



Student Handbook 2012-2013

Mission, Vision and Purpose

ECC Vision Statement

East Central College will connect its community to its future.

ECC Mission Statement

East Central College will provide an environment for lifelong learning.

ECC Purpose Statements

East Central College, in fulfilling its mission, will:

- Provide associate degree programs and coursework to prepare students for transfer to baccalaureate institutions.
- Provide associate degree and certificate programs to prepare students with requisite career skills to enter the work force.
- Prepare students in core academic areas for success in college level studies.
- Surround its academic programs with student development opportunities and learning support.
- Be a center of cultural activities, providing enrichment to the community.
- Enhance student learning through student activities, service learning and community activities.
- Be accessible to all students.
- Provide business and industry training in support of regional economic development.
- Offer continuing education and personal enrichment opportunity to the community.

Common Learning Objectives

The following common learning objectives will be achieved by all students who complete a cohesive program of study at East Central College:

Communication
Creative/Critical Thinking
Ethics and Social Responsibility

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status. Inquiries related to employment practices may be directed to Wendy Hartman, Human Resources Director, 005 Classroom Building MP, telephone number 636-584-6712 or hrnotice@eastcentral.edu.

Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Ina Hays, Vice President of Student Development, 131 Buescher Hall, 636-584-6565 or stnotice@eastcentral.edu. Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084.

Handbook information is subject to change without notice.

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POLICIES AND PROCEDURES

Academic Calendar

East Central College operates under an official academic calendar (See Appendix A.) which is also available on the College's website. The official calendar includes semester start and end dates, tuition and fees due 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 Honor Code

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

Introduction

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 specific course or instructor 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 in this handbook.

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.

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 students' 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

- A. Students who violate the Academic Honor Code will be confronted 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 meet with the student, discuss the misconduct and review the Academic Honor Code and Disciplinary Procedures. 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 (CAO). The faculty member will determine how the violation will affect the student's grade.
- B. In the event that 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. The faculty member will determine how the violation will affect the student's grade. The student's file and disciplinary list will be maintained by the CSAO.
- C. If the Student violates the Academic Honor Code a third time, they will be subject to sanctions up to disciplinary suspension or expulsion.

Academic Honors/Phi Theta Kappa Honor Society (BP 3.10)***President's List***

East Central College recognizes students who have demonstrated exemplary academic achievement. Upon completion of at least 12 semester credit hours with a semester grade point average of 3.85 or greater, students will be acknowledged by placement on the President's List.

Vice President's List

East Central College also recognizes students who have demonstrated superior academic achievement. Upon completion of at least 12 semester credit hours with a semester grade point between 3.50 and 3.84, students will be acknowledged by placement on the Vice President's List.

Graduation with Honors

Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Fine Arts or Associate of Applied Science degree graduates may earn the designation of "Highest Honors" or "Honors" in recognition of exemplary or superior academic achievement.

- Highest Honors: Students who achieve a cumulative grade point average of 3.85 or greater will be recognized by Highest Honors distinction upon graduation.
- Honors: Students who achieve a cumulative grade point average of at least 3.50 but less than 3.85 will be recognized by Honors 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

Upon enrollment at East Central College, students are expected to make progress towards graduation. The College defines minimal academic progress based on the following grade point averages:

- Completion of 12-23 semester credit hours of coursework = 1.80
- Completion of 24 or more semester credit hours of coursework = 2.00

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 the Vice President of Student Development and are encouraged to participate in academic counseling. 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.

A student appeal of an academic suspension requires Students on suspension are notified by mail by the Vice President of Student Develop with instructions on how a student may appeal.

Upon completion of the semester of suspension, a student may apply for readmission to the College.

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

Attendance Policy/Medical Absence Procedure

Attendance Policy

Because East Central College believes that learning is an interactive process, students are expected to attend classes regularly. Instructors distribute written class attendance policies at the beginning of each new class. Faculty or administrators at East Central College may administratively withdraw a student from a class if a student violates the expressed, written attendance policy as stated in the course syllabus for the class. Faculty will submit the appropriate paperwork to the Registrar, and the student will be notified in a timely fashion. Such withdrawal will result in a grade of (WX) through the 12th week. After the 12th week, the grade will be assigned at the discretion of the instructor.

For students with frequent absences, a faculty member may elect to use the Student Excessive Absence report, but the faculty member is not required to report any student for excessive absence prior to the use of the Administrative Withdrawal.

Any student who feels that the administrative withdrawal was executed unfairly or inaccurately can appeal the withdrawal within 10 calendar days of notification. Students must submit a written statement of the appeal to the College's Chief Academic Officer (Vice President of Instruction).

Medical Absence Procedure

Students who are absent due to a medical condition or hospitalization are advised to speak to an academic advisor or counselor to discuss academic and personal safety issues. Depending on the circumstances, the student may be asked to provide documentation from a physician before returning to campus.

Cell Phone Use

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

Change of Student Records

636-584-6588

Students should report any change in name, address, phone number, emergency contact information or enrollment status to the Student Service Center as soon as possible.

Children on Campus (BP 2.15)

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 circumstance 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 and communicated internally.

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 (BP 3.9) (effective January 2013)

A student enrolled at East Central College may repeat a course one time, if either the student received a grade of D, F, or W, or the course content and/or credit hour value changed significantly since the original enrollment. If a student needs to repeat a course an additional time or under other circumstance, the student must receive written permission from an appropriate college official. 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 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.
- B. Students needing written permission to repeat a course as detailed in the policy can find more information from the Registrar's Office or from an academic advisor.

Degree Audit/Program Evaluation

A degree audit summarizes a student's progress toward degree or certificate completion. To print a degree audit, students may visit eCentral online registration and select "program evaluation." User name and password are required. A student's program advisor will also assist with degree audits.

Drug-Free College Policy

East Central College complies with the Drug-Free Schools and Communities Act of 1989, Public Law 101-226 to provide a drug-free, healthful, safe learning and working environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance or alcoholic beverages on college premises or off-campus sites (including College vehicles and any private vehicles parked on College premises or off-campus sites), or College sponsored functions is absolutely prohibited. An imitation controlled substance is a substance which, by appearance (including color, shape, size and markings), or by representations made, would lead a reasonable person to believe that a substance is a control substance.

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

Students needing help in dealing with such problems are encouraged to use the College's counseling services for referral assistance for treatment centers. Student violations are subject to ECC procedures as outlined in the Student Discipline Policy.

Facilities Use Policy

636-584-6735

East Central College welcomes community use of the College facilities and resources although priority of access to all College facilities and resources will be given to East Central College students, employees and alumni.

Students taking courses at other locations are subject to the rules and regulations of the facility.

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. The FAFSA form may be obtained from high school counselors or the Financial Aid Office. However, students will get faster results by applying online at www.fafsa.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 high school transcript or GED certificate to the Registrar.

Financial Aid Deadlines

March 15 ECC Scholarship Application, Priority Deadline for Fall

Students must complete the FAFSA application and submit an ECC Scholarship Application by this deadline to be given first consideration for a scholarship award. High school seniors must also arrange to have a seventh semester transcript sent from their high school by this deadline.

April 1 Missouri State Aid Grant Deadline

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

July 1 Fall Financial Aid Priority Deadline

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 in the Academic Calendar.

December 1 Spring Financial Aid Priority Deadline

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 in the Academic Calendar.

May 1 Summer Financial Aid Priority Deadline

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 in the Academic Calendar.

Financial Aid Benefit 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 April 1.

Loans

Several types of loans are available at East Central College. Loans must be repaid by the student (emergency, subsidized, unsubsidized) or parent (PLUS loans).

Short-Term ECC Emergency Loans

Short-term emergency loans are awarded on a limited basis to students who will be receiving financial aid at a later date in the semester.

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.studentloans.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.

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.studentloans.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.

PLUS (Parent) Loans

PLUS Loans are available to provide parents of dependent students a way to finance the student's education beyond high school. A parent may borrow up to the cost of education minus other financial aid resources the student may receive. Information on current interest rates and other details regarding this loan program can be found at www.studentloans.gov. Repayment on a PLUS Loan begins 60 days after the loan is disbursed.

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. The scholarship programs and their eligibility requirements are listed in the Financial Aid & Scholarship Guide available from the Student Service Center. Students are urged to apply for scholarships by the March 15 priority deadline to be considered for the following school year.

Visit the East Central College website to view Institutional and East Central College Foundation Scholarships at www.eastcentral.edu or inquire at the Student Service Center.

