East Central College

Student Handbook 2026-2027

Table of Contents

POLICIES AND PROCEDURES 4
Academic Calendar 4
Academic Honor Code [Direct Link] 4
Academic Honor Code Disciplinary Procedures 6
Academic Honors/Phi Theta Kappa Honor Society [Board Policy] 6
Academic Standards of Progress [Board Policy] 7
Academic Probation and Suspension and [Board Policy] 7
Acceptable Use of College Technology [Board Policy] 7
Animals on Campus [Board Policy] 8
Attendance Policy [Board Policy] 8
Cell Phone Use 8
Change of Student Records 9
Children on Campus [Board Policy] 9
Closing the Campus or Site 9
Course Loads/Overloads 9
Course Repeat Policy [Board Policy] 9
Drug and Alcohol Abuse Prevention Policy [Board Policy] 9
Expressive Activities Policy [Board Policy] 9
Financial Aid 10
Financial Aid - Maintaining Eligibility 11
Falcon Seminar/ New Student Orientation 12
Grades 12
Assignment of Grades [Board Policy] 12
Grade Descriptions 12
Other Grade Options 13
Grade Point Average [Board Policy] 14
Grade Forgiveness Petition [Board Policy] 14
Graduation Requirements 14
Identity Verification 15
International Students, Maintaining Student Status 15
Military Duty 15
Parents' Rights 15
Pregnancy Statement 15

Preferred/Chosen Name [Board Policy] 15
Prerequisites, Co-requisites, and Concurrent Registration 16
Printing Policy 16
Privacy Rights (FERPA) 16
Program Evaluation 17
Registration/Waitlist Process 17
Residency Status Policy [Board Policy] 19
Residency Change Process 19
Safety and Security on Campus/Jeanne Clery Act 20
Emergency Procedures 20
ECC Alert 20
Resources 20
Title IX Coordinator 20
Crime Statistics 20
Student Conduct Policy [Board Policy] 21
Student Discipline Policy [Board Policy] 22
Student Protection Against Discrimination and Harassment [Board Policy] 25
Student Title IX Sexual Harassment [Board Policy] 28
Theft on Campus 39
Tobacco-Free Campus [Board Policy] 39
Transcripts/Final Grades 39
Transfer Credit [Board Policy] 39
Transfer of Credits Earned at East Central College 40
Transfer Scholarships 41
Tuition Payment Policy 41
Weapons on Campus [Board Policy] 42
Withdrawing from Course or College 42
Appeal/Grievance Procedure 43
ADA (Americans w/Disabilities Act) Grievance 43
Administrative Withdrawal Appeal 44
Financial Aid Suspension Appeal 45
Grade Appeal [Board Policy] 45
Non-Discrimination Policy/Grievance 45
Refund Policy and Refund Appeal [Board Policy] 46
Residency Status Appeal [Board Policy] 46
Sexual Harassment Complaint Process 47
Student Concern/Complaint Procedure 47
Transfer Credit Appeal 48
RESOURCES / SERVICES 48

Advising and Career Services 48
Bookstore 48
Commencement 49
Enrollment Services 49
Fitness Center/Locker Rooms 49
Financial Aid Programs 50
Grants 50
Loans 50
Scholarships - Institutional and East Central Foundation 51
A+ Program 51
Work Study 51
Veterans Benefits 51
Food Services 52
Intercollegiate Athletics 52
Learning Center 52
Tutoring Services 52
Computer Services 53
The Testing Center & Rolla Testing Center 53
The Adaptive Lab 53
Success Coaches and Retention 53
Library 53
Lost and Found 54
Online Student Services: 54
Parking [Board Policy] 54
Photo I.D. 55
Student Organizations and Activities 55
Clubs and Organizations 55
Student Activities/Social Activities/Cultural Events 56
Student Government Association 56
Student Media 56
Vending Machines 56
Victim Services (Title IX Coordinator) 56
Wellness Services 57
Access Services 57
Student Wellness 57
ECC Care Team 57

POLICIES AND PROCEDURES

Academic Calendar

East Central College operates under an official academic calendar which is available on the College's website. The official calendar includes semester start and end dates, no-class dates, last date to withdraw and other relevant campus information. On occasion, the College will update the official academic calendar; please check the website for the most current version. Academic calendars for current and future semesters are accessible on the College's website at https://www.eastcentral.edu/current/academic-calendar/

Academic Honor Code [Direct Link]

Students are expected to conduct themselves honestly in all academic endeavors. Any act of academic dishonesty is a violation of the Academic Honor Code.

East Central College is an academic community. Integrity and honesty in the classroom, in academic programs and in all related learning experiences is critical. The Academic Honor Code is a statement of the college's position regarding student conduct as it relates to academic integrity. It is not intended to supersede any specific course or instructor's printed guidelines or policies contained in any course syllabus. Students are responsible for learning about and being fully aware of activities that constitute violation of the Academic Honor Code. The following list is presented for information and clarification and is not intended to be exhaustive.

The faculty retains the right to recommend a remedy when students are in violation of the Academic Honor Code. Students retain the right to appeal any accusation of policy violation as outlined in the Student Discipline Policy and Appeal Procedure.

Academic Honor Code Definitions and Clarifying Comments

Academic Dishonesty:

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of a student's performance. Some examples and definitions are given below. The college faculty can provide additional information, particularly as it relates to a specific course, laboratory or assignment.

Artificial Intelligence:

AI-generated work (text, code, images, videos, etc.) without proper citation is not accepted at ECC as "the student's own work."

Examples: using text generation software to generate text for an essay without citing the prompt, software used, and un-edited generated text; utilizing AI tools to automate the paraphrasing of source text(s) without clearly citing the source material, which tool was used, and all changes made by the tool; making use of AI tools to significantly rework your own writing (including tools that automatically 'correct' grammar and punctuation through substantial rewrites) without clearly indicating the type of tool used and the extent of changes made by the tool l; using image generation software to complete a graphic design assignment without providing the prompt, software used, and un-edited generated image; completing coding work by prompting a text generator to create and iterate said code without providing the prompt, software used, and the un-edited generated code.

Cheating:

An intentional use or attempted use of unauthorized material or study aids in assignments or tests, or unauthorized assistance by any other party in any academic exercise.

Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

Plagiarism:
Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgement.
Examples: copying another's paper, work, computer disk, or answers and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.

Facilitation of Academic Dishonesty:
Knowingly assisting another in violation of the Academic Honor Code.
Examples: working together without permission on a take-home test; providing another with information about a test that you have already taken before they take it.

Multiple Submission:
Submission of work from one course to satisfy a requirement in another course without explicit permission.
Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Fabrication/Forgery:
Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record.
Examples: making up a source or citing a nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

Obstruction:
Behavior that limits any student's opportunity to participate in any academic exercise or attempts to block access to resources.
Examples: destroying a library resource before another student can access it; interfering with another student's efforts or work in any academic exercise; tampering with a computer resource before other students can gain access.

Misconduct in Creative Endeavors:
The misrepresentation of another person's ideas, writing, computer images, artistic effort, or artistic performance as one's own. *Examples*: representing a musical performance as original when it is not; using copyrighted artistic material inappropriately or illegally.

Professional Behavior:
Students are required to conduct themselves in a manner appropriate to the classroom, laboratory, internship or clinical setting as specified in the course syllabus and program requirements.

Academic Honor Code Disciplinary Procedures

1. Students actions that allegedly violate the Academic Honor Code will be formally documented by the faculty member and referred to the Chief Student Affairs Officer (CSAO). Supporting documentation, when appropriate, will be forwarded to the CSAO. The CSAO will request to meet with the student, discuss the misconduct, and review the Academic Honor Code and Disciplinary Procedures. The CSAO will determine if the student has violated the Academic Conduct Code, based on documentation and engagement with the faculty and student. The CSAO will maintain a file with supporting documentation, and the name of the student will be placed on a disciplinary list accessible only to the CSAO and the Chief Academic Officer. If the student is found responsible of the misconduct, CSAO will contact the faculty member to determine how the violation will affect the student's grade.
    a. If a student is found violating the Academic Honor Code multiple times in a course, prior to having the first conduct conversation, those violations in sum can be considered a second time offense.
2. If the student violates the Academic Honor Code a second time, the student will be required to meet with the CSAO. The student will be placed on academic probation and will receive a failing grade in the course. The student's file and disciplinary list will be updated by the CSAO.
3. If the Student violates the Academic Honor Code a third time, they will be subject to sanctions up to disciplinary suspension or expulsion, and the file will be updated.
4. Students who fail to meet with the CSAO upon request will have their conduct case adjudicated on faculty submission alone. This timeline will follow the student code of conduct process.

Academic Honors/Phi Theta Kappa Honor Society [Board Policy]

President's List

At the conclusion of each fall and spring semester, East Central College will publish a President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.85 or above.

Vice President's List

At the conclusion of each fall and spring semester, East Central College will publish a Vice President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.50 – 3.84.

Dean's List

At the conclusion of each fall and spring semester, East Central College will publish a Dean's List recognizing students who have completed between six (6) and eleven (11) credit hours in that semester, earning a semester GPA of 3.50 or above.

Graduation with Honors

The cumulative grade point average at the end of a student's program of study will determine if graduation honors are awarded.

- Summa Cum Laude: Candidates who achieve a cumulative grade point average of 4.0 will be recognized by summa cum laude distinction upon graduation.
- Magna Cum Laude: Candidates who achieve a cumulative grade point average of at least 3.85 but less than 4.0 will be recognized by magna cum laude distinction upon graduation.
- Cum Laude: Candidates who achieve a cumulative grade point average of at least 3.50 but less than 3.85 will be recognized by cum laude distinction upon graduation.

Phi Theta Kappa Honor Society

Students who earn a cumulative grade point average of 3.50 after 12 credit hours completed will be invited to join Phi Theta Kappa International Honor Society. A minimum cumulative grade point average of 3.20 is required to maintain membership in the international honor society.

Academic Standards of Progress [Board Policy]

Upon enrollment at East Central College, students are expected to make progress towards graduation.

Students are expected to make progress toward graduation while attending East Central College. The College defines minimal satisfactory academic progress as a 2.0 minimum cumulative grade point average and successful completion of at least 2/3 or 66.67% of total attempted classes. Any student with a grade point average that falls below those stated will be placed on academic probation. Students in academic probation status are notified by Vice President of Student Development. Students have a full semester to remedy academic probation.

If at the end of the academic probation semester the probation status is not remedied, the student is automatically suspended for one semester. Students have the right to appeal any academic suspension.

Students on suspension are notified in writing by the Vice President of Student Development and a registration hold is place on the student account. A student appeal of an academic suspension requires a written petition to the Vice President of Student Development for reinstatement as an active student. Upon completion of a semester of suspension, students must meet with an academic advisor and develop an academic improvement plan.

Specific academic programs and eligibility criteria established for various financial aid benefit programs may include additional academic requirements for enrollment, program continuation or graduation.

Academic Probation and Suspension and [Board Policy]

Any student with a grade point average that falls below a 2.0 cumulative grade point average will be placed on academic probation.

If at the end of the academic probation term the student has a successful term (2.0 or higher ter GPA), but the cumulative GPA is still below a 2.0, the student will remain on academic probation.

If at the end of the academic probation term the student does not have a successful term (below 2.0), the student will be placed on academic suspension.

Students have the right to appeal any academic suspension. If at the end of the academic suspension term the student has a successful term (2.0 or higher term GPA), but the cumulative GPA is still below a 2.0, the student's academic standing will be adjusted to academic probation.

Once a student raises their cumulative GPA to above a 2.0, they will be removed from academic probation/suspension.

Academic Probation and Suspension Procedure Outline here.

Acceptable Use of College Technology [Board Policy]

Use of East Central College's technology resources (hardware, software, wired and wireless networks, telephones, etc.) is granted to the College's faculty, staff, and students and is restricted solely to purposes related to the College's mission. Individuals outside of the College may be granted access to the College's technology resources only with the authorization of the Director of Information Technology, President, or appropriate administrator, and only for a purpose consistent with the College's mission.

Authorized users of the College's technology resources are expected to act responsibly, ethically, and lawfully. Violations of these procedures may result in limitation, suspension, or revocation of access to the College's technology resources. Violators may also be subject to discipline under the College's disciplinary procedures and/or prosecution under federal, state, and/or local law.

The term "computer" as used herein shall include computers and computing devices, as well as mobile computing devices, including, but not limited to, laptops, smartphones, tablets, or other portable computing devices.

Animals on Campus [Board Policy]

East Central College welcomes the presence of trained Service Animals assisting individuals with disabilities on its campus in areas open to the public consistent with the provisions of this Policy and applicable law. This Policy applies only to facilities owned by the College or under its control. There may be restrictions imposed on the use of Service Animals in non-College facilities, such as hospitals, science laboratories, or other clinical or internship experience locations. Such restrictions are established by the individual facilities, and the College has no control over such restrictions. In addition, the College reserves the right to impose restrictions on the use of Service Animals on its property in order to maintain safety or to avoid disruption of College operations. For purposes of this Policy, a "Service Animal" is defined as a dog, or in certain circumstances, a miniature horse, that has been individually trained to do work or perform tasks for the benefit of individuals with disabilities. Animals that are not Service Animals will not be permitted inside college buildings unless specifically approved by the College President. If you would like more information, contact Wellness Services in the Donald Shook Student Center on the Union campus at 636-584-6588.

Attendance Policy [Board Policy]

Institutional Attendance Policy

Student attendance in class, regardless of the delivery modality, is important for student success. East Central College is an attendance-taking institution. As such, faculty members are required to submit daily attendance records to the Registrar on a timely basis. Specific attendance guidelines and consequences are provided in each course syllabus and are enforceable as written unless otherwise specified.

All faculty will distribute to students a current course syllabus that includes a statement detailing the specific course attendance policy, guidelines, and actions. Such course attendance policy will be congruent with the institutional attendance guidelines, as stated here.

Faculty will take attendance at each class meeting and record attendance in a class record. For a student to be considered attending the following conditions must be met:

- A student cannot be absent for all the class meetings, including participation in academically-related activities in distance education courses, held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
- A student who fails to meet the attendance policy will be recommended for administrative withdrawal to the registrar's office by reporting a WX on grade reports.
- At the faculty member's discretion, the student may be allowed to re-enter or be reinstated to the course.

Medical Absence Procedure

Students who are absent due to a medical condition or hospitalization are advised to speak to our Wellness Services team at (636-584-6577) or wellness@eastcentral.edu. Depending on the circumstances, the student may be asked to provide documentation from a physician when they return to campus.

Care Team

The ECC Care Team is responsible for assessing and responding to students who could benefit from academic, emotional, and/or psychological support, as well as those presenting risk to the health or safety of themselves or the College community. Students can refer themselves, another student they are concerned about, or be referred to the Care Team by a faculty or staff member who are concerned about the student. The Care Team reaches out to a student who was referred to offer support and connect students to needed resources to help students be successful in their academic efforts. Care team referrals can be submitted online on the ECC Cares page.

Cell Phone Use

Unless otherwise directed, cell phones should be silent during classes, laboratories, lectures, and performances.

Change of Student Records

636-584-6588 (Student Services Center)

Students should report any change in name, address, phone number, emergency contact information or enrollment status to the Student Services Center as soon as possible by calling (636) 584-6588 or by email at studentservices@eastcentral.edu. Contact information can also be updated through MyECC/Self-Service. Our student services desk is staffed Monday through Thursday, 8am – 5 pm, and Friday from 8 am – 2 pm.

Children on Campus [Board Policy]

Children ages 16 and under, unaccompanied by an adult, are not permitted on campus. No children will be allowed at any time in laboratories, study areas, computer labs, the Fitness Center or nearby locations, unless a child is an integral part of an instructional activity. Exceptions may be approved in advance by an agent of the College.

Closing the Campus or Site

Any decision to close the main campus or satellite location due to weather or other unforeseen circumstances will be made by the appropriate college administrator. Once a decision is made, the information will be announced on local radio and television, on the college website, Facebook, Instagram and via ECC Alert and communicated internally. To sign up for the emergency notification system, simply go to https://www.eastcentral.edu/campus-safety/emergency-notification/ to receive emails, phone calls and/or texts. The link will take you directly to the sign-up form.

