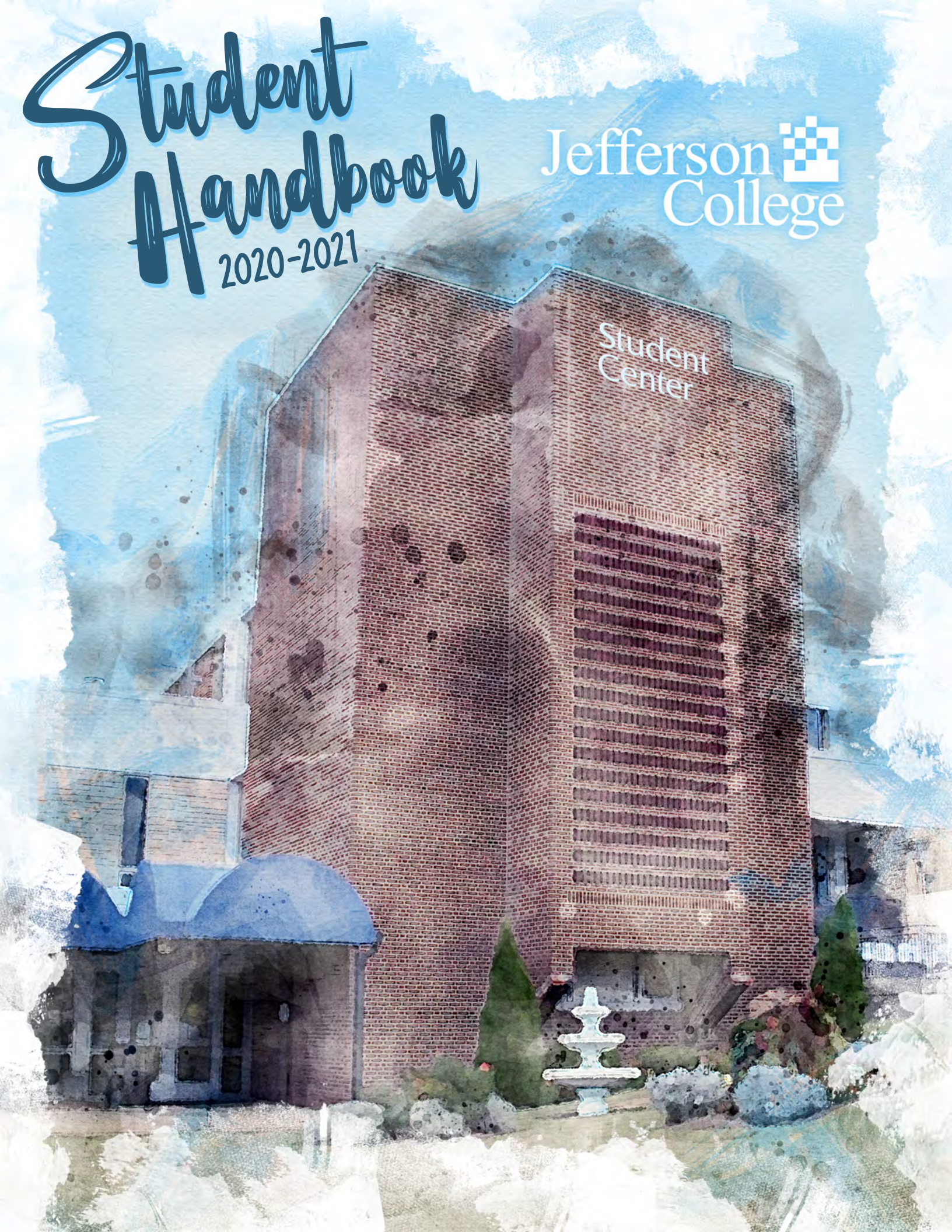
Student Handbook

2020-2021

Jefferson College



NON-DISCRIMINATION NOTICE

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Disability Support Services Coordinator, Office – Technology Center 101, (636) 481-3169/797-3000, ext. 3169.

The College Coordinator of Title IX is the Director of Student Compliance, Office - Student Center 211, (636) 481-3258/797-3000, ext. 3258.

Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than ADAAA as specified above may contact the Director of Student Compliance, Office - Student Center 211, (636) 481-3258/797-3000, ext. 3258.

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact the Director of Human Resources, Office – Administration 133-E, (636) 481-3157/797-3000, ext. 3157.

ACCREDITATION

Specific programs are accredited/approved by the following organizations:

- Accreditation Council for Occupational Therapy Education
- American Veterinary Medical Association
- Child Development Center Missouri Accreditation
- Commission on Accreditation for Health Informatics and Information Management Education
- Commission on Accreditation in Physical Therapy Education
- Commission on Accreditation for Law Enforcement Agencies
- Concurrent Enrollment Partnerships
- HVAC Excellence
- Joint Review Committee on Education in Radiologic Technology
- Missouri Department of Elementary and Secondary Education
- Missouri Division of Emergency Medical Services
- National Automotive Technicians Education Foundation

Jefferson College's institutional affiliations include:

- American Association of Community Colleges
- American Association of Community College Trustees
- American Registry of Radiologic Technologists
- American Welding Society
- Electronic Technicians Association
- Missouri Association of Career and Technical Education
- Missouri Community College Association
- Missouri Department of Elementary and Secondary Education (DESE)
- Missouri Department of Public Safety (POST)
- Missouri School-College Relations Association
- Missouri State Board of Nursing
- National Alliance of Concurrent Enrollment Partnerships
- National Junior College Athletic Association
- The Higher Learning Commission

Jefferson College is accredited by The Higher Learning Commission. Individuals should direct their questions, comments, or concerns to 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413. 1(800) 621-7440 or (312) 263-0456; Fax (312) 263-7462.

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STUDENT HANDBOOK

The contents of this handbook are provided for informational purposes. The handbook is accurate at the time of posting but is subject to change. Any such changes may be implemented without prior notice and are effective when made. Students will be notified via email of any substantive changes to this handbook, including information about accessing these updates. Jefferson College reserves the right to terminate programs for financial or other reasons which the College determines warranted. The programs, services, or other activities of the College may be terminated at any time due to reasons beyond the control of the College, including—but not limited to—acts of God, natural disasters, destruction of premises, labor disturbances, governmental orders, or financial insolvency.

DIRECTORY OF SERVICES – HILLSBORO

Telephone: (636) 481-3000 or 797-3000
TDD users: (636) 789-5772 (Hillsboro); FAX (636) 789-5103

Where extensions are listed, please dial
(636) 481-XXXX or (636) 797-3000, ext. XXXX
(When dialing from an on-campus phone, only the 4-digit extension is needed)

AREA	EXT.	BLDG
Academic Success Center	3439	TC 1st FL
• Computer Information Systems Lab		TC103
• Math Lab		TC107
• Science Lab		TC107
• Writing Lab		TC105
Admissions	3226	SC 1st FL
Bookstore	3251	SC Low LV
Campus Police	3500	VW 214
Cashier**	3123	SC 104
Child Development Center	3298/3299	CDC
Counseling Services	3209	SC Top FL
Disability Support Services	3169	TC 101
Enrollment Services:	3209/3217	SC 1st FL
• Advising		
• Career		
• Financial Aid		
• Registration		
• Student Records		
• Transfer		
Food Services	3255	SC CAFE
Career-Tech Snack Bar		CTE 144D
Help Desk	3234	
Library	3166	LIB
Mercy Clinic	636-543-2290	VW 215
Missouri Baptist Univ.	3214/3242	SC 106
Project SUCCESS	3281	SC Top FL
Student Financial Services	3212	SC 1st FL
Student Development	3231	SC Top FL
Testing Center	3147/3148	Southeast corner of the Library building
Tuition Payment	3123	SC 1st FL
University of Missouri-St. Louis	3243/3244	SC 1st FL
Veterans' Educ. Benefits	3285	SC 1st FL
VP Student Services	3200/3201	SC 205
Workforce and Employment Services	3223	CTE 101
• Job Search Assistance and non-credit programs		

NOTE: All hours are subject to change. Please go to www.jeffco.edu for current information.
^Computer Lab Schedule: www.jeffco.edu > Current Students > Academic Services > Computer Labs

*** Enrollment Services processes parking permits.*

Gender-neutral restrooms are located in the following areas on the Hillsboro campus:

- AS II - First floor restrooms next to the Online Learning and Assessment located in Room 303
- CTE - Main level restrooms next to the Adult Education Literacy (AEL) area located in Room 174
- Library - First floor single-use restroom down the hallway next to the Circulation Desk

JEFFERSON COLLEGE – ARNOLD EXT. 3597

Where extensions are listed, please dial
(636) 481-XXXX or (636) 797-3000, ext. XXXX
(When dialing from an on-campus phone, only the 4-digit extension is needed)

AREA	EXT.	ROOM
Academic Advising	3597	1st FL
Academic Support Center	3573	310B
Bookstore	3554	102
Central Methodist University	3598	231
Enrollment Services (Admissions, Registration, General Information)	3597	1st FL
Missouri Baptist Univ.	(636) 282-2470	229
Testing Center	3592	310

NOTE: All hours are subject to change. Please go to www.jeffco.edu for current information.
^Computer Lab Schedule: www.jeffco.edu > Current Students > Academic Services > Computer Labs

JEFFERSON COLLEGE – IMPERIAL EXT. 3481

Where extensions are listed, please dial
(636) 481-XXXX or (636) 797-3000, ext. XXXX
(When dialing from an on-campus phone, only the 4-digit extension is needed)

AREA	EXT.	ROOM
Computer Lab^ *subject to scheduled classroom use*		213
Front Desk	3481	
Law Enforcement/EMT/Paramedic Info	3425	

NOTE: All hours are subject to change. Please go to www.jeffco.edu for current information.
^Computer Lab Schedule: www.jeffco.edu > Current Students > Academic Services > Computer Labs

MISSION, VISION, VALUES

COLLEGE MISSION:

Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

VISION:

Jefferson College strives to inspire our community to explore, develop, and engage in innovative learning experiences in a supportive and inclusive environment.

VALUES:

Jefferson College fosters a culture of excellence for its community of students, faculty, and staff by embracing the following values:

- **Success:** Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery;
- **Accessibility:** Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities;
- **Integrity:** Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures;
- **Learning:** Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement; and
- **Service:** Infusing a spirit of civil engagement through community volunteer initiatives, cultural enrichment, and Academic Service Learning opportunities.

DIVERSITY STATEMENT

Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community, to engage in a diverse world.

QUESTION & ANSWERS

SHOULD I DROP A CLASS OR WITHDRAW?

There are several things you should consider before dropping or withdrawing from a class. If you receive FINANCIAL AID, dropping or withdrawing from the class may affect your eligibility, so check with Student Financial Services before dropping or withdrawing. Talk to your INSTRUCTOR about the class, perhaps things aren't as bad as they seem. Is this course a PREREQUISITE for another class that you will need later? Dropping or withdrawing from a class may delay your graduation or transfer plans. Additionally, the class may not be offered again when you need it. Some classes are only offered one semester a year. It may be another year before you can re-enroll in this class. The College provides FREE TUTORS for classes. Visit the Academic Success Center, and they may be able to help you through the difficult times!

WHERE DO I GET MY STUDENT ID?

Students who are enrolled at Jefferson College will need a student identification card which also serves as their Library card. These cards will be issued to new students or for returning students in the Student Center at Hillsboro, Library Circulation Desk at Hillsboro, at Arnold, or at the Imperial campus. There is a fee for a replacement ID.

HOW DO I GET A PARKING STICKER

Pick up a registration form from Enrollment Services in Hillsboro or the main counter at other campus locations. Return the completed form with your parking sticker fee. You will receive your parking sticker on the spot. Rules and regulations about driving and parking on campus are available on the Jefferson College website.

HOW DO I FIND OUT IF CLASSES ARE CANCELLED?

Inclement Weather Cancellation:
Announcements concerning class cancellations are carried on the following radio stations: KJFF AM (1400) Festus, KREI AM (800) Farmington, KTJJ FM (98.5) Farmington, WIL FM (92.3) St. Louis, and WRTH AM (1430) St. Louis. In addition, announcements of cancellations are made on JCTV (cable channel 21) and can be accessed at www.jeffco.edu. Class cancellations may also be accessed by calling the College at (636) 481-3000 or 797-3000. Additionally, text alerts will be sent to those enrolled in the Viking Text Message Service.

HOW DO I SIGN UP FOR VIKING TEXT MESSAGE SERVICE?

To register for this service, you must log into your MyJeffco account, then click on the"Viking Text Message Service" button on the Home tab. You will be asked to enter your cell phone number and cellular carrier.

CAN I BRING MY CHILDREN TO CLASS WITH ME?

Students are not permitted to bring children to class, nor should children be left unattended in the halls, offices, Library, Student Center, or outside on campus. The College reserves the right to protect the safety and welfare of unattended children. If students leave their children unattended, the College will institute appropriate action.

IS SMOKING PERMITTED ON CAMPUS?

Jefferson College is a tobacco-free and smoke-free campus as of Fall 2014.

HOW DO I APPLY FOR GRADUATION?

