATION

## Equal Opportunity and Nondiscrimination

Crowder College is an equal opportunity educational/employment institution. Crowder College is committed to providing educational opportunities and activities free of discrimination or harassment to all qualified persons on the basis of race, sex, color, religion, ethnic or national origin, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law or any other characteristic protected by institutional policy, state, local or federal law.

Students requesting accommodations must contact the Student Accessibility Office located on the Neosho campus, McDonald Hall, Student Success Center, Room 115 or by phone at 417.455.5733.

Crowder College ensures compliance with:

1. Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the grounds of race, color, national origin, limited English proficiency, and sexual orientation and must not be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs and activities receiving Federal financial assistance.

## Discrimination Complaints

A person may file a discrimination complaint with Crowder College by submitting a complaint to the Vice President of Student Affairs, 601 Laclede, Neosho, MO 64850, Newton Hall, Room 110, 417.455.5636 or the Director of Human Resources, 601 Laclede, Neosho, MO 64850, Newton Hall, Room 153, 417.455.5726. The 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:

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, color, national origin, limited English proficiency, or sexual orientation).

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. You may also find more information on how the OCR resolves complaints of discrimination according to federal law by reviewing the OCR's Case Processing Manual at: <https://www2.ed.gov/about/offices/list/ocr/docs/ocrspm.pdf>.

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.

### **Pregnancy and Parenting Policy**

Crowder College is committed to creating an accessible and inclusive environment for pregnancy and parenting students. For purposes of Title IX "parenting" is the raising of a child's parents in the reasonably immediate postpartum period; this is normally considered up to 12 months. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities including academic, educational, extracurricular, athletic, and other programs or activities of schools. Students who wish to request accommodations as a result of pregnancy, childbirth, or related conditions should complete the pregnancy/parenting accommodation form available from the Student Accessibility Office, 115 McDonald Hall, Crowder College Neosho campus 417.455.5733. If the student is denied a pregnancy/parenting accommodation and the student believes this was done in error, the student may begin the appeals process by contacting the Vice President of Student Affairs, Crowder College Neosho campus 417.455.5636.

### **Religious Accommodation Policy**

Crowder College respects the religious observances of students and will make, upon request, a reasonable effort to accommodate such observances, when one is available that does not create an undue hardship to the college. Students who wish to request religious accommodations pertaining to their sincerely held religious beliefs or practices should submit a request form explaining the rationale behind the request to the Student Accessibility Office, 115 McDonald Hall, Crowder College Neosho campus 417.455.5733. If the student is denied a religious accommodation and the student believes this was done in error, the student may appeal by contacting the Vice President of Student Affairs, Crowder College Neosho campus 417.455.5636.



# 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.

## Student Organizations

The following organizations were active at the time this handbook was published. For a current list of student clubs and organizations, contact the Associate Vice President of Student Affairs at 417.455.5636.

Organization	Sponsor	Phone (417)	Email
Aggie Club/P.A.S.	Jorge Zapata	455.5496	<a href="mailto:jorgezapata@crowder.edu">jorgezapata@crowder.edu</a>
Baptist Student Union (BSU)	Austin Pfrimmer	451.5094	<a href="mailto:bsu@crowder.edu">bsu@crowder.edu</a>
Catholics on Campus Ministry	Carly Barwick	455.5627	<a href="mailto:carlybarwick@crowder.edu">carlybarwick@crowder.edu</a>
Crowder College International Club	Sam Kohrs	455.5550	<a href="mailto:samkohrs@crowder.edu">samkohrs@crowder.edu</a>
Crowder Players (Theatre)	Angela Smith	455.5458	<a href="mailto:anniesmith@crowder.edu">anniesmith@crowder.edu</a>
Debate Club	Michael Brockett	455.5703	<a href="mailto:michaelbrockett@crowder.edu">michaelbrockett@crowder.edu</a>
Delta Tau Alpha (Agriculture Honors)	Kylie Hackworth	455.5772	<a href="mailto:kyliehackworth@crowder.edu">kyliehackworth@crowder.edu</a>
Nurses Association	Heather VanLue	455.5456	<a href="mailto:heathervanlue@crowder.edu">heathervanlue@crowder.edu</a>
FBLA Collegiate (PBL)	Gregory Murdock	455.5622	<a href="mailto:gregorymurdock@crowder.edu">gregorymurdock@crowder.edu</a>
Phi Theta Kappa (Honors)	Suzanne Prior	455.5570	<a href="mailto:suzannepuckett@crowder.edu">suzannepuckett@crowder.edu</a>
SkillsUSA	Joshua Carter	455.5596	<a href="mailto:joshcarter@crowder.edu">joshcarter@crowder.edu</a>
Student Friends of the Library	Eric Deatherage	455.5610	<a href="mailto:ericdeatherage@crowder.edu">ericdeatherage@crowder.edu</a>
Vet Tech	Shawna Estep	455.5590	<a href="mailto:shawnaestep@crowder.edu">shawnaestep@crowder.edu</a>