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 fees assessed to all students. Prior to receiving this benefit, students must:

- C. file the Free Application for Federal Student Aid (FAFSA) and submit all required documents,
- D. submit a signed A+ information form to the Financial Aid Office, and
- E. 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. 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 paperwork prior to employment. Students must maintain satisfactory grades while working on campus for continued eligibility. Students may work up to 19 3/4 hours per week while attending college. The job and the student's financial need will determine the number of hours of work assigned. Contact the Financial Aid Office for more information or apply for jobs in the Human Resources Office.

Veterans Benefits

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. 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 www.gibill.va.gov. Students receiving veterans' benefits are eligible to apply for other financial aid programs.

Missouri Returning Heroes' Education Act

Information on the Missouri Returning Heroes Act can be found at the following links: [Senate Bill 830](#) and [MRHA Q & A](#).

Maintaining Financial Aid 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 Financial Aid Office in regard to 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 Financial Aid 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 Financial Aid 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 will be 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" in order to receive federal and state financial aid. The policy of East Central College, in accordance with Title IV federal regulations, requires:

- Successful completion of at least 12 semester hours of coursework with a grade point average of 1.80.
- Successful completion of at least 24 semester hours of coursework with a grade point average of 2.00.
- Successful completion of 67% of all coursework attempted.
- Successful completion of a specified program of study within 150% of time allowed to earn a degree.

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

Additional information is available in the Student Service Center or the college website: www.eastcentral.edu under Financial Aid – Academic Progress.

Financial Aid Warning or Suspension

Students who do not meet the "minimum standards for academic progress" will be placed on financial aid warning for one semester. During this warning period, students may continue to receive aid. Failure to meet the policy standards after the warning semester will result in financial aid suspension and loss of financial aid.

In certain situations, students may appeal their suspension by writing a letter of appeal to the Director of Financial Aid. 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 and to the U.S. Department of Education. For a full description of this policy please visit the Financial Aid Office or college website <http://www.eastcentral.edu> Financial Aid – Academic Progress.

60% Attendance Date:	Summer 2012	July 5, 2012.
60% Attendance Date:	Fall 2012	October 26, 2012
60% Attendance Date:	Spring 2013	April 1, 2013
60% Attendance Date:	Summer 2013	July 8, 2013
60% Attendance Date:	Fall 2013	October 25, 2013

Foundation Seminar/Campus Orientation

Foundation Seminar, a freshman studies course, is a one credit hour course, with a two credit hour option, 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 and creative/critical thinking. Attendance at Campus Orientation is a required element of this course.

Campus 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 (BP 3.6)

Grading System

The faculty at East Central College have sole responsibility for assignment of grades to students, based upon student academic performance and other criteria as described in the official course syllabus provided to each student. These criteria have been developed by the faculty and are approved by the academic administration of the College.

Grade Descriptions

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

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

At the end of each academic semester, faculty are required to submit final course grades online through eCentral and file a record of the grade and the criteria used to arrive at the official grade with the appropriate instructional division. Grades are available to students via eCentral 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, faculty may report mid-semester student progress. At that time, in addition to the mid-semester grade options of D and F, the following may be reported:

U Unsatisfactory Progress

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

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.

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 withdraw or be administratively withdrawn from the class and a grade of (W) 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.

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 and will receive a grade of "W". The 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 withdrawn from a class administratively by the instructor or campus official due to excessive absence or other reason and will receive a grade of "WX".

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

Pass (P)

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. 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 Credit (NC)

An option only for students enrolled in dual technical credit courses, the (NC) grade demonstrates that the student has not achieved the minimum standard to receive credit.

Grade Point Average

Grade point average is determined using the following steps:

1. Exclude for purposes of computation all grades of W, WX, P, I and H
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.

Grade Forgiveness Policy

Students at East Central College may petition for forgiveness; application is limited to grades of (D) or (F) earned in coursework in a single semester.

Grades will remain on the transcript but will be forgiven for purposes of grade point average computation and will be denoted accordingly. This policy applies only to coursework taken at East Central College. 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.

Criteria and Guidelines for Grade Forgiveness

- A. Policy limits grade forgiveness to a single semester of coursework.
- B. Application of the Grade Forgiveness Policy is limited to students who have not attended East Central College for a minimum of two consecutive semesters (excluding summer) OR who have changed major. Students who wish to maintain continuous enrollment may seek relief under the Course Repeat Policy.
- C. Forgiveness may be invoked only once.
- D. Upon receipt of a degree from East Central College, a student is no longer eligible for application of Grade Forgiveness.
- E. Use of the Forgiveness Policy does not preclude a student from use of the college's Course Repeat Policy for coursework taken during other semesters.
- F. Policy applies only to coursework taken at East Central College.
- G. Forgiven coursework and grades will remain on the student's official transcript (with proper annotation) but will not count toward any program/graduation requirement or be computed in any grade point average.

Procedure

- A. Students interested in applying for Grade Forgiveness must obtain and complete the Academic Forgiveness Petition available in Student Services. The petition must be approved by the Vice President of Instruction or the Vice President of Student Development.
- B. Previous academic action will not retroactively be altered by grade forgiveness once granted. Academic status will not retroactively be changed, removed or deleted nor will any honors retroactively apply.
- C. All grades remain on the student's official transcript; any application of the Grade Forgiveness Policy will be duly noted.
- D. Transfer schools may or may not recognize the East Central College Grade Forgiveness Policy.
- E. Such grade forgiveness will not retroactively impact student's status with respect to any financial aid program or other student assistance program.

Graduation Requirements

636-584-6553

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. Students who receive an Associate of Arts in Teaching (AAT) must achieve a minimum cumulative grade point average of 2.50 on all college level credit earned. Respiratory Care students must receive a grade of 80% or better in the articulated RTC course work.
- Complete at least 15 of the student’s last 30 semester hours of college level credit in residence at East Central College.
- Complete an exit examination as specified by the College for the degree or certificate to be 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.
- Request from the Registrar or obtain from the college website an Application for Graduation, complete and sign the application and obtain an advisor’s signature. The application should be submitted to the Registrar’s Office in a timely fashion according to following deadlines:

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.

Students who maintain a 3.50 cumulative GPA and are active in at least two clubs or organizations may be eligible for Who’s Who Among American College & University students. Summer graduates who wish to be considered for Who’s Who must meet the February 15 graduation application deadline. See “Academic Honor Code” for information on graduating with honors.

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.

Identify Verification

Students submit the Application for Admission online and certify that the information provided is complete and accurate. When a student registers for classes their first semester, they must do so in person, with a signature. The student must also provide a driver’s license or other state-issued photo ID to verify their identity and receive a college photo ID. The ID is required for all college-related business.

Information Technology Usage Policy

Use of the technology resources (computers, networks, telephones, etc.) of East Central College (the “College”) is restricted to purposes related the College’s mission of education and public services within the context and traditions of academic freedom. Access to the College’s technology resources is a privilege, not a right, granted to the College’s faculty, staff and students in support of their studies, instruction, academic and student life, College responsibilities, official business of the College, and other College-sanctioned activities. Individuals outside of the College may be granted access to the College’s technology resources only with the express, prior 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. At a minimum, authorized users are expected and required to comply with the Rules of Use contained within this policy and with all technology resources limited, suspended or revoked, may be subject to prosecution under federal, state and local law.

Rules of Use:

1. No one will use any of the College's technology resources without proper authorization, nor will anyone assist in, encourage, or conceal from the college any unauthorized use or attempt at unauthorized use of any of the College's technology resources.
 - Each user will take steps to ensure the confidentiality of his or her password or user ID and to protect his or her files, data, printouts and electronic mail from unauthorized users.
 - No one will give any password or user ID for any of the college's technology resources to any unauthorized person.
 - No one will obtain, possess, use or attempt to use anyone else's password or user ID, regardless of how the password or ID was obtained.
 - Any user who determines that someone has made an unauthorized use of his or her account, password, or user ID, will report that breach of security to the College's Director of Information Technology.
2. No one will use the College's technology resources for illegal, commercial or profit-making purposes.
3. No one will use any of the College's technology resources to attempt an unauthorized use, or to interfere with anyone else's legitimate use, of any computer or network facility anywhere.
 - No one will attempt to obtain system privileges to which he or she is not entitled.
 - No one will access or attempt to access anyone else's account, system, files or data without proper authorization.
 - No one will use the College's technology resources to engage in any form of academic dishonesty, such as plagiarism or cheating.
 - No one will use the College's technology resources in ways that unnecessarily impede or disrupt the computing activities of others.
 - No one will attempt to prevent others from accessing services.
 - No one will participate in any scheme to deliberately flood a computer with excessive amounts of electronic mail ("mail bombing").
4. No one will attempt to endanger or breach the security or operation of any of the College's technology resources.
 - No one will run nor distribute a program on any of the College's technology resources, unless the user is confident that the program will not harm or endanger the system.
5. No one will knowingly create, install or distribute a computer virus or any other type of destructive program on any of the College's technology resources, or otherwise damage or destroy any equipment, software or data belonging to the College or any other user.

