**SECTION 3: STUDENT SERVICES POLICIES AND PROCEDURES**

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| **3.1** | **Admission Policies *(Adopted 2-6-1989; Revised 12-4-2000; Revised 6-23-2003; Reaffirmed 8-252014)***  The administration of the College will develop and implement admissions procedures in accordance with the Revised Statutes of Missouri, guidelines of the Coordinating Board for Higher Education and the Department of Higher  Education, and best practices recommended by The Higher Learning Commission North Central Association of Colleges and Schools. Some programs and majors have specific admission requirements, such as educational prerequisites, cumulative grade point averages and/or test scores. Admission to the College does not insure a student admission to a specific program. |

**Procedures *(Revised 5-12-2008; Revised 8-25-2014)*:**

1. All graduates of accredited high schools and Missouri residents who hold a General Educational Development (GED) or High School Equivalency (HSE) certificate are eligible to enroll at East Central College.

1. Students without a high school diploma, GED or HSE certificate may be provisionally admitted and allowed to complete a maximum of 15 credit hours.

1. Graduates of high schools not accredited by a regional accrediting agency or appropriate state agency must, before admission, present evidence to the Admissions Office of a composite ACT score of 21 or above or a High School Equivalency (HSE/GED) certificate. In the event of extenuating circumstances, the applicant should discuss their application with the Director of Admissions.

1. Students who have graduated from home schooling are subject to the regulations found in Chapter 167 of the Revised Statutes of Missouri and as such are eligible to enroll at East Central College. Home school students must present a final high school transcript from a parent, guardian or external correspondence program with evidence of graduation or a GED/HSE certificate.

All home schooled students will be placed in appropriate levels of coursework based upon college placement measures in effect at the time of admission.

Home schooled students may be admitted at the start of the semester following certification of completion by a parent or guardian, or external correspondence program regardless of their age. Students under the age of seventeen must also follow the special admission process when they apply to the College.

1. To be admitted, all full-time students and certain part-time students will be required to complete an assessment of basic reading, writing and mathematics for placement in appropriate course levels unless official transcripts from accredited colleges indicate successful completion of college level reading, English composition and mathematics courses.

1. Registration of dual credit and dual enrollment students is covered in the Course Credit Options Policy.

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| **3.2** | **Program Admission Policy *(Adopted 5-9-2005)***  The faculty, staff and Chief Academic Officer will devise, implement and monitor an objective, timely and nondiscriminatory method for selecting applicants for admission to specific College programs with admissions criteria. These programs are identified annually and information is publicized in each semester’s schedule of classes. The selection process will reflect good practice, and criteria will be made available to interested parties in the departmental offices or academic advisement. |

**Procedures: *(Adopted 5-31-2007)***

#### 3.2.1 Criminal Background Check/Drug Screening

In response to external agency requirements and as a condition of required participation in activities at these agencies, students in designatedprograms must consent to a criminal background check and/or drug screeningand must be responsible forall costs involved.

Students who do not consent to or do not pass the drug screening cannot remain a student in the designated program. Any information derived from the criminal background check and/or drug screening will not result in disciplinary action by the College, nor will it be made part of the student’s college record. The student may remain enrolledat the College and continuein another program that does not have a criminal background and/ordrug screening examination requirement.

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| **3.3** | **International Student and Non-U.S. Citizen Student Admission Policy**  ***(Reaffirmed 12-2-1991; Revised 9-27-2007, 7-14-2014)***  East Central College is approved by the United States Department of Justice (Permit STL-214F-220, 3 April 1973) as an institution of higher learning for non-immigrant international students. The term “International Students” is defined as students who are in the United States pursuant to valid, nonimmigrant student visas and students who wish to come to the United States pursuant to valid, non-immigrant student visas to attend East Central College. Typically, International Students seeking admission to East Central College apply for admission from their home country. International Students already in the United States may be admitted to East Central College by transfer from another college or university in the United States if they have attained a grade |
| point average of 2.0 or higher, based upon a 4.0 scale or the equivalent, and ~~is~~ they are entitled to an honorable dismissal from that college or university.  International Students and non-U.S. citizen students seeking admission to East Central College must submit the proper documents and information, as outlined herein, in addition to meetingthe general College admission requirements*.* | |

**Procedures:**

#### 3.3.1 International Students *(Revised 7-14-2014)*

International Students seeking admission to East Central Collegemust:

1. Complete an East Central College Application for Admission*;*

1. Submit an original copy of an Affidavit of Support [U.S. Citizenship and Immigration Services (USCIS) Form I-134] indicating minimum support as designated in the catalog;

1. Submit an East Central College Sponsorship of International Students form*;*

*NOTE: The sponsor must be a resident of the East Central College service district and be responsible for assisting with the International Student's housing and transportation needs (not necessarily financial liability).*

1. Verify proficiency in English through one of the following: *(revised 12-23-14)*

* + Successful completion of the Test of English as a Foreign Language (TOEFL)(minimum score of 497 on the written test or 60 on the Internet-based test), or a score of 5.5 from the International English Language Testing System (IELTS), or B1 on the Common European Framework of Reference (CEFR);
  + Successful completion ofa course equivalent to English Composition I taken in residence at a U.S. college or university;
  + Successful completion of an English as a Second Language Program; or  English is the native language of the applicant’s home country.

1. Submit original transcripts from secondary schools and universities previously attended translated into English and accompanied by an explanation ofthe grading system used. Transcripts must be sent directly from school/college records/registrar's offices to the address below. These records cannot be received directly from students or sponsors unless they are in sealed envelopes with the issuing school’s or university’s official stamp or seal.

Send all documents to:

International Student Advisor

East Central College

1964 Prairie Dell Road Union, Missouri 63084 intladmissions@eastcentral.edu All documents must be received by the following dates:

April 15 for Summer Semester

July 15 for Fall Semester

November 15 for Spring Semester

If an International Student’s admission is approved, an I-20 Form will be issued within 30 days of receipt of the above records.

International Students must also show evidence of health insurance covering a 12-month period. This insurance coverage must be maintained during the entire period that the student is attending East Central College, and documentation of such coverage must be on file with the International Student Advisor.

International Students will be charged International Student tuition rates.

#### 3.3.2 Non-U.S. Citizen Students Who Are Not International Students *(Adopted 7-14-2014)*

Non-U.S. citizen students, lawfully present in the United States, who do not qualify as International Students may be admitted to the College under theregular admissions requirements and should submit the following information as part of the admissions process:

* An East Central College Application for Admission;
* Verification of high school completion or its equivalent;
* Proof of lawful presence in the United States through any document issued by the federal government that confirms such lawful presence;
* Proof of English proficiency; and
* Official college transcripts from all colleges where credit was attempted or earned, including dual credit.

If admitted, non-U.S. citizen students who do not qualify as International Students will be charged tuition as follows:

* Students in lawful permanent resident status will be charged tuition according to their district residency status at the time of their application for admission.
* Students present in Missouri as representatives of a foreign government or at the convenience of the United States and Missouri governments who hold a G visa (except for those who are government funded students) will be charged tuition according to their district residency status at the time of their application for admission.
* Students who hold A or L visas and who are individually designated as representatives of their governments and whose education is not government-funded will be charged tuition according to their district residency status at the time of their application for admission.
* All other non-U.S. citizen students who are lawfully present in the

United States [including, but not limited to, students who have been granted Deferred Action for Childhood Arrivals (“DACA”)] will be charged out-of-state tuition rates.