Course Loads/Overloads

Students at East Central College are classified as full time when enrolled in a minimum of 12 credit hours during the fall and spring semesters, or 6 credit hours during the summer. East Central College requires that students who seek enrollment in more than 18 credit hours (nine hours in the summer) receive approval from the Chief Academic Officer or the Chief Student Affairs Officer. Students will be required to provide evidence of their prior academic success.

Course Repeat Policy [Board Policy]

A student enrolled at East Central College may repeat a course. All attempts at the course will be recorded on the official college transcript and the highest grade will be factored into the student's GPA. Financial Aid rules may prohibit students from receiving funding for repeating a course under any circumstances.

Procedure:

A. Once a course has been repeated, the student's grade point average will be computed based on the highest grade awarded in the course. Any course repeat is noted on the official college transcript. Transfer institutions may or may not honor a repeat course grade.

Drug and Alcohol Abuse Prevention Policy [Board Policy]

East Central College prohibits the manufacture, distribution, dispensation, possession, or use of a controlled substance or an imitation controlled substance and the possession, use, or distribution of alcoholic beverages (except as specified in Board Policy 4.31) on any East Central College owned or controlled property or at College-sponsored functions.

Violations of this policy will result in disciplinary actions, up to student expulsion, and may have legal consequences. Certain violations could result in the involvement of civil law enforcement authorities.

The College complies with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C 1011i) and the Drug-Free Workplace Act of 1988 (41 U.S.C. 8101 et seq.). Although medical marijuana is legal in Missouri, it is still considered illegal under federal law as a "Schedule I" drug. As such, the distribution, possession, and consumption of medical marijuana are prohibited on property owned or operated by the College or its affiliates.

Students needing help in dealing with such problems are encouraged to use the College's Wellness services at (636-584-6577) or wellness@eastcentral.edu for referral assistance for treatment centers. Student violations are subject to ECC procedures as outlined in the Student Discipline Policy.

Expressive Activities Policy [Board Policy]

East Central College is committed to providing an environment that embraces the principle of freedom of expression for all persons. The purpose of this policy is to ensure that an academic environment is created and maintained that allows for open communication, discussion, and exploration of ideas, while also ensuring that there is no unreasonable

disruption of the College function, nor any danger to community members, damage to personal or College property, or unconstitutional interference with the rights of others. Accordingly, all noncommercial expressive activity, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying signs, and circulating petitions (hereinafter "Expressive Activities"), will be subject to the constitutional limitations set forth in the associated procedures.

Financial Aid

East Central College participates in a variety of student financial aid programs, such as scholarships, grants, loans, and part-time employment. A number of scholarships are awarded in recognition of academic achievement and special talent, but most aid is awarded on the basis of financial need. While the primary responsibility of paying for college rests with the student and his or her family, a student in need of financial help is encouraged to contact the Financial Aid Office located in the Student Service Center.

How to Apply

To receive any type of aid, students must first complete the Free Application for Federal Student Aid (FAFSA), which determines eligibility for federal and state financial aid. Apply online at studentaid.gov. **ECC's Title IV school code is 008862**. The application requires detailed information regarding the financial status of the student and their family. All information received is held in strict confidence. When the application is processed by the Department of Education, both the student and the college are notified. The Department of Education frequently requires colleges to collect additional documentation from students before financial aid eligibility can be determined. Students should allow four to six weeks for the entire process.

Financial aid recipients are required to submit an official/final high school transcript or passing HiSET/GED certificate to the Admissions Office. They are also required to submit official college transcripts from all prior colleges/universities attended to the Registrar.

Financial Aid Deadlines

December 1 - ECC Scholarship Application Priority Deadline for Fall

Students must submit an ECC Scholarship Application and an Application for Admission by this deadline to be given first consideration for a scholarship award. High school seniors must also arrange to have a current transcript sent from their high school by this deadline. Completion of the FAFSA and additional information will be required after recipients are selected.

February 1 - Missouri State Grant Deadline

To be considered for the grant, students must complete the FAFSA application by this deadline to verify Missouri residency.

July 1 - Financial Aid Priority Deadline for Fall

Students who complete their FAFSA application and provide all documents requested by this date will be held in their classes without payment if they are eligible for financial aid benefits. After this deadline, students who apply for financial aid must arrange to pay their tuition and fees or set up a payment plan by the payment due date.

December 1 - Financial Aid Priority Deadline for Spring

Students who complete their FAFSA application and provide all documents requested by this date will be held in their classes without payment if they are eligible for financial aid benefits. After this deadline, students who apply for financial aid must arrange to pay their tuition and fees or set up a payment plan by the payment due date.

May 1 - Financial Aid Priority Deadline for Summer

Students who complete their FAFSA application and provide all documents requested by this date will be held in their classes without payment if they are eligible for financial aid benefits. After this deadline, students who apply for financial aid must arrange to pay their tuition and fees or set up a payment plan by the payment due date.

Financial Aid - Maintaining Eligibility

Student Rights and Responsibilities

Students receiving financial aid have certain rights and responsibilities. The applicant must, without exception, report any of the following changes to the Financial Aid Office: (a) withdrawal from school, (b) transfer to another school, (c) change in enrollment status, (d) name change, (e) address change or parents' address change, and (f) joining military service.

The financial aid applicant is responsible for obtaining, completing and filing the proper financial aid application, statements, and forms each year on a timely basis. The applicant has the right to seek and receive full information and advising/counseling from the Enrollment Services Office regarding any financial matter. If the family's financial circumstances change due to death, divorce, marriage, disability, long-term unemployment or low income, the applicant's eligibility may change. The applicant must take the initiative to notify the Enrollment Services office of these changes.

Correct information must be provided on all financial aid forms. False reporting of information on financial aid application forms is a violation of law and may be considered a criminal offense.

An applicant for financial aid must return all additional documentation, verification, corrections, and/or new information requested by either the Enrollment Services Office or the agency to which the financial aid application or confidential statement was submitted.

The applicant is responsible for reading and understanding all forms requiring a signature and for retaining copies for his/her records. Applicants must accept responsibility for all signed agreements. A student accepting a College Work Study Award must perform the work that is agreed upon by the applicant and the supervisor before funds are disbursed. The student is also responsible for understanding the school's refund procedures and policies.

Minimum Standards of Academic Progress for Financial Aid Recipients

All students are required to meet the minimum standards of academic progress, as defined by the College, in order to receive federal and state financial aid. The policy of East Central College, in accordance with Title IV federal regulations, requires minimal academic progress based on the following cumulative grade point averages (CGPA) and percentage completion of attempted coursework:

- Completion of at least 24 semester credit hours of coursework (2.0 CGPA)
- Complete 66.67% of all coursework attempted.
- Complete your specified program of study within 150% of the time allowed to earn a degree.

Note: Successful completion of a course does not include grades of W, WX, F, I, NC or H.

A full description of the East Central College minimum standards of academic progress policy and federal overpayment (Return of Title IV Funds) policy can be found here: Minimum Standards of Academic Progress

Financial Aid Suspension

Students who do not meet the "minimum standards for academic progress" will be placed on financial aid suspension and will no longer be eligible for financial aid.

Students may appeal their suspension by submitting a Satisfactory Academic Progress Appeal form to the Financial Aid office. Documentation of extenuating circumstances may be required.

Return of Title IV Funds

Students who have been awarded federal financial aid funds are required to earn these funds by attending classes through at least 60% of the period of enrollment. Students who quit attending or withdraw from all courses prior to the 60% point in the semester or receive all failing or withdrawal grades for the semester but have already received their federal financial aid disbursement for the semester, may have been overpaid. If an overpayment occurs, the student is required to repay a portion of the funds to the school. For a full description of this policy can be found here Return of Title IV Funds.

Falcon Seminar/ New Student Orientation

Falcon Seminar, a college success course, is a one credit hour course introducing the student to college. Topics covered include the skills necessary to be successful in the college environment, such as time management, academic integrity, technology for the classroom, building connections, and creative/critical thinking. Falcon Seminar is a required course for all degrees and certificates at East Central College.

Except visiting students, non-degree-seeking students, and students who have completed a certificate or degree from a regionally accredited institution with at least a 2.0 GPA, all first-time ECC students will be required to take Falcon Seminar concurrent with a new student's first semester of coursework at East Central College.

- This rule applies to all new students regardless of their enrollment status (part-time or full-time).
- Students who have successfully completed an equivalent first-year seminar course at another institution and transferred that credit into ECC will be exempt from the class.
- As soon as a non-degree seeking student becomes a degree-seeking student or completes 15 credit hours, the student will be required to take Falcon Seminar.
- Students who do not earn a passing grade in Falcon Seminar during their first semester will be required to retake the class until they pass the class.

New Student Orientation is a required program to introduce new students to the campus, the faculty and staff, and the many services organized around student needs. The program is scheduled before the start of the fall and spring semesters on the main campus and ECC-Rolla.

Grades

Assignment of Grades [Board Policy]

The faculty at East Central College have sole responsibility for developing grading criteria and assigning grades to students based upon academic performance and detailed criteria as described in the official course syllabus provided to each student.

Grade Descriptions

Each faculty member's assignment of grades reflects the following standard college grading scale and corresponding grade points earned:

Grade	Explanation	Grade Quality Points Per Credit Hour
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average, Passing	1
F	Failing, No Credit	0
W	Withdrawal with Approval	0
WX	Administrative Withdrawal	0
I	Incomplete	0
H	Audit	0
P	Pass	0
NP	No Pass	0

At the end of each academic semester, faculty are required to submit final course grades to the Registrar and file a record of the grade plus the criteria used to arrive at the official grade with the appropriate instructional division. Grades are available to students via the online student account on the College website. All submitted grades become part of the student's official record (transcript) and are used in the computation of the semester grade point average and the student's cumulative grade point average.

Other Grade Options

Mid-semester Progress Reports

In addition to final grades, students will be able to view mid-semester progress. In addition to the mid-semester grade options of A, B, C, D, and F, the following may be reported:

Audit (H)

A student may elect an audit grade option following the procedures outlined below. Audit (H) grades carry no credit hour value and will not count in credit hours attempted in certain financial aid programs.

A. A student is admitted to the College, meets all course admission requirements and registers for the course, paying the usual tuition and fees and enrolls as an audit student. Faculty may or may not require that the audit student take exams but all attendance requirements are the same as other students in the class. A student completing the class and meeting the audit requirements as established by the faculty member will receive a grade of (H) for the class, but no credit hour completion will be associated with the grade. A student who fails to meet the attendance requirement may be administratively withdrawn from the class and a grade of "WX" will be recorded.

B. A student is admitted to the College, meets all course admission requirements and registers for the course, paying the usual tuition and fees. Within the College refund period (as defined in the course schedule and available in the Registrar's Office) a student may change status to audit (H). All the procedures for the audit class will then apply.

Incomplete (I)

A grade of Incomplete (I) may be recorded for a student who has completed 80% of the required coursework with a passing grade but, because of reasons acceptable to the instructor, has failed to complete all coursework. Each grade of (I) must be accompanied by a written contract with specific terms for satisfactory course completion and the signatures of the instructor and student. All coursework must be completed during the following semester. If class attendance is required, coursework must be completed during the semester when the course is next offered. A final grade will be recorded as determined by the instructor. Students on financial aid should consult with the Financial Aid Office regarding the impact a grade of (I) may have on student financial aid status.

Pass (P) / No Pass (NP)

In some courses and under certain circumstances, a grade of (P) is used to indicate that a student has attained a sufficient level of knowledge within a course or program of study to receive credit. Circumstances that warrant the use of (P) include, but are not limited to, articulated credit, advanced placement, and foreign language credit. Any specific course must receive approval from Academic Council to have a grade option of "P". In each of these circumstances, credit is awarded but no grade point average points are computed. Students may not request a Pass grade option. No Pass (NP) is the option to for students who are enrolled in a zero-credit hour course who have **not** met the outcomes of the course.

Unsatisfactory Progress (U)

While not an official transcript grade, U may be used at mid-semester to identify unsatisfactory progress within a course.

Withdrawal (W or WX)

A student may initiate the withdrawal from a course with the approval of the instructor, advisor, or other appropriate campus official per the timeline published in the academic calendar and a status of "W" will be recorded. A grade is not used in calculating the grade point average and, by itself, does not represent the quality of the student's academic performance or conduct.

A student may be administratively withdrawn from a class by the instructor or campus official due to excessive absence or other reason and a status of "WX" will be recorded.

In either situation, a status of "W" or "WX" carries no credit hour value and will count in credit hours attempted in certain financial aid programs.

Grade Point Average [Board Policy]

Grade point average is determined using the following steps:

1. Exclude for purposes of computation all grades of W, WX, I, H, P and NP
2. For all other grades, multiply the credit hour value of the course by the point value of the grade; this value is the student's grade points
3. Total the number of semester hours attempted in all courses used to determine grade points; this value is the student's hours attempted
4. Divide the grade points by the hours attempted; this number (a value of at least 0.00 and not to exceed 4.00) is the grade point average.

Cumulative grade point average computations will include all courses taken at East Central College plus any courses transferred to and accepted by East Central College but will exclude any course for which the grade was forgiven (Policy 3.12) and include only the highest grade awarded for a repeated course (Policy 3.13).

Grade Forgiveness Petition [Board Policy]

Certain conditions apply to be eligible. The original grade remains on the transcript, and the forgiveness is noted. Forgiven grades will be excluded in the calculation of the cumulative GPA. Transfer institutions may or may not, at their discretion, honor the grade forgiveness from East Central College. Students should consult with the transfer school regarding its policies. Students may obtain more information on Grade Forgiveness from their academic advisor. The grade forgiveness petition is available in the Registrar's Office or on the College website.

Graduation Requirements

636-584-6553 (Registrar)

In order to receive a degree or certificate from East Central College, students must satisfactorily complete the prescribed course requirements for a degree or certificate program as specified in the catalog or other current official East Central College document.

Students planning to graduate are required to:

- Achieve a minimum cumulative grade point average of 2.0 (a "C" average) on all college level credit earned. (Certain programs may require a higher GPA).
- Complete a minimum of 15 college credit hours at East Central College.
- Complete an exit examination as specified by the College for the degree or certificate earned.
- Settle all financial obligations to East Central College.
- Provide evidence of completed high school diploma or G.E.D. certificate, if not already on file.
- Apply online, or by logging into MyECC/Student Planning. The application should be submitted in a timely fashion according to following deadlines:

  Fall Priority Application Deadline: June 15*

  Applications will be accepted until September 15

  Spring Priority Application Deadline: December 1*

  Applications will be accepted until February 15

  Summer Priority Application Deadline: May 1*

  Applications will be accepted until June 15

*Applications received on or before the priority dates listed above will be notified of any graduation deficiencies prior to the beginning of the subsequent semester. Later applicants will be notified as soon as possible. Summer graduates may participate in commencement of the preceding spring, only if the spring regular deadline is met.

Second or Subsequent Degree or Certificate

Any student seeking a second or subsequent degree or certificate must complete all requirements for the desired degree or certificate. In no case will second or subsequent degrees be awarded without the student's completing a minimum of 15 additional semester hours of college-level credit with a minimum overall grade point average of 2.0. Those hours must be earned in residence at East Central College and may not include credit by examination.

Identity Verification

When a student applies for admission, they certify that the information provided is complete and accurate. The student must provide a current government issued photo ID, such as a Driver's License, Non-Driver's License, State Issued ID. Driver's Permit, or Passport, to verify identity to receive a college photo I.D. A current government-issued photo I.D. and/or a valid ECC student ID card is required for all college-related business.

A student who enrolls in online courses must be the same student who participates in, completes, and receives credit for that course. Each instructor or an online course shall verify the identity of each student enrolled in that course using one (1) or both of the following methods: (1) Students complete assignments in a learning management system that requires a secure login and password; (2) Students participate in a proctored event.

International Students, Maintaining Student Status

636-584-6574 (Enrollment Services Specialist, Diverse Populations)

Students who are not citizens or permanent residents of the United States must contact and meet with the International Student Program Coordinator each semester to maintain their F1 Visa status. Visit the International Students section of the Admissions webpage for further information.