6. No one, without proper authorization, will modify or reconfigure the software or hardware of any of the College's technology resources.
7. No one will use any of the College's technology resources in a manner that violates the privacy of other users.
 - No one, without proper authorization, will access, read, copy, alter or delete any other person's computer, files, electronic mail, or account information.
 - No one will attempt to intercept or otherwise monitor any network communications not explicitly meant for them.
 - No one will create, install or distribute any program that is designed to trick or deceive users into revealing confidential information about themselves.
8. No one will use any of the College's technology resources to access or transmit images, messages, communications or other materials that can be deemed to be obscene, threatening, harassing, annoying, defamatory, fraudulent or unlawful.
 - No one will use the College's technology resources to access, download or send material that is damaging to the College, including but not limited to obscene or sexually explicit material.
 - No one will transmit on any of the college's technology resources electronic mail or messages that may be deemed to contain profanity or obscenity.
 - Anyone who has received, in his or her opinion, a threatening, obscene, harassing, annoying, defamatory, fraudulent, unlawful or unwanted message, communication or other material will report that to the College's Director of Information Technology.
9. No one will misrepresent his or her identity or his or her relationship to the college when obtaining computing or network privileges, or when using any of the College's technology resources or in any electronic communication with anyone else.
 - No one will falsely attribute or forge the origin of electronic mail, messages or postings.
10. No one will install, copy or otherwise use any software or data in violation of applicable copyrights or license agreements.
 - No one will make nor distribute unauthorized copies of software or data contained in the college's technology resources, nor will anyone install or use unauthorized or pirated software on any of the College's technology resources.
11. Users of the College's resources will only communicate or distribute electronic mail to clearly identified groups of interested individuals who may reasonably be expected to want to receive the transmission, and will not engage in the mass broadcasting of electronic mail nor the distribution of chain letters (messages asking the recipient to distribute further copies).
 - No one will send electronic mail to unwilling recipients, nor participate in the distribution of unsolicited commercial advertising ("spam") through electronic mass mailings.
12. No one will post any documents or pages on the College's website that do not comply with these rules or have not been approved by the college's Web Committee or the Director of Information Technology.

The rules set forth above are intended to help authorized users use the College's technology resources responsibly and in compliance with the applicable laws. The rules are not intended to be exhaustive, and the College specifically reserves for itself the right to add to and modify these rules within its discretion. The College also specifically reserves the right to enforce its interpretation of these rules, as well as the right to discipline a user or limit, suspend or revoke a user's ability to use the College's technology resources if the College, in its opinion, believes that the user has misused or abused those resources, even though the user's

particular conduct may not be specifically listed in the rules above. All users of the College's technology resources are responsible for being aware of and complying with this policy, as well as with all of the College's other pertinent policies and procedures.

If a user suspects any violation of the above rules, the user should notify the college's Director of Information Technology. Users of the College's technology resources are expected to cooperate with the Director of Information Technology in the operation of these resources and the investigation of any misuse or abuse.

In order to ensure the integrity of the College's technology resources and compliance with the rules set forth above, the College specifically reserves for itself the right to monitor, inspect and review any and all systems, files, data, mail, communications and other transmissions created, compiled, accessed, stored, or sent on any of the College's technology resources. Furthermore, in order to ensure the integrity of the College's technology resources, the College specifically reserves the right to immediately suspend, without any advance notice, the network and computing privileges of any user who is alleged to have misused or abused any of the College's technology resources. The College, in addition, reserves the right to discard incoming mass mailings that involve unsolicited commercial advertising ("spam") without notifying the sender or recipient, as well as the right to block all Internet communication from sites that are involved in extensive mass mailings or other disruptive practices or which contain sexually explicit content or other content that is, in the opinion of the College, inconsistent with its mission.

Although the College allows its students, faculty and staff to post pages and messages on its website, the College considers its website to be an official publication of the College and, therefore, reserves for itself the right to actively monitor, modify and remove pages and messages from its website. The College's Web Committee has overall responsibility for all pages maintained on the college's website. The content of any pages or messages posted on the College's website must meet with the approval of the Web Committee and must conform to the rules set forth above and all other applicable rules and policies of the College.

Although the College seeks to provide users with a stable and reliable computer network, the College cannot guarantee against a loss of data, files and/or software as a result of system crashes, network outages, power outages or similar interruptions in service. Accordingly, the College disclaims any liability for loss of data, damages, service interruptions or failure to deliver services. The College also disclaims any responsibility and/or guarantees for data, information and materials contained in systems or sites not developed by the College, such as those obtained through the Internet.

Any questions regarding this policy and its corresponding rules should be directed to the College's Director of Information Technology.

Review of this policy will be regular and consistent with the development of technology.

International Students, Maintaining Student Status

636-584-6577

Students who are not citizens or permanent residents of the United States must contact the International Student Advisor in the Student Service Center each semester to maintain their F1 Visa status. See Catalog for International Student Admission Procedures.

Military Duty

636-584-6566

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.

Parents are welcome to attend Campus Orientation prior to their student's first semester. Special parent sessions are offered to provide tips and recommendations to help their son or daughter get the most out of their college experience.

Prerequisites, Corequisites 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.

Corequisite

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.

New students will be given a free **print card** for 200 print pages when they complete Orientation. Returning students may pick up a similar card from the Learning Center/Library early in the semester. Student ID will be required.

Additional student printing requires the purchase of a print card from one of the following locations at a cost of \$.05 per page, in 20 or 100 page increments. If the card is lost or stolen, the student will be expected to purchase a new card.

- Cashier, 8 am – 6 pm, Monday – Thursday and 8 am – 4:30 pm Fridays
- Bookstore, 8 am – 6 pm, Monday – Thursday and 8 am – 2 pm Fridays
- Learning Center/Library, 7:30 – 8 am and 6 – 7:30 pm Monday – Thursday and 7:30 – 8 am Fridays

Students who take classes at ECC-Rolla, ECC-Sullivan, ECC-Washington and ECC-Warrenton should contact the staff on site for more information on printing procedures.

Community members who are sixteen 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 a print card as indicated 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 defines directory information as: student's name, address, telephone listing, electronic mail address, photographic view or electronic images, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (full-time or part time), participation in officially recognized activities or sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Students have the right to prohibit the release of their own directory information by notifying the Registrar in writing. Students should consider carefully 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.

Registration/Waitlist Process

After completing the admission application process and appropriate placement testing,

All NEW students:

1. Must check in with a Student Services representative to make an appointment or meet with an advisor to register for first semester classes.
2. Must complete the Declaration of Academic Program form.
3. Should bring the following documents when meeting with their advisor: previous college credit transcripts and placement test scores.

All RETURNING Students:

1. Must meet with their assigned faculty advisor.**

2. Should bring the following documents when meeting with their advisor: degree plan (obtained from ECC website), transcript, current class schedule, and program evaluation (last three items may be obtained from eCentral).

Early Registration (Begins the first day of registration and ends the day before fees are due)

1. To enroll, students ~~enrolling~~ must have an advisor approve their class schedule. Registration may be done online or in person. New students must first complete the Admissions process, including freshman assessment testing – as required.
2. Adding a class
 - a. Open classes may be added online or in person, with advisor approval.
 - b. Closed classes may be added with advisor and Vice President of Instruction (or Director of the Rolla Campus) approval.
3. Dropping a class may be done online or in person, with advisor approval.
4. Withdrawing from all classes requires completion of the *Request to Withdraw from All Classes* form. This form is available at the Student Service Center and online at http://www.eastcentral.edu/common/assets/complete_withdrawal.pdf. Signatures from Financial Aid, a General Advisor, and the Cashier are required before submitting the form to the Student Service Center.
5. Waitlisting a class is possible when all sections of a course are full. If a waitlist is available, students may join the course waitlist online, with advisor approval. If an opening occurs in the course, the student is notified via student email and given 24 hours to respond. The student email account must be activated in order to receive the notification.

Registration (Begins the day fees are due and ends when the class begins)

RETURNING Students:

If a student enrolls when faculty are on campus during final exams week or pre-semester week, they are encouraged to meet with their assigned advisor.