Students are encouraged to apply for graduation when registering for their final semester to ensure all course requirements are met. Graduation applications are available through the Student Center, Jefferson College-Arnold, Jefferson College-Imperial, on the Jefferson College website and on the Student tab in MyJeffco. **Deadlines to apply for graduation are September 1 for fall/winter intersession, February 1 for spring/summer intersession, and June 1 for summer. Commencement will be held on May 15, 2020.**

GET INVOLVED IN STUDENT ORGANIZATIONS!

- **Get connected to Jefferson College**
- **Become a leader**
- **Develop lasting friendships**
- **Learn valuable skills**

Joining a campus club or organization provides an excellent opportunity to meet people, develop skills, and have fun! General information about clubs and organizations is available in the Student Development Office in the top floor of the Student Center, or by calling (636)481.3231.

The following is a list of current clubs and organizations with contact information. Also, check out the "Get Involved" page at www.jeffco.edu.

- **ACTIVE MINDS** is a group utilizing the voices of students to change the conversation about mental health issues on college campuses.
  Contact: Gregg Crain gcregg@jeffco.edu

- **LEGION OF GAMERS** is a group invested in promoting a sense of community and teamwork through participation in various games, building positive relationships, and bringing people together from diverse backgrounds.
  Contact Sarah Lafser slafser@jeffco.edu

- **LGBTQ+** is group composed of LGBT individuals as well as allies seeking to raise awareness of issues relevant to LGBT communities, as well as broader issues of acceptance and social justice.
  Contact Joe Kohlburn jkohlbur@jeffco.edu or Elke Overton eoverton@jeffco.edu

- **BLACK STUDENT UNION** is designed to heighten the cultural, educational, and civic consciousness of African American students at Jefferson College.
  Contact Richard Stephenson rstephe4@jeffco.edu or Brocklon Chatman bchatman@jeffco.edu

- **NATIONAL ASSOCIATION FOR MUSIC EDUCATORS (NAfME)** is a group for music majors with organizational goals of promoting music education, gaining professional experiences, and participating in networking opportunities.
  Contact Joel Vanderheyden jvanderh@jeffco.edu

- **NAVIGATORS** is a campus Christian organization that promotes fellowship through Bible study, discussions, and engagement in community service opportunities.
  Contact Fran Moore fmoore1@jeffco.edu or Bill Kaune wkaune@jeffco.edu

- **PHI THETA KAPPA** is the international honor society for two-year colleges. The purpose of the group is to recognize and promote academic achievement among students.
  Contact Karen Hester khester@jeffco.edu

- **PSYCHOLOGY CLUB** educates and stimulates interest in the field of Psychology through sharing information, discussion, debate, community service projects, and providing information about further education, professional organizations, and potential career paths.
  Contact Amy Kausler akausler@jeffco.edu, Leslie Buck lbuck@jeffco.edu, or Brandon Whittington bwhittin@jeffco.edu

- **JC WRITING CLUB** provides a supportive environment where creative writers can learn, write, share, and improve. The goal is to nurture confident, successful writers with publishing credits.
  Contact Lisa Ebert eebert1@jeffco.edu or (636) 481-3328

- **STUDENT NURSE CLUB** highlights the excellent choice of nursing as a career to students, the College and the community. Club members demonstrate their commitment to the club and their career by being actively involved in volunteer opportunities throughout the community and on campus. The club assists nursing students throughout their academic career by providing resources such as tutoring, study groups, and peer support.

  Contact Sarah Akridge sakridge@jeffco.edu or (636) 481-3415

- **SMNEA CLUB FOR FUTURE TEACHERS** provides prospective educators with an understanding of the education profession, gives insight into teaching jobs, and advances the interests and welfare of future teachers.
  Contact Ken Boning kboning@jeffco.edu

- **STUDENT SENATE** is the student governing body of Jefferson College, and consists of students who are elected to represent the interests of students. Student Senators engage in leadership development, facilitate programs based on student requests and expressed needs, and advocate on behalf of students.
  Contact Brandi Gallaway bgallawa@jeffco.edu or (636) 481-3231

SPORTS AT JEFFERSON COLLEGE

INTERCOLLEGIATE SPORTS

The following is a list of contact extensions; to reach the employee dial (636) 481-XXXX or 797-3000, ext. XXXX.

- **Men's Baseball:** Coach – Zachary Bone, ext. 3385
- **Men's Soccer:** Coach – Brocklon Chatman, ext. 3397
- **Women's Soccer:** Coach – Brocklon Chatman, ext. 3397
- **Women's Basketball:** Coach – Ashley McGee, ext. 3387
- **Women's Softball:** Coach – Tony Cook, ext. 3379/3458
- **Women's Volleyball:** Coach – Aida Steiger, ext. 3390

For more information about intercollegiate sports contact the appropriate coach or Robert Deutschman, Director of Athletics, at ext. 3356 or rdeutsc2@jeffco.edu. The general phone number for information about Athletics is ext. 3394.

FIELD HOUSE ACTIVITY GUIDELINES

Anyone using the Jefferson College Field House must be a student with current Viking Fitness Membership and appropriate, current College ID or participating in an approved activity. Membership and ID's are available for purchase or pick up in Room 123 of the Field House on the Hillsboro campus Fall/Spring: Mon.-Fri 8:00 a.m.-11:00 a.m. and 1:00 p.m.-4:00 p.m., Summer: Mon.-Thur.: 8:00 a.m.-11 a.m. and 1:00 p.m.-4:00 p.m., from the Field House Coordinator Marie Self, (mself@jeffco.edu / ext. 3391) or Secretary to Director of Athletics Debbie Maples (dmaples@jeffco.edu / ext. 3394). When campus is closed, the Field House is closed.

GENERAL FIELD HOUSE RULES AND REGULATIONS

- Athletic shoes must be worn at all times.
- Return all equipment to each equipment station.
- Jefferson College students with current College IDs will be admitted free to all Jefferson College regular season home athletic contests.

SAFETY PRECAUTIONS, PROCEDURES, AND GUIDELINES

- Before starting any fitness program, it is best to meet basic medical requirements and have a medical checkup.
- CAUTION: If heart, circulatory, or breathing problems exist, see a physician before undertaking exercise or extending your exercise limits.
- Most experts indicate that you should exercise at least five times a week.
- Exercise should not be strenuous, unpleasant, and exhausting; it should be moderate, enjoyable, and refreshing.
- After warm-up, stretching exercises should be done slowly and carefully allowing the muscles to relax.
- A good exercise routine should contract and stretch all the major muscle groups.
- Research indicates working out about 30 minutes a day is recommended.
- The key to making exercise safe is to individualize the exercise program.
- Any workout should include a warm-up and cool-down phase.

FITNESS CENTER GUIDELINES

- Present proper identification to Fitness Center Monitor to scan on each visit.
- Ages 16 & up are eligible to utilize the Fitness Center with current Viking Fitness card.
- All patrons are required to complete a consent form prior to first use.
- Additional guidelines posted in the Fitness Center.
- Please check the Fitness Center Webpage for additional information and hours of operation or changes.

SERVICES FOR STUDENTS

ADMISSIONS OFFICE

The Admissions Office is responsible for the recruitment of prospective students and assists students in all stages of the application and acceptance process. Staff members are knowledgeable about all of the programs and services offered at Jefferson College. Admissions staff can answer questions about applying for admission, dual credit and dual enrollment, placement testing, applying for on campus housing, financial aid, touring campus, degrees and certificate programs, requirements for competitive admission programs, and so much more! Prospective students who are interested in getting started at Jefferson College can call the Admissions Office at 636-481-3226, email admissions@jeffco.edu, or sign up for a Pre Admission Student Session (PASS) at to learn more about what the College has to offer.

For more information on Admissions services, please call (636) 481-3223 or 797-3000, ext. 3223.

BEHAVIORAL CONCERNS TEAM

Jefferson College strives to promote a safe college environment for all students, faculty, staff, and community members. To assist in this endeavor, a Behavioral Concerns Team (BCT) has been established to coordinate campus response for students displaying concerning behavior. All members of the campus community are encouraged to report behaviors that are concerning, such as: exhibiting inappropriate levels of aggression or harassing behaviors, acting out of normal character, displaying frequent tearful behavior, or indicating suicidal or homicidal thoughts.

Students can report concerns that they have about other students by completing the Maxient Student Incident Report on the "r u ok?" tab in MyJeffco.

The BCT meets weekly and assesses all reports and implements appropriate intervention, as needed. For further information regarding the Behavioral Concerns Team, please contact (636) 481-3262 or 797-3000, ext. 3262.

CAMPUS POLICE

Campus Police ensure a safe and secure campus environment for students, faculty, and staff. They assist the campus community with all criminal offenses, traffic safety, vehicle-related issues such as lockouts and jump starts, as well as provide safety escorts to vehicles upon request. Campus Police are available at the Hillsboro campus 24/7 and during many open hours at the Arnold Campus. The Jefferson College Campus Police Department office is located on the Viking Woods Apartment complex in apartment #214.

Please call 911 in an emergency; in non-emergency situations or if you have a general question, contact the on-duty officer at (636) 481-3500 or 797-3000, ext. 3500.

CHILD DEVELOPMENT CENTER

The Jefferson College Child Development Center provides comprehensive, high quality child care/education programs for preschool and school-age children while parents pursue educational and employment goals. The Center serves as a laboratory setting for students enrolled in early childhood or other curricula related to the care and education of children. Students are provided an opportunity to observe and interact with children in a quality early childhood education setting.

The Center is licensed by the Department of Health and Senior Services, and is accredited by Missouri Accreditation of Programs for Children and Youth.

The Center accepts enrollment of children for the following programs:

- Two year olds – ages 2 - 3 1/2
- Preschool – ages 3 1/2 through 5
- School Age – ages 6 through 12 – Before /After school and summer school-age programs
- Family Services Division – Childcare Tuition Assistance Vendor

Interested students should stop by the Center (north of the Student Services building, Hillsboro Campus) or call (636) 481-3299 or 797-3000, ext. 3299, for more information.

COMTREA ON CAMPUS

Free Confidential Counseling services are available on campus for Jefferson College students through COMTREA. Students must be enrolled in the term during which they seek services. Consultation and outreach services are available for students, faculty and staff. To schedule an appointment, please call (636) 481-3215 or 797-3000, ext. 3215.

WORKFORCE AND EMPLOYMENT SERVICES

The Workforce and Employment Services Office provides students and graduates with information and tools to prepare for successful job searches. Services provided include advice on resume and cover letter development, interview techniques, job search strategy, Career Closet, and connections to job openings in the community. The office provides individual assistance, workshops, coordinates all non-credit workforce programming, hosts job fairs, and other opportunities for students to interact with potential employers, c. Job placement data for Associate of Applied Science and Certificate graduates are also monitored. For more information on Workforce and Employment Services, call (636) 481-3223 or 797-3000, ext. 3223.

ENROLLMENT SERVICES

The Office of Enrollment Services is your one stop shop for assistance at Jefferson College. Enrollment Services Assistants can answer various questions regarding admission, registration, transcripts, and general financial aid. Enrollment Services Specialists provide a variety of services designed to facilitate student success, including academic advising, registration, financial aid guidance, career exploration, academic and personal support, and transfer assistance. These services are critical in helping a student make the most of his or her college career. All students are encouraged to meet with an Enrollment Services Specialist each semester to discuss required courses for each certificate or degree and resources available for success. Call (636) 481-3209 or 797-3000, ext. 3209, to schedule your appointment.

RESIDENTIAL AND STUDENT LIFE

Viking Woods Student Housing offers students an opportunity to live just a short walk from classes and campus resources. The apartment-style facilities include full operational kitchens in addition to furnished living and bedrooms. Amenities include Internet access, 24-hour computer lab, laundry facilities, volleyball court, basketball hoop, and more. For additional information, contact Viking Woods at (636) 481-3249/3296 or 797-3000, ext. 3239/3296 or kschmid3@jeffco.edu

There are multiple opportunities to get involved on campus – an important part of the collegiate experience.
Our events allow students to meet new people, gain valuable knowledge, and have fun at school! For additional information, contact the Student Development Office at (636) 481-3231 or 797-3000, ext. 3231 or bgallawa@jeffco.edu

R U OK?

Jefferson College and COMTREA on Campus promote student wellness and educational success. The group recognizes the challenges of being a college student and strives to provide educational opportunities to develop skills, increase help-seeking behaviors, promote safety, and encourage diversity. Through “r u ok?” programs, students are connected to resources that help them achieve their goals. For additional information, visit the “R U OK?” tab in MyJeffco.

STUDENT FINANCIAL SERVICES

The Student Financial Services Office provides current and prospective students with information about funding opportunities available to assist with paying for college. Staff members can assist individuals in completing the necessary application forms for federal, state, and institutional financial aid. For more information on Student Financial Services, call (636) 481-3212 or 797-3000, ext. 3212.

STUDENT DEVELOPMENT

The Student Development Office provides meaningful cultural, educational and social opportunities to complement the academic programs of Jefferson College students. These include:

- Clubs and organizations
- Leadership opportunities and training
- Volunteer opportunities in the community

Contact Brandi Gallaway bgallawa@jeffco.edu or (636) 481-3231 for more information.