Military Duty

636-584-6574 (Enrollment Services Specialist, Diverse Populations)

A student who is involuntarily called to active military duty before the end of the current semester will be allowed to withdraw in good standing and request a full refund of tuition and fees. Proof of military orders will be required.

Parents' Rights

East Central College, in compliance with the Family Educational Rights and Privacy Act (FERPA), releases no restricted personal information without written consent of the student. The Act prohibits college officials from disclosing any records, including grade reports, academic standings, transcripts, or any other records, files, documents, and materials that contain information directly related to the student and by which the student can be individually identified. Authorization for parental access to student records covered by the Act must be made in writing by the student and addressed to the Registrar. For additional information regarding FERPA, can be found here. Parents are welcome to attend New Student Orientation prior to their student's first semester.

Pregnancy Statement

In accordance with Title IX of the Educational Amendments of 1972, East Central College shall treat pregnancy and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's physician. Requests for excused absence related to pregnancy should be directed to the instructor; questions about Title IX should be directed to the Vice President of Student Development.

Preferred/Chosen Name [Board Policy]

All students at East Central College have the right to be referred to by their preferred/chosen first name in classrooms, by peers and/or faculty, and in most College information systems that are within the College's realm of alteration without pursuing a legal name change. Reasons for a name change request may include but are not limited to: affirmation of transgender or gender nonconforming identities, change of names following marriage or separation, change of names for those known by a name differing from their legal name, and as protection for victims of stalking, domestic assault, and/or sexual assault. The procedures for requesting a name change can be found on the Preferred/Chosen Name Board Policy page.

Prerequisites, Co-requisites, and Concurrent Registration

Prerequisite

A prerequisite course is a requirement stated in the course description, which must be fulfilled prior to enrolling in a course. A prerequisite course requirement is usually associated with sequential courses and requires satisfactory completion (grade C or better) of the prerequisite course. Prerequisite courses taken at other institutions will be evaluated based on East Central College's transfer in course procedures. In addition, some departments at the college may use the age of the prerequisite course (typically reviewed if the course was taken five or more years ago) as a factor in determining whether a prerequisite is satisfied.

Co-requisite

A co-requisite is a requirement that two or more courses be taken in the same semester. The co-requisite requirement is stated in the course descriptions of all courses affected. Typically, any enrollment activity in one co-requisite course will impact enrollment in the other. Activities affected may include withdrawal, audit, or grade assignment.

Concurrent Registration

Courses listed as concurrent must be taken during the same semester. Completion of one course is independent of completion of the concurrent course. Enrollment activity in one course will not affect the other.

Printing Policy

Students may print in the Learning Center, Library, or any open student lab on campus.

Black and white printing is 5 cents a side, or 10 cents printed on both sides. Color printing is available in the Learning Center at 25 cents a side. Each semester students are supplied with $10.00 in their print account to spend. The Buescher Hall Cashier can add funds to your print account in various increments from 8:00 a.m. – 5:00 p.m. Monday – Thursday and 8:00 a.m. – 2:00 p.m. on Friday. The Library Service Desk can add funds when the cashier is closed and can only accept cash. Students who take classes at ECC-Rolla, should contact the staff on site for more information on printing procedures.

Community members who are seventeen or older may print in the Learning Center or Library, but first they must 1) obtain a Community Patron Library Card, which requires a Missouri photo ID, and 2) purchase print credits using the procedures listed above.

Privacy Rights (FERPA)

The *Family Educational Rights and Privacy Act* affords students the right to inspect and review their education records within a reasonable period of time. Students have the right to request an amendment of their education records if they believe them to be inaccurate or misleading. They also have the right to request in writing that their education records be disclosed to certain individuals. Students must provide written consent for East Central College to disclose personally identifiable information from their education records, with certain exceptions.

In accordance with the provisions of FERPA, East Central College may provide directory information, which would not generally be considered harmful or an invasion of privacy if disclosed. East Central College has designated the following information as "directory information" for the purposes of FERPA: Student's Name, City of Residence, Program of Study, Academic Classification (Freshman/Sophomore and Full-time/Part-time), Participation in Recognized Activities, including photographs of sponsored activities, Dates of Attendance, including matriculation and withdrawal dates, Degrees, Certificates, Recognitions, and Awards received, Individual or Group Photographs. Additionally, East Central College may release lists of students that qualify for academic honors, as well as lists of graduates, to paper and digital media publications.

Students have the right to prohibit the release of their own directory information by notifying the Registrar in writing. Students should carefully consider the consequences of a decision to withhold directory information. In such cases, East Central College will not release any of this "directory information;" thus, any future requests for such information from non-institutional persons or organizations will be refused.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Program Evaluation

A program evaluation summarizes a student's progress toward degree or certificate completion. Login to MyECC/Student Planning online registration and select "My Progress." Username and password are required.

Registration/Waitlist Process

All NEW students:

1. Must complete the admission application and appropriate enrollment steps with the Enrollment Services Office.
2. Should make an appointment with their academic advisor after they have completed the Enrollment steps. They can do so by calling or stopping by the Student Services desks or messaging their advisors directly.
3. Must have an active academic program.

ALL RETURNING Students:

1. Must meet with their assigned Advisor to register for classes.

Registration Prior to Fees Being Due (Begins the first day of registration and ends the day before fees are due)

1. To enroll, students must have an Advisor approve their class schedule. Registration may be done online or in person.
2. Adding a class
   a. With Advisor approval, open classes may be added online or in person.
   b. With Advisor, Instructor, and appropriate Academic Dean approval, closed classes may be added.
3. With Advisor approval, dropping a class may be done online or in person.
4. Withdrawing from all classes after the start of a semester requires completion of the *Request to Withdraw from All Classes* form. Signatures from keep support people must be acquired prior to dropping the courses.
5. Waitlisting a class is possible, in certain classes. Classes with a waitlist are identified with a waitlist statement on the note section of the class on the class schedule. If a waitlist is available and with Advisor approval, students may join the course waitlist online or in person. If an opening occurs in the course, the student is notified via student email about enrollment into the course. The student email account must be activated in order to receive the notification.

Registration After Fees are Due but Prior to Classes Beginning (Begins the day fees are due and ends when the class begin)

All NEW students:

1. Must complete the admission application and appropriate enrollment steps with the Enrollment Services office.
2. Must check in with a Student Services representative to make an appointment or meet with an advisor to register for classes.
3. Must have an active academic program.

All RETURNING Students:

1. Must meet with their assigned Advisor to register for classes. Registration may be done online or in person.
2. Adding a class
    a. With Advisor approval, open classes may be added online or in person.
    b. With Advisor, Instructor, and appropriate Academic Dean approval, closed classes may be added.
3. With Advisor approval, dropping a class may be done online (before the semester begins) or in person.
4. Withdrawing from all classes after the start of the semester requires completion of the *Request to Withdraw from All Classes* form. Signatures from keep support people must be acquired prior to dropping the courses.
5. Waitlisting a class is possible, in certain classes, when all sections of a course are full. Classes with a waitlist are identified with a waitlist statement on the note section of the class on the class schedule. If a waitlist is available and with Advisor approval, students may join the course waitlist online or in person. If an opening occurs in the course, the student is notified via student email about enrollment into the course. The student email account must be activated in order to receive the notification.

Late Registration (Begins at the start of the semester when classes begin)

To enroll, students must have an Advisor approve their class schedule and must obtain Instructor approval for each course. Registration must be done in person. New students must first complete the Admissions process, including placement testing – as required.

1. Adding a class
    a. With Instructor and Advisor signatures, open classes may be added in person.
    b. Closed classes - Students may request the Instructor's signature and a written recommendation from their Advisor.
2. With Advisor approval, dropping a class may be done in person.
3. Withdrawing from all classes after the start of the semester requires completion of the *Request to Withdraw from All Classes* form. The Complete Withdrawal Form is available at the Student Service Center and online. Signatures from Financial Aid, an Advisor, and an Accounts Receivable Specialist at the Cashier Window are required before submitting the form to the Student Service Center for final processing of the withdrawal form.

***Definitions:**

- **Standard course offering** refers to a course which meets the full semester, i.e., 16 weeks in the fall or spring semester or 8 weeks in the summer semester.
- **Prorated time** refers to the deadlines applied to shorter courses.
- **Official withdrawal deadline is posted on the academic calendar and is the final day of the week when 75% of the term is completed.**

Prerequisite Waivers:
Course prerequisite waivers must be approved by the course instructor and/or division chair and submitted with course registration. Students who are enrolled in the prerequisite at the time of registration, but do not successfully pass the prerequisite with a grade of C or higher, must drop the subsequent course.

Submission of Registration Documents
All completed forms must be submitted to Student Services in Union, or Rolla,

Note: Exceptions to the above procedures may be made on a limited basis by the Vice President of Academic Affairs or the Vice President of Student Development.

Residency Status Policy [Board Policy]

Student residency status will be determined at the time of admission to East Central College. Student residency guidelines followed by the College will be those adopted by the Coordinating Board for Higher Education. In the case of international students or resident aliens, residency will be determined based upon both federal determinations of status and state guidelines. A copy of such guidelines may be found in the Office of the Registrar.

Residency Change Process

636-584-6588 (Student Services Center)

East Central College District

To qualify for in-district tuition and fees, a student must reside in one of the following school districts: Washington, Union R-11, St. Clair-R13, Sullivan C-2, New Haven, Crawford County R-1 (Bourbon), Franklin County R-2, Lonedell R-14, Strain-Japan R-16, or Spring Bluff R-15.

Definition

A resident of the ECC district is:

- A dependent student whose parents or legal guardians have established residence within the district; or
- An independent student (adult student or emancipated minor) who has established residence within the district prior to enrollment in the college.

Determining Resident Status

Attendance at an institution of higher education is considered a temporary presence and does not establish resident status. The burden of proof rests with the student. Questions should be directed to the Student Service Center at 636-584-6588.

Proof of Residency – Primary factors to be considered:

In-district residency may generally be obtained by presence within the College district for the primary purpose of full-time employment or retirement or for a minimum of twelve consecutive months along with proof of intent to make Missouri a permanent home for an indefinite period of time.

Proof of Residency – Secondary factors to be considered:

- Continuous presence in the district during those periods not enrolled as a student;
- Presence within the district upon marriage to a district resident and the maintenance of a common domicile with the resident spouse;
- Substantial reliance on sources with the district for financial support;
- Former domicile within the district and maintenance of significant connections while absent; and
- Ownership of a home within the district.

Supporting Evidence

The following documents may be used as evidence if issued in the student's name (or name of parent/guardian of dependent student), dated prior to enrollment, and indicates current address. A post office box will not qualify.

- Contract for purchase of property
- Lease or rental agreement
- Utility contract and/or utility bill
- Bank statement
- Tax receipt (payment of income, personal, and property taxes in the district)
- Voter registration
- Automobile registration or operator's license
- Validation of full-time employment

Residency Change Request

Submit Residency Change Request: and copies of supporting evidence prior to the beginning of the semester to the Student Service Center, 1964 Prairie Dell Road, Union, MO 63084.
Note: Refunds will not be issued for semesters already completed.

Safety and Security on Campus/Jeanne Clery Act

East Central College endeavors to provide a safe learning and working environment for everyone. In the event that students, visitors, and/or employees are perceived to be at risk, they will be warned in a timely manner by all available means.

Emergency Procedures

636-584-6600 (Campus Police)
When a crime occurs or someone is in danger, contact the local police department immediately by dialing "911." After calling the police, contact the Campus Police by dialing 636-584-6600. Students and employees should immediately report all crimes to the local police as well as Campus Police.

A student concern/incident report should be filed with the Vice President of Student Development within 24 hours. The form is available online on the ECC Cares webpage. The individual's right to privacy will be respected.

For information regarding specific emergency procedures, please view the ECC Emergency Plan.

ECC Alert

East Central College has an emergency text messaging, phone, and email notification system. Called ECC Alert, the system is capable of sending text messages instantly and simultaneously to students and employees who register their cell phones, landlines and/or preferred email addresses.

These notifications will apply to weather cancellations, delays, and emergency conditions. To receive emergency alerts and updates from anywhere, sign up now at ECC Alert.

Resources

Counseling services and referrals are available at either ECC location.
To obtain information on registered sex offenders, students should visit the Missouri State Highway Patrol's website: https://statepatrol.dps.mo.gov or call 1-888-767-6747.

Title IX Coordinator

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Inquiries concerning Title IX may be directed to the Vice President for Student Development, 124 Buescher Hall, 1964 Prairie Dell Road, Union, MO 63084, 636-584-6565 or stnotice@eastcentral.edu.

Crime Statistics

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 2000, the following information represents crime reported to authorities on and around the Union campus and extension centers. Additional information is available the Student Consumer Information section of the ECC webpage. Campus Security Policies, Crime Statistics and Crime Log can be found under Health and Safety. A physical copy of the report can be obtained from ECC's Office of Institutional Research, Assessment and Planning.

East Central College Crime Statistics 2022-2024

Criminal Offenses									
	On Campus			Non Campus			Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
	On Campus			Non Campus			Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Weapons Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
	On Campus			Non Campus			Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Weapons Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Incidents/Arrests									
	On Campus			Non Campus			Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking Incidents	0	0	0	0	0	0	0	0	0
Hate Crimes									
There were no reported hate crimes for the years 2022, 2023 and 2024									

Student Conduct Policy [Board Policy]

Admission to East Central College carries an obligation to conduct oneself as a responsible member of the College community. Individual students and student organizations are required to observe the policies of the College and the laws of city, state, and federal governments. Student and organizational behavior must be compatible with the educational objectives of the College thereby maintaining safety standards and promoting the health and wellness of each member of the College community. Students are expected to approach each academic course and activity with a willingness to learn and an attitude of cooperation. Students and student organizations are expected to uphold the key principles of honor, truthfulness, and respect for people and property. Prohibited conduct will lead to student discipline.

Prohibited Conduct:

A. Violations of standards established by College academic programs for student conduct in areas and classes such as the gym, fitness center, locker rooms, clinical settings, labs, shops, and internships.
B. Violation of or disregard for safety policies and procedures, e.g., lab safety contract.
C. Violation of Policy 4.30 Tobacco-Free Campus.
D. Violation of Policy 4.45 Acceptable Use of Technology.
E. All forms of academic dishonesty such as cheating, aiding or abetting cheating, plagiarism, use of AI platforms, fabrication, or multiple submission of papers in courses without prior instructor consent, or representation of others' work as one's own. (Refer to Academic Honor Code.)
F. Knowingly furnishing false information to the College.
G. Forgery, alteration, or misuse of College documents, records, or identification, whether in written or electronic form.
H. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College events or activities, including public service functions and other authorized activities on College premises.
I. Participating in curricular or co-curricular activities under the influence of alcohol or illegal substances, including marijuana.
J. Assault, abuse, or conduct that threatens or endangers the health or safety of themselves or another person on College-owned or controlled property or at a College-sponsored or supervised function.
K. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a College employee, a College student, or a campus visitor.
L. Unauthorized entry into or use of College facilities.
M. Violation of local, state, or federal laws on College-owned or controlled property or at College-sponsored or supervised functions.
N. Violation of Policy 3.25 Drugs and Alcohol Abuse Prevention.
O. Failure to identify oneself when requested to by College officials or College agents or failure to comply with directions of College officials acting in the performance of their duties.
P. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at College-sponsored or supervised activities.
Q. Gambling on College-owned or controlled property or at College-sponsored or supervised functions. Charitable or fund-raising raffles may be permitted for student organizations with the approval of the Chief Student Affairs Officer.
R. Violation of Policy 3.30 Student Protections Against Discrimination and Harassment
S. Violation of Policy 3.31 Student Title IX Sexual Harassment.
T. Disorderly conduct, breach of public decency, breach of the peace, aiding or inciting another to breach the peace, infringement upon the rights of another, or defamation of another either on College property or at College-authorized activities.
U. Hazing, or any act that intimidates, frightens, or degrades an individual.
V. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.
W. Stalking, defined as engaging in a course of conduct directed at a specific member of the College community that would cause a reasonable person to fear for personal safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means that two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking may involve physical stalking and/or cyber stalking.
X. Any aforementioned act committed in concert with other persons may make each participant responsible for the acts of the entire group.

