# SECTION 2: INSTRUCTION POLICIES AND PROCEDURES

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| **2.1** | **Accreditation Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 5-12-2008)***  East Central College willmeet allstandards and criteriafor accreditation bythe  Higher Learning Commission of theNorth Central Association of Colleges andSchools. In addition individual programs will meet licensure and accreditation standards as required by the State of Missouri and as appropriate to ensure quality education to its students. |

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| **2.2** | **Degree Policy** (*Adopted 12-2-1991; Revised 4-2-2007; Revised February 2, 2015*)  East Central College offers a variety of degree programs approved by the Board of Trustees, the Missouri Coordinating Board for Higher Education, the Higher Learning Commission and specific accreditors.  The Associate of Arts (AA) Degree is the institutional transfer degree. The degree is comprised of the Department of Higher Education’s statewide general education requirement and electives in the academic discipline of choice.  The Associate of Fine Arts (AFA) Degree is the institutional transfer degree for students studying in a fine arts program in studio art or music. A specifically articulated degree with selected Missouri public universities, the Associate of Fine Arts Degree is comprised of a general education core and the necessary coursework to prepare students for a course of study in studio art or music. The degree allows students to elect appropriate specialized coursework related to the particular fine arts baccalaureate program.  The Associate of Applied Science Degree (AAS) is the career technical and workforce preparation degree consisting of a combination of general education and program-based coursework. Many of the career fields offering the AAS degrees also offer options in certificates.  The Associate of Arts in Teaching (AAT) Degree is the institutional transfer degree for students preparing to study in teacher education programs. The degree is comprised of the Department of Higher Education’s statewide general education requirements and electives in education and other disciplines related to teacher education. The degree is specifically articulated with Missouri public baccalaureate institutions offering teacher education programs and meets all the accreditation requirements of the Department of Elementary and Secondary Education (DESE).  The Associate of Science (AS) Degree is the institutional pre-engineering degree. A specifically articulated degree with selected Missouri public universities, the Associate of Science Degree is comprised of a general education core and the necessary coursework to prepare students for a course of study in engineering. The degree allows students to elect appropriate specialized coursework for various areas of engineering. |

Degree requirements may be updated, altered and revised through appropriate College procedures. Students must satisfy the set of degree requirements in effect at the time of enrollment at East Central College or the degree requirements current at the time of completion.

## 2.2.1 Graduation Requirements for the Associate of Arts Degree *(Revised 10-19-*

*2015)*

A. Candidates for an Associate of Arts degree must meet the following degree requirements:

1. Completion of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework, in an approved program of study.

1. A minimum cumulative grade point average of 2.00 on all college credit earned.

1. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).

## 2.2.2 Graduation Requirements for the Associate of Science Degree *(Revised*

*10-19-2015)*

A.Candidates for an Associate of Science degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework and career technical coursework.

1. A minimum cumulative grade point average of 2.00 on all college credit earned.

1. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).

## 2.2.3 Graduation Requirements for the Associate of Arts in Teaching Degree

*(Revised 10-19-2015)*

A. Candidates for an Associate of Arts in Teaching degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements, program requirements and elective coursework), excluding developmental coursework.

1. A minimum cumulative grade point average of 2.75 on all college credit earned.

1. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).

**2.2.4** **Graduation Requirements for the Associate of Applied Science Degree**

*(Revised 10-19-2015)*

A. Candidates for an Associate of Applied Science degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and program requirement coursework), excluding developmental coursework.

1. A minimum cumulative grade point average of 2.00 on all college credit earned.

1. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).

## 2.2.5 Graduation Requirements for the Associate of Fine Arts Degree

*(Revised 10-19-2015)*

A. Candidates for an Associate of Fine Arts Degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework.

1. A minimum cumulative grade point average of 2.00 on all college credit earned.

1. Satisfaction of the College residency requirements (a minimum of 15 credit hours must be completed at East Central College).

## 2.2.6 Second or Subsequent Degree or Certificates

Any student seeking an AAS, AS, AAT, AFA or a certificate as a second or subsequent degree or certificate must complete all requirements for the desired degree or certificate. A student may not receive more than one Associate of Arts Degree.

## 2.2.7 Regulatory Agency Approved Programs or Accredited Programs

Degree programs with external regulatory approval or accreditation will follow the rules of the regulatory body or accreditor regarding transfer in of credit, residency in the program or other action related to the program

of study. Such rules will be made available to the students in program documents, admissions packets, fact sheets or the college catalog.