1. Students enrolling must have an advisor approve their class schedule. Registration may be done online or in person. New students must first complete the Admissions process, including freshman assessment testing – as required.
2. Adding a class
 - a. Open classes may be added online or in person, with advisor approval.
 - b. Closed classes may be added with advisor and Vice President of Instruction (or Director of the Rolla Campus) approval.
3. Dropping a class may be done online (before the semester begins) or in person, with advisor approval. For each class dropped, a \$5 drop fee will be charged.
4. Withdrawing from all classes requires completion of the *Request to Withdraw from All Classes* form. This form is available at the Student Service Center and online at http://www.eastcentral.edu/common/assets/complete_withdrawal.pdf. Signatures from Financial Aid, a General Advisor, and the Cashier are required before submitting the form to the Student Service Center. For each class dropped, a \$5 drop fee will be charged.
5. Waitlisting a class is possible when all sections of a course are full. If a waitlist is available, students may join the course waitlist online, with advisor approval. If an

opening occurs in the course, the student is notified via student email and given 24 hours to respond. The student email account must be activated in order to receive the notification.

Late Registration (Begins with the first class session and runs through the end of the first week of a standard course offering*, or the prorated time* for shorter courses)

1. To enroll, students ~~enrolling~~ 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 freshman assessment testing – as required.
 2. Adding a class
 - a. Open classes may be added in person, with instructor and advisor signatures.
 - b. Closed classes - Students may request the instructor's signature and a written recommendation from their advisor which they submit to the Vice President of Instruction (or Director of the Rolla Campus) for approval.
 3. Dropping a class may be done in person, with advisor approval. For each class dropped, a \$5 drop fee will be charged.
 4. Withdrawing from all classes requires completion of the *Request to Withdraw from All Classes* form. This form is available at the Student Service Center and online at http://www.eastcentral.edu/common/assets/complete_withdrawal.pdf. Signatures from Financial Aid, a General Advisor, and the Cashier are required before submitting the form to the Student Service Center. For each class dropped, a \$5 drop fee will be charged.
-

After Late Registration (Begins after the first week of a standard course offering*, or the prorated time* for shorter courses)

1. To enroll, students must obtain permission from the Vice President of Student Development. All steps outlined in Late Registration process will apply.
2. Adding a class
 - a. Open classes may be added in person, with instructor and advisor signatures.
 - b. Closed classes – Student may request the instructor's signature and a written recommendation from their advisor which they submit to the Vice President of Instruction (or Director of Rolla Campus) for approval.
3. Dropping a class may be done in person, with advisor approval. For each class dropped, a \$5 drop fee will be charged. After the official withdrawal deadline*, instructor signatures and the last date of attendance are also required.
4. Withdrawing from all classes requires completion of the *Request to Withdraw from All Classes* form. This form is available at the Student Services Center and online at http://www.eastcentral.edu/common/assets/complete_withdrawal.pdf. Signatures from Financial Aid, a General Advisor, and the Cashier are required before submitting the form to the Student Service Center. For each class dropped, a \$5 drop fee will be charged. After the official withdrawal deadline*, instructor signatures and the last date of attendance are also required for each course.

***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** normally occurs when the semester is 75% complete. In a 16 week semester, the withdrawal deadline occurs after week 12. In an 8 week semester, the withdrawal deadline occurs after week 6.
-

****Advisement During Semester Breaks**

The Advising & Counseling Department will serve new and returning students during all semester breaks when faculty advisors are not on campus. Students will be advised to follow up with their assigned faculty advisor. If a student enrolls when faculty are on campus during final exams week or pre-semester week, they are encouraged to meet with their assigned advisor.

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, Rolla, Sullivan or Washington.

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

Residency Status Policy (BP 3.4)

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 determinations of status and state guidelines. A copy of such guidelines may be found in the Office of the Registrar.

Residency Change Process

636-584-6551

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 Registrar at 636-584-6551.

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 <http://www.eastcentral.edu/current/acadresources/registration/> 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

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 operator by dialing "0." Students and employees should immediately report all crimes to the local police as well as a campus employee, such as a faculty member, counselor, vice president or other available administrator. Campus security guards support the local authorities but are not trained police officers. The City of Union operates a police substation on the Union campus.

An official incident report should be filed with the Vice President of Student Development within 24 hours. The individual's right to privacy will be respected.

Resources

Counseling services and referrals are available through the Counseling Department on the Union campus.

To obtain information on registered sex offenders, students should visit the Missouri State Highway Patrol's website: <http://www.mshp.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 Ina Hays, Vice President for Student Development, 131 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 at http://www.eastcentral.edu/general/student_consumer_info.php. Scroll down to and click on Campus Security Policies, Crime Statistics and Crime Log. A paper copy of the report can be obtained from ECC's Office of Institutional Research, Assessment and Planning.

Criminal Offenses/Hate Crimes 2008-2010 - All Campuses

	2008	2009	2010
Criminal Offense/Hate Crimes	0	0	0
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	1(1)	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0

(1) 2008 aggravated assault occurred at the Four Rivers Career Center

Arrests 2008-2010 - All Campuses

	2008	2009	2010
Arrests	0	0	0
Illegal Weapons Possession	0	0	1
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Sexual Harassment (BP 5.5)

All employees and students of East Central College are to be treated fairly and equally. Sexual harassment is inconsistent with this environment and will not be tolerated.

Definition

- A. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other communication or physical conduct of a sexual nature that takes place under any of the following conditions:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's status as a student.
 2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting individual's employment or student status.
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive environment.
- B. Sexual harassment may consist of a variety of behaviors directed to employees or students, including but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

Other behaviors which may be experienced as intimidating or offensive, particularly when repeated or when one person has authority over another, include:

1. Sexually-oriented jokes, kidding, or stories;
2. Veiled suggestions of sexual activity; display of pictures, posters, or other sexually suggestive, demeaning, or pornographic material; and/or
3. Touching, patting, pinching, or hugging.

Employee's Obligation

Accountability for compliance with this policy shall be the responsibility of all employees.

Prohibited Practices

While it is not the intent of the College to regulate employees' social interactions or relationships freely entered into, the College will not tolerate any behavior or communication or physical contact, by any employee or student, which constitutes sexual harassment of another employee or student.

Complaint Process

Students who feel they have been victims of sexual harassment are encouraged to resolve the situation by first using the informal procedure.

A. Informal Procedure

1. Clearly say "no" to the person whose behavior is unwelcome;
2. Communicate verbally or in writing with the person whose behavior is unwelcome, describing the incident(s) factually, describing feelings or consequences of the incident(s), and requesting that the unwelcome behavior stop immediately; and/or
3. Speak with the appropriate supervisor who may speak with the person whose behavior is unwelcome.

B. Formal Procedure

If informal resolution has been unsuccessful, a formal grievance may be filed with the Vice President of Student Development.

Formal grievances brought to the vice presidents or other administrators will be referred to the Vice President of Student Development for investigation and action. A complaint form is available from Human Resources.

Procedure for Investigation of Claims

It is essential that complaints of sexual harassment be investigated promptly and discreetly. The following procedures will be used as a guideline for investigating sexual harassment claims:

1. Interview complainant regarding the nature and specifics of the incident(s);
2. Interview the person accused of sexual harassment; and
3. Interview other possible witnesses, if appropriate.

Action

The Vice President of Student Development will review with the President of the College any disciplinary action or steps to be taken. These may include:

1. Verbal warning
2. Written warning in the individual's personnel file
3. Suspension and/or probation
4. Termination
5. Dismissal of the case

Appropriate action will depend on the nature of the complaint, the conclusiveness of the evidence and other circumstances. Records of all investigations will be kept for a reasonable period of time.

Exercise of Rights

Any exercise of the rights provided by this policy and procedures shall not be used as a basis for any type of retaliation.

Student Conduct Policy (BP 3.17)

Admission to East Central College carries an obligation to conduct one's self as a responsible member of the college community. Both individual students and student organizations are required to observe the policies of the college district and the laws of the city, state, and federal government, and to conduct their affairs in a manner compatible with the educational objectives of the college. 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 the Tobacco-Free Campus policy found in this handbook.
- D. Violation of East Central College's Information Technology Usage Policy found on the College web site at <http://www.eastcentral.edu> or previous section of this handbook.
- E. All forms of academic dishonesty such as cheating, aiding or abetting cheating, plagiarism, 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 on page 16 which is

also available from the office of the Chief Academic Officer (Vice President of Instruction).