Jurisdiction for this Policy applies to student conduct which occurs on all property owned or operated or maintained by East Central College as well as actions which occur off-campus when the misconduct affects the well-being of students and other members of the College community.

Student Discipline Policy [Board Policy]

636-584-6566 (Exec. Admin. Assistant VP of Student Development)

All students are expected to meet the expectations of College administrators and faculty and the norms of a civil society and to avoid prohibited conduct (see Policy 3.20 Student Conduct). If the need for student discipline arises, students can expect due process as defined by the following procedures.

Procedures

In most cases, disciplinary actions are meant to be remedial rather than punitive. Ideally, disciplinary proceedings will be conducted informally between the student(s) and the Chief Student Affairs Officer (Vice President of Student Development). However, when this means of resolution is not possible, a student has the right to a formal process of discipline and appeal.

Definitions

1. Chief Student Affairs Officer (CSAO): the administrator responsible for student services such as advising and career.

2. Chief Academic Officer (CAO): the administrator responsible for the oversight and direction of academic programs and faculty.

3. Hearing Committee: A five-member committee called upon for hearings whose membership includes two (2) faculty, two (2) administrative/professional staff, and one (1) support staff member. The CSAO and the CAO are not voting members of the hearing committee, but they are nevertheless involved in the hearing. The CSAO will preside over, and the CAO will present the charges at all hearings where the misconduct does not involve an academic issue. If the misconduct involves an academic issue, their roles will be reversed.

4. Sanctions: Any action taken during the institutional discipline process, not including those actions an instructor may take within the classroom in cases of academic dishonesty such as assigning a lowered or failing grade for the assignment or class.

Possible Sanctions

1. Warning: A verbal admonition by a College official regarding a violation of the Student Conduct Code.
2. Fines, community service, rehabilitation, or other restitution: A monetary fee, assigned task, or other means of reparation.
3. Disciplinary Probation: A status resulting from a finding of misconduct. The student remains enrolled but under stated conditions.
4. Summary Suspension: An involuntary and immediate separation of the student from the institution when, in the judgment of the CAO, CSAO, and/or President, the student presents the potential for behavior dangerous or destructive to themself, others, or College property. Such suspension will be for a limited time until further disciplinary determination is made.
5. Disciplinary Suspension: An involuntary separation of the student from the institution for a specified period of time due to misconduct. The student may be re-admitted following a specified period of time.
6. Expulsion: Permanent loss of student status due to misconduct. Other stated conditions may be applied.

<u>Introductory Student Disciplinary Process</u>

Students who are documented for code of conduct violations are first sent through an introductory student discipline process. The following guidelines will be applicable:

1. A report of misconduct is submitted by a faculty member, staff member, student, or community member. This report should detail the alleged violation and any relevant information.
2. The report is reviewed by the CSAO or designated college official to determine if a formal conduct process is warranted.
    a. If a formal process proceeds, the student will be notified in writing, within one business week following the submission of the report of misconduct, of the alleged violation(s) being submitted as well as their rights throughout the process. This notification will typically include details about the timeframe for responding.
3. The student will have the opportunity to meet with the CSAO or designated college official to discuss the allegations and provide their perspective on the incident.

4. The CSAO or designated college official will investigate the incident by gathering information and evidence from witnesses, the student, and other relevant sources.
5. Based on the investigation, a decision regarding the student's responsibility will be made. If the student is found responsible, appropriate sanctions will be imposed.
6. The final decision and any imposed sanctions will be communicated to the student in writing within one business week of the student's meeting with the CSAO or designated college official.
7. Students have the right to appeal the decision or sanction.

Formal Student Disciplinary Process

Students subject to sanctions will be accorded the opportunity for a hearing before a hearing committee. For a hearing to be held, the student is required to submit a written request for a hearing (electronic submission is acceptable) to the Chief Student Affairs Officer or designee within five (5) working days. The following guidelines will be applicable:

1. Students will be informed in writing of the time, date, and location of the hearing by personal delivery, certified mail, or via electronic communication at least seven (7) working days q in advance of the hearing.
2. The entire case file will be available for inspection by the student in the office of the Chief Student Affairs Officer during normal business hours. The file, which should be available at least two (2) working days before the hearing, need not include the personal and confidential notes of any College official or participant in the hearing process.
3. The hearing will be conversational and non-adversarial. Formal rules of evidence will not apply. The Chief Student Affairs Officer or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
4. The student may choose to be assisted by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of legal counsel will be limited to providing legal advice to the student, and such legal counsel may not participate in any other way.
5. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant evidence. In some circumstances, including those involving sexual assault or other sensitive allegations, the Chief Student Affairs Officer or designee may determine that direct questioning of a witness by the student or the individual assisting the student is not appropriate. In those cases, the student or their representative will submit the questions to the Chief Student Affairs Officer or designee, who will then ask the questions.
6. Whenever possible, the student will be expected to respond to questions asked by the Chief Student Affairs Officer or designee.
7. If the student requests a hearing and fails to appear after proper notice, the hearing committee may either proceed with the hearing in the student's absence or may make a decision without holding a hearing.
8. The hearing will be recorded. The recording(s) shall be kept with the pertinent case file for a minimum of six (6) months.
9. A written decision will be rendered by the hearing committee within five (5) working days after the completion of the hearing. The written decision, which should be mailed or personally delivered to the student, should contain a brief statement of reasons for any determination leading to sanctions. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement. The decision of the hearing committee will be final unless a timely appeal is made to the College President.

A student who wishes to appeal a disciplinary decision must do so within 30 calendar days of the notice of written decision of the hearing committee by filing a written appeal with the College President. The written notice to the President should state the basis for the appeal.

1. An appeal is limited to the following issues:
    a. Prejudice or other irregularities that improperly influence the outcome of the disciplinary hearing.
    b. Discovery of new or significant evidence that was not available at the time of the original hearing.
    c. A sanction that is extraordinarily disproportionate to the violation.

2. The College President will meet with the student and render a decision within seven (7) days. The decision of the President will be final.
3. In all non-grade appeals, the student may choose to withdraw from College or the class at any time during the disciplinary process.

Student Protection Against Discrimination and Harassment [Board Policy]

East Central College is committed to maintaining an educational environment that is free from illegal discrimination or harassment in admission or access to its programs, activities, and facilities. This includes conduct on property owned or operated by the College, at College-sanctioned functions, and certain off-campus events. Discrimination, harassment, or retaliation against students or others on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, disability, age, genetic information, veteran status, or any other characteristic protected by law is strictly prohibited in accordance with law. The College also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling, or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

General Rule
Except as otherwise set forth in Policy, all employees, students, and visitors must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment.

This Policy addresses illegal discrimination or harassment directed at students, which does not rise to the level of sexual assault, sexual harassment, relationship violence, or stalking, as those terms are defined in Policy 3.31 Student Title IX Sexual Harassment. Complaints regarding sexual harassment, as defined by Policy 3.31 Student Title IX Sexual Harassment, are governed by that policy. Other complaints regarding sexual assault, relationship violence, or stalking that do not fall within the scope of Policy 3.31. Student Title IX Sexual Harassment may be governed by other policies, including this Policy.

Policy 3.29 Student ADA Grievance Process governs grievances by students who believe they have been denied requested accommodations or discriminated against on the basis of a disability in violation of the Americans with Disabilities Act, Sec 504 of the Rehabilitation Act, or other related disability statutes. Students may file such a grievance under this Policy 3.30, Policy 3.31, or Policy 3.29; the College's Compliance Officer will determine which Policy governs resolution of the specific complaint.

The College also prohibits illegal discrimination and harassment against employees, and specific information about the College's Policy and response to allegations of illegal discrimination and harassment against employees is found in Policy 5.18.

Procedures:
3.30.1 The following definitions apply to this Policy:
Other Policies may contain different definitions. The definitions below apply only to this Policy.

Discrimination – Conferring, refusing, or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, genetic information, veteran status, or any other characteristic protected by law.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, gender, national origin, ancestry, disability, age, sexual

orientation, genetic information, veteran status, or any other characteristic protected by law: verbal, nonverbal, or physical aggression; stalking; graffiti; display of written material or pictures; name-calling; slurs; jokes; gestures; stereotyping; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment, which includes sexual assault, includes a variety of unwelcome conduct of a sexual nature ranging from unwelcome sexual advances, requests for sexual favors, sexual exploitation, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault, that is sufficiently severe to the point it interferes with or limits a student's ability to participate in or benefit from the College's programs. Sexual assault is a severe form of sexual harassment, and one instance may be sufficient to create a hostile environment.

Complaint – A verbal or written report of discrimination or harassment made to the Compliance Officer.

3.30.2 Compliance Officers

The Board of Trustees designates the following individuals to act as the College's Compliance Officers:

Title IX Administrator
Section 504 Administrator

Vice President of Student Development
East Central College
1964 Prairie Dell Road
Union, MO 63084
636-584-6565

Title IX Deputy Administrator
ADA Administrator
Director of Human Resources
East Central College
1964 Prairie Dell Road
Union, MO 63084
Phone: 636-584-6712

The Compliance Officer will:

1. Coordinate compliance with this Policy and the law.
2. Receive all complaints regarding discrimination and harassment at East Central College.
3. Serve as the College's contact person for compliance with discrimination laws.
4. Investigate or assign persons to investigate complaints, monitor the status of complaints, and recommend consequences.
5. Seek legal advice, when necessary, to enforce this Policy.
6. Report to the College President and the Board of Trustees aggregate information regarding the number and frequency of complaints and compliance with this Policy.
7. Make recommendations regarding changing this Policy or the implementation of this Policy.
8. Coordinate and institute training programs for College staff and supervisors as necessary to meet the goals of this Policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the College President.

3.30.3 Reporting a Complaint

Students who believe that they have been victims of illegal discrimination or harassment may file a formal (verbal, written, or online) complaint with the Chief Student Affairs Officer (CSAO) and it will be promptly investigated. There is no time limit on the filing of complaints.

As noted above, all employees, students, and visitors must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment. Such reports should be made to the CSAO or the Director of Human Resources, as the College's Compliance Officers. All College employees will instruct persons seeking to make a complaint under this Policy to communicate directly with the College Compliance Officers. Even if the potential victim of discrimination, harassment, or retaliation does not file a complaint, College employees are required to report to the Compliance Officers any observations, rumors, or other information regarding actions prohibited by this Policy.

After receiving a complaint, the Compliance Officer to whom the complaint is made will determine the appropriate College Policy for processing the complaint. Once the determination is reached, the Compliance Officer will notify the student making the complaint of which College Policy will govern the disposition of the student's complaint.

3.30.4 Interim Measures

When a report is made or the College otherwise learns of potential discrimination, harassment, or retaliation, the College will, if appropriate, take immediate action to protect the alleged victim, including implementing interim measures (also referred to as supportive measures). For example, the College may alter a student's class schedule, provide additional support for a student (such as counseling or academic support), suspend an employee pending an investigation, or, if applicable, alter transportation or working situations. The College will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. The College will provide these types of interim measures if requested by the victim and if such measures are reasonably available and appropriate in the circumstances. Individuals are encouraged to speak with the College's Compliance Officers about the availability of such measures. In the case of a confidential reporting (discussed below in Procedure 3.30.6), the Reporting Party should speak with the College counselor to whom they made the report about any requested interim measures.

3.30.5 Procedure for Investigation and Resolution of Complaints

In determining whether alleged conduct constitutes discrimination or harassment, the College will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. Whether a particular action or incident constitutes a violation of this Policy requires a determination based on all facts and surrounding circumstances. If, after investigation, College officials determine that it is more likely than not that discrimination, harassment, or other prohibited behavior has occurred, the College will take immediate corrective action.

The following procedures will be used as a guideline for investigating complaints:

1. Interview the person making the complaint regarding the nature and specifics of the incident(s),
2. Interview the person accused, and
3. Interview other possible witnesses, if appropriate.

A. **Complaints Against Employees of the College** If a complaint under this Policy is against an employee of the College, the complaint will be investigated by the Director of Human Resources or designee and will be handled according to the procedures found in Policy 5.18. Employees who violate this Policy will be disciplined, up to and including employment termination.

B. **Complaints Against College Students** If a complaint under this Policy is against another student, the complaint will be investigated by the CSAO or designee. Both the person making the complaint and the person accused will have equal opportunity to provide relevant information, including the identities of any witnesses they believe should be contacted as part of the investigation.

   After reviewing all the relevant information, the CSAO or designee will render a determination as to whether the Policy was violated and what additional actions may be necessary, including disciplinary action against the person accused and/or making available to the victim appropriate College resources.

Students who violate this Policy will be disciplined, which may include suspension or expulsion. Other possible sanctions are found in the Student Discipline Code.

The CSAO will notify both the complainant, and the person accused of his or her determination, but, unless otherwise authorized by law, will only notify the complainant of any sanctions imposed against the accused student, to the extent such sanctions impact the complainant, such as a determination that the accused may not come within a certain distance of the complainant.

B.1. **Appeals**
If either the person making the complaint or the person accused disagrees with the CSAO or designee's determination, either student may request that the complaint be handled according to the procedures found in Policy 3.21 Student Discipline.

3.30.6 Confidentiality, Records and Counseling
To the extent practicable, the College will endeavor to keep confidential the identity of the person filing a complaint, witnesses, or other parties interviewed, and any complaint or other document that is generated or received pertaining to complaints. Information may be disclosed, if necessary, to further the investigation, or resolution of a complaint, or if necessary, to carry out disciplinary measures. The College will disclose information to the College's attorney, law enforcement, and others, when necessary, to enforce this Policy or when required by law.

In implementing this Policy, the College will comply with state and federal laws regarding the confidentiality of student and employee records.

Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

Any student who believes they have been a victim of illegal discrimination or harassment has the option of speaking confidentially to a College counselor. Counseling services are available at no cost to the student and referrals to community resources are available. College counselors can also help the alleged victim identify other available College resources.

All other employees are mandated to report the information regarding illegal discrimination or harassment to the Compliance Officer.

Student Title IX Sexual Harassment [Board Policy]

Statement of Nondiscrimination Policy and Prohibition on Sexual Harassment
East Central College is committed to maintaining an environment that is free of discrimination on the basis of sex within its educational programs and activities. The College cannot and will not tolerate discrimination against or harassment of any individual or group based upon 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. The prohibition on sex discrimination also prohibits Sexual Harassment, as defined in this Policy.
The Nondiscrimination Policy applies to registered or enrolled students, College employees, contractors, vendors, visitors, guests, or other third parties.

Procedures
3.31.1 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 students against either 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 include 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 East Central 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 can be accessed online. Hard copies are available at the Title IX Coordinator's office and the Title IX Deputy Coordinator's office.

Complaints that do not fall under the scope of this process will be handled through other College Policies, including Policy 3.20 Student Conduct and Policy 3.30 Student Protection Against Discrimination and Harassment.

3.31.2 Definitions

The following definitions apply to this Policy. Other Policies may contain different definitions. The following definitions apply only to this Policy.

Sexual Harassment – Sexual Harassment is conduct based on sex that may be one or more of the following:

1. Employee conditioning provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., a quid pro quo).
2. 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.
3. Sexual assault, stalking, dating/domestic violence, 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.

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 the individual's 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 Advisor – A Title IX Advisor is an individual who supports a Complainant or Respondent through the Title IX Sexual Harassment Grievance Process. 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. A Title IX 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. The College will appoint a Title IX Advisor at no cost to the party to conduct cross-examination during the grievance process hearing if a party does not have a Title IX Advisor.

Consent – An affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. The person initiating sexual activity must obtain the other person's consent throughout the duration of the sexual activity. Consenting persons must act freely, voluntarily, and have knowledge of the act or transaction involved. Consent will not be implied by silence or mere passivity from a state of intoxication or unconsciousness; it may not be inferred in circumstances in which consent is not clear, including, but not limited to situations that involve the absence of "no" or "stop," or those that involve the existence of a prior or current relationship or sexual activity. Consent cannot be given if the Respondent has taken advantage of the position of influence which that person has over the Complainant. Consent cannot be given by an individual who is incapacitated through the effect of drugs or alcohol or for any other reason. Consent may be withdrawn at any time.