STUDENT SUPPORT SERVICES (PROJECT SUCCESS)

Student Support Services (Project SUCCESS) is a TRIO program funded by the U.S. Department of Education. The purpose of Project SUCCESS is to help students acquire academic and coping skills necessary to persevere and succeed in obtaining a four-year college degree. Project SUCCESS staff provide direct, individualized services, including: workshops on personal and academic issues, career assessment and counseling, financial aid information, tutoring, peer mentoring, transfer assistance, and ongoing personal support. To qualify for Project SUCCESS, students must be at least one of the following: first generation college student (neither parent has earned a bachelor's degree), low-income (as determined by federal guidelines), or have a disability. Project SUCCESS applications are available in the Project SUCCESS Office located on the top floor of Student Center or by calling (636) 481-3281 or 797-3000, ext. 3281.

ACADEMIC SUPPORT SERVICES FOR STUDENTS

ACADEMIC SUCCESS CENTER

The Academic Success Center at Jefferson College supports the educational development of students and reinforces classroom learning. The Center strives to empower students to achieve their academic goals by providing opportunities to enhance student learning, and achieve course success, and personal growth. The Center outcomes help meet the College's academic success, retention, and graduation goals.

The Academic Success Center consists of the following services located in the Technology Center: Science Lab, Math Lab, Writing Lab and Computer Information Systems Lab. These labs are staffed with professionals who have degrees and instructional experience in their respective fields; many are full-time faculty.

Academic Success Centers are a proven initiative nationally to help students meet their educational goals. Come by and learn more about the services offered. Your success is our success. The Center is open Monday-Thursday, 8 a.m. – 8 p.m. and Friday, 8 a.m.– 4 p.m. The Writing and Math Lab staff are available Monday-Friday, 8 a.m. – 3 p.m. For more information call (636) 481-3439 or 797-3000, ext. 3439.

MATH LAB

The Math Labs are located in TC107 in the Academic Success Center at Jefferson College Hillsboro, and in the Academic Support Center at Jefferson College Arnold. Students who need help with courses ranging from Beginning Algebra to Differential Equations may drop in for assistance from various adjunct and full time instructors. Math tutorial software is available on the computers in the Math Labs. The Math Lab is now available online. Go to MyJeffco and the Online Support Tab. Scroll down to the Online Math Lab and follow the directions provided for accessing these services while off campus and during evenings and weekends. The schedule for online services is posted on the Online Math Lab site.

WRITING LAB

Jefferson College offers two writing lab support service options. The on-campus lab is located in TC105 as part of the Academic Success Center at the Hillsboro campus. The Writing Lab has computers with Internet access, and WiFi is also available. The Online Writing Lab (JC OWL), accessible through the Online Support tab in MyJeffco, offers paper review services, as well as live chat with tutors. In both labs, current English faculty provide assistance with creating, organizing, developing, and revising writing of all kinds. Hours for the Online Writing Lab (JC OWL) vary. Schedules for both writing labs are located online in MyJeffco.

FOUNDATIONS LAB

The Foundations Lab is located in the Technology Center, Room 111 (Academic Success Center) at the Hillsboro Campus. Students needing tutoring in math, reading, and writing, as well as help preparing for math and reading placement examinations, can obtain assistance and instructional resources from a team of professional instructors. Additionally, the Foundations Lab holds camps for reading and math that are designed to help students prepare to take the College's math and reading placement tests.

DISABILITY SUPPORT SERVICES

Jefferson College is dedicated to providing reasonable accommodations and appropriate services to students with disabilities. The Disability Support Services (DSS) Office collaborates with students, faculty, and staff to provide equal access to educational opportunities, programs, and activities.

The DSS Coordinator assists students with disabilities by working with staff and faculty to provide reasonable accommodations that allow students to demonstrate their abilities, knowledge, and skills. This is achieved while treating any disability-related information confidentially.

WHO IS ELIGIBLE?

The DSS Office provides services for any Jefferson College student with a diagnosed disability, including but not limited to: visual, hearing, psychiatric, physical, and learning disabilities. Current and appropriate documentation of a disability must be provided to the DSS Office, and must show how the disability substantially limits one or more major life activities, before accommodations can be provided. To request information regarding required documentation, contact the DSS Office at the Jefferson College main campus– Hillsboro, Technology Center 101, (636) 481-3158 or 797-3000, ext. 3158. More information can be found on the Jefferson College website.

DEFINITIONS

A qualified student with a disability means any person who:

(a) has a physical or mental impairment which substantially limits one or more major life activities, and
(b) has documentation of such an impairment, has a history of such an impairment or is perceived as having such an impairment.

GETTING STARTED…

To ensure appropriate accommodations are in place before the semester begins, the following steps must be taken:

1) Contact the DSS Office to discuss potential eligibility, the process for accessing disability services, and to schedule an appointment, at the Hillsboro campus or the Arnold site, to complete the program forms.
2) Provide the DSS Office with all requested and any other related documentation. (If accommodations are needed for entrance placement, the student needs to schedule an appointment with the DSS Coordinator before meeting with an advisor and registering for classes.)
3) Meet with an advisor and register for classes.
4) Inform the DSS Office each semester of enrollment to continue to receive accommodations.

For more information, contact the Disability Support Services (DSS) Office at(636) 481-3158 or 797-3000, ext. 3158.

TESTING SERVICES

Testing Services offer a variety of services for students including placement testing, correspondence tests, distance learning tests, exit exams (graduation requirement), faculty make-up tests, and many other standardized tests (ACT, CLEP, WorkKeys, HESI A2 for entrance into the health occupations programs, HiSET Missouri High School Equivalency, MoGEA, POST, and others). Visit the Testing Center webpage to learn more.

PEER TUTORING

Peer tutoring services are available for students who need academic assistance. This program matches students one-on-one with trained tutors and is provided at no cost to the student. Stop by the Academic Success Center to sign up for peer tutoring services or sign up online in MyJeffco under the STUDENT tab.

LEARNING EXPRESS LIBRARY

The Learning Express Library is a comprehensive, interactive source for online tutorial courses and practice tests designed to help students and adult learners succeed on licensing and academic tests. The site offers immediate scoring, complete answer explanations, and individualized analyses of results. Included are preparation areas such as ACT, job and career testing preparation, nursing, SAT, TOEFL, U.S. citizenship, math, reading and writing skills improvement. The Learning Express Advantage can be found online at www.jeffco.edu > Academics > Academic Services > Adult Education & Literacy > Student Resources, and then select Learning Express Library.

LIBRARY SERVICES:

Jefferson College Library provides research and technology help, articles and books for assignments, and spaces for individual and group study. Librarians teach information literacy and critical research skills to individuals and classes. The Library offers popular reading materials, DVDs, steaming videos, CDs, telescopes, board games, and other fun items for check-out.

Panel discussions, guest speakers, displays, musical events, de-stressing activities, and other events are offered throughout the year.

HILLSBORO

The Library reopened in March 2018 after a complete renovation of the 1966 structure. Computers, SMARTboards for student use, group and individual study spaces, over 300 places to plug-in, and abundant natural light are just a few of the features.

- Ask-A-Librarian links to chat, email, text, and phone help, including after-hours assistance from librarians.
- LibGuides are research guides to help you navigate the sources you need to use for college-level assignments
- Drop-in help with research is available whenever the Library is open and by appointment. Email us at refdesk@jeffco.edu or call (636) 481-3166.
- Thousands of articles may be accessed on and off-campus by using the Library's databases.
- Streaming video, audio books, and eBooks are available for school work and fun.
- Study spaces may be booked by students up to 30 days in advance using LibCal.
- Meeting rooms for student clubs and large study groups
- Laptops, Chromebooks, and tablets for check-out
- Content Creation Lab, Adobe Creative Suite, equipment, and green screen for video and audio creations.
- Over 60,000 print volumes can be found in our catalog, Archway, and access to millions more is available in the MOBIUS catalog with free delivery to all campuses.
- Jefferson County History Center & Archives
- Federal Depository Library collection with government information sources

ARNOLD

- Ask-A-Librarian links to chat, email, text, and phone help, including after-hours assistance from librarians.
- LibGuides are research guides to help you navigate the sources you need to use for college-level assignments
- Thousands of articles may be accessed on and off-campus by using the Library's databases.
- Streaming video, audio books, and eBooks are available for school work and fun.
- Deliveries of library materials are available to JCA and JCI via daily campus courier.
- MOBIUS pick-ups are available at JCA and JCI campuses and college libraries throughout the state via Pick-Up-Anywhere.

Call (636) 481-3166 or email refdesk@jeffco.edu to get help with research or requesting library materials. Visit our Hours page, Ask-A-Librarian, or jeffco.edu/library for additional information.

STUDENT CONDUCT CODE

The College recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedoms and rights that all citizens enjoy — freedom of speech and assembly, freedom of association, freedom of the press, right of petition, and right of due process. As members of the academic community, students are expected to conduct their affairs in accordance with the standards set forth in this Student Code of Conduct. Because the College must maintain its credibility as an institution of higher education, it has established and maintains standards of academic honesty against which students are regularly evaluated in the performance of their course work.

Upon enrolling in the College, each student assumes an obligation to conduct himself/ herself in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by Federal, State, and local governments. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. Examples of misconduct which may be subject to disciplinary action, including disciplinary probation, suspension, and expulsion are as follows:

EXAMPLES OF MISCONDUCT

I. ACADEMIC DISHONESTY

Plagiarism: The unauthorized use of materials not written or created by the person claiming authorship.

Plagiarism includes but is not limited to the following:
1. Turning in a written essay produced by someone else.
2. Collaborating on a written assignment without the specific approval of the instructor.
3. Borrowing materials from any source—professional or amateur—and turning them in as original.
4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc. produced by someone other than the person claiming authorship.

Cheating: Dishonest acts committed while being tested or evaluated.

Cheating includes but is not limited to the following:
1. Copying from another person's tests or assignments.
2. Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
3. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course's required work—unless agreed upon ahead of time by the instructor of the second course.
4. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
5. Fabricating research or source materials.
6. Stealing, buying, or somehow obtaining a test from an instructor's work area or computer files.

II. INTERFERENCE WITH THE EDUCATIONAL MISSION OF THE COLLEGE

Sabotage: Interference with or destruction of the work or property of another person, including the misuse of computers.

Sabotage includes but is not limited to the following:
1. Forgery, alteration, or misuse of College documents, records, or identification.
2. Use, possession, or distribution of alcohol, narcotics, or dangerous drugs except as permitted by law.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities on College premises.
4. Theft or damage to property of the College or of a member of the College faculty or staff, of a College student, or of a campus visitor.
5. Unauthorized entry to or use of College facilities.
6. Knowingly furnishing false information to the College.
7. Conduct which adversely affects the student's ability to function as a member of the academic community.
8. Misuse of computers including but not limited to:
   a. Unauthorized entry into a file to use, read, or alter it.
   b. Unauthorized transfer of a file.
   c. Downloading licensed software.
   d. Abuse of computer time.
   e. Infecting computers with a virus.

III. BEHAVIORAL MISCONDUCT

Misconduct: Violation of College rules/policies or State/Federal laws.

Behavioral misconduct includes but is not limited to:

1. Failure to identify one's self when requested by College officials or failure to comply with directions of College officials acting in the performance of their duties.
2. Physical abuse, harassment including sexual harassment, or conduct by any student at College-sponsored or supervised functions, which threatens or endangers the health and safety of any person or creates a hostile or offensive educational environment for any person. Students who believe themselves victims of harassment or discrimination, including but not limited to sexual harassment or sexual assault should refer to the Non-Discrimination and Complaint Procedure (located on page 26 of this Student Handbook).
3. Disorderly or immoral conduct or expression, breach of the peace and aiding or inciting another to breach the peace, or infringement upon the rights of others either on College-owned property or at College-sponsored or supervised functions.
4. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on College-owned or controlled property or at College-sponsored functions, except as permitted by law and College regulations.
5. Dressing or personally appearing in a manner which unduly disturbs a classroom, instructional activity, or other College activity.

RULES OF PROCEDURE IN STUDENT DISCIPLINARY MATTERS

PREAMBLE

The following Rules of Procedure in Student Disciplinary Matters are hereby adopted in order to insure insofar as possible and practicable that requirements of procedural due process in student disciplinary proceedings will be fulfilled by the College, and that the immediate effectiveness of the Resolution of the Board of Trustees relating to student conduct and discipline may be secured for all students in Jefferson College, and that procedures shall be definite and determinable within the College. The application of these procedures shall not be construed to imply immunity from civil or criminal proceedings.

These Rules of Procedure shall be followed in any disciplinary proceedings subject to the constitutional authority and legal obligation of the Board of Trustees and the authority delegated to the President of the College to exercise jurisdiction over all or any disciplinary matters of the College.

DEFINITIONS

As used in these rules, the following definitions shall apply:

Administrative Officer: For purposes of informal dispositions of disciplinary matters, (the term administrative officer shall mean), the President, the Vice President of Instruction, the Vice President of Finance & Administration, the Dean of Instruction, and the Vice President of Student Services.

Appeal: The exercise of the right to review by the student or Vice President of Student Services of the full record of the Student Conduct and Appeals Committee or the President where discipline of suspension or expulsion is imposed.

Vice President of Student Services: As used in these procedures, the Vice President of Student Services or designated representative charged with the primary responsibility for the administration of these disciplinary procedures.

Reprimand and Warning: A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this code.

Disciplinary Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period. As a condition of probation, the student may be required to participate in a specific program, such as a counseling program, an educational project, or write a position paper on a topic related to the violation.