## 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 must register with the Student Affairs Office and be approved by the Associate Vice President of Student Affairs.

## 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.

## Posting Policy

Before posting printed materials or messages on campus tv monitors, student organizations and/or individual students must provide a copy of the information to the Student Affairs Office for approved posting. This policy is for campus-wide postings. Any outside organization, vendor, agency, or individual must have the posting approved by the Office of Public Information. Materials may only be posted on approved bulletin boards; nothing may be posted on walls or glass windows on doors. Contact the Student Affairs Office, 417.455.5636 or the Office of Public Information at 415.455.5540 for more information.

## Guidelines for Temporary Signage and/or Exhibits

Temporary signage and/or exhibits are frequently used to communicate with local campus audiences. As we strive to share our messages, we should be mindful of the beauty of our campus and how temporary signage and/or exhibits can contribute to, or detract from, our growing and evolving Roughrider landscape.

1. Approval must be received before placing temporary signage and/or exhibits on campus. Requests will be reviewed by the Office of the Physical Plant.
2. This policy applies to college employees, as well as registered student organizations, for college-affiliated activities only.
3. These signs and/or exhibits shall be used only temporarily and are not intended to be used in place of standard signage.
4. No surface-damaging adhesives (e.g. glues, construction adhesives, duct tape, etc.) or surface penetrating fasteners (e.g. nails, screws, tacks, staples, etc.) are to be used to display temporary displays of any kind.
5. Temporary signs shall not obstruct permanent signs, windows, doors, walkways, accessibility ramps, or ventilation grills, etc.
6. A Temporary Signage and/or Exhibit Request Form may be received from a College employee. This form can be found on the "MyCrowder" portal under "Employee Home" and "Resources". Please contact a faculty, staff, or club sponsor for more information.
7. The install date and removal date must be indicated on the application.
8. The person making the request is responsible for installation and removal of the temporary signage and/or exhibit.
9. Enforcement: Temporary signs and/or exhibits that are improperly constructed, improperly placed, approval was not granted, or allowed to deteriorate into a state of disrepair may be removed immediately by the Office of the Physical Plant. Violations of this Policy will be reported to the appropriate personnel/supervisor.
10. Temporary art work/displays will be displayed in the museum.
11. Crowder College is not responsible for displays or exhibits that are damaged or stolen.

### **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.

### **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.

### **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.

## NEOSHO CAMPUS INFORMATION

### **Admissions Office**

Farber Hall, 1<sup>st</sup> Floor, Room 127  
417.455.5709 or 417.455.5718

### **Adult Education & Literacy**

Newton Hall 3<sup>rd</sup> Floor, Room 300C  
417.455.5521 phone

Crowder College Adult Education and Literacy (AEL) offers free AEL, ESL, and EL Civics classes in the five counties of Barry, Lawrence, McDonald, Jasper and Newton.

### **Athletic Department**

Bob Sneller Gymnasium and Freeman Fieldhouse  
417.455.5426 phone, 417.455.5513 fax

Athletic Programs include Baseball, Softball, Women's Basketball, Cross Country, Golf, Soccer, Track, and Esports.

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

Farber Hall, 2<sup>nd</sup> Floor, Room 224  
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.