3.31.3 Title IX Coordinator

The Title IX Coordinator is charged with monitoring East Central College's compliance with Title IX, ensuring appropriate education and training, coordinating investigations, responses, and resolution of all reports pursuant to this Policy. At their discretion, the Title IX Coordinator may also designate Deputy Title IX Coordinators to assist in the discharge of these duties. Any questions or concerns regarding the College's application of this Policy may be addressed to the Title IX Coordinator.

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

Sarah Leassner
Title IX Coordinator
Section 504 Administrator
Vice President of Student Development
East Central College
1964 Prairie Dell Road
Union, MO 63084
636-584-6565
sarah.leassner@eastcentral.edu

Carrie Dunham
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ADA Administrator
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1964 Prairie Dell Road
Union, MO 63084
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3.31.4 Resources and Information for Victims of Sexual Harassment

The first priority for any victim of sexual assault or relationship violence is to receive appropriate medical attention for any medical injuries and to preserve evidence in the event the Complainant chooses to pursue a complaint. The College will maintain and publish information containing resources and guidance for victims of sexual assault, relationship

violence, and stalking. Such information will be maintained in the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

3.31.5 How to Report Potential Violations of This Policy

1. Reporting Options The College encourages the reporting of all incidents of Sexual Harassment, including, but not limited to, sexual assault, relationship violence, and stalking. The decision to report such incidents is a deeply personal and often difficult decision but is often a way for the victim to begin healing. Such reporting may also help prevent future incidents of a similar nature from occurring. Victims are not required, however, to report such incidents, and will not be penalized if they choose not to report an incident to law enforcement or to the Title IX Coordinator.
    a. *Report to the Title IX Coordinator or to a Responsible Employee* 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 the Title IX Coordinator or Deputy Title IX Coordinator.

    Reports can be made through email, by phone, in person, or by mail.

    Upon receipt of any report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, explain the process for filing a formal complaint, and to provide information about other reporting options and available resources as applicable. While reports to College counselors will remain confidential, all other employees are required to report the information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence, or stalking to the Title IX Coordinator.

    Reporting Sexual Harassment to the 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.

    There is no time limit on reporting Sexual Harassment, though the College encourages prompt reporting, as delayed reporting may hinder the College's ability to complete the grievance process.

    b. *Confidential Reporting* Individuals may make a confidential report to a College counselor. Counseling services are available at no cost to students and referrals to community resources are available. College counselors can also help the alleged victim identify other available College resources. 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* Individuals may make a criminal report with local law enforcement or appropriate jurisdiction. College personnel are available to assist individuals with contacting the appropriate jurisdiction for making such a report. In addition to pursuing criminal or College disciplinary proceedings, individuals may wish to obtain an order of protection, no-contact order, or restraining order from the relevant jurisdiction. Such orders are enforced by the local law enforcement agency in the relevant jurisdiction.
    d. *Amnesty* 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 from notifying the College of incidents of Sexual Harassment.

2. Offer and Provision of Supportive Measures

   Upon receipt of a report, the Title IX Coordinator will promptly and confidentially reach out to the Complainant to discuss the availability of a variety of supportive measures (also referred to as interim measures). 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 supportive measures.

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

   a. Counseling
   b. Extensions of deadlines or other course-related adjustments
   c. Additional academic support
   d. Modifications of work or class schedules
   e. Campus escort services
   f. Mutual restrictions on contact between the parties
   g. Changes in work locations or assignments
   h. Leaves of absence
   i. Increased security and monitoring of certain areas of the campus

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, the Respondent will be provided with notice by the 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.

3.31.6 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, the Complainant 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.

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 the Coordinator 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.

3.31.7 Dismissal of Formal Complaints
Upon receipt of a Formal Complaint, the 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 another College Policy (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 Title IX Coordinator may, in their 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 Title IX Coordinator will continue to monitor the investigation and evaluate the Formal Complaint to determine if the above criteria for dismissal apply. Following any dismissal of a Formal Complaint, the 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.

3.31.8 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.

3.31.9 Prohibition of Retaliation
The College expressly prohibits retaliation against any individual for exercising their Title IX rights under this Policy. No individual may be discriminated against, intimidated, threatened, or coerced for the purpose of interfering with their 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 they have been subject to retaliation pursuant to this Policy, the individual should notify the Title IX Coordinator as soon as possible.

3.310 Sexual Harassment Grievance Process Procedures
If any party believes that the Title IX Coordinator 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 College President. If the College President finds that a conflict of interest or bias exists, the President 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 Decision Maker at the conclusion of the grievance process.

The grievance process generally will be completed within 120 calendar 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.

3.31.11 Sexual Harassment Grievance Process – Notice
Within five (5) working days of 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 Policy 3.20 Student Conduct prohibits knowingly furnishing false information to the College.

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 for any meeting, interview, or hearing. Such notice will include the date, time, location, participants, and purpose of the meeting, interview, or hearing.

3.31.12 Sexual Harassment Grievance Process – Title IX Advisors
Each party has the right to select a Title IX Advisor of their choice, and for that Title IX Advisor to accompany the party to any part of the grievance process, including all meetings, interviews, and/or hearings. A Title IX 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 a Title IX Advisor.

Parties must provide notice of who will serve as their Title IX Advisor during any grievance hearings at least five (5) working days prior to the hearing. If a party does not have a Title IX Advisor for a grievance hearing, a Title IX Advisor will be selected by the Title IX Coordinator and will be provided at no cost to the party for the purpose of cross examination during the hearing. This appointed Title IX Advisor may be a College employee or may be an outside individual contracted to serve in the role of Title IX Advisor.

Title IX 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 a Title IX Advisor may speak on behalf of the party is to conduct cross examination questioning during a grievance hearing. Title IX Advisors are expected to comply with the Rules of Procedure and Decorum for hearings and remain respectful throughout the entire grievance process.

Any Title IX 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 Decision Maker for the Title IX Advisor's first infraction. A Title IX Advisor may be asked to leave the grievance proceeding if after being warned the advisor 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 a Title IX Advisor. Whether an advisor who has been asked to leave a proceeding may serve as a Title IX Advisor to the party at a later meeting, interview, or hearing will be a decision in the sole discretion of the Title IX Coordinator.

3.31.13 Sexual Harassment Grievance Process – Investigation
The Title IX Coordinator or designee will designate an Investigator to conduct a fair, thorough investigation of the allegations in the Formal Complaint. In general, the Chief Student Affairs Officer (CSAO) will investigate complaints against student Respondents. The College may designate an outside investigator as Investigator. The Investigator will have received training as outlined in Section 3.32.18 of this Policy.

The Investigator will provide written notice of any meetings or interviews to the parties and/or witnesses at least three (3) working days in advance of the meeting or interview unless the party or witness wishes to meet sooner. This notice

will include the date, time, and location for the meeting, as well as who will be participating in the meeting and the purpose for the meeting.

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 ten (10) calendar days 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 ten (10) calendar days prior to any hearing for the parties' review and written response.

3.31.14 Sexual Harassment Grievance Process – Hearing

After the conclusion of the investigation, a live hearing will be held before the Hearing Decision Maker. The Hearing Decision Maker will be appointed by the Title IX Coordinator and may be a single individual or a panel. A single Hearing Decision Maker may be a member of the College community or maybe an outside individual contracted to serve in the role. A panel Hearing Decision Maker may include members of the College Community and/or outside individuals contracted to serve on the panel. The Hearing Decision Maker will have received training as outlined in Section 3.32.18 of this Policy. The Hearing Decision Maker 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 ten (10) working 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' Hearing Decision Maker 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 Decision Maker. However, the Hearing Decision Maker 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 Decision Maker, who will have the opportunity to ask questions of all parties and witnesses during the hearing.

After the Hearing Decision Maker asks their questions, each party's Title IX 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. Title IX Advisors must abide by the Rules of Procedure and Decorum in questioning parties and witnesses. Any Title IX 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 Decision Maker.

The Hearing Decision Maker 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.

In general, the Hearing Decision Maker 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. However, in very limited circumstances, the Hearing Decision Maker may consider statements by Complainants and Respondents that are against the individual's interest even if that individual does not submit to cross-examination. A statement against interest is a statement that could expose the individual to a finding of responsibility and sanctions, or a statement that tends to invalidate an individual's complaint against another. For example, if during an interview with an Investigator, a Respondent makes a statement admitting to the alleged conduct that would violate this Policy, or a Complainant makes a statement that information in the Formal Complaint was false, then the Hearing Decision Maker may consider those statements even if the individual does not submit to cross-examination.

The Hearing Decision Maker will state whether each question is relevant before the question is answered by the party or witness to whom it is directed and explain any decision to exclude a question as not relevant. If the Hearing Decision Maker is a panel, the panel will designate one member as chair, and that individual will determine and state whether each question is relevant. Questions or evidence that are deemed irrelevant by the Hearing Decision Maker 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 Decision Maker:

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 the information pertains to prior specific incidents with the Respondent and is offered to prove consent.

3.31.15 Sexual Harassment Grievance Process – Determination of Responsibility

The Hearing Decision Maker will issue a written determination whether the Respondent is responsible for the Policy violations alleged in the Formal Complaint within five (5) working days of the conclusion of the hearing. The Hearing Decision Maker 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.
6. The procedures and acceptable bases for appeal of this determination.

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.

3.31.16 Sexual Harassment Grievance Process – Sanctions and Remedies
If the Respondent is found responsible for any violations of Policy, then the Hearing Decision Maker 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: A verbal admonition by a College official regarding a violation of the Student Conduct Code.
2. Fines, community service, rehabilitation, or other restitution: A monetary fee, assigned task, or other means of reparation.
3. Disciplinary Probation: A status resulting from a finding of misconduct. The student remains enrolled but under stated conditions.
4. Disciplinary Suspension: An involuntary separation of the student from the institution for a specified period of time due to misconduct. The student may be re-admitted following a specified period of time.
5. Expulsion: Permanent loss of student status due to misconduct. Other stated conditions may be applied.

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. Additionally, remedies may burden the Respondent or be punitive/disciplinary in nature.

3.31.17 Sexual Harassment Grievance Process – Appeals
Any party may appeal the determination of responsibility or a dismissal of a Formal Complaint by submitting a written request to the College President within five (5) working days of the issuance of the Hearing Decision Maker's determination of responsibility. 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 reasonably available at the time of the determination of responsibility or the dismissal of the Formal Complaint that would affect the outcome of the matter, or
3. The Title IX Coordinator, Investigator, or Hearing Decision Maker had a conflict of interest or bias for or against complainants or respondents generally that affected the outcome of the matter.

The College President will notify the parties in writing that an appeal has been filed. Each party will then have ten (10) working days to submit a written statement in support of or challenging the outcome of the hearing.

The College President 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 seven (7) working days of the deadline for parties to submit their written statements. The College President's written determination will be provided simultaneously to all parties.

3.31.18 Training
In addition to the information contained in this Policy, the College will, in accordance with the Campus Sexual Violence Act ("SaVE Act"), provide training and information to members of the campus community regarding the following topics:

1. Safe and positive steps an individual may take to intervene to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person.
2. Information about how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction.
3. Awareness campaigns and prevention programs intended to stop domestic violence, dating violence, sexual assault, and stalking before they occur, and to increase campus awareness and share information and resources for the same purpose.

4. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community.

The College will distribute this information to members of the campus community through the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

Additionally, the College will ensure that the Title IX Coordinator, Investigator, Hearing Decision Maker, 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 Decision Makers 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 Decision Maker, and any individual who facilitates an informal resolution must be made publicly available. These materials will be published online.

3.31.19 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 Decision Maker, and any individual who facilitates an informal resolution.

Theft on Campus

911/636-584-6600 (Campus Police)

The college is not responsible for lost or stolen articles. Students should never leave textbooks, backpacks, cell phones and other valuables unattended. If a theft occurs, contact the Student Development Office and Campus Police immediately. Incidents which are reported quickly can often be solved through the use of campus video cameras.

Tobacco-Free Campus [Board Policy]

East Central College is a tobacco-free campus. Usage of all tobacco products is prohibited on all properties owned or leased by the College including facilities, buildings, parking lots, athletic fields, and common areas. The term "tobacco products" shall also include electronic nicotine delivery systems and other smoking-related substances and products the College chooses to prohibit. This Policy applies to all faculty, staff, students, employees, contractors, vendors, performers, and visitors. ECC is committed to providing its students, employees, and visitors with a safe and healthy environment.

Students who violate the policy will be given a warning. Continued non-compliance will result in a $20 fine or two hours of campus clean-up, followed by disciplinary probation and suspension. In accordance with the Student Conduct Policy, students will be expected to show their college identification card when requested by a college employee or security guard.

Transcripts/Final Grades

636-584-6553 (Registrar)

Transcripts and final grades can be viewed online through a student's MyECC account. Students may request official transcripts online at https://www.eastcentral.edu/registrar/request-transcript/. Official transcripts cost $10 each. Grade reports are not mailed to students unless a written request is made to the Registrar's office. Mid-term deficiency grades from the fall and spring semesters are available on the student's MyECC/Student Planning account but are not recorded on the students' transcripts.

Transfer Credit [Board Policy]

East Central College is committed to assisting student transfer to and from East Central College and facilitating credit transfer to and from other post-secondary institutions. All incoming transfer credit will be analyzed in terms of level, course content, comparability, and compatibility with degree programs and course offerings at East Central College.

Transfer In Credit Procedures

Transfer students should follow "New Student Procedures."

1. Courses completed at any Missouri public institution in compliance with the Missouri Department of Higher Education's guidelines and agreements concerning the transfer and articulation of credit will be accepted in transfer if appropriate to a student's program of study.
2. Courses completed at any institution maintaining current articulation agreements with East Central College will be accepted in transfer as outlined in the agreement.
3. Courses completed at any regionally accredited institution will be reviewed for course equivalency and program relevance and accepted for transfer accordingly.
4. Courses completed at non-regionally accredited institutions will be reviewed as follows:
    a. The transfer institution's accreditation status will be examined.
    b. Information provided by the school or the student regarding the completed coursework, e.g., transcripts, catalog descriptions, course syllabi, faculty credentials, etc. will be distributed to the appropriate program/academic department official for recommendation to Chief Academic Officer.
    c. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer. The decision of the Registrar and the Chief Academic Officer is final.

5. Courses completed at a foreign institution will be reviewed as follows:
    a. Student is required to provide an official transcript, along with an English translation, and an explanation of the foreign institution's grading procedures.
    b. Information regarding the completed coursework will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.
    c. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer. Such an appeal will require a review through an international credit evaluation service, as directed by the Registrar's Office. The cost of the evaluation must be paid by the student prior to the evaluation. The decision of the Registrar and Chief Academic Officer is final.

6. Experiential learning will be reviewed as follows:
    a. Student will submit a written request to the Registrar describing the experiential learning and providing supporting documentation. Student will make a formal request for course/credit equivalency.
    b. Information regarding the request will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.
    c. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer. The decision of the Registrar and Chief Academic Officer is final.
    d. Students receiving experiential learning credit must satisfy East Central College's residency requirement (Policy 2.2). Therefore, the maximum number of experiential learning hours accepted toward a degree will be 45.

7. Military credit will be reviewed as follows:
    a. Student will provide an official transcript from the student's military service.
    b. Courses completed through the military will be reviewed for course equivalency and program relevance using ACE credit recommendations and accepted for transfer accordingly.
    c. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer. The decision of the Registrar and the Chief Academic Officer is final.

8. Dual credit coursework will be reviewed based on the policies and guidelines of the Missouri Department of Higher Education and Workforce Development (MDHEWD) with respect to the transfer in of dual credit coursework. Limitations and exclusions may apply based on the MDHEWD policy and guidelines statements.

9. All other incoming credit transfer requests not covered by the aforementioned procedures must be made in writing to the Registrar's office.

Transfer In Grades

Grades received on all credits transferred to ECC are entered on the student's permanent record and included in the cumulative grade point average.

Transfer of Credits Earned at East Central College

Students who plan to transfer credits from East Central College should contact their transfer institution as early as possible to become familiar with program requirements. Students who transfer within the state have certain rights and privileges which are outlined on the Missouri Department of Higher Education website. General transfer guidelines may be found at https://dhewd.mo.gov/cota/. Information regarding signatory colleges may be found at https://dhewd.mo.gov/cota/.