Disciplinary Suspension: An involuntary separation of the student from the institution for misconduct apart from academic performance for specified period of time. Suspension differs from expulsion in that after the stated time period, the student is eligible to be readmitted. The Vice President of Student Services is required to notify the Office of Enrollment Services to indicate the suspension in the Student Record System. When the term of the suspension has ended, the notation will be removed from the Student Record System.

Disciplinary Expulsion: Permanent dismissal for disciplinary reasons. The Vice President of Student Services is required to notify the Office of Enrollment Services to indicate the expulsion in the Student Record System. Furthermore, the student may not thereafter petition for re-admission to the College.

Other Disciplinary Sanction: Restitution, restriction, denial of privilege, assignment to perform services for the benefit of the College or community, or other sanction that does not result in the student being denied the right to attend classes.

Discipline Panel: A panel of students appointed by the President from which members shall be selected to serve on the Student Conduct and Appeals Committee.

Review: The exercise of the right of the student or Vice President of Student Services to request review by the President, whether or not discipline is imposed and when the discipline imposed is other than suspension or expulsion.

Student: A person currently enrolled in the College or one who was enrolled at the time of the alleged infraction. For the purpose of these rules, student status continues whether or not the College's academic programs are in session. A person not falling within the definition of a student may not be entitled to the benefits of these procedures but shall be subject to prosecution by civil authority for illegal actions.

Student Conduct and Appeals Committee: As used in these procedures, "Student Conduct and Appeals Committee" is that body which is authorized to conduct hearings and to make dispositions under these procedures.

RULES OF PROCEDURE

Section 1. Initiation of Disciplinary Proceedings
Any academic or administration official, any faculty member or classified staff member, or any student of the College may request initiation of disciplinary procedures against any student suspected of violation of Board policies or College regulations.

Section 2. Designation of College Official for Administration of Discipline
The Vice President of Student Services or designated representative is the primary officer for administration of discipline for unacceptable conduct or for conduct which involves infraction of College rules and regulation, and he/she will initiate disciplinary action in accordance with these regulations.

Section 3. Preliminary Procedures
Disciplinary proceedings are not to be construed as judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein.

The appropriate administrative officer shall investigate any reported student misconduct before initiating disciplinary procedures and give the student the opportunity to present his/her personal version of the incident or occurrence. The administrative officer may discuss, consult, and advise with any student whose conduct is called into question. The student shall attend such consultations as requested and shall be given a copy of these Rules of Procedure. The administrative officer, in making the investigation and disposition, may utilize students, boards, faculty, or administrators to make recommendations which shall be considered in carrying out the authority granted under administrative officer. Any written correspondence between the administrative officer and the student that is not hand delivered to the student by the officer shall be sent certified, return receipt requested.

Section 4. Informal Disposition
The administrative officer, after investigation and when acceptable to the student, shall have the authority to impose appropriate discipline. The administrative officer shall fix a reasonable time (such as five business days) within which the student shall either accept or reject such proposed disposition. Failure of the student to respond in writing within the time fixed shall be deemed to be an acceptance, and in such event, the proposed disposition shall become final upon expiration of such time. Where the disposition proposed in the preliminary proceeding is not accepted by the student in writing, the matter shall be referred to the Vice President of Student Services for resolution. If resolution is not accomplished, the student shall have the rights of notice, hearing, and formal procedures as hereinafter set forth before the Student Conduct and Appeals Committee. The Vice President of Student Services, at his/her discretion, may refer cases to the Student Conduct and Appeals Committee without first offering informal disposition.

Section 5. Temporary Removal From a Facility
The supervisor of an educational or service area may at any time suspend or remove a student from the supervisor's assigned area of responsibility pending informal or formal procedures when he/she finds and believes from information coming to his/her attention that the presence of a student in that area is seriously disruptive or there is reason to believe that the student is in violation of the Code and the student's continued presence will constitute further violation. Such summary removal shall not exceed a period of five (5) business days, unless within such time, the College has commenced disciplinary procedure and diligently pursues each procedure to its conclusion, in which event such summary removal may be continued until such conclusion.

Section 6. Temporary Suspension
The President or members of the Administrative Team may at any time suspend or deny re-admission to a student from the College pending formal procedures when he/she finds and believes from information coming to his/her attention that the presence of a student on campus would seriously disrupt the operation of the College or constitute a danger to the records or other physical properties of the College or to the health, safety, or welfare of the student or other persons. Such summary suspension shall not exceed a period of five (5) business days, unless within such time, the College has commenced formal disciplinary procedure and diligently pursues each procedure to its conclusion, in which event such summary suspension may be continued until such conclusion.

Section 7. Formal Procedures and Disposition
a. Student Conduct and Appeals Committee: The Student Conduct and Appeals Committee shall consist of full-time faculty members and students in equal numbers plus a faculty chairperson who shall participate in all activities of the Committee but vote only in case of a tie. The Committee shall select its own chairperson. The Student Conduct and Appeals Committee shall have the authority to impose appropriate discipline upon any student or students appearing before it, including, but not limited to probation, suspension, or expulsion.

The President shall appoint a panel of students for the College to be known as the Discipline Panel. The panel shall consist of twice the number of students that will be expected to serve on the Student Conduct and Appeals Committee for a hearing. Members of the Panel not assigned to membership on the Committee shall serve as alternates. The accused student or the Vice President of Student Services, for good cause, may challenge the services of any faculty or student member on the Committee. The student, at his/her discretion, may have his/her case heard by a committee of faculty members only. Indication of his/her desire for an all-faculty committee shall be made to the Vice President of Student Services or the chairperson of the Committee in writing not less than forty-eight (48) hours before the time scheduled for the hearing.

b. General Statement of Procedures: A student charged with a breach of College rules or regulations or conduct in violation of the General Standard of Student Conduct and Appeals Committee is entitled to a written notice of the alleged violation(s), its source in College policy, and a formal hearing unless the matter is disposed of under the rules for informal disposition. The procedures set forth below shall be interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases.

c. Notice: The Vice President of Student Services shall initiate disciplinary actions by
arranging with the chairperson to call a meeting of the Student Conduct and Appeals Committee and by giving written notice by certified mail or personal delivery to the student charged with misconduct, which shall set forth the date, time, and place of the alleged violation, the conduct to be inquired into, and the date, time, and place of hearing before the Student Conduct and Appeals Committee. Notice by certified mail may be addressed to the last address currently on record with the College.

Failure by the student to have his/her current correct local address on record with the College shall not be construed to invalidate such notice. The notice shall be given at least ten (10) consecutive calendar days prior to the hearing, unless a shorter time has been fixed by the chairperson for good cause. Any request for continuance shall be made in writing to the chairperson, who shall have the authority in his/her discretion to continue the hearing if he/she determines the request is timely and made for good cause. The chairperson shall notify the Vice President of Student Services and the student of the new date for the hearing. If the student fails to appear at the scheduled time, the committee may hear and determine the matter in his/her absence.

d. Conduct of Hearing: The chairperson shall preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and certify the receipt of notices of charges by student, report any continuances requested or granted, establish the presence of any adviser of the student, call to the attention of the student charged, and the student's adviser, any special or extraordinary procedures to be employed during the hearing, and permit the student to make suggestions of or objections to any procedures for the Student Conduct and Appeals Committee to consider.

1. Opening Statements: (1) The Vice President of Student Services shall make opening remarks outlining the general nature of the case and testify to any facts the investigation has revealed. (2) The student may make a statement to the Committee about the charge at this time or at the conclusion of the College's presentation, at his/her election.

2. College Evidence: (1) College witnesses are to be called and identified or written reports or evidence introduced as appropriate. (2) The Committee may question witnesses at any time. (3) The student or, with permission of the Committee, his/her adviser may question witnesses or examine evidence at the conclusion of the College's presentation.

3. Student Evidence: The student shall have the opportunity to make a statement to the Committee about the charge, and may then present further evidence through witnesses or in the form of written memoranda as he/she desires. The Committee may question the student or witnesses at any time. The Vice President of Student Services may question the student or witness.

4. Rebuttal Evidence: The Committee may permit the College or the student to offer any matter in rebuttal of the other's presentation.

e. Rights of Student Conduct and Appeals Committee: The Student Conduct and Appeals Committee shall have the right: (a) in cases involving more than one student which arise out of the same transaction or occurrence, to hear such cases together (in that event, separate findings and determinations for each student shall be made); (b) to permit a stipulation of facts by the Vice President of Student Services and the student involved; (c) to permit the incorporation in the record by a reference of any document, affidavit, or other thing produced and desired to be incorporated in the record by the College or the student charged; (d) to question witnesses or other evidence introduced by either the College or the student at any time; (e) to hear from the Vice President of Student Services about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee; (f) to call additional witnesses or require additional investigation; (g) to dismiss any action at any time or permit informal disposition as otherwise provided; (h) to at any time permit or require amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Committee before final determination of the case, provided, however, that in such event, the Committee shall grant to the student or Vice President of Student Services such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters; (i) to dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the chairperson or the Committee on request; and (j) to summarily suspend students from the hearing who, during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the chairperson of the Committee on any procedural question or requests of the chairperson for order.

f. Student Rights Upon Hearing: A student appearing before the Student Conduct and Appeals Committee pursuant to formal notice of charges and disciplinary hearing shall have the right: (a) to be present at the hearing; (b) to have an adviser of his/her choice appear with him/her and to consult with such advisor during the hearing; (c) upon timely request, to have students from the Discipline Panel sit with the Committee in his/her case; (d) to hear or examine evidence presented to the Committee against him/her at the hearing; (e) to present evidence by witness or affidavit of any defense the student desires; (f) to make any statement to the Committee in mitigation or explanation of the conduct in question that the student desires; (g) to be informed in writing of the findings of the Student Conduct and Appeals Committee and any discipline it imposes; and (h) to appeal to the President or Board of Trustees as herein provided.

g. Determination by Committee: At the close of the hearing, the Vice President of Student Services and the student charged will be excused and the Student Conduct and Appeals Committee, in executive session, shall then make its findings and determination.

Separate findings are to be made (a) as to the conduct of the student and (b) on the discipline, if any, to be imposed. No discipline shall be imposed on the student unless a majority of the Committee present is reasonably convinced by the evidence and indicates by vote that the student has committed the violation charged and should be therefore disciplined.

h. Official Report of Findings and Determinations: The Committee shall promptly transmit both its findings and determination to the Vice President of Student Services and the student charged forthwith.

i. Other Procedural Questions: Procedural questions which arise during the hearing not covered by these general rules shall be resolved by the chairperson, whose ruling shall be final unless the chairperson shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.

j. General Rules of Decorum: The following general rules of decorum shall be adhered to:
(a) All requests to address the Committee shall be addressed to the chairperson. (b) The chairperson shall rule on all requests and points of order and may consult with the Committee's legal adviser prior to any ruling. The chairperson's ruling shall be final and all participants shall abide thereby, unless the chairperson shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final. (c) Rules of common courtesy and decency shall be observed at all times by all parties present. (d) An advisor may be permitted to address the Committee at the discretion of the Committee. An advisor may request clarification of a procedural matter or object on the basis of procedure at any time by addressing the chairperson after recognition.

Section 8. Record of Hearing
A taped or stenographic record of the hearing shall be maintained. The hearing record shall be maintained and kept as long as the discipline imposed shall be in force, or for five (5) years, whichever is earlier. The notice, exhibits, hearing record, and the findings and determination of the Committee shall become the "Record of the Case" and shall be filed in the office of the Vice President of Student Services and, for the purpose of appeal, be accessible at reasonable times and places to both the College and the student. Minutes of the hearing are confidential and shall not be given general distribution.

Section 9. Right of Appeal
a. When a student is suspended, expelled, or dismissed by the College or by the Student Conduct and Appeals Committee, the Vice President of Student Services or the student may appeal such decision to the President of the College by filing written notice of appeal with the President of the College within ten (10) consecutive calendar days after notification of the decision of the Student Conduct and Appeals Committee. A copy of the Notice of Appeal will be simultaneously given by the student to the Vice President of Student Services or by the Vice President to the student. The appealing party may file a written memorandum for consideration by the President with the Notice of Appeal, and the President may request a reply to such memorandum by the student or the Vice President of Student Services.

b. The President shall review the full record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings and shall notify the Vice President of Student Services and the student, in writing, of the decision on the appeal.

c. The Vice President of Student Services or the student may thereafter appeal to the Board of Trustees of Jefferson College by filing a written Notice of Appeal with the President of the College, the President and the Secretary of the Board of Trustees and giving notice to either the student or the Vice President of Student Services, as appropriate. Such Notice of Appeal must be filed within ten (10) days of the notification of action by the President. Upon the filing of a Notice of Appeal to the Board, the President shall cause the record of the case, including any written memoranda received during his/her consideration, to be promptly filed with the Secretary of the Board through the Office of the President.

d. The appealing party may file a written memorandum for consideration by the Board of Trustees with the Notice of Appeal if the student so desires, and the President may file a written reply within ten (10) consecutive calendar days.

e. The Board of Trustees shall take such action on the appeal as it deems appropriate and may require a new hearing (de novo) on the issues made on the appeal. The Secretary of the Board shall notify the student, the Vice President of Student Services, the chairperson of the Student Conduct and Appeals Committee, and the President in writing of the decision of the Board.