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| **2.3** | **Definition of Credit Hour *(Adopted 7-12-2010)***  East Central College measures units of coursework by the semester credit hour. The semester credit hour is a recognized unit for college credit coursework and is used to determine degree requirements and course equivalency in transfer. |

## 2.3.1 Traditional Coursework

For a traditional face-to-face lecture course, the Carnegie unit and state regulation have been used to determine a semester credit hour value (i.e. a minimum of 750 minutes of instruction or “seat time” per credit hour per semester period). For non-lecture courses (i.e. science laboratories, studio coursework, career technical courses, music activities) additional instructional time per credit hour is necessary to achieve the College’s learning objectives determined for the course or instructional activity.

## 2.3.2 Distance/Web-Based/Hybrid Learning

For the College’s distance learning courses (i.e. online and hybrid), the

credit hour value is based on the learning objectives determined in the traditional model of the coursework. Students would, therefore, be required to spend comparable amounts of time to achieve the desired learning objectives. To earn the credit hour value assigned to the course, students must demonstrate achievement of the course-based learning objectives at a satisfactory level.

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| **2.4** | **Course Credit Options *(Adopted 4-7- 2003; Revised 5-12-2008, 8-31-2009)***  East Central College provides students various options regarding college credit. Students may receive credit in any of the following ways:  Satisfactory Course Completion  Transfer Credit  Dual Credit  Dual Technical Credit  Credit by Articulation Military Credit  By Exam:  CLEP  DANTES  Advanced Placement  Departmental  Other sources, including non-regionally accredited institutions, will be considered on a case-by-case basis. Guidelines, limitations and exclusions for each are stated below. |

## 2.4.1 Credit Earned at Other Institutions

Students must request that official transcripts be sent to East Central College from all previously attended post-secondary institutions. Transcripts will be reviewed and credit accepted if the course(s) correspond to East Central College coursework and are consistent with the transfer policy outlined in Board Policy 2.4.

## 2.4.2 Dual Credit

Students attending participating taxing district and service area high schools may elect to take part in the East Central College dual credit program. Following the guidelines approved by the Department of Higher Education, the College approves certain courses in selected high schools as being eligible for college credit. Participating school districts must satisfy the criteria for faculty qualifications and development, required minutes of instruction, assessment and outcome measures and any other contractual requirements as stipulated by the Department of Higher Education. Students meeting the eligibility criteria are admitted to the College and can elect enrollment in available coursework. Students participating in the program will pay the current credit hour tuition and fees of East Central College as determined by residency requirements and are entitled to all of the privileges and services of on-campus students but are not eligible for financial aid*.*

## 2.4.3 Dual Technical Credit

Secondary students attending participating high schools and/or regional career centers may elect to take part in the East Central College dual technical credit program, available to institutions with current articulation agreements in place, and operated under guidelines of the Regional Tech Prep Consortium. Following these guidelines, the College approves selected courses that are aligned with career technical programs offered by the College. College faculty in the programs will provide guidance in instruction, curriculum, assessment and outcome measures and any other requirements as stipulated by the Department of Higher Education. Students meeting the eligibility criteria are admitted to the College and can elect enrollment in available coursework. Students participating in the dual technical credit program will pay the per course processing fee as established by East Central College.

## 2.4.5 Credit by Articulation

Under arrangements with agencies providing post secondary programming, East Central College grants credit by articulation agreement. Through signed and authorized articulation agreements entered into with regional career centers, union education and training programs, and state agency education and training programs, students may receive credit. Credit may be awarded on a course by course basis, associated with coursework offered at East Central College or credit may be awarded in “block” form upon completion of a post secondary program of study for which students will be required to produce completion documents. Credit by articulation may also be awarded in partnership with post secondary institutions providing the program content delivery. Guidelines, restrictions, procedures and any costs associated with the articulation process are available through the school district, East Central College or other participating educational entity.

## 2.4.6 Military Credit

Students with coursework and course credits acquired during military service must provide an official copy of their DD214 and/or an official transcript for review. Credit transcription will occur upon receipt of all official documentation.

**2.4.7 Credit by Exam**

## A. Credit by Nationally Recognized Examination

Students may complete nationally recognized achievement performance tests (CLEP, DANTES, Advanced Placement and have official results sent to the registrar for processing. Credit transcription will occur upon receipt of official results that reflect achievement of a minimum score as determined by the College. A fee per course will be assessed.