- 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. Assault, abuse or conduct which threatens or endangers the health or safety of one's self or another person on College-owned or controlled property or at a College-sponsored or supervised function.
- J. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a College employee, a College student, or a campus visitor.
- K. Unauthorized entry to or use of College facilities.
- L. Violation of local, state, or federal laws on College-owned or controlled property or at College-sponsored or supervised functions.
- M. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, narcotics or alcoholic beverages on College premises or at off-campus sites, in College vehicles and in any private vehicles parked on College premises or at off-campus sites or at College-sponsored or supervised functions.
- N. Failure to identify one's self 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.
- O. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at College-sponsored or supervised activities.
- P. Gambling on College-owned or controlled property or at College-sponsored or supervised functions.
- Q. Sexual harassment of any person on College property or at College activities.
- R. 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.
- S. Hazing, or any act that intimidates, frightens, or degrades an individual.

Note: Students who are arrested at any time while registered as a student of East Central College are required to report the incident to the Office of Student Development within 72 hours.

Any aforementioned, if proven to be knowingly committed in concert with other persons, may make each participant responsible for the acts of the entire group.

Student Discipline Policy (BP 3.18)

636-584-6566

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 Student Conduct Policy). 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 CSAO (Vice President of

Student Development). However, when this means of resolution is not possible, a student has the right to formal processes of appeal.

Possible Sanctions:

1. **Warning:** A verbal admonition by a College official regarding a violation of the Student Conduct Policy.
2. **Fines, community service 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 potential for behavior dangerous or destructive to him/herself, 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. 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.

Theft on Campus

911/636-584-6566

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 the Union Police Department immediately. Incidents which are reported quickly can often be solved through the use of campus video cameras.

Tobacco-Free Campus (BP 4.31)

Effective January 1, 2013, East Central College will become a Tobacco-Free campus. Usage of all tobacco products will be prohibited on all College properties owned or leased by the College, including facilities, buildings, parking lots, athletic fields, and common areas. The term “tobacco products” shall include eCigarettes, hookah and such other smoking-related substances and products as the College chooses to prohibit. This policy applies to all faculty, staff, students, employees, contractors, performers and visitors. ECC is committed to providing its students, employees and visitors with a safe and healthy environment.

NOTE: Prior to January 1, 2013, tobacco use will be permitted no closer than 25 feet from a building entrance or exit.

Transcripts/Final Grades

636-584-6553

Transcripts and final grades can be viewed online through a student’s eCentral account. Students may request official transcripts online or at the Student Services center. A \$4.00 fee is charged for each transcript. 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 mailed to students but are not recorded on the students’ transcripts.

East Central College reserves the right to withhold copies of the educational records of students who fail to meet their financial obligations to the College or fail to return materials which belong to the College.

Transfer In Credit (BP 2.5)

Transfer Credit 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. Transfer in 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 the Vice President of Instruction.
 - 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 Vice President of Instruction.
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 Vice President of Instruction.
 - 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 or the Vice President of Instruction. 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.
6. Experiential learning will be reviewed as follows:
 - a. Student will submit a written request to the Registrar describing the experiential learning and provide 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 Vice President of Instruction.
 - 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 Vice President of Instruction.
7. Military credit will be reviewed as follows:
 - a. Student will provide an official copy of their DD214 and/or a transcript from their 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 Vice President of Instruction.

8. Dual credit coursework will be reviewed based on the policies and guidelines of the Missouri Department of Higher Education (MDHE) with respect to the transfer in of dual credit coursework. Limitations and exclusions may apply based on the MDHE 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.
10. Students on academic probation at another college will be admitted on academic probation and will be subject to East Central College's academic policies.
11. Students on scholastic suspension from another college will not be accepted for admission to East Central College unless permission is granted by the Vice President of Student Development, subject to the applicant's written appeal. No student will be admitted who has been suspended from another college for social or behavioral issues.

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 <http://www.dhe.mo.gov/files/policies/credittransfer.pdf>. Information regarding signatory colleges may be found at <http://www.dhe.mo.gov/cota/gectinstitutions.php>.

Transfer options include:

The **Associate of Arts (AA)** degree is the institutional transfer degree. Each AA degree is comprised of the general education block (a minimum of 43 credit hours) coupled with elective options in the academic area of choice. Students completing the AA degree who transfer to a public baccalaureate institution in Missouri will enter the transfer institution at the junior level; all lower division general education coursework will be satisfied.

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, coupled with elective options in the area of teacher preparation. 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 the University of Missouri-St. Louis, the AFA degree is comprised of a general education core tailored to students interested in study in a Bachelor of Fine Arts program and the necessary course work to prepare students for that study. Students may choose from a variety of elective coursework appropriate for the specialized areas of studio and graphic arts.

The **Associate of Science (AS)** degree is the institutional pre-engineering degree. A specifically articulated degree with the Missouri University of Science and Technology, the AS degree is

comprised of a general education core and the necessary coursework to prepare students for a course of study in engineering. 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.

Forty Three (43) Hour General Education Block: For students transferring to Missouri institutions abiding by the statewide guidelines, a completed 43-hour block of general education credit will be received as equivalent and as having fulfilled the 43-hour block of general education credit at the receiving institution. If the student transfers prior to completing a 43-hour block of credit, the receiving institution has the choice of whether to transfer partial blocks as equivalent or to do a course-by-course evaluation. Institutions are permitted to require additional general education hours beyond the block of 43 credit hours, but these additional hours would be required for non-transfer students, as well. Transfer students should familiarize themselves with the degree requirements of the receiving institution and the course prerequisites they may need to address after transfer.

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

http://www.eastcentral.edu/current/advisingserv/transfer_articulationagree/transfer_scholarships.php.

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 <http://www.eastcentral.edu/current/collegefinances/> 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 (BP 4.40)

East Central College prohibits all persons who enter any College property from carrying on his/her person a handgun, firearm, knife* 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 having 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.

*MO Rev. Statutes, Chapter 571.010, defines a knife as one with a blade of four inches or more in length.

Withdrawing from Course or College

636-584-6588

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 Financial Aid? 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 corequisite 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.

Withdrawal forms are available at the Student Service Center or on the web at www.eastcentral.edu. A withdrawal request is not official until the student submits the withdrawal form to the Student Service Center, including the last date of attendance and required signatures. If the completed withdrawal form is submitted to the Student Service Center prior to the withdrawal deadline, the student will receive a (W) grade. After the withdrawal deadline, the student will receive a grade of (W) or (F) 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 Financial Aid 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 (BP 3.23.1)

Because East Central College believes that learning is an interactive process, students are expected to attend classes or participate in online courses regularly. Instructors distribute written class attendance policies at the beginning of each new class. Faculty or administrators at East Central College may administratively withdraw a student from a class if a student violates the expressed, written attendance policy as stated in the course syllabus for the class. Faculty will submit the appropriate paperwork to the Registrar and the student will be notified in a timely fashion. Such withdrawal will result in a grade of (WX).

For students with frequent absences, a faculty member may elect to use the Student Excessive Absence report, but the faculty member is not required to report any student for excessive absence prior to the use of the Administrative Withdrawal.

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 Vice President of Instruction.

APPEAL/GRIEVANCE PROCEDURES

Academic Honor Code Appeal

Students have the right to appeal a grade or a disciplinary sanction as outlined under “Grade Appeal” and/or “Student Discipline and Appeal”.

Academic Suspension Appeal

Students on suspension are notified by mail by the Vice President of Student Development with instructions on how a student may appeal.

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

ADA 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. 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 Vice President of Instruction.

Financial Aid Suspension Appeal

Students who do not meet the "minimum standards for academic progress" will be placed on financial aid warning for one semester. During this warning period, students may continue to receive aid. Failure to meet the policy standards after the warning semester will result in financial aid suspension and loss of financial aid.

In certain situations, students may appeal their suspension by writing a letter of appeal to the Director of Financial Aid. Documentation of extenuating circumstances may be required.

Formal Student Hearing and Appeal Process (BP 3.18)

Definitions:

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 Instruction) 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.
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.

Students subject to sanctions shall 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. The following guidelines will be applicable:

1. Students will be informed in writing of the time, date, and location of the hearing, either by personal delivery or certified mail, at least 10 calendar days in advance of the hearing.
2. The entire case file, including the names of prospective witnesses, will be available for inspection by the student in the CSAO's office during normal business hours. The file, which should be available at least two business 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 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 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 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 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 business 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 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 unless a timely appeal is made to the Board of Trustees.
11. The student may appeal to the Board of Trustees within 14 days of the President's decision. The Board of Trustees will review the matter and render a decision within 14 days. The decision of the Board of Trustees is final.
12. 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.

Grade Appeal

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 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 Instruction) 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 days of the committee's decision. The President will conduct a review and render a decision within 30 days. The decision of the President is final.