Transfer options include:

The **Associate of Arts (AA)** East Central College offers the Missouri Transfer Guaranteed Core 42 General Education model. In meeting this standard, students graduating from ECC with an AA degree and transferring to a public baccalaureate institution in Missouri will enter the transfer institution at the junior level and will have satisfied the lower division general education requirement.

The **Associate of Applied Science (AAS)** degree is the career and workforce preparation degree. Each AAS degree is comprised of a block of general education coursework (a minimum of 20 hours) coupled with a minimum of 44 credit hours of program-based coursework. While the AAS is a career preparation degree, many institutions may consider the degree in transfer. Certificate Options are also available in many of the career fields offering the AAs degree.

The **Associate of Arts in Teaching (AAT)** degree is the institutional transfer degree for student preparing to study in teacher education programs. Each AAT degree is comprised of the general education block (a minimum of 43 credit hours), tailored to the specific needs of education majors, and coupled with elective options in the area of teacher preparation, totaling a minimum of 64 credit hours. Students completing the AAT degree and transfer to the public baccalaureate institution in Missouri offering teacher preparation programs will enter the transfer institution at the junior level; all lower division general education coursework will be satisfied and the core block of teacher education courses will transfer.

The **Associate of Fine Arts (AFA)** degree is the institutional fine arts degree. A specifically articulated degree with specific Missouri baccalaureate institution~~s~~, the AFA degree is comprised of a general education core tailored to students interested in studying in a Bachelor of Fine Arts program and the necessary course work to prepare students for that study, totaling a minimum of 64 credit hours. Students may choose from a variety of elective coursework appropriate for the specialized areas of studio art and music.

The **Associate of Science (AS)** degree is the institutional pre-engineering degree. A specifically articulated degree with specific Missouri public baccalaureate institutions, the AS degree is comprised of a general education core and the necessary coursework to prepare students for a course of study in engineering, totaling a minimum of 64 credit hours. Students may choose from a variety of elective coursework appropriate for the specialized area of engineering of expressed interest.

Course by Course: Individual courses are evaluated by the transfer college/university. The student should contact a transfer advisor at the transfer institution to determine what courses are transferable. Students can also check the transfer school's website to see if they have a transfer equivalency guide available.

Core (42) Hour General Education East Central College offers a 42-hour general education block of coursework that satisfies the Missouri Department of Higher Education General Education Core 42 Transfer model. The goal of Core 42 is to facilitate seamless transfer between Missouri higher education institutions. Individual courses that comprise to the Core 42 are guaranteed to transfer one-to-one among all public and participating independent colleges and universities in the state of Missouri

Transfer Scholarships

Transfer scholarships are offered by several state universities to students who complete an associate degree or a minimum number of credit hours. Grade point average is often a criteria. For more information, visit the transfer university's website or https://www.eastcentral.edu/finaid/scholarship-opportunities.

Tuition Payment Policy

Tuition and fees are payable on or before the date published in the academic calendar. All checks and money orders should be made payable to East Central College. Tuition and fees may also be paid by debit card, Visa, Discover or Master Card. For information about a payment plan, contact the cashier.

The following link https://www.eastcentral.edu/finaid/tuition-and-fees/ contains general information on the general tuition and fees assessed for all credit classes. Some courses have supplementary special fees as noted in the class schedule. Tuition and fees are subject to change without notice.

Returned Checks

The college will assess a charge whenever a check or draft presented for payment for service is not accepted by the banking institution on which it is written because of a post-date, insufficient funds, closed account, no account, frozen account, or uncollected funds. A $25 fee will be charged if the check is returned by the banking institution for any of the above reasons.

Weapons on Campus [Board Policy]

East Central College prohibits all persons who enter any College property from carrying on their person a handgun, firearm, or other weapon prohibited by law.

- No person shall carry a concealed firearm onto the main campus or off-site locations at any time regardless of whether the person is licensed to carry the weapon or not.
- This prohibition shall apply to students, employees, and members of the public. The prohibition shall not apply to law enforcement officers, sheriffs, and deputy sheriffs who are authorized by law to carry firearms.
- Any person who has a conceal and carry permit or endorsement who is carrying a concealed firearm will be denied entry and ordered to leave the premises. All College employees are authorized to deny entry and order persons carrying concealed firearms to leave the premises.
- College employees and students who violate the provisions of this Policy shall be subject to disciplinary action up to and including dismissal.
- The College shall post appropriate notice that concealed firearms are prohibited at all College locations.

Withdrawing from Course or College

636-584-6588 (Registrar)

Students enrolled at East Central College may withdraw from an individual course or their entire course schedule on or before the withdrawal deadline published in the academic calendar. After the withdrawal deadline, instructor approval is required.

Before you withdraw from a class…

- Have you talked to your instructor? Your situation may not be as bad as you think.
- Have you talked to Enrollment Services? Dropping a class could have a negative effect on your ability to keep your aid or scholarship.
- Will dropping this course put you below full-time status? Some insurance plans require that students be enrolled full-time.
- Is this course a prerequisite or co-requisite for another course? Does this affect your graduation plans? Will the course be offered again when you need it? Have you talked to your advisor?
- Have you gone to the Learning Center for tutoring?
- Are you working too many hours? Have you talked to your employer about cutting your hours – at least temporarily?
- What's the semester deadline for dropping a class? You may have time to improve your grades.

Withdrawing from all classes requires completion of the *Request to Withdraw from All Classes* form. The Complete Withdrawal Form is available at the Student Service Center and online. Signatures from Enrollment Services, an Advisor, and an Accounts Receivable Specialist at the Cashier Window are required before submitting the form to the Student Service Center for final processing of the withdrawal form.

Withdrawal forms are available at the Student Service Center or on the Student Forms section of the ECC website. A withdrawal request is not official until the student submits the withdrawal form to the Student Service Center, and with required signatures. If the completed withdrawal form is submitted to the Student Service Center prior to the withdrawal deadline, the student will receive a withdraw status(W) on their transcript. After the withdrawal deadline, the student will receive the grade earned as reported by the faculty member.

Course withdrawal may have an adverse effect on a student's financial aid or academic program completion, so students are advised to consult with their instructor, their Advisor, and the Enrollment Services Office, if appropriate, before withdrawing. The college's refund policy has information on refund deadlines and withdrawal fees. Refer also to Registration/Waitlist Process.

Administrative Withdrawal for Non-Attendance [Board Policy]

ECC is an attendance taking institution. All faculty will distribute to students a current course syllabus that includes a statement detailing specific course attendance policy, guideline, and actions. Such course attendance policy will be congruent with the institutional attendance guidelines, as stated here.

Institutional Attendance Policy

Student attendance in class, regardless of the delivery modality, is important for student success. Faculty will take attendance at each class meeting and record attendance in a class record. For a student to be considered attending the following conditions must be met:

- A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding the class progress.
- A student that fails to meet the attendance policy will be recommended for administrative withdrawal to the registrar's office by reporting a WX on grade reports.
- At the faculty member's discretion, the student may be allowed to re-enter or be reinstated to the course.

Appeal/Grievance Procedure

ADA (Americans w/Disabilities Act) Grievance

Informal Procedure

Step 1:

1. Student contacts faculty and/or Access staff regarding implementation of academic accommodations.
2. Resolved or go to Step 2.

Step 2:

1. Student requests conference with Access staff and/or faculty/staff. When deemed appropriate by the Access staff, the division chair will also be included.
2. If the faculty/staff have been asked to provide the accommodations by the Access staff, the faculty/staff will continue to provide the accommodations.
3. Resolved or go to Step 3.

Step 3:

1. Student requests conference with appropriate Vice President, as well as the parties listed above.
2. Within 10 working days, appropriate Vice President convenes a conference of parties from above and may consult with the Vice President of Student Development.
3. Resolved or student initiates formal grievance procedure.

Formal Procedure

Step 1:

1. Student appeals by filing Formal ADA Grievance Form with Vice President of Student Development within 10 working days of informal grievance decision.
2. Vice President of Student Development conducts investigation with all parties involved and issues a statement of findings.
3. Resolved or go to Step 2.

Step 2:

1. Vice President of Student Development appoints and convenes ADA Hearing Committee, which is a five-member committee composed of faculty and staff chaired by the Vice President of Student Development, within 10 working days of appeal being filed. The hearing will be audio recorded.
2. The ADA Hearing Committee reviews documentation and meets with all parties involved.
3. Vice President of Student Development notifies all concerned parties of the committee's decision in writing within 10 working days.
4. Resolved or go to Step 3.

Step 3:

1. Student files written appeal to President within 10 working days of committee's decision, including copies of Informal and Formal Grievance proceedings.
2. President renders decision, which is final.

Administrative Withdrawal Appeal

Any student who feels that the administrative withdrawal was executed unfairly or inaccurately can appeal the withdrawal within 10 calendar days of notification. Student must submit a written statement of the appeal to the college's Chief Academic Officer.

Due Process/Formal Student Hearing (BP 3.11)

Students have the right to appeal a grade or a disciplinary sanction as outlined under "Student Discipline Policy."

College Personnel:

1. Chief Student Affairs Officer (CSAO): the administrator (Vice President of Student Development) responsible for student services such as counseling and advising.
2. Chief Academic Officer (CAO): the administrator (Vice President of Academic Affairs) responsible for the oversight and direction of academic programs and faculty.
3. Hearing Committee: A five-member committee called upon for hearings whose membership includes two faculty, two administrative/professional staff, and one support staff member. The CSAO and the CAO are non-voting members of the hearing committee, but they are nevertheless involved in the hearing. The CSAO will preside over, and the CAO will present the charges at all hearings where the misconduct does not involve an academic issue. If the misconduct involves an academic issue, their roles shall be reversed.

Procedures:

In most cases, disciplinary actions are meant to be remedial rather than punitive. Ideally, disciplinary proceedings will be conducted informally between the student(s) and the CSAO or CAO. However, when this means of resolution is not possible, a student has the right to a formal student hearing before a hearing committee. For a hearing to be held, the student is required to submit a written request for a hearing to the CSAO or CAO. The following guidelines will be applicable:

1. Students will be informed in writing of the time, date, and location of the hearing, either by email, personal delivery, or certified mail, at least 7 working days in advance of the hearing.
2. The entire case file will be available for inspection by the student in the CSAO's or CAO's office during normal business hours. The file, which should be available at least two working days before the hearing, need not include the personal and confidential notes of any college official or participant in the evaluation process.
3. The hearing shall be conversational and non-adversarial. For that reason, legal counsel will not be allowed to participate in the hearing on behalf of either the student or the administrator presenting the case against the student. Formal rules of evidence will not apply. The CSAO or CAO shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
4. The student may choose to be assisted by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel or other representative, although the role of legal counsel will be limited to providing legal advice to the student.
5. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant evidence.
6. Whenever possible, the student will be expected to respond to questions asked by the CSAO, CAO or other hearing committee members.
7. If the student requests a hearing and fails to appear after proper notice, the hearing committee may either

proceed with the hearing in the student's absence or may make a decision without holding a hearing.

8. The hearing shall be tape recorded. The tape(s) shall be kept with the pertinent case file for a minimum of six months.
9. A written decision shall be rendered by the hearing committee within five working days after the completion of the hearing. The written decision, which should be mailed or personally delivered to the student, should contain a brief statement of reasons for any determination leading to sanctions. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement. The decision of the hearing committee shall be final unless a timely appeal is made to the College President.
10. A student who wishes to appeal a disciplinary decision must do so within 30 calendar days of the original action by filing a written appeal with the College President. The College President will meet with the student and render a decision within seven days. The decision of the President shall be final.
11. In all non-grade appeals, the student may withdraw from College or the class of his/her own volition at any time during the disciplinary process.

Financial Aid Suspension Appeal

Students who do not meet the "minimum standards for academic progress" will be placed on financial aid suspension and will no longer be eligible for financial aid.

Students may appeal their suspension by submitting a Satisfactory Academic Progress Appeal form to the Financial Aid office. Documentation of extenuating circumstances may be required.

Grade Appeal [Board Policy]

Students at East Central College have the right to appeal a final course grade. The right to appeal is limited to grades given for the semester most recently completed.

Students must make appeal within 8 calendar weeks of the official end date of the semester for which the grade is reported. Students must submit in writing to the CAO (Vice President of Academic Affairs) a statement detailing the course, the faculty member, the grade received and the reason the appeal is sought.

The CAO will review the appeal and seek a resolution. Should no resolution be reached, the student will be notified and a formal hearing conducted.

A hearing committee will be appointed by the CAO, and a hearing conducted for the purpose of allowing all parties to state their positions. The committee will render a decision in writing to the student and faculty member within five school days.

The student may appeal the decision of the committee to the President in writing within 10 working days of the committee's decision. The President will conduct a review and render a decision within 30 working days. The decision of the President is final.

Non-Discrimination Policy/Grievance

636-584-6566 (Vice President of Student Development)

** Notice of Non-Discrimination Policy ** (Equal Opportunity Postings on pages 58 and 59)

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and individuals with whom the Board of Trustees and College officials do business are hereby notified that East Central College does not discriminate 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.

Any employee or applicant having inquiries concerning East Central College's compliance with employment regulations implementing Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the

Rehabilitation Act of 1973, or the Americans With Disabilities Act of 1990 is directed to contact the Director of Human Resources, 005-D Donald Shook Student Center, telephone number 636-584-6710.

Any student who believes that they have been discriminated against on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, genetic information, or veteran status should contact the Vice President of Student Development, 131 Buescher Hall, telephone number 636-584-6565. Any student who believes that they have been discriminated against on the basis of disability should contact an appropriate faculty member or Access staff and may use the grievance policy found in Policy 3.29.

A member of the public who believes that they are being discriminated against in violation of law should contact the Director of Human Resources.

East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.

Refund Policy and Refund Appeal [Board Policy]

636-584-6566 (Vice President of Student Development)

In a 16-week semester, students who withdraw from a course during the first seven calendar days will receive 100% refund of tuition and fees paid. Students withdrawing between the 8th and 14th calendar days of the full semester will receive a 50% refund of tuition and fees. No refunds will be made after the 14th calendar day of the semester.

In a 14-week session, the first 6 days will be 100%, the next 6 days will be 50%.

In an 8-week session, the first 4 days will be 100%, the next 4 days will be 50%.

- Refund deadlines are prorated for courses operating on a schedule different than the regular 16
- week semester, e.g., summer, late start, intersession, etc. All procedures for schedule changes or withdrawals apply.

- Failure to attend classes does not constitute a schedule change or withdrawal and does not
- entitle the student to a refund.
- Refunds for online courses and courses with arranged meeting times will follow the full semester deadlines.
- The date on which the student enrolls does not determine the refund period.
- Refunds will be mailed to students at the end of the refund period.

Refund Appeals

In the event of extenuating circumstances and with proper documentation, a partial or total refund may be granted. A confidential committee consisting of college administrators will review refund requests on a case-by-case basis. Students may appeal through the Office of Student Development. Go to ECC website for a copy of the Tuition Appeals form.

Return of Title IV Funds

Students who have been awarded federal financial aid funds are required to earn these funds by attending classes through at least 60% of the period of enrollment. Students who quit attending or withdraw from all courses prior to the 60% point in the semester or receive all failing or withdrawal grades for the semester but have already received their federal financial aid disbursement for the semester, may have been overpaid. If an overpayment occurs, the student is required to repay a portion of the funds to the school. For a full description of this policy please visit the Financial Aid Office or college website https://www.eastcentral.edu/finaid/ .

Residency Status Appeal [Board Policy]

Student residency status will be determined at the time of enrollment at East Central College. Student residency guidelines followed by the College will be those adopted by the Coordinating Board for Higher Education. In the case of international students or resident aliens, residency will be determined based upon both federal determination of status and state guidelines. A copy of such guidelines may be found in the Office of the Registrar.

Procedures:

If the student disagrees with the College's assessment of his or her resident/non-resident status, the following procedure should be followed to appeal the decision:

A. **Informal Appeal.** Meet informally with the Registrar to discuss the residency status and reasons why the student should be considered an in-district student. The Registrar will render an informal decision based upon the information provided in this discussion.