## B. Credit by Departmental Examination/Review

Students who demonstrate a high level of proficiency within a subject area may petition the academic discipline or program faculty for credit by examination or review. If this petition is approved, discipline or program faculty would prepare an appropriate measure (test or other instrument) of proficiency and establish with the student guidelines for passing. The decision of the faculty is final. A fee per course will be assessed.

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| **2.5** | **Transfer Credit Policy *(Adopted 8-31-2009)***  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. |

## A. Transfer In Credit 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.

1. Courses completed at any institution maintaining current articulation agreements with East Central College will be accepted in transfer as outlined in the agreement.

1. Courses completed at any regionally accredited institution will be reviewed for course equivalency and program relevance and accepted for transfer accordingly.

1. Courses completed at non-regionally accredited institutions will be reviewed as follows:

i. The transfer institution’s accreditation status will be examined. ii. 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 theappropriate program/academic department official for recommendation to the Chief Academic Officer. iii. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer.

1. Courses completed at a foreign institution will be reviewed as follows:
   1. Student is required to provide an official transcript, along with an English translation, and an explanation of the foreign institution’s grading procedures.
   2. Information regarding the completed coursework will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.
   3. 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 Chief Academic Officer. Such an appeal will require a review through an international credit evaluation service, as directed by the Registrar’s Office. The cost of the evaluation must be paid by the student prior to the evaluation.

1. Experiential learning will be reviewed as follows:
   1. 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.
   2. Information regarding the request will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.
   3. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer.

1. Military credit will be reviewed as follows:
   * + 1. Student will provide an official copy of his/her DD214 and/or a transcript from his/her military service.
       2. Courses completed through the military will be reviewed for course equivalency and program relevance using ACE credit recommendations and accepted for transfer accordingly.

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

1. 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.

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

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| **2.6** | **Course Placement Policy *(Adopted 5-12-2008)***  The College may enroll students in programs and courses on the basis of placement tests, pre-enrollment interviews, physical examinations, achievements in previous work or other appropriate criteria. |

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| **2.7** | **Curriculum Development and Review *(Adopted 5-12-2008)***  The faculty and instructional administrators will be responsible for proposing, regularly evaluating, and revising the College’s educational programs and courses. For career programs, advisory committees made up of knowledgeable professionals may advise the faculty on developments in the field and possible changes in the educational program. A College-wide curriculum committee will review and approve changes in courses and recommend changes to existing programs and the addition of new programs. As appropriate, transfer institutions will be contacted to determine the transferability of courses and programs.  All courses and programs will be periodically reviewed and evaluated by faculty and administrators to ensure that the College’s educational offerings remain current, cost effective, and relevant to the needs of students and the community. All changes, additions and deletions to transfer and career programs will be reviewed by the President and submitted to the Board of Trustees for approval. |

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| **2.8** | **Discontinuance of a Program Policy *(Adopted 6-4-1979; Revised 5-6-2002)***  The Chief Academic Officer will submit to the College President an annual status report making recommendations with respect to the College’s instructional programs. Recommendations to enhance, continue, reduce, restructure or discontinue any program(s) may be based on the results of program review, program consolidation/reorganization, Board staffing decisions or declared financial exigency. |

**Procedures: *(Revised 5-12-2008)***

**2.8.1** Prior to the development of an annual staffing plan,the Chief Academic Officer (assisted by faculty in related disciplines, division chairs, and the

career educationadministrator) will analyze selected instructional programs withquestions similar to the following:

* + - * 1. What are the employment or transfer opportunities for students enrolled in that area, both immediate and short-range?
        2. What is the size of the yearly reservoir of potential students in that area?
        3. Is theinstructional area necessary to support other instructional areas within the College and/or the College mission?
        4. Are there value-added benefits to the student’s career opportunities and income by completing the program of study?
        5. What changes in technology have or will likely affect the instructional area?

* + 1. Upon completion of the analysis, the Chief Academic Officer will submit to the President of the College a status report on the College’s instructional programs, including anyrecommendations for action.

* + 1. Upon reviewof the Chief Academic Officer's report, the College President will, in concert with the administrative leadership of the College, make an administrative decision regarding the College’s instructional programs.

* + 1. The President will make recommendations to the Board of Trustees as appropriate.

* + 1. In cases of retrenchment, affected faculty, including the division chairpersons, may submit a written appeal of such decisions to the Board of Trustees. The decision of the Board will be final.

* + 1. If the Board accepts retrenchmentrecommendation(s), the Board will followprocedures as outlined in Full-time Faculty Non-reappointment procedures.