Section 10. Right to Petition for Review
a. In all cases where the discipline imposed by the Student Conduct and Appeals Committee is other than suspension or expulsion, the Vice President of Student Services or the student may petition the President in writing for a review of the decision within five (5) consecutive calendar days after the notification of the decision of the Student Conduct and Appeals Committee and by serving a copy of the Petition for Review upon the non-appealing party within such time. The Petition for Review shall cite the ground or reasons for review, and the non-appealing party may answer the petition within five (5) consecutive calendar days if the student so desires.

b. The President may grant or refuse the right of review. If the President reviews the decision, the action of the President shall be final unless the decision is to refer the matter for further proceedings.

Section 11. Status During Appeal
In cases of suspension or expulsion where a Notice of Appeal is filed within the required time, a student may petition the appellate authority in writing for permission to attend classes pending final determination of the appeal. The appellate authority may permit a student to continue in school under such conditions as may be designated pending completion of appellate procedures provided such continuance shall not seriously disrupt the College or constitute a danger to the health, safety, or welfare of the College community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Student Conduct and Appeals Committee.

Section 12. Notification of a Victim
a. A person who is a victim of any misconduct for which disciplinary proceedings are conducted under this code is entitled to participate in all proceedings, except for the final deliberative process in which the hearing officer or panel weigh the evidence presented and arrive at a decision.

b. If the subject matter of the disciplinary proceeding involves a crime(s) of violence and/or sex offense(s) and the accused is determined to have committed the act, the Vice President of Student Services is required to notify the victim of the outcome of the disciplinary proceedings within five (5) business days after the proceedings have been concluded.

c. If the student(s) against whom a sanction(s) is rendered discusses the judicial process, or the outcome of the judicial process, in a public forum, any claim to confidentiality is waived.

SEXUAL VIOLENCE AWARENESS AND REPORTING PROCEDURE

Jefferson College recognizes sexual violence as a serious campus concern and a violation of the rights and dignity of the individual. It will not be tolerated on College property or at any College-sponsored activity. Jefferson College is committed to preventing sexual violence through incorporation of educational programming and the adoption of clear guidelines informing students, faculty, and staff of the College's procedures in handling such cases. Sexual violence is a serious violation of the Student Conduct Code, and violators will be subject to disciplinary action, including possible suspension or expulsion. Below are general definitions of sexual violence.

Sexual Violence: For purposes of this policy, Sexual Violence collectively refers to the terms "Sexual Assault," "Domestic Violence," "Dating Violence," and "Stalking," as defined in this policy.

Sexual Assault (Sex Offenses). Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental impairment or if force was used or threatened..

a. **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
b. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
c. **Incest** is sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law.
d. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

The definition of Sexual Assault is not intended to prohibit the use of sexually explicit materials in or outside of the classroom, when in the judgment of a reasonable person the materials are related to the academic mission and appropriate to learning.

Consent is defined as words or actions that show a knowing and voluntary agreement to willingly engage in agreed upon sexual activity. Consent cannot be gained by force, requires communication between all involved individuals, and must be obtained one step at a time, e.g., consent for oral sex does not constitute consent for intercourse. Silence, non communication, passivity, or lack of resistance should not be interpreted as an indication of consent. Previous consent does not imply consent to any future form of sexual activity. Consent can be rescinded at any time.

> Consent is not valid if: (a) it is given by a person who lacks the mental capacity to authorize the conduct and such mental incapacity is manifest or known to the actor; or (b) it is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct; or (c) it is induced by force, duress, or deception.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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
- 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.

Dating Violence is defined as 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 shall be determined based on the reporting party's statement, with consideration of length of relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. . For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her or his safety or the safety of others; or suffer substantial emotional distress.

For purposes of this definition:

- "Course of conduct" means two or more acts, including, but not limited to, acts 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;
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; and
- "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

AVOIDING THE OCCURRENCE OF SEXUAL VIOLENCE

All members of the College community are advised to exercise caution while on campus both day and night. Although students, faculty, and staff comprise the majority of people on campus, many non-college individuals visit daily. Consequently, students and employees must use good judgment and make wise decisions in the course of daily activities on the campus.

SPECIAL PRECAUTIONS ARE ADVISED IN THE FOLLOWING SITUATIONS:

- Always lock your car and the doors to your residence.
- Be aware of your surroundings. Stay away from bushes and shrubs in isolated areas where someone could be hiding; be aware of others around you in case you need help.
- Carry your keys in your hand with the key you will use next held separately. It will lessen the time needed to open the door. A key also makes a good weapon in case you are attacked.

- Do not walk alone at night.
- If you are attacked, yell, if you can. Yelling alone could scare away your attacker. Yell“911” and people will know you are in trouble.
- If you are attacked, you have the right to defend yourself, even if it means hurting the other person.
- If you jog or walk for exercise, don’t take the same route every day. An attacker may observe your pattern for several days before he/she decides to assault you.
- Keep valuables out of sight.
- Let others know where you are and with whom.
- Look in the back seat of your car before you enter it.
- Take a self-defense class. Trust your instincts. If you see someone suspicious, go to the nearest place of safety and call for help.
- Walking with confidence may deter an attacker.

PROCEDURES FOR REPORTING SEXUAL VIOLENCE AND RECEIVING HELP

1) Report the violence to Campus Police either in person or by telephone (636) 481-3500. Campus Police will assist in notifying the Jefferson County Sheriff’s Department, as requested. Even if you don’t want to file charges, you can file an informational report that may help the police locate the attacker.

2) Following the report given to the police, the victim is strongly advised to seek medical assistance from a local hospital. Mercy Hospital Jefferson, Crystal City, MO. Phone: (636) 933-1111.

3) Report the incident to the Title IX Coordinator, the Director of Student Compliance - Student Center 211, (636) 481-3258/797-3000, ext. 3258 or ksahr@jeffco.edu.

4) While the College encourages students and employees to bring reports of discrimination, harassment, and Sexual Violence to the attention of the College for investigation and response, the College also understands that some individuals may wish to speak confidentially about their circumstances. Any victim of discrimination, harassment, or Sexual Violence should be aware that College employees who receive such reports are required to notify the College’s Title IX Coordinator and Compliance Coordinator of any such reports of discrimination, harassment, or Sexual Violence. The only individual affiliated with the College with whom students may speak confidentially is Sandy Davis, a COMTREA licensed professional counselor who provides services at Jefferson College. Students and employees may speak confidentially to off-campus rape crisis counselors and off-campus members of the clergy.

5) A victim of Sexual Violence is highly encouraged to participate in follow-up counseling. Failing to openly address the emotional trauma of Sexual Violence can be devastating to the victim. Usually, victims undergo tremendous stress and fear of normal social interaction following such an incident. Thus, learning to cope with a multitude of feelings and fears can be accomplished through ongoing counseling. The victim may seek counseling assistance by contacting Sandy Davis, a COMTREA licensed professional counselor who provides counseling services at Jefferson College. Victims may choose to utilize the Counseling services at Jefferson College, which are confidential and free for any college student currently enrolled, or a list of off campus referrals will be made available. Phone: (636) 481-3233.

GUIDELINES FOR PRESERVING EVIDENCE OF SEXUAL VIOLENCE

Although adhering to the guidelines is extremely difficult under such traumatic conditions, the victim helps law enforcement agencies in the preservation of evidence when following these three recommendations.

1) Do not bathe, shower, douche, or change clothes.
2) Do not disturb the crime scene; save all clothing and items involved.
3) Do not brush teeth, drink anything, or smoke a cigarette until you have been examined.

RESOURCES

Several appropriate sources of assistance are available and may be contacted directly for assistance.

- COMTREA on Campus: Sandy Davis, is a licensed professional counselor who works for COMTREA, provides counseling services at Jefferson College. Counseling services are confidential and free for any college student. Phone: (636) 481-3233.
- COMTREA (Community Treatment, Inc.) is a comprehensive community health center designed to serve those in

need, provide the best professional care, in the most comfortable surroundings, at the most reasonable price possible. COMTREA Main Office: Festus, Missouri. Phone: (636) 931-2700.

- Mercy on Campus Health Clinic is located in Viking Woods 215 at Jefferson College, and is open to community members, students, and college employees/dependents for sick visits, personal wellness, stress management, and other health programs. Hours are located on the "ru ok" tab in My Jeffco. Phone: (636) 543-2290.
- Mercy Hospital Jefferson, Crystal City, operates acute care, specialty care, and critical access hospitals in communities across four states. Phone: (636) 933-1111.
- Missouri Coalition Against Sexual Assault 1(877) 7MO-CASA provides trained, compassionate professionals to help plan for your safety, connect to available resources, and discuss options available to you. These calls are confidential.
- Rape, Abuse, and Incest National Network provides support for sexual assault victims and their loved ones through two hotlines: 1 (800) 656-HOPE and online.rainn.org.

SPECIAL PROCEDURAL PROTECTIONS FOR REPORTS OF SEXUAL VIOLENCE

The College will provide written notification to victims of Sexual Violence containing information about existing services, the availability of interim measures, and an explanation of their rights under College policies and procedures. Any individual who reports to the College that he or she is the victim of Sexual Violence will receive written notification regarding community and College-based existing counseling health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid assistance; information about the availability of interim measures or accommodations, and a written explanation of the individuals' rights and options under relevant College policies or procedures.

Individuals reporting Sexual Violence may notify the Jefferson College Police Department, but are not required to do so. The existence of a criminal investigation or proceeding will not delay the College's own investigation or disciplinary proceedings. Individuals reporting violations of the College's prohibition against Sexual Violence may request interim measures or accommodations. Such measures may include, but are not limited to, no contact orders; no trespass notices; academic accommodations, such as course changes or other appropriate arrangements; residential accommodations for individuals living on campus; changes in employment arrangements if applicable; assistance with accessing counseling, disability services, safety escorts, etc.; and information and assistance with filing a report with law enforcement and/or seeking restraining orders or orders of protection. Such requests should be made to the Title IX Coordinator. The Coordinator or designee will assess the need to implement any such accommodations and/or interim measures and will provide these accommodations and/or interim measures if they are reasonably available and requested by the victim. The College will keep confidential, to the extent practicable, any accommodations and/or interim measures provided to the victim.

The Jefferson College Police Department is responsible for enforcing any judicially issued protective measures, such as an Order of Protection, Restraining Order, or similar order. The Jefferson College Police Department can assist individuals in seeking such Orders, and should be provided with a copy of any Order obtained by a member of the campus community.

Prior to proceeding with the procedures described in the College's Non-Discrimination and Complaint Procedure, the College will notify the victim. If the victim does not wish to proceed with this process or does not consent to the disclosure of his/her name to the alleged assailant, the College's ability to respond to the alleged assault may be limited. While the College will generally try to honor a victim's wishes with regard to pursuing a complaint, there may be circumstances where the College determines that ensuring the safety of the campus community requires that some investigation or adjudication process be pursued. If the College makes such a determination, the Title IX Coordinator will notify the victim and will work to minimize the impact of the College's investigation and adjudication process on the victim. The College prohibits retaliation against individuals reporting Sexual Violence, and complaints of retaliation may be addressed by the Title IX Coordinator.

Both the victim and respondent will have equal rights/access during any investigation or adjudication process.

NON-DISCRIMINATION AND COMPLAINT PROCEDURE (INCLUDING SEXUAL HARASSMENT)

DEFINITIONS

"Complaint" means an allegation of conduct or of action, policy, procedure, or practice which would constitute discrimination/harassment on the basis of one or more of the Protected Categories.

"Compliance Coordinator" means the College's Compliance Coordinator for students. This individual is the Director of Student Compliance, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050, (636) 481-3258, ksahr@jeffco.edu.
"College" means Jefferson College.

"Day" means a school day, which is a day in which school is in session.

"Discrimination/Harassment" means discrimination and/or harassment on the basis of one or more of the Protected Categories. For purposes of discrimination, the College (or its authorized employee) must be the alleged actor. For purposes of harassment, the alleged actor may be the College, an employee of the College, a student, or a visitor to the College's facilities.

"Employee"/ "School Personnel" means, for purposes of this regulation, board members, College employees, agents, volunteers, contractors, or persons subject to the supervision and control of the College.

"Student" means a student enrolled in the College. A parent/legal guardian is permitted to make filings and take action under this policy on behalf of students under the age of eighteen (18).

"Prohibited Discrimination" means discrimination on the basis of one or more of the Protected Categories means that the College has treated a student in a discriminatory manner on the basis of one or more of the Protected Categories when compared to similarly situated students.