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| **3.4** | **Residency****Status Policy *(Revised 10-7-1985; Revised 6-23-2003)***  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 8-17-2007)***

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

A. **Informal Appeal *(Revised 3-20-2015)***

Meet informally with the Student Service Center Coordinator to discuss the residency status and reasons whythe student should be considered an indistrict student. The Coordinator 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 Officerwill 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 Officerwill forward to the President the documentationpreviously 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.

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| **3.5** | **Institutional****Scholarships Policy *(Revised 5-12-2008; Revised 7-14-2014)***  The East Central College institutionalscholarship program, funded through the general fund of the College,is intendedto provide access to East Central |
| Collegetostudents who demonstrate academic orperformance excellence orcould not otherwise attend due to the lack of necessary financial resources.  The number of scholarships awarded each year will be contingent upon funding, as determined by the College during its budget development process. | |

**Scholarships: *(Revised 7-14-2014)***

The following scholarships are approved by the Board of Trustees for funding through the general fund of the College.

**Board of Trustees Scholarship -** Students for a Full Award includethe valedictorian,salutatorianand the top 10% of students graduating within the last calendar year from anyhigh school in the East Central College taxing and servicedistrict*.* This scholarship is renewable for a second yearif a 3.3grade point average is maintained on at least 24 credithours completed annually*.*

**Academic Division Scholarship**-Each division will be approved for an equal number of one year, non-renewable awards. Each division will decide on the award distribution within and among the disciplines, taking into consideration the availability of other scholarships and financial aid. Those awards made to the division(s) that house the disciplines of art, music and theater will go to students enrolled in or majoring in other areas, since those disciplines have their own awards.

**Music** -Scholarship awardsare provided for music majors and forstudents who may not be music majors but who participate in musicalgroup performances.

Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

**Art** -Scholarship awardsare provided for art majors. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

**Communications, Media and Theater** -Scholarships are provided for communications, media and theater majors and/or students working in and on theater productions. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

**High School Equivalency (HSE, formerly GED)Scholarship** -Students are eligible for a non-renewable award ifadmitted on the basis of a HSE/GED Test score set by the College. Awards will be made each semester.

**Harrison M. Eaton Scholarship** -A waiver of tuition and generalfees is provided for an education major*;* renewable if a 3.3 grade point average is maintained on at least 24 credit hours completed annually.

**New Program Scholarships** -A scholarship is provided for a student enrolling in a new College program. Such a scholarship may become available in the first semester of any year in which a new, fully approved program is opened to enrollment. No more than two programs may offer New Program Scholarships at any one time. The scholarship is renewable for up to three semesters if a 3.0 grade point average is maintained on at least 12 hours completed in the fall semester and 12 hours completed in the spring semester.

**Home School Scholarship** -Scholarship awards are available to students completing a course of home study and scoring in the ninetieth percentile on a nationally recognized test measuring academic achievement. The scholarship is renewable for up to three semesters if a 3.0 grade point average is maintained on at least 24 credit hours completed annually.

**Non-traditional Student Scholarship** -A non-renewable scholarship award is available for an adult student enrolling in the College who is over the age of 23 and whose family income makes the student ineligible for need-based federal financial aid. To be eligible the student must be enrolled in no fewer than six(6) credit hours and have completed a minimum of 15 credit hours at East Central College with a 3.0 grade point average.

**Technical Skills Scholarships** -A Full Award is available to students from any high school in the East Central College taxing andservice districtpursuing an AAS degree in an area where they have demonstrated exemplary skills by scoring either first, second or third in a state (or higher) level technical skills competition in a program area articulated from their high school or area career center to a degree program at the College. The scholarship is renewable for a second year if a 3.3grade point average is maintained on at least 24 credit hours completed annually.

A partialscholarship award is available to students from any high school in the East Central College taxing and service districtpursuing an AAS degree in an area where they have demonstrated high potential in their chosen career field by scoring either first, second or third in a district level technical skills competition in a program area articulated from their high school or area career center to a degree program at the College. The scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least 24 credit hours completed annually.

**Student Ambassador Scholarships** – A competitive leadership program designed to attract a group of traditional and non-traditional students to represent the College to prospective students and the community. This Full Award is paid hourly, as earned, and awarded by semester. The scholarship is renewable if a 2.50 grade point average is maintained and is approved by the Director of Admissions.

Additional scholarships are available through the ECC Foundation; information is available on the Foundation website at [www.eccfoundation.org.](http://www.eccfoundation.org/)

**Procedures: *(Revised 7/14/2014)***

1. Scholarshipswill be awardedon the basis of merit and/or need as defined by the scholarship type.

1. All award processes will abide by federal and state statutes and regulations concerning non-discrimination.

1. Full Award - Up to a $1000 credit per semester to be applied to tuition and generalfees. It does not cover student activity fees, special fees, books or summer session. With administrative approval, Full Awards may be divided into partial awards and divided among students.

1. Supplemental Award - Up to $250 credit per semester to be applied to student activity fees, special fees, books or summer session. These scholarships are limited in number and funded by the ECC Foundation.

1. Scholarships not used in the semester in which they are awarded will be forfeited.

1. Unless otherwise noted, all scholarship award recipients must enroll full*-*time for a minimum of 12 credit hours per semester.

1. To be eligible for an institutional scholarship, all scholarship applicants must first complete a Free Application for Federal Student Aid (FAFSA) and the online College scholarship application by the priority deadline for early consideration. Information on financial aid, scholarships, the application process and relevant deadlines is available electronically through the Office of Financial Aid and the ECC Foundation Office.

1. In most cases, awards will not be made to students who have completed over 96 credit hours.

1. Unless otherwise noted, scholarships may be awarded to new or returning students.

1. All scholarship awards, whatever the source of funding, must be awarded and monitored by the Office of Financial Aid.

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| **3.6** | **Grade Policy *(Adopted 8-28-2003; Revised 8-27-2007, 8-31-2009)***  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. |

**Procedures:**

### 3.6.1 Grade Descriptions and Records *(Revised 3-1-2012)*

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

**Grade Explanation Grade QualityPoints Per Credit Hr.**

1. Superior 4
2. Above Average 3
3. Average 2
4. Below Average, Passing 1

F Failing 0

W Withdrawal with Approval 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 to the Registrar and file a record of the grade plus the criteria used to arrive at the official grade with the appropriate instructional division. Grades are available to students via 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.

**3.6.2 Other Grade Options**

## A. 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 grades of “D” and “F”, the following may be reported:

## U Unsatisfactory Progress

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

## B. 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.

## C. 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.

1. 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 exam, 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.

1. A student is admitted to the College, meets all course admission

requirements, registers for the course paying the usual tuition and fees, and enrolls in a class. 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 an audit class will then apply.