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| **2.9** | **College Committees Policy *(Adopted 12-3-1968; Revised 5-12-2008)***  The President of the College is authorized to create appropriate committees and toappoint representative employees to such committees, bothstanding and ad hoc, deemed necessary to support and enhancethe mission and effectivenessof the institution.  The Chief Academic Officer will annually recommend to the President the appointment~~s~~ of advisory committee membersto assure the academic currency and economic development potential of each program. |

### 2.9.1 Career and TechnicalAdvisory Committee Procedure*s* *(Adopted 10-1-990;*

***Revised 4-7-2003)***

1. **Membership**. The program committees shouldhave a minimum of12members to ensure reasonable meeting attendance with representation from business, industry and labor. In addition, members should beselected to represent diversegeographic, genderand ethnic viewpoints*.*

Program graduates and personal friends of the instructor(s) involved should be onlyminimally represented.

1. **Membership Term.** Members will be appointedto three-year terms.

1. **Meetings**. Two Advisory Committeemeetings will be scheduled each academic year (one in the fall term and one in the spring term). Advisory committee meetings are intended to serve as opportunities to receiveadvice and counselon current workforceneeds, the relevance of programs to meet theseneeds, the development of plans to support the programs, faculty qualifications, curricular content, equipment facilities and placement of graduates. Each meeting date will have an agenda published and distributed two weeks prior to the meeting. Minutes will be recorded for each meeting with copies distributed to members andfiled in the office of the administrator responsible for career and technical education.

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| **2.10** | **Non-credit Programs *(Adopted 5-12-2008)***  The College will develop and provide non-credit courses and programs and services to meet identified community needs. Such courses will not appear on official student credit course transcripts. Students enrolled in non-credit courses will not be required to meet the College’s admission criteria for credit programs.  Certificates of Completion may be granted to students satisfactorily completing a single course, a seminar, conference, workshop or similar instructional activity. |

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| **2.11** | **Library Materials Policy *(Adopted 6-1-1987; Revised 8-28-2003)***  Library materials are intended to support the mission of the College and to provide information and enlightenment to the community and its citizens. Thus the library should provide the fullest practicable access to materials presenting all points of view concerning the problems and issues of our time. The principles of academic freedom and the freedom to read will be defended. |

**Procedures:**

**2.11.1** **Selection of Materials.**

1. Library materials will be selected by the Librarian, with assistance from faculty and qualified members of the library staff.
2. The materials selection process will operate within the policies of theBoard of Trustees.
3. Materials will not be excluded because of the race, sex, nationality or the political, ethical, or religious views of the writer or artist.
4. No item shall be removed from the Library except by order of the

Board of Trustees or a court having jurisdiction over such a decision.

### 2.11.2 Procedure for Accepting Gifts

Specific procedures for accepting donationof materials, including criteria for such acceptance, may be found in the Library Materials Selection Procedures Manual kept in the Librarian's office. Any potential donor should contact the ExecutiveDirector of the Foundation or the Librarian about donations.

### 2.11.3 Procedure for Complaints

The procedures for lodging and receiving complaintsascontained in the Library Bill of Rights, Freedom to Read Statement, and Code of Ethics adopted by the American Library Association willbe followed. Patron comment forms are available upon request from the Librarian.

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| **2.12** | **Records Retention Policy *(Adopted 1-4-1988; Revised 5-12-2008)***  The Office of the Secretary of State will serve as the legal authority and guide for retention and disposal of official records of the Junior College District of East Central Missouri. Each administrative division will be responsible for the retention and disposition of records falling under its purview, in accordance with the guidelines of the manual. |

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| **2.13** | **Archives Development Policy *(Adopted 1-4-1988; Revised 8-28-2003)***  College documentsthat are of historical importance will be storedin the Archives section of the library. A committee appointed by the President will have the authority to accept or reject materials submitted to the archives. |

**Procedures:**

### 2.13.1 Archives Development

It will be the responsibility of the division or entity producing thesubmitted documentorpublication to see that the necessary copies are forwarded to the library for inclusion in the Archives. The development and maintenance of the Archives shall be the responsibility of the Librarian.