"Prohibited Harassment" means harassment on the basis of one or more of the Protected Categories consists of verbal or physical conduct relating to a student's age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status when:

1. The harassing conduct is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the power or effect of substantially or unreasonably interfering with an individual's educational performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's educational opportunities.
   Examples of conduct which may lead to or constitute discrimination/harassment on the basis of one or more of the Protected Categories include the following:
   - graffiti containing offensive language which is derogatory to others because of their membership in a Protected Category
   - jokes, name-calling, or rumors based upon an individual's membership in a Protected Category
   - slurs, negative stereotypes, and hostile acts which are based upon another's membership in a Protected Category (age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status);
   - written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of a Protected Category;
   - a physical act of aggression or assault upon another because of, or in a manner reasonably related to, such person's membership in a Protected Category
   - other kinds of aggressive conduct such as theft or damage to property which is motivated by a person's membership in a Protected Category;
   - unwelcome sexual touching, advances, physical, sexual or dating relationships between an employee and a student, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

INTAKE OF COMPLAINTS

1. Any student who believes they have been the victim of discrimination/harassment is encouraged to immediately report the alleged acts to the Director of Student Compliance - Student Center 211, (636) 481-3258 or 797-3000, ext. 3258, or ksahr@jeffco.edu.
2. To assist the College in addressing the matter promptly and thoroughly, a student reporting discrimination/harassment is encouraged to provide a written explanation that specifically details the student's concern.
3. Before making the report, a student who believes that he or she has been subjected to discrimination/harassment is not required to confront the individual who is the subject of the student's concern.
4. Any College supervisor or administrator who receives a report, orally or in writing, regarding discrimination/harassment must notify the Compliance Coordinator within one (1) school day or within a reasonable time thereafter for good cause.
5. Both the victim and respondent will have equal rights/access during any investigation or adjudication process. This will include having an individual accompany them throughout the hearing process and being informed of the outcome of the hearing, including the final determination and any sanction that is imposed against the accused.

INVESTIGATION OF COMPLAINTS

The College desires to promptly address complaints and has established a protocol for handling such complaints. This protocol sets forth specific deadlines within which various phases of the process are intended to occur. These deadlines are subject to extension by the College for good cause or if extenuating circumstances exist. Regardless, the College remains committed to a prompt investigation and resolution of submitted complaints.

1. Upon receipt of a report of discrimination/harassment, the Compliance Coordinator may choose to investigate the complaint or may, alternatively, appoint an investigator from the College to investigate the complaint.

2. The investigation shall be conducted in the manner deemed appropriate by the Compliance Coordinator. The College desires to investigate complaints in a prompt and thorough manner. The following time frames will apply:
   a. The investigation must be commenced within two (2) school days of the Compliance Coordinator's receipt of the report of discrimination/harassment.
   b. Absent extenuating circumstances, investigations will be completed within ten (10) school days after the investigation commences. Changes or additions to a complaint will typically require an extension of time to ensure that the complaint is properly investigated. Similarly, scheduling issues and the unavailability of witness or relevant documents may also necessitate an extension of time.

3. Investigation files shall be maintained separately from student educational files and employee personnel files.

4. Confidentiality of personally identifiable student information obtained during investigations will be maintained in accordance with federal and state law. The College desires to protect the identity of complainants for as long of a time period as it is able to do so in accordance with law.

RESOLUTION OF COMPLAINTS

1. At the conclusion of the investigation, the completed investigation report shall be provided to the appropriate administrative official who is charged with making the determination with respect to the validity of the complaint. Where he/she deems it appropriate, the Compliance Coordinator himself/herself is permitted to make this determination.

2. This administrative official will review the investigation report and make a determination regarding the validity of the complaint within five (5) school days after submission of the report. This administrative official may, alternatively, determine that further investigation is necessary and, as such, refer the matter for additional investigation. When such additional investigatory steps are completed, the matter shall once again be submitted to this administrative official for decision.

3. One of the following determinations will typically be made with respect to the complaint:
   a. unsubstantiated;
   b. substantiated prohibited conduct (in whole or in part)

4. Regardless of the determination made with respect to the complaint, the College may take appropriate action to minimize the opportunity for future issues or concerns to arise.

5. Notification of Determination Regarding Complaint:

a. Within five (5) school days after the determination has been made regarding the complaint, notice of the determination will be mailed or given to the complainant.
b. If a complainant disagrees with the determination made regarding discrimination/harassment, the complainant may appeal the decision to the Compliance Coordinator (or to the Board of Trustees if the Compliance Coordinator has made the determination that is being challenged.) The complainant must submit a written appeal to the Compliance Coordinator no later than five (5) school days after the notification to the complainant has occurred. The written appeal should specifically state what is being appealed, the reason for the appeal, and the action that is desired.
c. When an appeal has been made, the appeal will be processed as follows:
   The appeal will be considered by one of the following:
   1. If a College official other than the Compliance Coordinator made the determination, the Compliance Coordinator will review the determination within five (5) school days or within a reasonable time thereafter for good cause. If the Compliance Coordinator made the determination as to the validity of the complaint, the Compliance Coordinator will send the appeal to the Board of Trustees, which will review the determination at its next regularly scheduled meeting (or, at its option, at any meeting within thirty (30) days after the appeal is received).
   2. As an alternative, either the Compliance Coordinator or the Board of Trustees may appoint a "Determination Review Officer" to review the determination. This person will review the determination within a reasonable period after appointment but not later than thirty (30) days unless additional time is, in his/her judgment, necessary for a fair review.
d. The review will examine the documentation relating to the matter - meaning the written appeal, complaint, investigation report, and determination. This provision does not grant the complainant the right to an in-person hearing or other appearance before the reviewer. The reviewer may, in the reviewer's sole judgment and discretion, contact any individual to seek additional information if the reviewer deems such information necessary to reach a decision upon the appeal.
e. Regardless of who reviews the matter, the complainant will be advised in writing of the outcome of the review within seven (7) school days after the completion of the review.

6. If a complaint is substantiated (in whole or in part), and the offender is a student, disciplinary and/or other remedial action will be taken in accordance with Board-established student discipline regulations and/or in accordance with federal and state law.

7. Complaints regarding employees will be resolved utilizing the following procedures: Board Procedure II-001.5, Illegal Discrimination and Harassment Complaints (including Sexual Harassment) and Board Procedure II-001.2 Employee Conduct.

8. The ultimate decision as to what action to take to remedy the matter is within the discretion of the College, in accordance with law. The filing of an appeal to challenge the determination does not stay or postpone the College's ability to initiate disciplinary or remedial action.

9. There will be no retaliation against or adverse treatment of an individual who uses this procedure to resolve a concern.

CONSEQUENCES AND DISCIPLINE

1. Any student who engages in discrimination/harassment while on College property or while participating in College activities, regardless of location, will be subject to disciplinary and/or remedial action. Specific disciplinary measures may be taken consistent with College student discipline rules/regulations and in accordance with the administration's professional judgment.

2. Any student who alleges or otherwise brings a false charge of discrimination/harassment shall receive appropriate discipline. The term "false charge" means an allegation that is brought in bad faith (i.e., without the good faith belief that one has been subjected to such discrimination/harassment).

3. The effectiveness of the College's prohibited discrimination/harassment policies and regulations are dependent upon the receipt of truthful information. Thus, students are expected to be truthful throughout the intake, investigation, and resolution process.

COMPLAINT FORM

The College has developed a sample complaint form, which may be used to submit a complaint. The College strongly encourages, but does not mandate, the use of this form. This form may be obtained in the office of the Compliance Coordinator and/or downloaded from www.jeffco.edu/titleix or directly at https://www.jeffco.edu/sites/default/files/studev/ComplaintForm.pdf

PROHIBITION POLICY AGAINST DRUG AND ALCOHOL ABUSE

Jefferson College intends to provide a drug free, healthful, and safe educational environment for students and other members of the College community.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on Jefferson College-owned or controlled property, or at any College- sponsored activity is expressly prohibited by the Student Conduct Code. Violation of this policy by students will result in disciplinary action including suspension or dismissal.

In addition to College disciplinary actions, violators of this policy are also subject to civil prosecution where the offense is prohibited by state. Statutes of the State of Missouri and federal or local municipal and county governments shall take precedence over any actions taken by Jefferson College.

Student violations of this policy are to be referred to the Vice President of Student Services or other appropriate College official for disciplinary action and/or legal prosecution. College disciplinary action may be accompanied by a requirement of satisfactory attendance in a drug/alcohol abuse assistance or rehabilitation program as a condition of future attendance at the College. Jefferson College recognizes drug/alcohol dependency to be an illness presenting major health problems ranging from temporary disorientation to permanent organ damage or death. Students needing assistance in dealing with drug/alcohol dependency are encouraged to make contact with College counselors who will provide confidential assistance, information, or appropriate assistance sources in the area.

Jefferson College will inform students and employees of the College Drug and Alcohol abuse Policy on an annual basis and provide information on community resources available to assist individuals in dealing with drug/alcohol related problems. Additionally, the College will make drug/alcohol abuse information and educational information available to members of the College community on an ongoing basis and will review its Drug and Alcohol Abuse Policy and prevention efforts biennially. Several appropriate sources of assistance are available and may be contacted directly for assistance.

- **Alcoholics Anonymous (includes Al-Anon and Al-A-Teen)**
  Local meeting times and locations available at www.aastl.org
  St. Louis Central Services Office
  14 Sunnen Dr. Suite 144
  St. Louis, MO 63143
  (314) 647-3677

- **Behavioral Health Response**
  www.bhrstl.org
  Talk to a counselor at any time day or night, free of charge.
  (314) 469-6644 or 1 (800) 811-4760 | (314) 469-3638 (TTY)

- **COMTREA (Community Treatment, Inc.)**
  Community Mental Health Center for Jefferson County
  www.comtrea.org
  The Athena Center of COMTREA provides alcohol and other drug abuse treatment. Family services are provided concurrently.
  227 Main Street
  Festus, Missouri 63028
  (636) 931-2700, 296-6206

- **COMTREA Medical & Dental** treatment is offered in Hillsboro and High Ridge.
  COMTREA School Liaisons are available for students in every public school in Jefferson County.
  4 Hickory Ridge Rd. Suite 600
  Hillsboro, MO 63050
  (636) 481-6040

- **COMTREA-A Safe Place Domestic Violence Shelter**
  Undisclosed location (636) 232-2301

- **Jefferson County Online Resource Directory**
  www.jeffersoncountyonline.org
  The Community Resources Directory is a comprehensive listing of public service agencies, organizations, and other entities.

- **Mercy Hospital Jefferson**
  www.mercy.net/practice/mercy-behavioral-health-jefferson/#
  1400 Highway 61
  Festus, Missouri 63028
  (636) 933-1000

- **Narcotics Anonymous (N.A.)**
  www.na.org
  P.O. Box 771908
  St. Louis, MO 63177
  (314) 830-3232

- **P.R.I.D.E. (Partners Responsible 4 Increasing Drug Education)**
  6208 Highway 61-67
  Imperial, MO 63052
  www.pridenow.org
  (636) 464-4423

- **Hyland Behavioral Health Center**
  www.mercy.net/practice/hyland-behavioral-health-center/#
  10010 Kennerly Road
  St. Louis, Missouri 63128
  (314) 525-4400

ACADEMIC COMPUTER USE POLICY

PURPOSE

As part of its educational mission, Jefferson College strives to provide quality computing facilities. Each computer user is responsible for use of the computing resources in an effective, efficient, ethical, and lawful manner. Please note that computing at Jefferson College is a privilege, not a right. Each individual is responsible for selecting, viewing, and utilizing appropriate resources and avoiding excessive use of the system that could interfere with other College purposes. It is the objective of Jefferson College to maintain an atmosphere of constructive learning, academic freedom, and proper asset management and control. The following policies and practices are intended to be helpful in the appropriate use of Jefferson College's technology resources.

USER ELIGIBILITY

All users must adhere to the Jefferson College Academic Computer Use Policy. Scheduled classes have priority use of the computer labs. Non-class users may be asked to leave during class sessions. Community members who would like to use a campus computer lab should contact a library staff member. Approval will be based on availability of computers and an agreement to abide by the policies. Users may be asked to show a photo ID and/or sign in to use a campus computer. Sign in data is used to generate usage reports to determine staffing needs.

Please note that, using a computer to review what may be considered pornographic or obscene material violates Student Conduct Code, III, Behavioral Misconduct, as outlined on page 25 in this handbook. Misuse of computers including but not limited to creating an "offensive educational environment" and "causing a disturbance or nuisance in the computer lab" violates Student Conduct Code, II, Interference with the Educational Mission of the College, as outlined on page 25 in this Student Handbook.

Community members who would like to use a campus computer lab should contact a library staff member. Approval will be based on availability of computers and an agreement to abide by the policies. All computer users under the age of 18 who are not currently enrolled in a Jefferson College credit class must have written parental consent on file in order to use the Internet. Parents should contact a staff member to obtain a *Parental Consent Form for Computer Use.* Users may be asked to show a photo ID and/or sign in to use a campus computer. Sign in data is used to generate usage reports to determine staffing needs.

GENERAL GUIDELINES

Access to computing resources is contingent upon prudent and responsible use. Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. In addition, disciplinary and/or legal action will be pursued for violation of these codes and statutes through appropriate procedures. To obtain additional information regarding the procedures and additional sanctions, students should refer to the Student Conduct Code found on page 24 in this handbook. All computer users are expected to observe ethical behavior in the use of College equipment and services.

Examples of *inappropriate behavior* include the following:
- Wasting limited resources, such as excessive printing or printing multiple copies
- Disproportionately using computing resources
- Altering, changing, or deleting hardware and software configurations
- Loading unlicensed applications/program software onto lab computers
- Simultaneously using multiple computers
- Using College computing facilities for commercial purpose
- Interfering in any way with another's use of College equipment or services
- Causing a disturbance or nuisance in the computer lab

Examples of *unacceptable, zero tolerance behavior* include the following:
- Knowingly introducing a computer virus or other destructive program
- Creating, disseminating, or possessing pornography
- Possessing or using programs, files, or instructions for violating system security
- Intimidating or creating an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation
- Creating an "offensive educational environment"

College staff members have the authority to revoke computer lab privileges for any person engaged in inappropriate or unacceptable use of the computer lab. Disregard of any warnings issued or sanctions made will result in referral to the Vice President of Student Services for disciplinary action. Community members in violation of computer use policy will be referred to the appropriate supervisor or Campus Police.