## D. 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.

## E. 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 for the student to receive

credit. Circumstances that warrant the use of “P” include, but are not limited to, articulated credit, advanced placement, and foreign language credit. Any specific course must receive approval from Academic Council to have a grade option of “P”. In each of these circumstances, credit is awarded but no grade point average points are computed. Students may not request a Pass grade option.

## F. 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.

### 3.6.3 Grade Point Average

**Grade point average** is determined using the following steps:

* Exclude for purposes of computation all grades of W, P, I and H
* 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**
* Total the number of semester hours attempted in all courses used to determine grade points; this value is the student’s **hours attempted**
* 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 and accepted by East Central College.

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| **3.7** | **Grade Appeal Process Policy *(Adopted 8-28-2003; Revised 8-27-2007)***  Students at East Central College have the right to appeal a final coursegrade. The right to appeal is limited to grades given for the semester most recently completed. |

**Procedures:**

**3.7.1**. Students must make appeal within eight (8) weeks of the official end date of the semester for which the grade is reported. Students must submit in writing to the Chief Academic Officer (CAO) a statement detailing the course, the faculty member, the grade received and the reason theappeal is sought.

**3.7.2** 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.

**3.7.3** A hearing committee will be appointed by the Chief Academic Officer, and a hearing conducted for the purpose of allowing all parties to state their positions. The committee will render adecision in writing to the student and faculty member within five (5) school days.

**3.7.4** The student may appeal the decision of the committee to the President in writingwithin ten (10) days of the committee’s decision. The President will conduct areview and render a decision within thirty (30) days. The decision of the President is final.

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| **3.8** | **Grade Forgiveness Policy *(Adopted 8-28-2003; Revised 8-27-2007)***  Students at East Central College may petition for grade forgiveness; application is limited to grades of D or F earned in coursework in a single semester. |

**Procedures:**

**3.8.1** Certain conditions apply to be eligible. The original grade(s) remain on the transcript, and the forgiveness is noted. 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.

**3.8.2**. Students may obtain more information on Grade Forgiveness from their academic advisor. The grade forgiveness petition is available in the Registrar’s office or on the College website.

### 3.9 Course Repeat Policy *(Adopted 1-1- 2013)*

A student enrolled at East Central College may repeat a course one time, if either the student received a grade of D, F, W or WX 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 and conditions warrant such exception, the student must receive written permission from the chief academic officer (CAO) or the chief student affairs officer (CSAO). 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.

**Procedures:**

**3.9.1** 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.

**3.9.2** Students seeking written permission to repeat a course as detailed in the policy can find more information from the registrar’s office, the CAO or CSAO, or from an academic advisor.

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| **3.10** | **Graduation and Academic****Honors Policy *(Adopted 5-6-1974; Revised 6-23-2003)*** The following minimum cumulativegrade point averages will be required for graduation honors: |

Highest Honors 3.85

Honors 3.50

President's List - A semestergrade point average of 3.85 to 4.00 will be required for placement on the President's Honors List.

Vice President’sList - A semestergrade point average of 3.50 to 3.84 will be required for placement onthe Vice President’sHonors List.

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| **3.11** | **Academic Standards of Progress Policy *(Adopted 12-3-1968; Revised 8-27-2007)*** Upon enrollment at East Central College,students areexpected to make progress toward graduation. The College defines minimal academicprogress based on the followinggrade point averages:  Completion of at least 12 semester credit hours of coursework: 1.80  Completion of at least 24 semester credit hours of coursework: 2.00 |

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| **3.12** | **Academic Probation and Suspension Policy *(Adopted 12-3-1968; Revised 8-27-2007)*** Any student with a grade point average that falls below minimal academic standards of progress will be placed on academic probation.  Students in academic probation status are notified by the Chief Student Affairs Officer and are required 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. Students have the right to appeal any academic suspension. |

**Procedures:**

**3.12.1** A student appeal of an academic suspension requires a written petition to the Chief Student Affairs Officer for reinstatement as an active student. The petition should include two components: a statement of the circumstances which led to the current academic status and a statement detailing a remedy of the current academic circumstances.

**3.12.2** Upon completion of the semester of suspension, a student must apply for readmission to the College. Students must submit a written petition to the Chief Student Affairs Officer at least two weeks prior to the start of the semester of readmission. Any petition submitted must contain the elements listed above.

**3.12.3** 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.

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| **3.13** | **Graduation Requirements *(Adopted 12-3-1968; Revised 6-1-1998)***  Specific graduation requirements will be set up by the College faculty in accordance with the requirements of the State of Missouri and appropriate accrediting agencies. |

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| **3.14** | **Return of Title IV Funds Policy *(Adopted 9-11-2000)***  East Central College complies with the Federal Return of Title IV Funds requirements as added to law by the Higher Education Amendments of 1998 (Public Law 105-244) and found in section 488B of the Higher Education Act of 1965, as amended. |

**Procedures:**

**3.14.1** Students are required to earn Title IV financial aid by attending classes beyond the 60% point of the semester for which aid was received. Students who withdraw from or stop attending classes prior to completing 60% of the semester are subject to a recalculation of their Title IV financial aid as directed by the Federal Return of Title IV Funds policy.

1. Title IV Funds refers to Federal financial aid programs authorized under the Higher Education Act of 1965, as amended. Title IV Funds include Subsidized and Unsubsidized Stafford Loans, PLUS Loans, Federal Pell Grants, Federal SEOG Grants, and LEAP grant funds.

1. A student's withdrawal date is determined by the Financial Aid Office in accordance with federal guidelines.

1. Title IV financial aid is earned in a prorated manner by attending classes up to and including the 60% point in the semester. Title IV financial aid is considered 100% earned by attending classes beyond the 60% point in the semester.

1. The Financial Aid Office will utilize a formula dictated by the Federal Return of Title IV Funds policy to assign responsibility to both East Central College and the student for returning unearned Title IV financial aid to the Title IV programs.

1. Students are responsible for payment of any outstanding balance on their East Central College account resulting from their withdrawal and the return of Title IV funds.

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| **3.15** | **Extracurricular Activities Policies *(Revised 5-12-2003)*** |
| **3.15.1** | **Athletics Policy**  A program of intercollegiate athletics, which fosters student development and enriches student life, will be encouraged. |

**Procedures:**

1. The Board of Trustees will approve all intercollegiate sports.

1. Coaches and athletes will abide by the rules and regulations of the National Junior College Athletic Association (NJCAA). A copy of the rules and regulations is available through the Chief Student Affairs Officer.

1. Intercollegiate athletics will be funded from student activity fees.

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| **3.15.2** | **Student Organizations Policy**  The establishment of and participation instudent 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 an employee sponsor.

1. File a mission statement and application with the Chief Student Affairs Officer.

1. Gain approval of the Student Senate 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.

#### 3.15.3 Student Publications

The editor of the student newspaper will be chosen near the end of the school year by a committee consisting of: 1) the faculty sponsor; 2) the Chief Student Affairs Officer (non-voting member); 3) the present editor; and 4) the president of the Student Senate.

Guidelines for all student publications are available in the Student Publications Handbook available through the faculty sponsor or the Chief Student Affairs Officer.