The archives will permanently store threecopies of official College publications. The list will be reviewed annually by the records committee andwill include, but willnot necessarily be limited to:

College Newspaper

Yearbooks

Catalogs

Commencement Programs

Building Dedication Programs

Foundation Reports

Literary Reviews

Student Handbooks

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| **2.14** | **Field Trip Policy *(Adopted 12-3-1968; Revised 8-28-2003)***  Field trips for classes are permitted and encouraged. No trip is to be taken without prior approval of the administration, and a full-time employee must accompany and supervise each trip. |

**Procedures: *(Revised 5-12-2008)***

**2.14.1** As a general rule, students must travel to all off-campus trips by bus provided by the College and be accompanied by a faculty sponsor.

**2.14.2** Faculty members will have discretion to waive this requirement if the student's convenience or needs are better served by being permitted to use personal transportation to meet the group at the site of the field trip. In such cases, the student is to be notified that he/she is assuming all risks and liability for such travel.

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| **2.15** | **Children on Campus Policy *(Adopted 5-9-2005; Revised 5-12-2008)***  Children, aged 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. |

**2.16 Animals on Campus *(Adopted March 7, 2016)***

East Central College welcomes the presence of trained Service Animals assisting individuals with disabilities on its campus in areas open to the public consistent with the provisions of this policy and applicable law. An individual with a disability may be accompanied by his/her Service Animal in all areas of the College’s facilities where members of the public are permitted. This policy, however, applies only to facilities owned by the College or under its control. There may be restrictions imposed on the use of Service Animals in non-College facilities, such as hospitals, science laboratories or other clinical or internship experience locations. Such restrictions are established by the individual facilities, and the College has no control over such restrictions. In addition, the College reserves the right to impose restrictions on the use of Service Animals on its property in order to maintain safety or to avoid disruption of College operations. For purposes of this policy, a “Service Animal” is defined as a dog, or in certain circumstances, a miniature horse, that has been individually trained to do work or perform tasks for the benefit of individuals with disabilities. Animals that are not Service Animals will not be permitted inside College buildings unless specifically approved by the College President**.**

**Procedures: *(Adopted 3-7-2016)***

### 2.16.1 Service Animals

The Access Services Department at East Central College strives to provide equal opportunities for individuals with disabilities, which may include the use of Service Animals. Service Animals are working animals, not pets. The work or tasks performed by a Service Animal must be directly related to its handler’s disability.

Examples of work or tasks performed by Service Animals may include,

but are not limited to:

* assisting individuals who are blind or have low vision with navigation and other tasks;
* alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
* providing non-violent protection or rescue work;
* pulling a wheelchair;
* assisting an individual during a seizure;
* alerting individuals to the presence of allergens;
* retrieving items such as medicine or the telephone;
* providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
* helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Services that do not qualify as work or tasks performed by a Service Animal include:

* deterring crime; and
* providing emotional support, comfort, or companionship, often referred to as “therapy” or “companion” animals.

An animal does not have to be licensed or certified as a Service Animal in

order to serve in that capacity. Individuals with Service Animals will not be required to provide documentation proving that the animal has had particular training as or is a “certified” Service Animal. However, consistent with state law, all Service Animals on campus should still:

* be licensed in compliance with state and/or local laws applicable to non-service animals;
* be properly immunized and vaccinated; and
* wear a current license and rabies vaccination tag.

In situations where it is not obvious that the dog or miniature horse is a Service Animal, the College may ask the following questions: (1) Is the dog or miniature horse a Service Animal required because of a disability? and (2) What work or task has the dog or miniature horse been trained to perform?

A Service Animal is not required to wear a certain kind of harness that identifies it as a Service Animal, although all Service Animals must be on a leash or a harness at all times unless the nature of the accommodations provided by the Service Animal would be negatively impacted by a harness or leash. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls.

The College may direct an individual with a disability to remove a Service Animal from College premises if the animal:

* is out of control and its handler does not take effective action to control it (including the animal posing a direct threat to others on campus and/or exhibiting behavior that interferes with the educational process);
* is not housebroken or is ill; or
* is not properly licensed and/or vaccinated in accordance with state and/or local laws applicable to non-service animals.

### 2.16.2 Non-Service Animals

Pets under the control of an adult (i.e., 18 years or older) are permitted on College property, but are not permitted within College owned or leased buildings. Only Service Animals or animals being used in College laboratories for research, classroom or observation purposes are permitted within College owned or leased buildings.

Animals must be leashed and under the control of an adult at all times. A

loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult. Animals that are unleashed, or leashed and unattended, on College property may be subject to impoundment at the expense of the owner. Animals left unattended in motor vehicles on College property may also be impounded at the expense of the owner if they become a nuisance or if the welfare of the animal is threatened.

Any exception to this policy must be approved by the College President.