No person may use College computing resources to violate any state or federal laws. Such actions will result in notification of the appropriate authorities. Examples of illegal use include the following:

- Creating, disseminating, or possessing child pornography
- Violation of copyright law (i.e. making illegal copies of copyrighted material. Such materials may include software, movies, music. For example, peer-to-peer file sharing is often used illegally)
- Fraudulent, threatening, or obscene e-mail, graphics, or other electronic communications
- Unauthorized entry into secure web sites or servers

Please note that, using a computer to review what may be considered pornographic or obscene material violates Student Conduct Code, III, Behavioral Misconduct, as outlined on page 25 in this handbook. Misuse of computers including but not limited to creating an "offensive educational environment" and "causing a disturbance or nuisance in the computer lab" violates Student Conduct Code, II, Interference with the Educational Mission of the College, as outlined on page 25 in this Student Handbook. Computer users conducting research on a topic that may be considered harassing should contact the Director of Library Services to make other arrangements.

RESPONSIBILITY

Jefferson College and its staff are not liable for any damages and/or losses associated with the use of any of its computer resources or services or incurred by loss of service. Users are encouraged to save often to removable media, not the computer.

NOTE: The terms lab, computer lab(s), and campus computer lab also refer to the computers in the Library at all Jefferson College locations. The term community member(s) also refers to Community Borrowers or any library user.

CELL PHONE USE IN CLASSROOMS

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Jefferson College prohibits the use by students of cell phones or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a College emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Sanctions for violation of this policy are determined by the instructor and may include dismissal from the class.

OFFICIAL STUDENT RECORDS

Official records are maintained on each student enrolled in the College. Procedures for development and use of cumulative record files are written to comply with the Family Educational Rights and Privacy Act of 1974 as amended. Information placed in student records is limited to those items necessary to fulfill the purpose of student records as stated above or as may be required by law, by state regulation, or as authorized by the Board of Trustees.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, or other appropriate official, written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Jefferson College may make available to the public the following directory information: name, address, telephone number, date of birth, Jefferson College e-mail address, dates of attendance at Jefferson College, full or part-time enrollment status, major area of study, participation in officially recognized sports, degrees or certificates awarded, awards received, photograph, and the most recent prior school attended. Additionally, students are included in graduation lists, dean's lists, and enrollment lists to the military. If the student objects to the release of directory information, the student should contact the Office of Enrollment Services before beginning classes. New and returning students are advised that the social security number is voluntarily disclosed and is maintained as confidential information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5920.

Any other records shall be of a temporary nature and shall be destroyed when their usefulness is no longer apparent or when the student leaves the College. Guidelines for periods of retention and methods of destruction are consistent with state and national standards.

STUDENT APPEAL PROCESS FOR MISAPPLICATION OF COLLEGE POLICIES, PROCEDURES, & PRACTICES

A Jefferson College student may appeal any instance of misapplication of College policy, procedure, or practice which adversely affects him/her. Under this process, the student may not appeal the following:

A. The receipt of a grade or academic sanctions; or
B. Established College policies or procedures; or
C. The outcome of procedures that already include appeal processes such as the Student Code of Conduct or the Non-Discrimination and Complaint Procedure

The College Student Appeal Process provides the student due process in the resolution of appeals. Where a specific College process is provided for resolution of a complaint, it must be used. The decision shall be final if the student fails to employ the steps and time periods of the Student Appeals Process.

A student who alleges that he/she has been adversely affected by the misapplication of College policy, procedure, or practice shall first meet informally with the person applying the policy, procedure, or practice to discuss the situation in an attempt to reach an informal resolution. If this meeting does not resolve the situation, the following process of appeal shall be used if any appeal is filed:

1. The student shall, within five class days of knowledge of the circumstance, submit written material to the College official who allegedly misapplied College policy, procedure, or practice. The written materials should indicate that a formal appeal of the issue is being initiated, request reconsideration, explain the situation being appealed, the basis for the appeal, including the policy, procedure, or practice, and produce any written evidence. The student and employee of the College shall meet within two class days after receipt of the materials. The employee shall provide the student a written decision within two class days following the meeting.

2. If the initial formal decision is adverse to the student, she/he may appeal the decision to the employee's immediate supervisor within five class days thereafter except if the immediate supervisor is a senior College official, the process moves to paragraph three.

The supervisor will be provided copies of all previously considered materials from the student and written materials from the employee on which the earlier decision was based. The supervisor will review all supporting materials submitted as well as any other relevant materials and will meet with student and employee within five class days thereafter to further discuss and clarify the question at issue. The supervisor will render a written decision to student and employee within five class days thereafter to further discuss and clarify the question at issue. The supervisor will render a written decision to student and employee within two further class days. The student may appeal the decision of the supervisor to the Student Appeals Committee within two class days after receipt of the decision on written notice to the College President.

3. The Student Appeals Committee shall be composed of two students appointed by the student government president, two faculty, and one each of classified professional and certified employees all appointed by the College President. No committee members may have a material interest in or knowledge of the issue on appeal. The Student Appeals Committee shall receive for review and information all written materials relevant to the appeal which will be independently reviewed by committee members. The committee may collect additional information it deems necessary to rule on the question. The Student Appeals Committee will schedule a meeting on the appeal after written materials have been reviewed and invite the appealing student and College employees earlier involved in the appeal process to present evidence and clarify any of the written materials. Other parties may be invited by the Student Appeals Committee to speak with it if necessary. Committee members may question all participants regarding written or verbal statements. The committee may select its own chair, devise its own rules, may limit discussion, and otherwise conduct the meeting as it deems fair and appropriate.

4. The Student Appeals Committee will make its recommendation in writing on the dispensation of the appeal to the appropriate senior level College official. The senior official will review the committee recommendation and all supporting documents with the committee chair. The committee's recommendation is advisory and the senior official will render a written decision on the appeal to all involved parties within five class days of receipt of the committee recommendation. The decision on the appeal at this level is final.

AVAILABILITY OF FEDERAL DISCLOSURE INFORMATION

Required by the Family Educational Rights and Privacy Act (FERPA) of 1974

The following documents are available for viewing, downloading, or printing from the College web site by following this link (www.jeffco.edu: click "About, click "General Information", click "Consumer Information").
Direct link: www.jeffco.edu/current-students/information/consumer-information.
Hardcopies are also available upon request from the office listed for each item.

1. Notice of Availability of Institutional and Financial Aid Information: Lists availability of financial aid, steps to apply, and costs of attending and estimated budgets. Student Loans: Lists information about Federal Direct Loans, including Repayment Information. Printed information is available from the Office of Student Financial Services, located on the first floor of the Student Center, (636) 481-3212.

2. College General Catalog: Contains current academic & career-technical degree and training programs; course descriptions; instructional, lab, and related physical facilities; faculty and instructional personnel listing; names of accrediting, approving, and licensing bodies; student withdrawal and tuition refund policies; and much more. Copies are available from the Office of Enrollment Services, first floor of the Student Center, (636) 481-3209.

3. Student Refund Policies: Summarizes refund policies and procedures and return of Title IV grant/loan assistance. Policies are located in the College General Catalog and related information is available in the brochure titled Federal Overpayment Policy. Printed copies are available from the Office of Student Financial Services, located on the first floor of the Student Center, (636) 481-3212.

4. Facilities and Services for Students with Disabilities: The Disability Support Services Manual contains a listing of special facilities and services available for students with disabilities. Copies are available from the Office of Disability Support Services located in the Technology Center, (636) 481-3169.

5. Completion, Transfer, and Retention Rates: Contains completion, transfer, and retention rate information for first-time, full-time, degree-seeking students and athletic program participation rates. Copies are available from Office of Research & Planning, located in the Library, Rm. 202, (636) 481-3110.

6. Annual Security and Fire Safety Report (Clery Act): Contains required security policies and procedures, titles of Campus Security Authorities, and crime statistics. Copies are available from the Campus Police Department Office, 802 Mel Carnahan Drive, #214, (636) 481-3500.

7. Daily Crime Log: Records criminal incidents and alleged criminal incidents that are reported to the Campus Police Department. This log is available for viewing in the Campus Police Department Office, 802 Mel Carnahan Drive, #214, (636) 481-3500.

8. Equity in Athletics Disclosure Act Report: Contains summary information of total operating expenses and revenues for men's and women's sports and other required supporting data for the athletic program. Copies are available from the Office of the Director of Athletics, Field House, (636) 481-3386.

9. Privacy of Student Records (FERPA): This document is the College's policy statement assuring the privacy and practices for safeguarding student personal information. Copies are available from the Office of Enrollment Services, located on the first floor of the Student Center, (636) 481-3209.

10. Drug-Free Schools and Campuses Regulation (EDGAR Part 86): Notifies all employees and students of the College's alcohol and other drug prevention policies. These policies include the following: (1) standards of conduct; (2) possible legal sanctions and penalties; (3) statements of the health risks associated with alcohol and other drug abuse; (4) alcohol and other drug prevention programs available to students, staff, and faculty; and (5) disciplinary sanctions for violations of the standards of conduct. Copies are available from the Behavioral Concerns and Student Conduct Coordinator, located on the top floor of the Student Center, (636) 481-3262.

MINIMUM STANDARDS OF ACADEMIC PROGRESS

All students must meet guidelines regarding academic probation and suspension. Students receiving financial aid must meet additional requirements.

ACADEMIC PROBATION, SUSPENSION, AND READMISSION GUIDELINES

Each student is expected to make minimum academic progress while enrolled at Jefferson College. A student is considered to be making minimum progress if he or she maintains a cumulative grade point average (GPA) of at least 2.0. A student whose progress falls below minimum requirements shall be placed on academic probation. The student will be notified of the probationary status and informed of resources available for academic improvements.

If the student's cumulative grade point average remains below 2.0 at the end of the probationary term, the student will be placed on academic suspension and will not be allowed to enroll or remain in classes for subsequent terms. The student must appeal the suspension if he or she wishes to enroll in subsequent terms. Information regarding the academic suspension appeal process and procedure is available in the Office of the Vice President of Student Services.

FINANCIAL AID GUIDELINES

Financial aid is intended to assist students as they make successful progress towards completing a degree. Therefore, financial aid recipients must demonstrate satisfactory academic progress. In turn, the U.S. Department of Education mandates that Jefferson College define, establish, and enforce minimum standards of satisfactory academic progress for students receiving financial assistance.

The College's satisfactory academic progress (SAP) policy is based upon cumulative progress, including non-degree and degree hours attempted. It applies equally to new, continuing and transfer students. There are several factors that affect satisfactory academic progress and a student's eligibility to participate in the financial aid programs administered by Jefferson College.

GRADES

Successful completion is defined as receiving a grade of A, B, C, or D.

A grade of "F" (Failure), "W" (Student-Initiated Withdrawal), "WX" (Administrative Withdrawal), "H" (Audit), or "I" (Incomplete) is considered unsatisfactory. All coursework must be completed within the regular semester time frame.

Although the College allows a student to take an Incomplete grade in a course and complete the course in the following semester, the course was not completed in the specified time frame, and the grade is therefore unsatisfactory for financial aid purposes. Students who wish to Audit a course must declare this intent prior to the start of the course, as this course is not part of the degree program.

Is it better to withdraw or take an F?
This is a frequently asked question. A "W" will not affect the grade point average, but it will adversely affect the attempted vs. earned ratio. A grade of "F" will negatively affect both. It is advisable to consult with the Student Financial Services Office to assist with this decision.

GRADE POINT AVERAGE

Financial aid recipients are required to maintain a cumulative grade point average of 2.0 or above.

HOURS ATTEMPTED VS. HOURS EARNED

Students must complete a cumulative total of 67% of all coursework attempted, including degree and remedial coursework within all parts of term. Coursework attempted during all semesters, including fall, spring, and summer will be evaluated. Transfer credit accepted from other colleges and universities will be included in the number of credit hours attempted and earned.

Example:
In the fall, Jane Doe attempted 15 credit hours and completed nine. She withdrew from two, three-credit hour courses. Jane completed 60% of the coursework she attempted. This is below the minimum standard of 67%. Therefore, Jane is on financial aid warning going into the spring semester. While on warning, she can continue to receive financial aid. However, she must carefully consider the number of credit hours she attempts in the spring.

In the spring, Jane attempts nine credit hours and completes all of them. Now, her cumulative record shows that she has attempted 24 and completed 18. She has improved her standing and now has completed 75% of all coursework she has attempted. Now Jane is back in good standing and removed from financial aid warning.

However, if Jane did not improve her attempted vs. earned ratio at the end of the spring semester, she would have been placed on financial aid suspension and, therefore, ineligible to receive financial aid in future semesters, unless she successfully appeals her suspension.

MAXIMUM TIME LIMITS

Financial aid recipients must complete their specified degree program within 150% of the published length of the academic program.

For example, if the hours required for the Associate of Arts (AA) degree is 62 credit hours, the maximum hours allowed for an AA degree-seeking student would be 93 credit hours. See the "Minimum Standards of Academic Progress" brochure issued by Student Financial Services for each program's maximum hours allowed.