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| **3.16** | **Communicable Diseases Policy *(Revised 5-12-2008; revised 8-25- 2014)***  East Central College endeavors to provide its students with a safe and healthy environment in which learning can occur. This policy is intended to prevent the transmission of communicable diseases from a student to other members of the College community. A student with a communicable disease may present a reasonably foreseeable risk of harm to others. Therefore, the College will take action in accordance with this policy to minimize the risk of transmission and to maintain a safe campus and educational environment. Some College departments have additional restrictions and procedures that must be followed due to the nature of the educational environment. |

**Procedures:**

***3.16.1*** **Definitions *(Revised 8-25-2014)***

The term “communicable disease” shall mean an infectious disease that is readily capable of transmission to other individuals through close contact, exposure to routine secretions, and/or physical proximity on a college campus. A communicable disease may be acute (short-term) or chronic (long-term). For purposes of this Policy, this term is not intended to include diseases for which transmission is virtually eliminated as a result of the application of standard universal precautions or other effective measures.

The term “Assessment Team” shall mean a multi-disciplinary team convened to review and assess the student’s communicable disease and its effect on the College community.

The terms “others” or “others in the College community” shall mean employees, students, and visitors to the College or any of its satellite facilities or properties.

**3.16.2** **Disclosure** ***(Revised 8-25-2014)***

A student who becomes aware that he/she has or may have a communicable disease shall self-report this information to the Chief Student Affairs Officer. A College employee who has personal knowledge that a College student has or may have a communicable disease must also report this fact to the Chief Student Affairs Officer.

**3.16.3** **Assessment *(Revised 8-25-2014)***

Upon receipt of a report that a student has or may have a communicable disease, the Chief Student Affairs Officer is authorized to temporarily exclude the student from College property until a multi-disciplinary team (“Assessment Team” or “Team”) is convened to review and assess the student’s condition.

The Assessment Team will be composed of the following: (1) the Chief Student Affairs Officer or his/her designee; (2) a physician or other consultant, selected by the College, with knowledge of the particular disease; (3) the student’s health care provider; and (4) other College representatives , as appropriate. The student and/or his/her representative will be involved in the assessment process, but the decision on how the situation will be handled will be determined by the College.

The Chief Student Affairs Officer must convene the Team within a reasonably prompt period of time after receiving a report that a student has or may have a communicable disease. The Team should be convened within five (5) business days of the report, if not sooner. Members of the Team are responsible for arranging their schedules to meet at the time and place designated by the Chief Student Affairs Officer. Because of the importance of addressing the communicable disease in a prompt manner, this meeting will not be rescheduled because of the unavailability of one or more members. However, members of the Team may participate by telephone upon giving advance notice to the Chief Student Affairs Officer.

The Team will assess, review, and consider the following: (1) the student’s condition; (2) the present and future risk of transmission to others; (3) the existence and practicality of implementing precautions, methods and strategies to eliminate or reduce the risk of transmission to others; (4) the restrictions, if any, that will be required to prevent the student from creating the risk of transmission to others; (5) whether the student should be excluded (or continue to be excluded) from College premises, and, if so, whether alternative educational arrangements can be made; and (6) if warranted, the date upon which the Team will reconvene to reassess the matter.

The Team will make a determination regarding the student’s exclusion (or continued exclusion) from the College and/or the conditions or restrictions on the student’s return to the College (if any) within three (3) working days after it has convened. The Team’s determination will be documented in writing and the Chief Student Affairs Officer shall provide written notice of the determination to the student and President of the College.

If the student’s condition is chronic or persists for more than a short, definable period, the Team shall reassess its determination as often as the Team deems appropriate.

This assessment process is not intended to limit or otherwise inhibit the right of the College to contact the local health authority or other public health official for guidance or direction in handling a communicable disease situation. Directives or orders from public health officials shall supersede the assessment process in this policy.

#### *3.16.4* Consent

To aid in its assessment, the Team may request that the student provide a HIPAA compliant authorization that permits the Team to communicate with the student’s health care provider(s) regarding the status and effect of the student’s communicable disease. In addition, the Team may require, at the College’s expense and in accordance with law, the student to undergo a physical examination and/or medical tests that are narrowly tailored to assist the Team in determining whether the student still has a communicable disease. A student who refuses to provide consent to enable the Team to communicate with the student’s health care provider(s) or to undergo the required examination/tests may be subject to exclusion from College property, as permitted by law, until such time as consent is provided or the Team determines that the student may return in accordance with this Policy.

#### *3.16.5* Return to the College *(Revised 8-25-2014)*

The Team is authorized to decide that the student may return to the College if it determines that one or more of the following is true:

1. The student never had or no longer has the communicable disease; or

1. The communicable disease is not in the infectious or contagious stage; or

1. The communicable disease poses little to no risk of transmission in the College environment upon the application of universal precautions or other effective measures.

**3.16.6** **Appeal *(Revised 8-25-2014)***

The student may appeal the Team’s determination to the President of the College in writing within three (3) business days of the receipt of the Team’s decision. The student shall set forth in writing the reasons why the Team’s decision should be modified or reversed. As part of the appeal process, the President is entitled to review all documentation produced and considered by the Team. Upon conclusion of this review, the President will issue a written decision to the Team and the student. The President’s decision shall be final. However, if the student believes that the actions under this policy were taken in violation of Section 504 of the Rehabilitation Act of 1974 (“Section 504”) or the Americans with Disabilities Act (“ADA”), the student is permitted to submit an appeal by proceeding to the final level of the College’s grievance policy on Section 504/ADA complaints. A copy of that policy may be obtained from the College’s Compliance Coordinator for these laws, whose contact information is as follows:

Chief Student Affairs Officer

East Central College

1964 Prairie Dell Road

Union, MO 63084

Phone: 636-584-6565

A student who is unable to resolve a problem or grievance under Section 504 or the ADA has the right to file a complaint with the Office for Civil Rights for the United States Department of Education, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 65114; phone 816-2680550.

***3.16.7*** **Confidentiality** ***(Revised 8-25-2014)***

Students with communicable diseases have a right to privacy and a need for confidentiality of their medical information. Therefore, to preserve this right, the following rules will apply:

1. The student’s medical condition and related information may be disclosed only to those individuals who have a “need to know” the information in order to implement this Policy, to assure that proper care is provided, and/or to detect/monitor situations in which the potential for transmission of the communicable disease may increase, as well as to those individuals who are otherwise authorized to receive, or who must receive, this information under law.

1. The student’s medical information shall be retained in a file separate from the student’s other records. This separate file shall be maintained by the Chief Student Affairs Officer.

1. Willful, negligent, or unauthorized disclosure of information about a student’s medical condition will be cause for remedial or disciplinary action, up to and including dismissal.