Non-Discrimination Policy/Grievance

636-584-6566

Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status. Inquiries related to employment practices may be directed to Wendy Hartmann, Human Resources Director, 005 Classroom Building MP, telephone number 636-584-6712 or hrnotice@eastcentral.edu.

Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Ina Hays, Vice President of Student Development, 131 Administration Building, 636-584-6565 or stnotice@eastcentral.edu. Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084.

Refund Policy and Refund Appeal (BP 4.33)

636-584-6566

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 75% refund of tuition and fees. Students withdrawing between the 15th and 21st calendar days of the full semester will receive a 50% refund. No refunds will be made after the 21st calendar day of the semester. Once fees are due, a \$5 fee will be charged for each class dropped.

- 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.

Residency Status Appeal (BP 3.4)

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 (Revised August 17, 2007):

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

Students who feel they have been victims of sexual harassment are encouraged to resolve the situation by first using the informal procedure.

A. Informal Procedure

1. Clearly say “no” to the person whose behavior is unwelcome;
2. Communicate verbally or in writing with the person whose behavior is unwelcome, describing the incident(s) factually, describing feelings or consequences of the incident(s), and requesting that the unwelcome behavior stop immediately; and/or
3. Speak with the appropriate supervisor who may speak with the person whose behavior is unwelcome.

B. Formal Procedure

If informal resolution has been unsuccessful, a formal grievance may be filed with the Vice President of Student Development.

Formal grievances brought to the vice presidents or other administrators will be referred to the Vice President of Student Development for investigation and action. A complaint form is available from Human Resources.

Procedure for Investigation of Claims

It is essential that complaints of sexual harassment be investigated promptly and discreetly. The following procedures will be used as a guideline for investigating sexual harassment claims:

1. Interview complainant regarding the nature and specifics of the incident(s);
2. Interview the person accused of sexual harassment; and
3. Interview other possible witnesses, if appropriate.

Action

The Vice President of Student Development will review with the President of the College any disciplinary action or steps to be taken. These may include:

1. Verbal warning
2. Written warning in the individual's personnel file
3. Suspension and/or probation
4. Termination
5. Dismissal of the case

Appropriate action will depend on the nature of the complaint, the conclusiveness of the evidence and other circumstances. Records of all investigations will be kept for a reasonable period of time.

Exercise of Rights

Any exercise of the rights provided by this policy and procedures shall not be used as a basis for any type of retaliation.

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 Ina Hays, Vice President for Student Development, 131 Buescher Hall, 1964 Prairie Dell Road, Union, MO 63084, 636-584-6565 or stnotice@eastcentral.edu .

Student Concern/Complaint Procedure

636-584-6566

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

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 Vice President of Instruction.

SERVICES

Academic Advising

Academic advisors are available to provide students with information on degree and certificate programs available as well as specific course requirements. Advisors also assist students with planning a specific course of study. Students seeking to transfer are provided clarification of transfer equivalencies and suggested coursework to meet transfer requirements. Students are ultimately responsible for course selection and meeting degree and transfer requirements.

Automated Teller Machine (ATM)

East Central College has one ATM on campus located in the MP building on the 1st floor at the entrance to the food service area. Check cashing service is not available on campus.

Bookstore

636-584-6737

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 educationally priced software, 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. A wholesale book buyback is available daily.

Bulletin Boards/Postings

636-584-6566

On Campus Postings - Union Campus

Non-Specific Bulletin Boards and Tack Strips - Flyers or posters must be submitted for approval to post by students or employees. Visit the Student Development Office in BH 132, Student Activities in MP 104 or Public Relations in BH 245 during regular business hours. These offices serve as the primary approval agents for campus postings. Postings that will be displayed off campus should be reviewed by the Public Relations Department.

Postings allowed:

- Approved campus club activities
- College sanctioned activities
- Community benefit activities
- Not-for-profit organization activities

Postings NOT allowed:

- Political messages (unless sanctioned by the College or a College organization)
- Activities promoting a "for-profit" organization, e.g. restaurants, banks, etc.
- Postings that conflict with the educational mission of the College
- Postings that promote alcohol or substance abuse
- Postings with a demeaning, sexual, or discriminatory message
- Postings which are suitable for special bulletin boards.

Miscellaneous Information:

- Postings must display an approval stamp from Student Development or Public Relations.
- Postings by any campus or community group must bear the name of the sponsoring club or organization and may not imply sponsorship or endorsement by the College.
- All event posters should include relevant details, e.g. who is sponsoring the event, who is invited, what type of event, where and when it will be held.
- Postings should be displayed with tacks on bulletin boards or tack strips.
- Tack strips next to classroom doors are reserved for class information only.
- One posting per event is allowed on each board or tack strip.
- Postings are to be removed on the date displayed on the approval stamp.
- If postings become worn or unsightly, they will be removed by the College.
- The College reserves the right to remove any form of advertising which does not comply with this policy.

Postings will be monitored regularly by the Office of Student Development and Student Activities.

Unapproved Areas – No postings allowed

- Postings should not be displayed on windows, doors, or any place that could be considered hazardous or damaging to property.
- Any postings on unapproved areas such as glass, painted walls, doors, columns, railings, fire extinguishers, or fire alarm boxes will be removed.
- No literature of any kind is to be placed on automobiles at any campus location.

Special Bulletin Boards

Campus Events Board, MP building, first floor, next to MP104

All notices must be approved by the Student Development Office, the Public Relations Office or the Coordinator of Student Activities.

Career Services Job Postings Board, MP building, first floor.

All notices of job postings and career information must be approved by Career Services, BH156. Approved job openings may also be advertised through the College's online employment postings.

Classified Ads Board, MP building, first floor

Must be approved by Student Activities Coordinator or the Office of Student Development (Includes items for sale, housing information, child care services, ride sharing, etc.)

Community Activities, MP building, first floor, by MP 134-137 office suite.

Housing Board, MP building, first floor

All housing information must be approved by the Office of Student Development.

(Personal requests for roommates will not be approved.)

Miscellaneous Departmental Boards

All notices must be approved by the department that sponsors the board.

Career Services

636-584-6568

The Career Services Office offers the following free services to students, alumni, and community members:

- Career Interest/Skill/Value exploration
- Resume/Cover Letter/Interviewing assistance
- On-line electronic job board accessible 24 hours a day - 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:

- On-line 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

Commencement

636-584-6553

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.

Students who maintain a 3.50 cumulative GPA and are active in at least two clubs or organizations may be eligible for Who's Who Among American College & University students. Summer graduates who wish to be considered for Who's Who must meet the February 15 graduation application deadline.

See "Academic Honor Code" for information on graduating with honors.

Counseling

Professional counselors are available to speak with students whose performance is hampered by personal, educational, or career concerns. As needed, counselors will refer students to community resources for further assistance.

Disability Support Services for Learning and/or Physical Disabilities

Access Services provides support for students who have documented permanent disabilities by making reasonable accommodations in regard to academic instruction and other college/student related activities upon reasonable notice. Accommodations may include, but are not necessarily limited to, use of adaptive technology, environmental modifications, alternative testing arrangements, note takers, and use of prerecorded media. To qualify for services, students must identify themselves to Access Services and present documentation of their disabilities from qualified professionals or agencies. The request should be made at least six weeks prior to the beginning of each semester so accommodations can be in place when classes begin. Students will be given instructor notification forms outlining approved accommodations to deliver to their instructors at the beginning of each term.

Financial Services

The Financial Services office provides a variety of services to students, including:

- Collection of tuition and fees
- Issuance of financial aid checks
- Issuance of refund checks (Students may elect direct deposit in lieu of checks.)
- Sale of theatre tickets

Fitness Center/Locker Rooms

636-584-6585

Students enrolled in any East Central College course have two non-credit options to use the Fitness Center.

1. PE 0000-20 Fitness Center Orientation:

This option is for students who have not attended an orientation. Includes \$10 fee for a fitness center orientation.

2. PE 0000-21 Fitness Center Orientation:

This free option is for students who have previously taken a fitness class or completed an orientation session.

*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 lockers 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. Children of the opposite sex over the age of four are not allowed entry.
7. Suspicious activity should be reported to the Office of Student Development.
8. Failure to comply with the procedures listed above will result in the loss of locker room privileges.

Food Services

636-584-6719

Café Central is located on the first floor of the Multipurpose 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.

Insurance

636-584-6566

Voluntary student health insurance is available to students who are enrolled in at least six credit hours and may be purchased by the semester or full year. Deadline for enrollment is typically the beginning of the fall and spring semesters. Information is available from the Office of Student Development.