### **Bookstore**

Farber Building, 1<sup>st</sup> Floor, Room F119  
417.455.5588 phone  
[www.crowderbookstore.com](http://www.crowderbookstore.com)

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.

### **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  
[campuslife@crowder.edu](mailto:campuslife@crowder.edu)

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.

### **Campus Police and Safety**

Student Center, 1<sup>st</sup> Floor  
417.455.5744 phone, 417.455.5745 fax

See the campus [website](#) for more information.

### **Career and Transfer Services**

McDonald Hall, 1<sup>st</sup> Floor, inside the Student Success Center  
417.455.5618 phone

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.

### **Bursar's Office**

Farber Hall, 1<sup>st</sup> Floor, Room 120  
417.455.5598 / 417.455.5464 phone

The Bursar's Office handles student billing, student account payments, outside scholarships, outside funders, and student account refunds. The Bursar's office provides information regarding tuition and fees, online payments, payment plans, refunds and 1098-T information. "How to" videos are available on these topics within the MyCrowder portal on the Student account home page. Crowder College processes all refunds through Transact. Students will need to log into their MyCrowder portal and set up their "refund option."

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

Newton Hall, 2<sup>nd</sup> Floor, Room 204  
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.

### **Counseling Center**

McDonald Hall, 1<sup>st</sup> Floor, inside the Student Success Center  
417-455-5609 phone

The Counseling Center offers a wide range of supportive services for all Crowder students, at all Crowder locations. The Center's staff is committed to helping students navigate the transitions and challenges of college life, including but not limited to anxiety, depression, alcohol and/or drug use, relationship issues and stress management. The Center also serves as a valuable resource to faculty and staff by providing presentations and prevention information on a variety of mental-health and wellness topics.

### **Financial Aid Office**

Farber Hall, 1<sup>st</sup> Floor, Room 122  
417.455.5419 or 417.455.5657 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.

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

Newton Hall, 1<sup>st</sup> Floor, Room 120  
417.455.5446 office, 417.455.5409 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.

**High School Equivalency Program (HEP)**

Newton Hall, 2<sup>nd</sup> Floor, Room 207

417.455.5654 or 417.455.5520 phone

The High School Equivalency Program (HEP) is an educational program for migrant/agricultural workers and their families providing free GED & HiSET classes.

**Office of Academic Affairs**

McDonald Hall, 1<sup>st</sup> Floor, Room 124

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.

**Registrar's Office (Records)**

Farber Hall, 1<sup>st</sup> Floor, Room 125

417.455.5424 phone, 417.455.0505 fax

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

**Student Accessibility Office**

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

417.455.5733 phone, 417.455.5619 fax

The Student Accessibility Office 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.

**Student Success Center**

McDonald Hall, 1<sup>st</sup> Floor, Room 115

417.455.5602 phone

Houses: Academic Advising, Student Accessibility Office, Retention Services, Counseling Center, and Career and Transfer Services.

**TRIO Programs**

Newton Hall, 2<sup>nd</sup> and 3<sup>rd</sup> Floors

417.455.5584 phone

Crowder Campus Houses: Educational Opportunity Center (EOC) (3<sup>rd</sup> Floor), Project Now, Student Support Services (SSS), Talent Search, Upward Bound, Upward Bound/Math Science (2<sup>nd</sup> Floor)

Nevada Center - Student Support Services (SSS)

Location: First Floor

Phone: 417.455.5243 or 417.455.5223

Email: [staceywilson@crowder.edu](mailto:staceywilson@crowder.edu)

Webb City Center - Student Support Services (SSS)

Location: Hickey Building Rooms 134 and 136

Phone: 417.673.9208

Email: [leciasims@crowder.edu](mailto:leciasims@crowder.edu)

Cassville Center - Student Support Services (SSS)

Location: Main Office

Phone: 417.847.1706

Text Only: 417.342.8409

Email: [ssscassville@crowder.edu](mailto:ssscassville@crowder.edu)

Webb City Center - Educational Opportunity Center (EOC)

(417) 456-1362

Cassville Center - Educational Opportunity Center (EOC)

(417) 847-1706, Tuesday and Thursday

### **Veterans Services**

Farber Hall, 1<sup>st</sup> Floor, inside Financial Aid Office

417.455.5434 phone, 417.455.5731 fax

We provide academic advising and programs directed toward helping student veterans transition into college and achieve their academic goals.