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| **3.17** | **Student Conduct Policy *(Revised 5-7-1973; Reaffirmed 12-2-1991; Revised 8-28-2003, 6-16-***  ***2014)*** Admission to East Central College carries an obligation to conduct one’s self as a responsible member of the College community. Individual students and student organizations are required to observe the policies of the College and the laws of city, state, and federal governments. Student and organizational behavior must be compatible with the educational objectives of the College thereby maintaining safety standards and promoting the health and wellness of each member of the College community. Students are expected to approach each academic course and activity with a willingness to learn and an attitude of cooperation. Students and student organizations are expected to uphold the key principles of honor, truthfulness, and respect for people and property.  Prohibited conduct will lead to student discipline. |

**Procedures: *(Revised 5-12-2008; Revised 8-2012, 6-16-2014)***

**3.17.1 Prohibited Conduct:**

* + 1. 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.

* + 1. Violation of or disregard for safety policies and procedures, e.g. lab safety contract.

* + 1. Violation of the Tobacco-Free Campus Policy.

* + 1. Violation of East Central College's Information Technology Policy.

* + 1. 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.

* + 1. Knowingly furnishing false information to the College.

* + 1. Forgery, alteration, or misuse of College documents, records, or identification, whether in written or electronic form.

* + 1. 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.

* + 1. Disturbing others with strong, pervasive odors such as perfume, cologne, body odor, animal odor, alcohol, or illegal substances.

* + 1. Assault, abuse or conduct which threatens or endangers the health or safety of another person on College-owned or controlled property or at a College-sponsored or supervised function.

* + 1. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a College employee, a College student, or a campus visitor.

* + 1. Unauthorized entry into or use of College facilities.

* + 1. Violation of local, state, or federal laws on College-owned or controlled property or at College-sponsored or supervised functions.

* + 1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance, 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. An imitation controlled substance is a substance that is not a controlled 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 controlled substance.

* + 1. 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.

* + 1. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at College sponsored or supervised activities.

* + 1. Gambling on College-owned or controlled property or at College sponsored or supervised functions. Charitable or fund raising raffles may be permitted for student organizations with the approval of the Vice President of Student Development.

* + 1. Violation of the Policy Regarding Student Protections Against Sexual Assault, Relationship Violence, and Stalking.

* + 1. Violation of College policies regarding Discrimination and Harassment.

* + 1. 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.

* + 1. Hazing, or any act that intimidates, frightens, or degrades an individual.

* + 1. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

* + 1. Stalking, defined as engaging in a course of conduct directed at a specific member of the College community that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means that two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Stalking may involve physical stalking and/or cyber stalking.

* + 1. Any aforementioned committed in concert with other persons, may make each participant responsible for the acts of the entire group.

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

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| **3.18** | **Student Discipline Policy *(Revised 5-1-1989; Reaffirmed 12-2-1991; Revised 8-28-2003;***  ***Reaffirmed 6-16-2014)***  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 3.17). If the need for student discipline arises, students can expect due process as defined by the following procedures. |

**Procedures:**

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

1. **Definitions *(Revised 6-16-2014)***

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

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

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

* 1. 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.

1. **Possible Sanctions** ***(Revised 8-2012, 6-16-2014)***

* 1. Warning: A verbaladmonition by a College official regarding a violation of the Student Conduct Code.

* 1. Fines, community service, rehabilitation or other restitution: A monetary fee, assigned task or other means of reparation.

* 1. Disciplinary Probation: A status resulting from a finding of misconduct. The student remains enrolled but under stated conditions.

* 1. 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.

* 1. 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.

* 1. Expulsion**:**  Permanent loss of student status due to misconduct. Other stated conditions may be applied.

## C. Formal Student Disciplinary Process *(Revised 12-23-2014)*

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

1. Students will be informed in writing of the time, date, and location of the hearing by personal delivery, certified mail, or via electronic communication at least seven business days in advance of the hearing.

1. The entire case file will be available for inspection by the student in the office of the Chief Student Affairs Officer during normal business hours. The file, which should be available at least two (2) business days before the hearing, need not include the personal and confidential notes of any Collegeofficial or participant in the hearing process.

1. The hearing will be conversational and non-adversarial. Formal rules of evidence will not apply. The Chief Student Affairs Officer or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.

1. The student may choose to be assisted by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of legal counsel will be limited to providing legal advice to the student, and such legal counsel may not participate in any other way.

1. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at

the hearing, as well as to present relevant evidence. In some circumstances, including those involving sexual assault or other sensitive allegations, the Chief Student Affairs Officer or designee may determine that direct questioning of a witness by the student or the individual assisting the student is not appropriate. In those cases, the student or their representative will submit the questions to the Chief Student Affairs Officer or designee, who will then ask the questions.

1. Whenever possible, the student will be expected to respond to questions asked by the Chief Student Affairs Officer or designee.

1. 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.

1. The hearing will be recorded. The recording(s) shall be kept with the pertinent case file for a minimum of six (6) months.

1. A written decision will be rendered by the hearing committee within five (5) 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 will be final unless a timely appeal is made to the College President.

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

1. An appeal is limited to the following issues:

* 1. Prejudice or other irregularities that improperly influence the outcome of the disciplinary hearing.
  2. Discovery of new or significant evidence that was not available at the time of the original hearing.
  3. A sanction that is extraordinarily disproportionate to the violation.

1. The College President will meet with the student and render a decision within seven (7) days. The decision of the President will be final.

1. 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.

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| **3.19** | **Student Drugs and Alcohol Policy *(Reaffirmed 12-2-1992; Revised 11-5-2001)*** It is the objective and goal of East Central College to provide a drug and alcohol-free environment for students. |

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

* + 1. **Explanation and Consequences of Prohibitive Behavior*.*** 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 that is not a controlled 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 controlled substance.

Violations of this Policy will result in disciplinary actions, up to student expulsion, and may have legal consequences.

Instances of violations could result in the involvement of civil law enforcement authorities.

* + 1. **Federal Law Compliance.** It is the College's intent and obligation to comply with the Drug-Free Workplace Act of 1988, Public Law 100690, and update to the Drug-Free School Community Act of 1989, Public Law 101-226 to provide a drug-free, healthful, safe work environment.

* + 1. **Student Responsibilities.** The College recognizes drug and alcohol abuse as a potential health, safety and security problem; and dependency as an illness for which there is effective treatment.

* + - 1. **Student Seeking Help.** Students needing help in dealing with such problems are encouraged to use the College's counseling services for referral assistance for treatment centers.

* + - 1. **Student Violations.** Student violations are subject to ECC procedures as outlined in the Student Discipline Policy (see 3.18).

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| **3.20** | **Student Information****Policy *(Reaffirmed 12-2-1991; Revised 4-7-2003)***  East Central College will comply with all state and federal statutes regarding use and release of student information including the Family Educational Rights and Privacy Act of 1974 (as amended). Students, parents or guardians seeking clarification of laws, regulations and practice may request such information from the office of the Chief Student Affairs Officer. |

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| **3.21** | **Student Right-to-Know and Campus Security Act Policy *(Revised 4-7-2003)*** East Central College will comply with all federal and state statutes and regulations concerning student right-to know, includingPublic Law 101-524, The Student Right-to-Know Act and Campus Security Act, as amended by  Public Law 102-26, The Higher Education Technical Amendments. Detailed information regarding these statutes and regulations is available from the Chief Student Affairs Officer. |

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| **3.22** | **Transfer****Articulation Officer *(Adopted 10-1-1973; Revised 4-7-2003, 8-31-2009)***East Central College will designate a Transfer and Articulation Officer for the purpose of assisting students with matters related to transfer and articulation of credit. |

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| **3.23** | **Student Attendance Policy *(Adopted 5-9-2005; Revised 8-25-2014)*** |  |
|  | Student attendance in class, regardless of the delivery modality, is important for student success. East Central College is an attendance-taking institution. As such, faculty members are required to submit daily attendance records to the Registrar on timely basis. Specific attendance guidelines and consequence are provided in each course syllabus and are enforceable as written unless otherwise specified. | |  |

**Procedures *(Adopted 8-25-2014):***

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

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

* A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

* A student cannot be absent for the equivalent (intermittent, nonconsecutive absences) of two weeks of class meeting time (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

* A student cannot exceed the absences permitted under a more restrictive and specific course attendance policy.