B. **First Level of Formal Appeal.** If the informal decision determines that the student is not an in-district resident and if the student wishes to appeal this decision further, then the next level of appeal may be implemented. The student is obligated to submit the appeal in writing to the Chief Student Affairs Officer, accompanied by written documentation of those criteria which the student meets for in-district residency as set forth in the Student Residency Requirements published by the Missouri Department of Higher Education. The Chief Student Affairs Officer will review and verify the information provided and render a decision within three working days of receipt of the written appeal.

C. **Second Level of Formal Appeal.** The final level of appeal requires the student to submit an appeal in writing to the Office of the President of the College. The Chief Student Affairs Officer will forward to the President the documentation previously provided by the student at the first level of formal appeal. The President will deliver a decision within five (5) working days of receipt of the written appeal.

Sexual Harassment Complaint Process

Title IX Coordinator

Title IX of the Education Amendments of 1972, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Inquiries concerning Title IX may be directed to the Vice President for Student Development, 124 Buescher Hall, 1964 Prairie Dell Road, Union, MO 63084, 636-584-6565 or stnotice@eastcentral.edu .

Student Concern/Complaint Procedure

636-584-6566 (Registrar)

East Central College encourages students to report concerns and complaints so that the college may review, respond to, and resolve these issues in an open and professional manner. Students may view the entire General Student Complaint Policy on the college website.

Students who wish to discuss a concern relating to their education at East Central College should contact the appropriate supervisor or vice president or submit an online Student Concern Report located here.

Instructions for Filing a Complaint with the Higher Learning Commission:

Individuals interested in bringing an appropriate complaint to the attention of the Commission should take time to complete a submission on the HLC website. If you choose to complete a print-friendly form to submit by mail, that is available at the same HLC website link above.

Please note that complaints submitted by email or phone are not accepted, and that HLC only reviews complaints regarding substantive issues with an institution's ability to meet the Criteria for Accreditation or other HLC requirements. Please review the Criteria and other HLC requirements prior to submitting a complaint. If a complaint is incomplete, and if contact information was provided, HLC will inform the complainant of the reason a resubmission is required.

If submitting by mail, mail the paper form and supporting materials to the Commission's office at:

Higher Learning Commission
c/o Complaints
230 South LaSalle Street
Suite 7-500
Chicago, IL 60604-1413

The Commission's complaint policy precludes it from considering matters more than five years old.

The Commission will acknowledge your complaint within thirty days of receiving it and let you know whether your complaint is complete and whether it raises issues that are related to accrediting requirements or whether it is an individual dispute outside the jurisdiction of the Commission's complaint policy.

Email questions to complaints@hlcommission.org .

Transfer Credit Appeal

After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Affairs Officer.

RESOURCES / SERVICES

Advising and Career Services

Academic advisors understand and are available to provide information about program and institutional requirements and requirements for completion of a certificate or degree program. They assist students in making course selections and program changes. They understand the graduation application process and refer students to campus services as appropriate. They are accessible to students during scheduled office hours.

Students are ultimately responsible for academic decisions and choices. Because of this, students are expected to be open to developing and clarifying personal and professional goals, to be familiar with the academic calendar and timelines for registration, and to be accountable for understanding requirements for transferring to another college. Students are encouraged to ask questions and seek assistance as often as needed.

For more information about Advising services visit https://www.eastcentral.edu/advising-and-career/

The Career Services Office offers the following free services to students, alumni, and community members: **636-584-6568** (Rileigh Cassimatis, Enrollment Services Specialist)

- Career Interest/Skill/Value exploration
- Resume/Cover Letter/Interviewing assistance
- On-line electronic job board 24 hours access - post your resume or look for jobs/internships (students & alumni)
- Physical (printed) Job Board at Union campus
- Labor market and wage information
- Information on available Internships in the area
- Information on local job fairs

Services for employers:

- Online electronic job board accessible 24 hours a day - post your jobs/internships or look for potential employees
- Physical (printed) Job Postings at Union campus
- On-campus Recruiting opportunities
- Internship referrals to Instructional Departments
- Information on Training Opportunities for current employees

For more information visit https://www.eastcentral.edu/advising-and-career/career-advising/.

Bookstore

636-584-6737 (Bookstore)

The primary function of the bookstore is to have available for sale the required and recommended texts and supplemental material necessary and helpful to the student's college career. Books are stocked at the request of instructors. Textbooks may be purchased before classes begin each semester and any time thereafter.

The bookstore works closely with instructors in order to carry course related supplies and general school supplies. These supplies include art and photography supplies, ECC insignia items, backpacks, notebooks and more.

Book Buy-Back: Each semester selected books are purchased by the bookstore the week of ECC's semester final exams. https://bookstore.eastcentral.edu/home.aspx

Commencement

636-584-6553 (Registrar)

The commencement ceremony is held at the end of the spring semester. Fall graduates may participate in the spring ceremony following their last semester. Summer graduates may participate in the preceding spring ceremony if they apply by the spring deadline. See also Graduation Requirements.

Fall Priority Application Deadline: July 1*
Applications will be accepted until September 15

Spring Priority Application Deadline: December 1*
Applications will be accepted until February 15

Summer Priority Application Deadline: May 1*
Applications will be accepted until June 15

*Applications received on or before the priority dates listed above will be notified of any graduation deficiencies prior to the beginning of the subsequent semester. Later applicants will be notified as soon as possible.
See "Academic Honors" for information on graduating with honors.

Enrollment Services

The Enrollment Services Office supports students throughout the enrollment process, from initial interest through registration. Services include:

- Assisting prospective and new students with the admissions and enrollment process
- Providing enrollment guidance, assisting students with enrollment requirements, including transcripts, placement, and other required documentation
- Providing information and support for Dual Credit, Dual Enrollment, and Early College Academy programs
- Assisting students with navigating MyECC and completing enrollment-related steps
- Providing information about academic programs, degree and certificate pathways, and enrollment options
- Connecting students with content advisors, success coaches, appropriate college resources and support services
- Supporting campus visits, tours, and other opportunities for prospective students to learn more about East Central College

Enrollment Services works collaboratively with other college departments and high school partners to help students successfully complete the enrollment process and prepare for their educational experience at ECC.

Fitness Center/Locker Rooms

636-584-6584 (Fitness Center Assistant)

All students will need to have their Student ID cards to enter the Fitness Center. Students will also need to complete a medical history form before using the facility.

Locker Rooms

Locker rooms and lockers may be used by current students and employees. East Central College is not responsible for lost or stolen items.

1. All general facility and student conduct rules apply.
2. Personal locks may be used on lockers.
3. Small lockers may be used for overnight storage and large lockers may be used while exercising.
4. Locks and locker contents will be removed at the end of each semester. Contents left in locker will be held with the custodial staff until mid-semester of the following semester.
5. Valuable items should not be stored in lockers.

6. Respect the privacy of others. Use discretion when bringing children into the locker room.
7. Children of the opposite sex over the age of four are not allowed entry.
8. Suspicious activity should be reported to the Office of Student Development.
9. Use of phones for photos/videos in the locker room is not permitted.
10. Failure to comply with the procedures listed above will result in the loss of locker room privileges.

Financial Aid Programs

Grants

Several federal and state grants are available to students, based upon financial need.

The Federal Pell Grant program provides eligible students with a foundation of financial aid to help defray the cost of postsecondary education. The amount of the grant varies depending upon the need of the student, the cost of education, and the availability of funds. Any person who is a U.S. citizen or permanent resident, enrolled as an undergraduate student, and working toward the first baccalaureate degree is eligible to apply for a Federal Pell Grant.

The Federal Supplemental Educational Opportunity Grant (FSEOG) program was established to make post-secondary educational opportunities available to qualified students who would be unable to obtain such benefits without financial assistance. Priority is given to Federal Pell Grant recipients with exceptional need.

Several Missouri State Aid grant programs are awarded on a financial need basis. To be considered for a state award, students must file a FAFSA by February 1.

Loans

Several types of loans are available at East Central College. Loans must be repaid by the student for Federal Loans and by the student or cosigner for Private Loans.

Federal Subsidized Loans

Subsidized Direct Loans are based upon financial need. Students are required to enroll at least half-time (six credit hours) and make satisfactory academic progress toward a certificate or degree program. An undergraduate student may borrow up to $3,500 as a freshman and $4,500 as a sophomore. Information on current interest rates and other details regarding this loan program can be found at www.studentaid.gov. Repayment of the loan begins six months after the student ceases to pursue at least six credit hours at an institution of higher education.

Federal Unsubsidized Loans

Unsubsidized Direct Loans are available to students who do not qualify for the full amount of the Subsidized Direct Loan or are eligible to borrow additional funds through this program. These loans are not based upon financial need and the student borrower is responsible for interest accrued while in school and during deferment periods. Information on current interest rates and other details regarding this loan program can be found at www.studentaid.gov. Repayment of the principal loan amount begins six months after the student ceases to pursue at least six credit hours at an institution of higher education.

Private Loans

East Central College has three options to choose from for Private Student Loans. Students can compare rates on elmselect.com. They each offer different features, interest rates and eligibility requirements. Students who are on Financial Aid Suspension could qualify for a private student loan if they meet the other requirements. Private loans may require a cosigner. For more information, stop by the Student Service Center to pick up a brochure.

PLUS (Parent) Loans

A federal Direct PLUS Loan (PLUS) is a loan a parent can borrow from the U.S. Department of Education to help fund the educational expenses of his/her dependent undergraduate student. This loan is in the parent's name, and he/she is solely responsible for repaying the loan. **The student is not responsible for repaying for this loan** and it cannot be transferred to the student when he/she graduates.

Scholarships - Institutional and East Central Foundation

There are numerous scholarships available to East Central College students who qualify. Departments within the college offer scholarships to reward academic achievement or performance, and a number of scholarships are made possible through the generosity of businesses, community organizations, and individuals.

Scholarships are available for students who are beginning or resuming their college courses. (Students are urged to apply for scholarships by the priority deadline, i.e., December 1st, to be considered for the following school year.) The scholarship programs and their eligibility requirements are listed online at https://eastcentral.awardspring.com/Home/Scholarships. The online application requires your MyECC login credentials.

A+ Program

High school graduates who complete the A+ requirements at a high school approved by the Missouri A+ Schools Program are eligible to use their benefits at East Central College. Benefits may be used for 48 months from high school graduation or upon receipt of an Associate of Arts degree or upon completion of 105% of the credit hours required for the program in which the student is currently enrolled. The A+ benefit covers tuition and general fees. *Prior to receiving this benefit, students must:*

A. file the Free Application for Federal Student Aid (FAFSA) and submit all required documents,

B. arrange to have their official high school transcript with the A+ seal sent to the Registrar.

Students are required to enroll full-time, i.e., 12 credit hours in the fall and/or spring and six credit hours in the summer and complete a minimum of 12 credit hours during the fall and spring semester and complete all credits attempted in the summer. A cumulative grade point average of 2.50 or higher is required to remain eligible. Students who attend other institutions full-time during the fall and spring are not eligible to use A+ benefits at ECC during the summer. State benefits are subject to change.

Work Study

East Central College participates in a work-study program funded jointly by the College and the Federal Work-Study Program. To be eligible, students must be enrolled in at least six credit hours and must submit the FAFSA form and all required documents prior to employment. For summer, students must be enrolled in at least six credit hours for both summer and fall and have a complete financial aid file for the fall semester. Students must maintain satisfactory grades while working on campus for continued eligibility. Financial Aid will determine and inform the student if they qualify for the work study program. The number of hours of work a week will be based on the budget and the student's financial qualifications for the maximum of 19 ¾ hours per week. Contact the Financial Aid Office for more information or apply for jobs in the Human Resources Office.

Veterans Benefits

(636) 584-6574 (Haley Walter, Enrollment Services Specialist, Special Populations)
Veterans may be eligible for educational benefits under one or more of the following programs:

- Chapter 30 – Montgomery GI Bill© Active Duty
- Chapter 33 – Post 9/11 GI Bill©
- Chapter 1606 – Montgomery GI Bill© Selected Reserve
- Chapter 1607 – Reserve Educational Assistance Program
- Chapter 35 – Survivors' and Dependents' Educational Assistance
- Chapter 31 – Veterans' Vocational Rehabilitation Program

Each program or chapter has different eligibility requirements. The Veterans Administration (VA) awards benefits to eligible students based upon information provided by the Department of Defense. Monthly benefit amounts are determined by enrollment status and are paid directly to the student by the VA. Chapter 31 can be used to charge tuition/fees/books/supplies. Chapter 33 can be used to charge tuition/fees and students receive a book stipend from the VA. Students in all other chapters are responsible for payment of tuition/fees by the appropriate due date.

Applications for veterans' benefits are available in the Student Service Center or online at https://benefits.va.gov/gibill/. Students receiving veterans' benefits are eligible to apply for other financial aid programs.

Missouri Returning Heroes' Education Act
State tuition assistance is available to Army and Air National Guard members and pays for tuition only. To access the application: https://www.moguard.ngb.mil/**. Federal Tuition Assistance** is available to both National Guard and Reservist. Students must request TA through https://www.armyignited.army.mil/student/public/welcome. More information on the Missouri Returning Heroes Act can be found at the following links: Senate Bill 830 and MRHA Q & A.

Agency Funding
Agency funding is for those students who would like to take advantage of funding through outside programs such as Trade Adjustment Assistance (TRA), Vocational Rehabilitation (VR), and Workforce Innovation and Opportunity Act (WIOA) formerly known as Workforce Investment Act (WIA).

Food Services

636-584-6719 (The Dive Cafe)
Café Central is located on the first floor of the Donald D. Shook Building. Café Central accepts cash, as well as debit and credit cards. In addition to the food and beverages available in Café Central, vending machines are located throughout the campus.

Intercollegiate Athletics

East Central College is a member of the Missouri Community College Athletic Conference (MCCAC) and the National Junior College Athletic Association (NJCAA). The College fields intercollegiate teams in Men's Soccer (Division II), Men's Baseball (Division II), Women's Soccer (Division II), Women's Softball (Division II), and Women's Volleyball (Division II). Students who are interested in participating should contact the athletic director or the team's coach as early as possible.

Learning Center

The Learning Center, on the main campus and the Student Success Center in Rolla, are comprehensive student resource centers providing academic support, tutoring, testing services, computer services and other student educational services. Their mission is to help East Central College students succeed academically and achieve their educational goals.

The Learning Center staff encourages students to visit the Learning Center and experience firsthand the many services provided by ECC to help students to academic success. Hours are posted each semester. Tours are available. For more information visit https://www.eastcentral.edu/learning-center/.

The Learning Center Resources available to students include the following:

Tutoring Services

The Learning Center provides tutoring services in writing, mathematics, science, accounting, and most other ECC subjects. Degreed specialists and trained peer tutors work with students in a comfortable atmosphere. Additionally, the Learning Center has on hand a multitude of books, manuals, handouts, DVDs and other instructional support materials for student use. The Learning Center staff can direct students to appropriate and useful websites to provide additional academic support and tutorials. Math final review sessions are held semesterly to help prepare students for upcoming math finals.

The Student Success Center in Rolla provides tutoring services in Anatomy & Physiology, Biology, Chemistry, English, Math, Microbiology, and General Psychology. See Rolla's Student Success Center webpage for hours and complete list of services.

All students have access to online tutoring (Zoom) or Online Writing Center (located in Canvas) via the ECC-Union Learning Center.

NetTutor

Online tutoring is a FREE tutoring service available to all students. NetTutor services are accessible via Canvas and are available 24/7/365 to supplement Learning Center tutoring or for subjects not offered through our center. NetTutor instructions are available on the Learning Center webpage in the NetTutor section of Tutoring on the Learning Center webpage.

Computer Services

Students may use computer resources in the Learning Center for writing papers, Internet connection, web-based coursework and course-specific programs. Students using computer resources in the Learning Center may take advantage of available tutorial help as needed. The Learning Center is a Wi-Fi hub for personal devices, including wireless printing. The Learning Center has printers available for student use, including a color printer.

The Testing Center & Rolla Testing Center

The campus Testing Center is located within the Learning Center and provides a secure testing environment. Students may have make-up or online tests proctored in our Testing Center. For Rolla Testing Center services, please visit their website.