Learning Center

The Learning Center, with locations on the main campus and ECC-Rolla, is a comprehensive student resource center providing academic support, tutoring, testing services, computer services and other student educational services. The Learning Center's mission is to help East Central College students succeed academically and achieve their educational goals.

The Learning Center Resources available to students include the following:

Tutoring Services

The Learning Center provides tutoring services in writing, mathematics, science, and a variety of other academic areas. 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, videocassettes, 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. Group study areas are available and regular group tutorials can be scheduled and led by peer tutors.

Computer Services

Students may use computer resources in the Learning Center for word processing, 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 Testing Center

The campus Testing Center is located within the Learning Center and provides a secure testing environment. Students may arrange for placement testing, specific course or class testing as well as a variety of other services.

The Adaptive Lab

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

The Learning Center professionals encourage 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.

Library

East Central College Library provides the information resources and services that support the mission and programs of the college. With 25,000 books, subscriptions to over 250 magazines and journals, and almost 2,000 audio-visual items (DVDs, music CDs, and audio-books) the library has a wide variety of resources that inform and enrich our campus community.

In addition to this large number of print and audio/visual materials, the library offers online resources such as electronic books, e-reference, and dozens of databases, most with full-text articles. Several specialized databases support a variety of research requirements.

The library is also a member of MOBIUS, a statewide library system which allows ECC students and staff to request books from over 65 libraries throughout Missouri. The books can be requested online and are delivered to ECC-Union campus within three to four days.

The library is an inviting space with casual study areas and individual study carrels. Student computers, equipped with Microsoft Office, are available for class assignments and for searching the Internet. Students with their own laptops can login to ECC's wireless network.

The library staff is dedicated to providing excellent customer service. The library offers research assistance in one-on-one consultations with students or an instructor can request library instruction for an entire class.

Lost and Found

The lost and found center will be located with the cashier 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: eCentral, FalconMail, Moodle

eCentral is an online system which allows students to view their academic and financial records and manage their account. After applying for admission, students have access to *eCentral* online services. Students are sent an acceptance letter containing a Personal Identification Number (PIN) which serves as a temporary password to allow 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. **After receiving the PIN, students must activate their account and choose a new password. This login information will give students access to all online student services.** Computers are available for student use at several campus locations.

FalconMail is the primary means of student communication; students are required to monitor their FalconMail 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. For convenience, students may forward their FalconMail to another email account.

Learning Management System – Moodle 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.

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

Parking (BP 4.32)

636-584-6708/6709

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.

Procedures:

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 shall be displayed in order to park in spaces or areas otherwise designed for staff parking.

Photo I.D.

636-584-6588

Students enrolled in credit classes are required to go to the Student Service Center, ECC- Rolla, ECC-Sullivan or ECC-Washington to obtain a student ID. The photo ID must be with the student while on campus, off campus facilities, or College sanctioned activities. A driver's license or other photo identification is required to obtain a student ID. The first card is free; the replacement fee for a lost or stolen card is \$10. Students will be required to use their student ID at the Bookstore, Library, Cashier, and Student Services. Students will be able to swipe their card to sign-in at the Learning Center, Testing Center, Fitness Center, and other locations on campus.

Vending Machines

636-584-6708/6709

Refunds from vending machines located throughout the Union campus may be requested from the cashier window located in the Buescher Hall (BH building) lobby on the first floor.

Voter Registration

636-584-6588

Students may register to vote in local, state and federal elections at the Student Service Center. Proof of identify will be required.

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, Ecology Club, Pre-Engineering Club, H-VAC Club and the Literary Review.

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. File a mission statement and application with the Student Activities 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.

Intercollegiate Athletics

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

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. Campus and community programs sponsored by the Student Government Association include Falcon Fest, community blood drives, coffeehouse concerts, International Festival, Frequent Flier Incentive Program, and intramural tournaments.

Student Newspaper

The *Cornerstone* newspaper, produced by students enrolled in the College journalism classes, is open to all students interested in writing, photography, graphic design or journalism.

APPENDICES

A. Academic Calendar

East Central College maintains an official Academic Calendar to assist students, faculty and staff in academic planning. The Academic Calendar is subject to change without notice.

Fall Semester 2012

Sunday, March 15	Scholarship Application Priority Deadline for Fall
Sunday, July 1	Financial Aid Priority Deadline for Fall
Monday, July 2	Graduation Application Priority Deadline for Fall
Wednesday, July 25	Tuition and Fees Due
Wednesday, August 15	Classes Begin
Monday, September 3	Labor Day – College Closed
Monday, September 17	Last Day to Apply for Fall Graduation

Monday-Friday, October 1-5	Mid-Semester Week
Tuesday, October 9	Fall Mid-Semester Grades Due
Thursday-Friday, October 11-12	Fall Break
Friday, November 2	Last Day to Drop a Class with “W” Grade
Wednesday-Friday, November 21-23	Thanksgiving – College Closed
Thursday, December 6	Classes End
Friday, December 7	Reading Day
Monday-Thursday, December 10-13	Final Exams
Friday, December 14	Finals Snow Day
Monday, December 17	Fall Final Grades Due
Monday–Tuesday, December 24-January 1	College Closed
<u>Spring Semester 2013</u>	
Saturday, December 1	Financial Aid Priority Deadline for Spring
Monday, December 3	Graduation Application Priority Deadline for Spring
Monday, December 17	Tuition and Fees Due
Thursday, January 10	Campus Orientation
Monday, January 14	Spring Classes Begin
Monday, January 21	Martin Luther King Day – College Closed
Friday, February 15	Last Day to Apply for Graduation for Spring
Monday-Friday, March 4-8	Mid-Semester Week
Friday, March 15	Scholarship Application Priority Deadline
Tuesday, March 12	Spring Mid-Semester Grades Due
Monday-Friday, March 18-22	Spring Break
Friday-Saturday, March 22-23	Music Festival
Monday, April 1	Missouri State Aid Grant Deadline
Friday, April 12	Last Day to Drop with “W” Grade
Friday, March 29	Good Friday – College Closed
Wednesday, May 8	Classes End
Thursday, May 9	Reading Day and Commencement
Friday, May 10	Reading Day
Monday-Wednesday, May 13-16	Day and Evening Finals
Tuesday, May 21	Spring Final Grades Due

Monday, May 27

Memorial Day – College Closed

Summer 2013

Wednesday, May 1

Graduation Application Priority Deadline for Summer

Monday, May 13

Tuition and Fees Due

Monday, June 3

Summer Classes Begin

Monday, June 17

Last Day to Apply for Summer Graduation

Monday, July 1

Financial Aid Priority Deadline for Summer

Thursday-Friday, July 4 & 5

Independence Day – College Closed

Thursday, July 25

Summer Session Ends

Tuesday, July 30

Grades Due

Note: Academic calendars for future semesters are accessible in draft form on the College's website www.eastcentral.edu/academic-calendars/

F. Directory Information

Building Abbreviations

AC	Auditorium/Classroom Building A
BC	Classroom Building B
BH	Buescher Hall
CC	Classroom Building C
HS	Health/Science Building
MP	Multipurpose Building
TC	Training Center

Main Campus – Union

Academic Advising	BH, 1st floor	636-584-6500
Access Office	BH, 1 st floor	636-584-6588
ADA Compliance Officer	BH, 1 st floor	636-584-6581
Admissions	BH, 1 st floor	636-584-6565
Alumni	BH, 1 st floor	636-584-6563
Athletic Director	BH, 2 nd floor	636-584-6506
	MP–Fitness Center, 3rd floor	636-584-6584 (Fit.Ctr)
		636-584-6585 (Office)
Bookstore	MP, lower level	636-584-6737
Career Services	BH, 1st floor	636-584-6568
Cashier	BH, 1 st floor	636-584-6708/6709
Continuing Education	TC	636-584-6528
Counseling Department	BH, 1st floor	636-584-6580
Disability Support Services	BH, 1 st floor	636-584-6581
Evening Service Specialist	BH, 1 st floor	636-584-6699 (office)
		636-234-1229 (cell)
Financial Aid	BH, 1 st floor	636-584-6588
Fitness Center	MP, 3 rd floor	636-584-6584
Food Service	MP, 1st floor	636-584-6134
Human Resources	MP, lower level	636-584-6710/6711
Inclement Weather Closing		636-584-6500
International Students	BH, 1st floor	636-584-6564
Learning Center	BH, 1st floor	636-584-6688
Library	BH, 1 st floor	636-584-6560
Lost and Found/Cashier	BH, 1 st floor	636-584-6708/6709
Business Office/Cashier	BH, 1 st floor	636-584-6708/6709
President	BH, 2 nd floor	636-584-6502/6501
Public Relations	BH, 2 nd floor	636-584-6508/6507
Registration	BH, 1 st floor	636-584-6588
Security Personnel		636-368-2183 (cell)
Student Development Office	BH, 132	636-584-6566
Student Activities	MP, 1st floor	636-584-6583
Testing Center	BH, 1 st floor	636-584-6124
Theatre Box Office/ Business Office/Cashier	BH, 1 st floor	636-584-6708/6709
Vice President, Career & Outreach Education	BH, 250	636-584-6527
Vice President, Finance and Administration	BH, 267	636-584-6701
Vice President, Instruction	BH, 252	636-584-6601
Vice President, Student Development	BH, 131	636-584-6565