Should any of these conditions apply, the faculty member will follow the actions as stated in the course syllabus up to and including administrative withdrawal (WX) from the class for any student not considered attending but still officially enrolled in the class. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.

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| **3.24** | **Student ADA Grievance Policy *(Adopted 5-8-2006)***  East Central College will provide for expeditious and reasonable resolution of student grievances related to the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, or other disability related statutory rights. Grievance must be filed during the semester in which accommodations are requested. |

### 3.24.1 Informal Procedure

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

1. 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.

1. 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 Chief Student Affairs Officer.
   3. Resolved or student initiates formal grievance procedure.

### 3.24.2 Formal Procedure

1. Step 1:
   1. Student appeals by filing Formal ADA Grievance Form with Chief Student Affairs Officer within 10 working days of informal grievance decision.
   2. Chief Student Affairs Officer conducts investigation with all parties involved and issues a statement of findings.
   3. Resolved or go to Step 2.
2. Step 2:
   1. Chief Student Affairs Officer appoints and convenes ADA Hearing Committee, which is a five-member committee composed of faculty and staff chaired by the Chief Student Affairs Officer, within 10 working days of appeal being filed.

Hearing will be audio recorded.

* 1. The ADA Hearing Committee reviews documentation and meets with all parties involved.
  2. Chief Student Affairs Officer notifies all concerned parties of the committee’s decision in writing within 10 working days.
  3. Resolved or go to Step 3.

1. Step 3:
   1. Student files written appeal to President within 10 working days of the committee’s decision, including copies of Informal and Formal Grievance proceedings.
   2. President renders decision, which is final.

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| **3.25** | **Student Protection Against Discrimination and Harassment *(Adopted 6-16-2014)*** East Central College is committed to maintaining an educational environment that is free from illegal discrimination or harassment in admission or access to its programs, activities and facilities. This includes conduct on property owned or operated by the College, at College-sanctioned functions, and certain offcampus events. Discrimination, harassment or retaliation against students or others on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, disability, age, genetic information, veteran status or any other characteristic protected by law is strictly prohibited in accordance with law. The College also prohibits:   1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment. 2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment. 3. Discrimination or harassment against any person because of such person’s association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics. |

## General Rule

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

This Policy addresses illegal discrimination or harassment directed at students, which does not rise to the level of sexual assault, relationship violence or stalking, as those terms are defined in Policy 3.26 Policy Regarding Student Protections Against Sexual Assault, Relationship Violence, and Stalking. Complaints regarding sexual assault, relationship violence or stalking are governed by Policy 3.26.

Policy 3.24 Student ADA Grievance Policy governs grievances by students who believe they have been denied requested accommodations or discriminated against on the basis of a disability in violation of the Americans with Disabilities Act, Sec 504 of the Rehabilitation Act or other related disability statutes.

Students may file such a grievance under this Policy 3.25, Policy 3.26, or Policy 3.24; the College’s Compliance Officer will determine which Policy governs resolution of the specific complaint.

The College also prohibits illegal discrimination and harassment against employees, and specific information about the College’s Policy and response to allegations of illegal discrimination and harassment against employees is found in Policy 5.4.

**3.25.1 Definitions – the following definitions apply to this policy:**

**Discrimination** – Conferring, refusing or denying benefits or providing

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

**Harassment** – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, genetic information, veteran status or any other characteristic protected by law: verbal, nonverbal, or physical aggression; stalking; graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; stereotyping; threatening, intimidating or hostile acts; theft; or damage to property.

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

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

### 3.25.2 Compliance Officers

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

Title IX Administrator Title IX Deputy Administrator Section 504 Administrator ADA Administrator

Vice President of Student Development Director of Human Resources

East Central College East Central College

1964 Prairie Dell Road 1964 Prairie Dell Road

Union, MO 63084 Union, MO 63084

636-584-6565 Phone: 636-584-6712

The Compliance Officer will:

1. Coordinate compliance with this policy and the law.

1. Receive all complaints regarding discrimination and harassment at East Central College.

1. Serve as the College’s contact person for compliance with discrimination laws.

1. Investigate or assign persons to investigate complaints; monitor the status of complaints; and recommend consequences.

1. Seek legal advice when necessary to enforce this Policy.

1. Report to the College President and the Board of Trustees aggregate information regarding the number and frequency of complaints and compliance with this Policy.

1. Make recommendations regarding changing this Policy or the implementation of this Policy.

1. Coordinate and institute training programs for College staff and supervisors as necessary to meet the goals of this Policy, including instruction in recognizing behavior that constitutes discrimination and harassment.

1. Perform other duties as assigned by the College President.

### 3.25.3 Reporting a Complaint

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

As noted above, all employees, students and visitors must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Such reports should be made to the Vice President of Student

Development or the Director of Human Resources, as the College’s Compliance Officers. All College employees will instruct persons seeking to make a complaint under this Policy to communicate directly with the College Compliance Officers. Even if the potential victim of discrimination, harassment, or retaliation does not file a complaint, College employees are required to report to the Compliance Officers any observations, rumors or other information regarding actions prohibited by this Policy.

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

### 3.25.4 Interim Measures

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

### 3.25.5 Procedure for Investigation and Resolution of Complaints

In determining whether alleged conduct constitutes discrimination or harassment, the College will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident

constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, College officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the College will take immediate corrective action.

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

1. Interview the person making the complaint regarding the nature and specifics of the incident(s);

1. Interview the person accused; and

3. Interview other possible witnesses, if appropriate.

## A. Complaints Against Employees of the College

If a complaint under this Policy is against an employee of the

College, the complaint will be investigated by the Director of Human Resources or designee, and will be handled according to the procedures found in Policy 5.4. Employees who violate

this Policy will be disciplined, up to and including employment termination.

## B. Complaints Against College Students

If a complaint under this Policy is against another student, the complaint will be investigated by the Vice President of Student Development or designee.

Both the person making the complaint and the person accused will have equal opportunity to provide relevant information, including the identities of any witnesses they believe should be contacted as part of the investigation.

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

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

The Vice President of Student Development will notify both the complainant and the person accused of his or her determination, but, unless otherwise authorized by law, will only notify the complainant of any sanctions imposed against the accused student,

to the extent such sanctions impact the complainant, such as a determination that the accused may not come within a certain distance of the complainant.