The Adaptive Lab

The Adaptive Technology Lab area of the Learning Center is equipped with specialized computer hardware, furniture, and software for ACCESS students. Specialized equipment and professional support services are available in the adaptive lab to assist students with access accommodation.

Success Coaches and Retention

Students have access to Watermark, a retention software that sends automatic alerts when students miss class or do not login to an online class. Both the student and the student's success coach will receive these automatic alerts.

Watermark also helps students contact members of their success team including academic advisors, success coaches and other mentors. Every student is assigned a success coach available as a point of contact on ECC and Rolla campuses to help students be successful and connect them with necessary resources.

Library

The Donald R. and Barbara D. Means Library provides information resources and services that support the mission and programs of the College. Housing over 28,000 books, magazines and journals subscriptions, and audio-visual items (DVDs, Blu-rays, music CDs, and audiobooks) the library has a wide variety of resources that inform and enrich our campus community. The Means Library also has feature films, jigsaw puzzles, board games, and hosts events to enhance college student experience.

In addition to this large number of physical materials, the library offers online resources such as electronic books, digital audiobooks, and dozens of databases with full-text articles. Several specialized databases support a variety of research requirements.

The Means Library is a member of MOBIUS, a statewide library system which allows ECC students and staff to request books and physical items from over 70 libraries throughout Missouri. The items can be requested online using your MyECC login and are delivered to ECC-Union campus within three to four days and ECC-Rolla within five to seven days at no cost to the student.

The Means Library is an inviting space with casual study areas, individual study carrels and a group study room. Student computers, equipped with Microsoft Office are available for class assignments and searching the Internet. Students with their own laptops can login to ECC's wireless network, print, and plug in to numerous electronic outlets. A small number of laptops, hotspots, graphing calculators, headphones with mics and webcams are available to be checked out for use (and home use) from the Library Service Desk.

The library staff is dedicated to providing excellent customer service. The library offers research assistance in person and phone during weekdays and online chat and text during overnight and weekends. One-on-one reference appointments are available at the request of the student.

Rolla facilities offer much of the same including laptop, hotspot check-out, a small collection of print books, MOBIUS delivery and online resources with assistance available by chat, text, or phone. For more information, visit
For more information visit https://www.eastcentral.edu/library.

Lost and Found

The lost and found center will be located with the Cashier Window in Buescher Hall. Items found will be kept until the end of each semester and then discarded. The College is not responsible for lost or stolen items, including items left unattended.

Online Student Services:

Students who need assistance with their online accounts should contact the Student Service Center or the Learning Center.

Watermark (Aviso) is an online service and an app for mobile devices designed to help you stay on track to complete your college goals. At ECC, you have a team here to support you on your journey, and Watermark (Aviso) links you with your team and is a tool for communication between you and your supports.

MyECC is an online system which allows students to view their academic and financial records and manage their account. Students will receive instructions via email on how to access ***MyECC*** online services. Through MyECC, students gain access to grades, registration (with advisor approval), schedule changes, student email, degree audits, semester schedules, course information, unofficial transcripts, official transcript requests, account summaries, and online payments. Computers are available for student use at several campus locations.

ECC Email is the primary means of student communication; students are required to monitor their email on a regular basis. Information sent to this account includes updates on financial aid and billing, waitlist notification, academic progress, registration and other items of concern to students.
Learning Management System – *Canvas* is an online system used to facilitate distance learning and allow students and instructors to move beyond the physical limitations of the traditional classroom setting. Many courses are supplemented with online components which allow instructors and students to communicate regarding course resources, assignments, and expectations.

Parking [Board Policy]

Motor Vehicle Policy
Operation of motorized vehicles by the public is permitted only on college roads and parking lots. Use of all other areas is prohibited. All motor vehicle operators will be governed by college regulations, and the statutes of the City of Union and laws of the State of Missouri.

Vehicle Registration and Parking Permits

A. Employees, regardless of classification, must register all motor vehicles they park or expect to park on college property. Motor vehicles must be registered at the Business Office within 48 hours of initial employment or within 48 hours of purchase.

B. College parking permits must be displayed as directed. A student permit is not required, but all employees are required to have and display a permit. Only students or employees displaying state-issued handicapped parking permits or license plates are eligible for reserved handicapped parking.

Parking Violations

A. Employees, students or visitor owners, operators or registrants will be held responsible for any traffic or parking violations involving their vehicle.

B. Students and visitors will be held responsible for handicapped parking and fire lane violations at all times and reserved lot violations between the hours of 7:00 a.m. and 4:30 p.m. Monday through Saturday. Fines may be levied in these cases by the College or the City of Union. College fines should be paid at the Business Office cashier's window.

C. Those students who have outstanding fines at the end of the semester will be placed on a "hold" list. While the student is on this list, he/she can receive neither grades nor transcripts from the Registrar's Office and will be restricted from registering for any subsequent semesters. When the student is placed on the "hold" list, he/she will remain on it until the outstanding fines are paid.

Abandoned Vehicles

Vehicles abandoned on college grounds will be issued a college and/or city citation and will be towed at the owner's expense. The following are considered abandoned:

(1) Vehicles displaying expired license plates.

(2) Vehicles in an inoperative condition (including those with flat tires or engine problems) left on college grounds for a period exceeding 15 days. Such vehicles will be reported to the City of Union as abandoned vehicles.

Visitors

A college visitor is defined as any person other than a student or employee of ECC. Visitors are requested to comply with all college traffic regulations. A person operating a registered vehicle loaned by a relative or friend is not considered to have visitor status. Visitor parking tags may be obtained from campus security and should be displayed in order to park in spaces or areas otherwise designed for staff parking.

Photo I.D.

636-584-6588 (Student Services Center)

Students enrolled in credit classes are required to go to the Student Service Center at any ECC location to obtain a student ID. The student ID must be with the student while on campus, off campus facilities, or College sanctioned activities. Students will be required to present their student ID to use services at a variety of locations on campus, including but not limited to, the Library, Learning Center, Testing Center, and Student Services.

In order for a student to receive their ECC Student ID, they must present a current government issued photo ID, such as a Driver's License, Non-Driver's License, State ID, Driver's Permit, or Passport, to verify identity to receive a college photo ID. The first card is free, the replacement fee for a lost or stolen card in $10.

Student Organizations and Activities

Clubs and Organizations

Students are encouraged to participate in student clubs and organizations as a way to grow personally and professionally, perform community service, and become acquainted with other students and faculty. Clubs and organizations reflect current student interests and must be formally recognized by the Student Government Association. Examples of student organizations include Phi Theta Kappa Honor Society, Student Missouri State Teachers Association, Art Club, Pre-Engineering Club, and Psychology Club.

Student Organizations Policy

The establishment of and participation in student organizations, which support the mission of the College, is encouraged.

Procedures:

To be established and maintained on the East Central College campus, a student organization must meet the following requirements:

1. Have a full-time employee sponsor.
2. Complete and file a club constitution with the Campus Life & Leadership Coordinator.
3. Gain approval of the Student Government Association as a beneficial and worthy College organization.

Student organizations are governed by the constitution of the Student Government Association. Failure to function in accordance with the aforementioned mission statement or constitution will bring about loss of approval.

For more information visit https://www.eastcentral.edu/student-activities/.

Student Activities/Social Activities/Cultural Events

Activities and events such as plays, concerts, art exhibits, movie nights, guest speakers, tournaments, field trips and social gatherings are offered each semester. Campus activities and performances are often produced by students and are aimed at enriching students' social and educational experience. Most events are free to students and open to the public.

Student Government Association

The Student Government Association is the official governing organization of the student body and represents the students' views in matters involving campus improvement. Membership is comprised of club representatives and members-at-large who may become voting members with regular attendance.

Student Media

The *Cornerstone* newspaper, *CUSP magazine*, *ECC Literacy* and *Art Review*, and the accompanying website are produced by students enrolled in Media Production courses and students who are involved in the ECC Student Media Club. The course and club are open to students who are interested in writing, editing, photography, graphic design and videography.

Vending Machines

636-584-6379 (Cashier, BH Lobby)
Refunds from vending machines located throughout the Union campus may be requested from Cashier Window located in the Buescher Hall lobby on the first floor.

Victim Services (Title IX Coordinator)

Any student who feels they have been a victim of sexual harassment or misconduct are encouraged to report this situation to the Title IX Administrator:

Title IX Administrator
Vice President, Student Development
Buescher Hall, Office # 124
1964 Prairie Dell Road
Union, MO 63084
636-584-6565
stnotice@eastcentral.edu

Deputy Title IX Administrator
Director, Human Resources
Donald Shook Student Center, #005
1964 Prairie Dell Road
Union, MO 63084
636-584-6712
hrnotice@eastcentral.edu

Confidential counseling is also available at the Student Service Center in Union. Call or visit the Student Service Center, 636-584-6588.

Victim Services (Title IX Coordinator)
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Director, Human Resources
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1964 Prairie Dell Road Union
Union, MO 63084
hrnotice@eastcentral.edu

Confidential counseling is also available through our Wellness Services department. Call or visit the Wellness team at 636-584-6588 or visit Wellness Services for more information. Services available at both the Union and Rolla campuses.

Wellness Services

"Wellness Services" promotes student well-being by supporting non-academic needs, empowering students to thrive personally and succeed academically." In other words, we're here to help with the personal stuff – so you can focus on you education and thrive at ECC!

Wellness Services includes **Access (disability) Services**, **Student Wellness**, and **Care Team**.

Access Services

East Central College empowers students with disabilities by ensuring equal access and opportunities for academic success, removing institutional and educational barriers to full participation, and promoting an inclusive and supportive learning environment for all. This mission is fulfilled by providing logical, reasonable, and necessary accommodations for students in the classroom and across campus. Students with a diagnosed disability, which include but are not limited to visual, hearing, psychiatric, physical, and learning disability. Up to date and professional documentation about a disability must be provided to the Access Office and must show how the disability substantially limits one or more major life activities before accommodations can be received.

Students can apply for Access Services and schedule an Intake Appointment with an Access Coordinator to discuss options for academic accommodations. More information can be found here.

Student Wellness

provides services related to student mental health and well-being.

Counseling Services provides confidential brief, solution-focused counseling services to current ECC students free of charge. Counseling Services are provided by licensed mental health professionals employed by ECC and telehealth partners. Services can be provided in-person on campus and virtually. Counseling Services are in the Student Services Suite in Buescher Hall on Union-Main Campus and on the Rolla Main Campus. Students can schedule online or call 636-584-6588 (Union) or 573-466-4081 (Rolla).

The Wellness Navigator connects students to on-campus and community resources and acts as a case manager for students who need ongoing support to set and achieve their goals. Students can schedule an appointment online or call 636-584-6632.

The Falcon Resource Center (FRC) is a campus resource center on the 2nd floor of Shook Center dedicated to supporting current ECC students. The FRC is home to the ECC food pantry and clothing closet. The FRC is open multiple times a week for students to walk in and does not require an appointment. For students who cannot make it to Drop-In hours, students can complete an *Online Food Pantry Request*, and the Wellness Navigator will arrange a time for a delivery or pick-up. The Wellness Office and drop-in counseling office is located on the 3rd floor of the Shook Building.

Drop-In hours are held on the Rolla campus. Online Food Pantry Requests for Rolla can be submitted any time. FRC Operating Hours are posted on the webpage, on flyers around campus, and are sent to students email on a regular basis.

ECC Care Team

Responsible for assessing and responding to students who could benefit from academic, emotional, and/or psychological support, as well as those presenting risk to the health or safety of themselves or the College community. Students can refer themselves, another student they are concerned about, or be referred to the Care Team by a faculty or staff member who are concerned about the student. The Care Team reaches out to a student who was referred to offer support and connect students to needed resources to help students be successful in their academic efforts. Care Team Referrals can be submitted online on the ECC Cares page.

Equal Opportunity is the LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or,
- against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I - financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity; or
- making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Danielle Smith, State Equal Opportunity Officer
Missouri Department of Higher Education and Workforce Development - Office of Workforce Development
301 W. High Street
PO Box 1087
Jefferson City, MO 65102
danielle.smith@dhewd.mo.gov
Phone: (573) 751-2428 | Fax: (573) 751-4088
Missouri Relay Services at 711

The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Sub-State Agency/Local Equal Opportunity Officer:

Name: _____

Address: _____

Telephone: _____

To learn more about filing a claim, visit
jobs.mo.gov/equalopportunity

jobs.mo.gov
A proud partner of the americanjobcenter network

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

DWD-102 (10-2019)

La Igualdad = De Oportunidad es la LEY

La ley prohíbe que este beneficiario de asistencia financiera federal discrimine por los siguientes motivos: contra cualquier individuo en los Estados Unidos por su raza, color, religión, sexo (incluyendo el embarazo, el parto y las condiciones médicas relacionadas, y los estereotipos sexuales, el estatus transgénero y la identidad de género), origen nacional (incluyendo el dominio limitado del inglés), edad, discapacidad, afiliación o creencia política, o contra cualquier beneficiario, solicitante de trabajo o participante en programas de capacitación que reciben apoyo financiero bajo el Título I de la ley de Inversión y Oportunidad en la Fuerza Laboral (WIOA, por sus siglas en inglés), debido a su ciudadanía, o por su participación en un programa o actividad que recibe asistencia financiera bajo el Título I de WIOA.

El beneficiario no deberá discriminar en los siguientes áreas: decidiendo quién será permitido departicipar, o tendrá acceso a cualquier programa o actividad que recibe apoyo financiero bajo el Título I de WIOA; proporcionando oportunidades en, o tratar a cualquier persona con respecto a un programa o actividad semejante; o tomar decisiones de empleo en la administración de, o en conexión a un programa o actividad semejante.

Los beneficiarios de asistencia financiera federal deben tomar medidas razonables para garantizar que las comunicaciones con las personas con discapacidades sean tan efectivas como las comunicaciones con los demás. Esto significa que, a petición y sin costo alguno para el individuo, los recipientes están obligados a proporcionar ayuda auxiliar y servicios para individuos con discapacidades calificados.

QUE DEBE HACER SI CREE QUE HA SIDO DISCRIMINADO

Si usted piensa que ha sido discriminado en un programa o actividad que recibe apoyo financiero bajo el Título I de WIOA, usted puede presentar una queja no más de 180 días después de la fecha en que ocurrió la presunta violación, ya sea con: El oficial de igualdad de oportunidad del recipiente (o la persona que el recipiente haya designado para este propósito);

Danielle Smith, State Equal Opportunity Officer
Department of Education and Workforce Development - Office of Workforce Development
301 West High Street
P.O. Box 1087
Jefferson City, MO 65102
danielle.smith@dhewd.mo.gov
Teléfono: (573) 751-2428 I Fax: (573) 751-4088
Relay Missouri: 711

o:

Director, Civil Rights Center (CRC), U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210
o electrónicamente como indica el sitio web del CRC www.dol.gov/crc

Si usted presenta una queja con el recipiente, usted debe esperar hasta que el recipiente emita una decisión final escrita o que pasen por lo menos 90 días (lo que ocurra primero), antes de presentar una queja con el Centro de Derechos Civiles (CRC, por sus siglas en inglés) a la dirección mencionadam previamente. Si el beneficiario no le entrega una decisión final escrita dentro de 90 días después de la fecha en que presento su queja, usted puede presentar su queja con el CRC antes que reciba la decisión final. Sin embargo, es necesario presentar su queja con el CRC dentro de 30 días después de la fecha límite de 90 días (en otras palabras, dentro de 120 días después de la fecha en presento la queja con el recipiente). Si el recipiente emite una decisión final escrita, pero usted no está satisfecho con él resultado o resolución, usted puede presentar una queja con el CRC. Usted debe presentar su queja con el CRC dentro de 30 días después que reciba la decisión final escrita.

Agencia de Sub-Estado/Oficial de Oportunidades Igualitarias

Nombre: _____

Dirreción: _____

Teléfono: _____

Para más información sobre cómo presentar una reclamación, visite
jobs.mo.gov/equalopportunity

Programa de Empleadores que Brindan Oportunidades Igualitarias

Se ofrece apoyo y servicios auxiliares a las personas con discapacidades que lo soliciten.

DWD-102-S (10-2019)