Off-Campus Locations

East Central College-Washington	636-239-0598
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East Central College-Rolla
East Central College -Rolla-Nursing
East Central College -Sullivan

573-458-0165
573-426-6687
573-468-8287

C. Emergency Procedures

When a crime occurs or someone is in danger, the Union Police Department should be contacted immediately by dialing “911.” After calling 911 and giving all necessary details, students and employees should report immediately to one of the persons listed below:

Police, Fire Department, Ambulance	911
ECC First Responder	636-234-1229 (cell)
Security Personnel	636-584-6365
	636-368-2183 (cell)

An official incident report should be filed with the Vice President of Student Development within 24 hours. The individual’s right to privacy will be respected.

1. Automatic External Defibrillators

AED’s are located in the following locations along with a list of trained ECC personnel. In case of heart attack, call 911 immediately and follow the AED directions.

Buescher Hall (BH) Lobby, 1st Floor
Multipurpose Building (MP) 3rd floor outside Fitness Center
Classroom Building (AC) Theater Atrium
Training Center (ECTC) Lobby Area
Health and Science Building (HS) 1st floor across from Elevator, 2nd floor across from Elevator

2. Fire

Immediately exit the building when fire alarm sounds.

Evacuation of buildings should be made at the closest exit as directed by evacuation maps. Anyone having evidence of or seeing a fire should:

1. GO to the nearest fire alarm pull station and activate the alarm. Pull stations are located near building entrances on first floors and near the exit routes on the second floors
or
2. FIND the nearest phone and dial 911
or
3. GO to Safe Haven Phone, push button and wait for response.

Do not attempt to put out a fire yourself.

3. Illness or Injury

If the injury or illness appears acute, call an ambulance immediately. Dial 911 using a cell phone, a campus phone or a safe haven phone. The following information should be provided:

1. A general description of the injury or illness
2. An exact location where the emergency vehicle should come
3. Answers to any questions from emergency personnel.

After an ambulance has been notified, call ECC First Responder at 636-234-1229, the campus operator “0” and security personnel at 636-584-6365/6733. On weekends, the security personnel should be contacted at 636-584-6699/636-234-1229.

In all cases, caution should be exercised not to do anything that might aggravate the condition of the injured or ill person.

In case of a heart attack

Call 911 and contact trained personnel who are posted next to each AED.

Location of Automatic External Defibrillators (AEDs):

Buescher Hall (BH) Lobby, 1st Floor

Multipurpose Building (MP) 3rd floor outside Fitness Center

Classroom Building (AC) Theater Atrium

Training Center (TC) Lobby Area

Health and Science Building (HS) 1st floor across from Elevator, 2nd floor across from Elevator

4. Inclement Weather Policy

When snow and/or ice make driving hazardous, ECC may be closed or on a snow schedule. Announcements will be made on local radio stations throughout the College district and service area, St. Louis TV and radio stations, on the ECC website (<http://eastcentral.edu>), and on the College's phone system (636) 584-6500.

When the weather warrants, the College will close and cancel day and/or evening classes.

In the event that inclement weather prevents East Central College from opening on time, but roads are expected to be passable later in the morning, the College may elect to use a snow schedule.

The cancellation or late start of classes at off-campus location – including Rolla, Washington, Sullivan, or Warrenton – may be different than the schedule for the main campus in Union.

Snow Schedule

A snow schedule means the College will open later than normal: 9:00 a.m. for non-teaching staff (except maintenance) and 9:30 a.m. for students and faculty.

Monday, Wednesday, and Friday classes that start before 9:30 a.m. are cancelled. Classes that start at 9:30 a.m. will meet as scheduled. Classes will meet as scheduled for the remainder of the day.

Tuesday and Thursday classes that start before 9 a.m. are cancelled, and classes that start at 9:00 a.m. will meet for a shortened period beginning at 9:30 a.m. For the remainder of the day, classes will meet as scheduled.

Decisions regarding the cancellation of night classes when weather conditions deteriorate during the day will be made as early as possible so students will know not to venture out for night class.

Radio Stations	Dial #	TV Stations	Channel
KLPW-Union/Washington	1220 AM	KYTV – Springfield	3
KWMO/KSLQ-Washington	1350 AM/104.5 FM	KOLR – Springfield	10
KTUI-Sullivan	1560 AM/102.1 FM	KSFX – Springfield	27
KWRE/KFAV-Warrenton	730 AM/99.9 FM	KSPR – Springfield	33
KMOX-St. Louis	1120 AM		
KTTR-Rolla/St. James	1490 AM/99.7 FM		
KZNN-Rolla	105.3 FM		
KKID-Rolla/Salem	92.9 FM		
KFLW – St. Roberts	98.9 FM		
TV Stations	Channel		
KTUI Fox-St.Louis	2		
KMOV-St. Louis	4		
KSDK-St. Louis	5		
Fidelity Cable	6 & 95		

5. Safe Haven Phones

Individuals needing emergency assistance can use any of the 15 emergency telephone boxes (safe haven phones) located around campus. The red phone boxes are primarily located at stairwells. When the call button is pushed, the phone dials directly into ECC's central monitoring service provider that automatically pinpoints the caller's location. The caller is asked to state the problem and remain at the site. Appropriate assistance is dispatched immediately.

6. Tornado/Severe Weather Procedures

Immediately take cover when the tornado siren sounds for a period of 3 minutes.

Designated areas in buildings are on evacuation maps.

Recommended locations include:

Buescher Hall	First Floor Rest Rooms First Floor Presentation Room First Floor Conference Rooms
Multipurpose Building:	Lower Level Away From Glass Locker Rooms
AC Building:	Lower Level Hallway Green Room, Dressing Rooms
CC Building:	First Floor Hallway (between Music Rooms & Theatre) First Floor Hallway First Floor Rest Rooms Rooms 104 and 124
BC Building:	Classrooms: BC 138 and BC 143
HS Building:	Lower Level Hall
Training Center:	Center Hallway Away From Glass
ECC-Rolla:	Center Hallway Away From Glass
ECC-Sullivan:	Center Hallway Away From Glass
ECC-Warrenton:	Center Hallway Away From Glass
ECC-Washington:	Center Hallway Away From Glass

Students and personnel in the Maintenance Buildings should vacate those buildings and take shelter in one of the main campus buildings, if time permits.

After the threat of tornado is over, the siren will sound for one (1) minute.

After instruction from College personnel, students may return to the classroom.

After the tornado:

- Do not light fires or smoke in the event of leaking gas.
- Do not touch fallen electrical wires. Move away from all electrical wires; if they are energized or re-energized, they may move about in whip-like fashion.
- Do not enter buildings until they have been checked for structural damage.

D. Hours of Operation

Regular hours for the Union campus are 6:30 a.m. to 10:30 p.m. Monday through Thursday, and 6:30 a.m. to 6:00 p.m. on Fridays. Regular hours for ECC Rolla, ECC Rolla-Nursing, ECC Sullivan, ECC Warrenton and ECC Washington vary according to course offerings. Schedule variations will be posted.

Student Service Center Monday through Thursday from 8:00 a.m. to 6:00 p.m. and 9:~~45~~30 a.m. to 4:30 p.m. on Fridays. Schedule variations will be posted.

Learning Center and Library Monday through Thursday from 7:30 a.m. 7:30 p.m. and Fridays from 7:30 a.m. to 2:00 p.m. Schedule variations will be posted.

Cashier's Office Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Fridays from 9:~~45~~30 a.m. to 4:30 p.m. Schedule variations will be posted.

Bookstore Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 2:00 p.m. Schedule variations will be posted.

Café Central fall and spring semesters Monday through Thursday from 7:30 a.m. to 7:30 p.m. and Friday 7:30 a.m. to 2:00 p.m. Schedule variations will be posted.