## B.1. Appeals

If either the person making the complaint or the person accused disagrees with the Vice President of Student Development or designee’s determination, either student may request that the complaint be handled according to the procedures found in the Student Discipline Policy, Policy 3.18.

### 3.25.6 Confidentiality, Records and Counseling

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

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

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

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

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

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| **3.26** | **Policy Regarding Student Protections Against Sexual Assault, Relationship**  **Violence, and Stalking *(Adopted 6-16-2014)***  East Central College is committed to maintaining an educational environment that is free from illegal discrimination or harassment in admission or access to its programs, activities and facilities. This includes conduct on property owned or operated by the College, at College-sanctioned functions, and certain offcampus events. Sexual assault, as that term is defined in this Policy, is a form of |
| sexual harassment and is strictly prohibited. Relationship violence and stalking may also be forms of discrimination and harassment and are also strictly prohibited. For purposes of this Policy, “relationship violence” refers to both dating and domestic violence, as those terms as defined below. The College also prohibits:   1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment. 2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment. 3. Discrimination or harassment against any person because of such person’s association with a person protected from discrimination or harassment as described in this Policy. | |

## General Rule

The College is committed to ensuring that all students feel and are free to benefit fully from the College’s programs and activities. As part of this commitment, the College seeks to create an environment that encourages individuals to report incidents of sexual assault, relationship violence and stalking. Reporting allows the College to provide support to victims, and is the only procedure through which the College can address offenders and attempt to reduce the risk of future occurrences. This Policy provides information about how individuals may report allegations of sexual assault, relationship violence and stalking to the College, how the College responds to such reports, as well as information about resources available to victims of sexual assault relationship violence and stalking. In investigating and responding to complaints of sexual assault, relationship violence or stalking, the College’s primary focus is to address the sexual assault, relationship violence or stalking, and, in most cases, the College will grant amnesty to a Reporting Party for other potential violations, such as alcohol violations. Such potential violations should not discourage a Reporting Party from notifying the College of incidents of sexual assault, relationship violence or stalking.

This Policy addresses behavior where the Accused Individual is a student. Behavior that does not rise to the level of sexual assault, relationship violence or stalking, as those terms are defined in this Policy, may still violate College Policy, and may be addressed by the College’s Policy regarding Student

Protections AgainstDiscrimination and Harassment (Policy 3.25) or the

College’s Student Conduct Policy (Policy 3.17). In the event the Accused Individual is an employee, the reporting procedures and resources are the same as set forth in this Policy, but the investigation and response to allegations against employees is found in Policy 5.4.

**3.26.1 Definitions – the following definitions apply to this Policy:**

**Accused Individual** – Any person identified by the Reporting Party as the perpetrator of sexual assault, relationship violence or stalking.

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

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition: (a) A social relationship of a romantic or intimate nature means a relationship which is characterized by the expectation of affection or sexual involvement between the parties. (b) Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse. (c) Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – (1) A felony or misdemeanor crime of violence committed--(a) By a current or former spouse or intimate partner of the victim; (b) By a person with whom the victim shares a child in common; (c) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. (2) Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual, or physical abuse.

**Discrimination** – Conferring, refusing or denying benefits or providing

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

**Harassment** – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, genetic information, veteran status or any other characteristic protected by law: verbal, nonverbal, or physical aggression; stalking; graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; stereotyping; threatening, intimidating or hostile acts; theft; or damage to property.

**Reporting Party** – A member of the College community, who reports to the College that he or she has been the victim of alleged sexual assault, relationship violence, and/or stalking.

**Sexual Assault** – A form of sexual harassment, and is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual assault includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, thighs, buttocks, or other intimate parts. Sexual assault also includes attempted or actual sexual penetration of any kind without a person’s consent.

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

**Stalking** – Activity that may be a form of harassment, as defined above, that involves engaging in a course of conduct directed at a specific person that wouldcause a reasonable person to fear for his/her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. Stalking may involve physical stalking and/or cyber stalking.

### 3.26.2 Compliance Officers

The Board of Trustees designates the following individuals to act as the College’s compliance officers:

Title IX Administrator Title IX Deputy Administrator Section 504 Administrator ADA Administrator

Vice President of Student Development Director of Human Resources

East Central College East Central College

1964 Prairie Dell Road 1964 Prairie Dell Road

Union, MO 63084 Union, MO 63084

636-584-6565 Phone: 636-584-6712

The compliance officer will:

1. Coordinate compliance with this Policy and the law.

1. Receive all complaints regarding discrimination and harassment at East Central College.

1. Serve as the College’s contact person for compliance with discrimination laws.

1. Investigate or assign persons to investigate complaints; monitor the status of complaints; and recommend consequences.

1. Seek legal advice when necessary to enforce this Policy.

1. Report to the College President and the Board of Trustees aggregate information regarding the number and frequency of complaints and compliance with this Policy.

1. Make recommendations regarding changing this Policy or the implementation of this Policy.

1. Coordinate and institute training programs for College staff and supervisors as necessary to meet the goals of this Policy, includinginstruction in recognizing behavior that constitutes discrimination and harassment.

1. Perform other duties as assigned by the College President.

### 3.26.3 Reporting a Complaint

The College encourages the reporting of all incidents of sexual harassment, including, but not limited to, sexual assault, relationship violence, and stalking. The decision to report such incidents is a deeply personal and often difficult decision, but is often a way for the victim to begin healing. Such reporting may also help prevent future incidents of a similar nature from occurring. Victims are not required, however, to report such incidents, and will not be penalized if they choose not to report an incident to law enforcement or a Compliance Officer.

The first priority for any victim of sexual assault or relationship violence is to receive appropriate medical attention for any medical injuries and to preserve evidence in the event the Reporting Party chooses to pursue a complaint. The College will maintain and publish information containing resources and guidance for victims of sexual assault, relationship violence and stalking. Such information will be maintained in the College’s Annual Security Report and the College’s Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be maintained by the College’s Title IX Administrator, who will make such information available to any interested person.

The College provides several options for reporting incidents of sexual harassment, including, sexual assault, relationship violence, and/or stalking:

1. Confidential Reporting – Individuals may make a confidential report to a College counselor. Counseling services are available at no cost to students and referrals to community resources are available. College counselors can also help the alleged victim identify other available College resources.
2. Formal Complaint – Individuals may also file a formal (verbal, written, or online) complaint with the Vice President of Student Development and it will be promptly investigated.

There is no time limit on the filing of complaints, though the College encourages prompt reporting, as delayed reporting may hinder the College’s ability to pursue disciplinary action against an Accused Individual.

1. Criminal Report – Individuals may make a criminal report with local law enforcement, or appropriate jurisdiction. College personnel are available to assist individuals with contacting the appropriate jurisdiction for making such a report.

In addition to pursuing criminal or College disciplinary proceedings, individuals may wish to obtain an order of protection, no-contact order, or restraining order from the relevant jurisdiction. Such orders are

enforced by the local law enforcement agency in the relevant jurisdiction.

Upon receiving a complaint of sexual assault, relationship violence or stalking, the College will provide to the Reporting Party a written notice describing the reporting options listed above. Reporting Parties are not limited to one form of reporting and may pursue multiple methods of reporting options.