### **Vice President and Associate Vice President of Student Affairs Office**

Newton Hall, 1<sup>st</sup> Floor, Room 110

417.455.5636 phone

### **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/>.



## GLOSSARY OF COLLEGE TERMS

**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.

**Academic Probation** – A student on Academic Warning (Waning) who has a semester GPA less than 2.0 will be placed on Academic Probation. Once on Academic Probation, the student must maintain a 2.0 GPA each semester to avoid being placed on Academic Suspension. Must enroll in and pass LOC 103 with a C or better.

**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 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.

**Academic Suspension** – Students with a semester and cumulative GPA below 2.0 after a semester of Academic (Academic) Probation will be placed on Academic Suspension. The student will not be able to enroll for one semester. Students are eligible to appeal the Academic Suspension and will be assigned a Suspension Advisor to determine eligibility for enrollment. Must enroll in and pass LOC 103 with a C or better, if not previously passed while on Academic Probation.

**Academic Warning** – First semester students with a cumulative GPA below a 2.0; or continuing students with a semester GPA below 2.0 and a cumulative GPA above 2.0

**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).

**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).

**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.

**Auditing a class** – Attending a course without expectation of credit. People who audit are not required to do the outside assignments or take the examinations. Standard in -district/out-of-district fees apply. Audits must be declared by the end of the second week of the semester.

**Co-requisite** – An academic course strongly recommended or in some cases required to be taken in conjunction with the listed course. Student should check with an Academic Advisor as to whether the co-requisite is recommended or required for the student's degree.

**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.

**Dean's list** – A list of the full-time students with a 3.5 or higher semester grade point average for the semester. (A full-time student is defined as a student taking twelve [12] credit hours or more. The twelve credit hours must consist of credit learning hours of courses numbered 100 or higher.)

**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.

**Dismissal/Expulsion** – Being refused permission to attend college. A record of the dismissal may become a part of the student's permanent record.

**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.

**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.

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

**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.

**Finals** – Examinations given at the end of a semester.

**Financial Aid** – Financial aid may include grants, loans, scholarships, or work study positions.

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

**Full-time Student** – A student taking twelve (12) credit hours or more. The twelve credit hours must consist of credit earning hours of courses numbered 100 or higher

**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.

**Graduate** – A student who has finished the required program of study, completed the necessary hours and received a degree.

**Grant** – Money given to help students attend college. Usually grants do not have to be repaid.

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

**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.

**Intramural Activities** – Usually games and sports limited to students enrolled at Crowder College.

**Life Sciences** – Courses dealing with physical development and health, including biology, nursing, dental hygiene, etc.

**Part-time Student** – Any student taking less than 12 credit hours in a semester.

**Pre-registration** – Enrolling in courses before a semester starts. Payment will not be due for these courses until the beginning of the enrolled semester.

**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.

**Program of Study** – The academic courses required for a student to successfully complete a degree.

**Registration** – Completing the forms and paying the fees necessary to enroll in a class.

**Scholarship** – A sum of money or other aid granted to a student because of merit, need, etc. to pursue his/her studies.

**Self-Directed Learning (SDL)** – In this format, the student works independently on mastering the competencies for the class. Division Chair approval is required and this format is only utilized in rare and unique situations.

**Social Sciences** – Courses dealing with how people live, including things such as sociology, economics, political science, history, psychology, etc.

**Sophomore** – A student who has completed 28 credit hours or more.

**Suggested Plan of Study** – The suggested sequence of courses, listed by semester, the students could follow to lead to completion of the degree.

**Suspension** – A college disciplinary action that prevents a student from attending classes or participating in activities either for a specified range or time or for the remainder of the enrolled semester.

**Transcript** – A permanent record of the courses attempted, the grades received, and the courses from which withdrawn.

**Transfer credit** – Courses which four-year colleges will accept as meeting part of their requirements.

**Twilight Classes** – Any class with a meeting time that begins after 3:00 p.m., i.e., 3:15 or 3:30.