In addition, except as otherwise provided in this Policy, all employees, students and visitors must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment, which includes sexual assault and may include relationship violence and stalking. Such reports should be made to the Vice President of Student Development or the Director of Human Resources, as the College’s Compliance Officers. All College employees will instruct persons seeking to make a complaint under this Policy to communicate directly with the College compliance officers. Even if the potential victim of discrimination, harassment, or retaliation does not file a complaint, College employees, except members of the College’s counseling staff who are considered confidential reporters, are required to report to the Compliance Officers any observations, rumors or other information regarding actions prohibited by this Policy.

After receiving a complaint, the Compliance Officer will determine the appropriate College Policy for processing the complaint. In making this determination, the Compliance Officer will consider the specific facts alleged by the Reporting Party. Allegations related to acts of Sexual Assault, Relationship Violence or Stalking, as those terms as defined in this Policy, will be processed according to this Policy. Allegations that may constitute sexual or other forms of harassment prohibited by the College, but not rising to the level of Sexual Assault, Relationship Violence or Stalking, will be reviewed according to Policy 3.25 Student Protection Against Discrimination. Once the determination is reached, the Compliance Officer will notify the Reporting Party of which College Policy will govern the disposition of the Reporting Party’s complaint, and will provide the Reporting Party with a copy of the applicable Policy. The College encourages the Reporting Party to seek clarification from the Compliance Officer if the Reporting Party believes the Compliance Officer has selected the wrong Policy to resolve the complaint.

### 3.26.4 Interim Measures

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

### 3.26.5 Procedure for Investigation and Resolution of Complaints

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

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

1. Interview the Reporting Party regarding the nature and specifics of the incident(s);

1. Interview the Accused Individual; and

1. Interview other possible witnesses, if appropriate.

## A. Complaints Against Employees of the College

If a complaint under this Policy is against an employee of the

College, the complaint will be investigated by the Director of Human Resources or designee, and will be handled according to the procedures found in Policy 5.4. Employees who violate this Policy will be disciplined, up to and including employment termination.

## B. Complaints Against College Students

If a complaint under this Policy is against another student, the complaint will be investigated by the Vice President of Student Development or designee. The procedures will follow those set forth in the Student Code of Conduct, except that to the extent there are any inconsistencies between the Student Code of Conduct and this Policy, the procedures set forth in this Policy will apply in cases of Sexual Assault, Relationship Violence, or Stalking:

1. The College will conduct a thorough, fair, and impartial investigation.

1. Proceedings under this Policy will be conducted without undue delay, and will be conducted by officials who receive annual training on the issues related to relationship violence, sexual assault, and stalking, and how to conduct a hearing process that protects victim safety and promotes accountability. In general, proceedings pursuant to this Policy, including adjudication through the Student Discipline Policy, should be completed within sixty (60) days of the Reporting Party’s complaint to the Compliance Officer.

1. Mediation will not be used in cases alleging sexual assault, relationship violence, or stalking.

1. The Compliance Officer or designee may issue a “no contact” order to all parties identified in a sexual assault, relationship violence, or stalking complaint. The Compliance Officer will consider other interim measures that may be appropriate.

1. Both the Reporting Party and the Accused Individual will have equal opportunity to provide relevant information, including the identities of any witnesses they believe should be contacted as part of the investigation. Both the Reporting Party and the Accused Individual have the right to have an advisor of their choosing present during any meetings or proceedings related to the investigation. For purposes of this Policy only, there is no limitation on the choice of an advisor by either the Reporting Party or the Accused Individual. The limitations on the role of legal counsel in a disciplinary proceeding are defined by the Student Discipline Policy.

1. After reviewing all the relevant information, the Vice President of Student Development or designee will render a determination as to whether the Policy was violated and what additional actions may be necessary, including disciplinary action against the Accused Individual and/or making available to the Reporting Party appropriate College resources. In making this determination, the

Vice President of Student Development or designee will utilize a “preponderance of the evidence standard,” meaning that he or she will determine whether it is more likely than not that a Policy violation occurred.

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

1. The Vice President of Student Development will notify both the Reporting Party and the Accused Individual, in writing, of his or her determination. The written notification will also notify both the Reporting Party and the Accused Individual of the availability of appeal, as described below.

1. If either the Reporting Party or the Accused Individual disagrees with the Vice President of Student Development or designee’s determination, either student may request that the complaint be handled according to the procedures found in the Student Discipline Policy, Policy 3.18. In those circumstances, both the Reporting Party and the Accused Individual will have equal opportunity to participate in the process, and the process will utilize a “preponderance of the evidence standard,” meaning that it will determine whether it is more likely than not that a Policy violation occurred.

1. At the conclusion of any portion of the disciplinary proceeding, including any appeal, both the Reporting Party and the Accused Individual will be notified in writing, and simultaneously, of the result of that portion of the disciplinary proceeding, when that result becomes final, and the availability of any appeal.

### 3.26.6 Confidentiality, Records and Counseling

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

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

Any student who believes he/she has been a victim of illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence or stalking has the option of speaking confidentially to a College counselor. Counseling services are available at no cost to the student and referrals to community resources are

available. College counselors can also help the alleged victim identify other available College resources.

All other employees are mandated to report the information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence or stalking to the Compliance Officer.

### 3.26.7 Training and Awareness Programs

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

1. Safe and positive steps an individual may take to intervene to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person;

1. Information about how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction;

1. Awareness campaigns and prevention programs intended to stop domestic violence, dating violence, sexual assault, and stalking before they occur, and to increase campus awareness and share information and resources for the same purpose;

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

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

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| **Policy 3.27** | **Financial Aid Code of Conduct *(Adopted 12/7/2015)***  The Board of Trustees believes opportunities for higher education should not depend upon a student’s financial circumstances and that when students choose to take advantage of available financial assistance programs, they should fully understand and be provided assistance to selfmanage their financial information. Therefore, the board authorizes the president to establish regulations governing the administration of financial aid to students. |

**Procedures *(Adopted 12/7/2015):***

### 3.27.1 Conflict of Interest

No action will be taken by financial aid staff that is for their

personal benefit or that could be perceived to be a conflict of interest.

1. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person to avoid any conflict of interest or the appearance of a conflict of interest.
2. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender.
3. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
4. No amount of cash, gift, or benefit in excess of $25 or combination of gifts from one source over the course of a one-year period which totals more than $25 shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).

### 3.27.2 Information Provided

Information provided by the financial aid office shall be

accurate, unbiased, and shall not reflect preference arising from actual or potential personal gain.

### 3.27.3 Award Notifications

Institutional award notifications and/or other institutionally

provided materials shall include the following:

1. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
2. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
3. Standard terminology and definitions, using the

National Association of Student Financial Aid

Administrators’ glossary of award letter terms.

1. Renewal requirements for each award.

### 3.27.4 Consumer Information

All required consumer information shall be displayed in a

prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."

### 3.27.5 Disclosure

Financial aid professionals will disclose to the College any

involvement, interest in, or potential conflict of interest with any entity with which the College has a business relationship.