In addition, if a student previously graduated with a degree from Jefferson College, they may be suspended from receiving financial aid, if no longer degree-seeking.

Also, the U.S. Department of Education will not permit the College to issue financial aid for coursework not required for completion of the student's declared program at that school. Please confirm with the Office of Enrollment Services that all courses for which you are registered are needed for completion of your program of study.

WHAT HAPPENS IF I FAIL TO MEET MINIMUM STANDARDS OF SATISFACTORY PROGRESS FOR FEDERAL FUNDS?

FINANCIAL AID WARNING

Students may continue to receive assistance for one additional semester, but must regain satisfactory academic progress by the end of the warning semester or aid will be suspended.

FINANCIAL AID SUSPENSION

Continued failure to meet satisfactory academic progress will result in financial aid suspension. Financial aid suspension means the termination of all federal and state financial aid.

CAN I GET FINANCIAL AID FUNDS REINSTATED?

A student may regain eligibility to participate in the financial aid program once the minimum standards of academic progress have been reached.

STUDENT'S RIGHT TO APPEAL FINANCIAL AID SUSPENSION

In the event of extenuating circumstances, a student on financial aid suspension may request to be continued in the financial aid program through a written appeal submitted with appropriate documentation to Student Financial Services. The Financial Aid Appeals Committee will review all written appeals and notify the student of the results. Further instructions related to the appeal process will accompany the letter of suspension.

EXCEEDED MAXIMUM TIME FRAME APPEALS

To assist individuals pursuing a second career or working toward a new program of study, students who have reached their maximum hour limits are permitted to appeal to continue on an academic plan that extends their time frame for financial aid eligibility.

FINANCIAL AID PROBATION

If a student's financial aid appeal is approved, the student will be placed on financial aid probation. A student placed on probation may continue to receive aid as long as the student meets the conditions of his/her academic plan. At minimum, the student's Financial Aid Probation Academic Plan requires a student complete 100% of all coursework attempted each term with a minimum grade point average of 2.0. Additional conditions are listed in each student's plan. Failure to meet the conditions of the financial aid probation will result in loss of financial aid eligibility.

US DEPARTMENT OF EDUCATION RETURN OF TITLE IV FUNDS POLICY

Students who have been paid federal financial aid funds are required to earn these funds by attending classes through at least 60% of the period of enrollment. Students who quit attending or withdraw from all courses, but have already received their federal financial aid disbursement for the semester, may have been overpaid. If an overpayment occurs, the student is required to repay a portion of the funds to the school and to the U.S. Department of Education.

WHICH FINANCIAL AID FUNDS ARE AFFECTED?

The federal repayment policy affects students who have received assistance through the following federal financial aid programs:

- Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Federal Direct Subsidized and Unsubsidized Loans
- Parent (PLUS) Loans

HOW IS THE OVERPAYMENT AMOUNT DETERMINED?

The overpayment amount is based upon the number of days in the semester the student completed. The more days the student has been in attendance, the less the overpayment. A federally mandated formula is used to calculate the amount of the overpayment.

HOW DOES THE SCHOOL DETERMINE MY LAST DATE OF ATTENDANCE?

When determining a last date of attendance and calculating the portion of funds earned by the student, the institution must always use the student's last date of an academically-related activity as indicated in official attendance records of the College and reported by faculty. A documented last date of attendance based on an academically-related activity must be used to determine a student's unofficial withdrawal date. Furthermore, a documented last date of attendance based on an academically-related activity must also be used to determine the portion of aid earned by those students who officially withdraw from courses.

WHAT IF I FAIL TO BEGIN ATTENDANCE IN A COURSE?

Federal regulations require that students earn their financial aid funds by attending courses. If a student fails to begin attendance in a course, the school is required to reduce the student's financial aid enrollment level and eligibility. If a student is not attending classes, the student is expected to complete the official withdrawal process of the College. To complete the withdrawal process, contact the Enrollment Services Office located in the Student Center.

WILL I BE AFFECTED IF I WITHDRAW FROM AN INDIVIDUAL COURSE?

This policy only applies to students who:

- Withdraw from or cease attendance in all classes prior to the 60% point of the semester.
- Fail all classes and cease attendance prior to the 60% point of the semester.
  It does not apply to a student who has withdrawn from selected courses.

DO I SEND THE AMOUNT OF MY OVERPAYMENT TO THE SCHOOL OR TO THE U.S. DEPARTMENT OF EDUCATION?

If an overpayment of federal financial aid occurs, the student may be required to return a portion of the overpayment to the school and to the U.S. Department of Education. The College will return the overpayment to the U.S. Department of Education on the student's behalf and bill the student for the valance due, allowing 45 days for repayment. Any unpaid balance due to the school will be subject to collection action.

Students may not use the next semester's financial aid award to pay a past due balance incurred during a different loan period or financial aid award year.

WHEN WILL I KNOW IF I HAVE TO RETURN AN OVERPAYMENT?

The College reviews all student attendance and official withdrawal information throughout each semester. If a student is required to repay all or a portion of his or her financial aid, the amount will be posted to the student's Jefferson College account and written communication accompanying a bill will be mailed.

This policy only applies to students who withdraw from all courses or students who stop attending all classes.

HOW CAN I AVOID GETTING INTO A SITUATION THAT WILL REQUIRE THE RETURN OF AN OVERPAYMENT?

Many students panic when they begin to struggle in classes. They will withdraw from all classes even though they may be doing well in one or two classes. Students should only withdraw from those classes that are giving them the most difficulty and attempt to finish as many classes as possible.

**** IMPORTANT NOTICE ****

Students verified to receive any form of federal, state, or institutional financial aid are prevented from being dropped from courses for non-payment. A student's financial aid counts as anticipated payment, so if a student is not planning to attend the College, the student must officially drop all classes within the refund period, or the student may be held responsible for the semester's charges.

FEDERAL STUDENT AID PENALTIES FOR DRUG CONVICTIONS

Students completing the FAFSA will encounter the question: "Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid?" Students who answer "Yes" will be asked an additional series of questions to determine if the conviction affects their eligibility for federal student aid since a federal or state drug conviction can disqualify a student for federal student aid funds.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving federal financial aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

A student who has been convicted of possession or sale of illegal drugs loses federal student aid eligibility for a period of time specified in law. The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs.

For convictions involving possession, the periods of ineligibility are as follows:
- 1st Offense: one year after the date of conviction
- 2nd Offense: two years after the date of the second conviction
- 3 or more Offenses: indefinite from the date of the third conviction

For convictions involving sale, the periods of ineligibility are as follows:
- 1st Offense: two years after the date of conviction
- 2 or more Offenses: indefinite from the date of the second conviction

REGAINING ELIGIBILITY

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program. Further drug convictions will make the student ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

When a student regains eligibility during the award year, the student may be awarded Pell grant and Campus-based aid for the current payment period and Direct loans for the period of enrollment.

CLASS ATTENDANCE POLICY

Regular and punctual attendance is expected of all students. Students are not entitled to a certain number of absences; information presented in the classroom is critical in the learning process. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed:

- Student fails to begin attendance
- Student ceases participation for at least two consecutive weeks
- Student misses 15 percent or more of the coursework
- Student misses 15 percent or more of the course as defined by the instructor

Individual programs may have more rigorous attendance and participation requirements. Jefferson College is an attendance taking institution. Weekly attendance reporting is required. At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class. Students earn their financial aid by regularly attending and actively participating in their coursework, whatever the delivery method of the course. Online courses also require regular, active participation as attendance. If a student does not actively participate, he/she may have to return financial aid funds. Consult the Office of Student Financial Services for more details.

ADMINISTRATIVE WITHDRAWAL

Any student who fails to begin attendance or ceases participation for at least two consecutive weeks may be administratively withdrawn from the course(s). Additionally, any student who has sporadic participation in a course resulting in the student missing 15% or more of the coursework may be administratively withdrawn. Individual programs may have more rigorous attendance and participation requirements.

Any student who feels that the administrative withdrawal was executed unfairly or inaccurately can appeal the withdrawal within 10 calendar days of notification. The student must submit a written letter of appeal to the appropriate associate dean or director. A student who is administratively withdrawn will receive a grade of "WX" for the course(s) and will be financially responsible for all tuition and fees associated with the course(s).

An administrative withdrawal may only be granted through the official College withdrawal deadline for each course(s).

FINANCIAL AID IMPLICATIONS RELATED TO ATTENDANCE

Federal regulations require that students earn financial aid funds by attending and participating in courses. If a student fails to begin attendance in a course, the institution is required to reduce the student's financial aid enrollment level and eligibility. Also, a last date of attendance based on an academically-related activity must be used to determine the portion of financial aid earned by those students who officially and unofficially withdraw from all courses. See the "Federal Overpayment Policy" brochure issued by Student Financial Services for additional details.

WITHDRAWING, DROPPING, AND ADDING COURSES

A student is officially a member of each course in which he/she has enrolled. To add, drop, or withdraw from a course, a student must complete and submit the appropriate paperwork at one of the Jefferson College locations by the designated date or complete the add, drop, or withdrawal process online. Deadlines for adding, dropping, or withdrawing from a course vary based on the length of the course and are available on the Jefferson College website. Students who have not paid, or made arrangements to pay tuition, may be subject to drop for non-payment.

REQUEST FOR MEDICAL WITHDRAWAL

If a student becomes seriously ill or critically injured and is physically unable to continue attending or participating in their classes, the student should withdraw from classes to avoid receiving failing grades. If the illness or injury occurs after the published withdrawal deadline has passed, a student may then submit a Request for Medical Withdrawal. For specific withdrawal dates for all courses, visit the Jefferson College website at www.jeffco.edu. Financial aid recipients should contact the Student Financial Services Office prior to withdrawing from classes to discuss how their financial aid status/eligibility may be affected.

The Request for Medical Withdrawal form is available under the Student tab in MyJeffco, and can also be obtained from the Vice President of Student Services Office, the Office of Enrollment Services, or at Jefferson College Arnold or Jefferson College Imperial.

Please note:
A medical withdrawal will not generate a refund of tuition charges and/or lab fees paid, nor will it remove a balance for assessed tuition charges and/or lab fees. A "W" grade will be posted on a student's transcript for each withdrawn course, and the course(s) will count into attempted credit hours for financial aid purposes.

GRADE APPEAL PROCESS

1. If a student believes that a final grade for a course is not correct, the student should contact the instructor of record to determine why that grade was assigned. This communication may be conducted in person, in writing, or through electronic communication. This question should be asked as early as possible to allow for a rapid resolution of any administrative or clerical errors.

2. If no answer is received by the start of the next regular semester (Fall or Spring), or if the instructor's response is not satisfactory, the student may initiate a formal grade appeal. The deadline for initiating a formal grade appeal is the first business day of the second week of the next regular semester (Fall or Spring). The student will contact the instructor by e-mail using an official Jefferson College account. The student will copy the message to the instructor's associate dean (or designated institutional supervisor). The message must include the student's full name, the CRN of the course (five-digit course registration number), the nature of the disagreement, and the student's calculation of his or her final grade based on the course syllabus.

3. It is then the responsibility of the instructor to explain, making explicit references to the course syllabus, the determination of the course grade. That information will be sent to the student through an official Jefferson College e-mail account. The instructor's associate dean (or designated institutional supervisor) will be copied on that message. The instructor has five business days after receiving the formal grade appeal to respond to it.

4. If the response provided by the instructor is deemed by the student to be insufficient, or if the student has not received a reply after five business days, the student may appeal the instructor's decision to the appropriate associate dean (or designated institutional supervisor). This must be initiated no later than 10 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College e-mail account.

5. The appeal of the instructor's decision going to the associate dean (or designated institutional supervisor) should include the nature of the grade disagreement, a copy of communication between the student and the instructor, and a copy of the course syllabus. The associate dean (or designated institutional supervisor) then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College e-mail account.

6. If the response provided by the associate dean (or designated institutional supervisor) is deemed by the student to be insufficient, or if the student has not received a reply within five business days, the student may appeal the decision of the associate dean (or designated institutional supervisor) to the associate dean. This should be initiated no later than 20 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College e-mail account.

7. The dean of instruction will receive the same documentation provided to the associate dean (or designated institutional supervisor), with the additional inclusion of the response of the associate dean (or designated institutional supervisor). The dean of instruction then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College e-mail account.

8. If the response provided by the dean of instruction is deemed by the student to be insufficient, or if the student has not received a reply within five business days, the student may appeal the decision of the dean to the vice president of instruction (or designated institutional supervisor). This should be initiated no later than 25 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College e-mail account.

9. The vice president of instruction will receive the same documentation provided to the dean of instruction, with the additional inclusion of the response of the dean. The vice president of instruction then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College e-mail account.

10. The determination of the vice president of instruction is final.
    Note: In the event that an appropriate individual is unavailable to resolve the grade dispute during the designated time frame or there is a conflict of interest, Jefferson College will designate an appropriate institutional peer.

CAMPUS WHO'S WHO

Extensions are listed; to reach the contact, dial (636) 481-XXXX or (636) 797-3000, ext. XXXX.

Dr. Dena McCaffrey, *President,* ext. 3400
Mr. Daryl Gehbauer, *Vice President of Finance and Administration*, ext. 3120
Dr. Kim Harvey-Manus, *Vice President of Student Service*, ext. 3200
Dr. Chris DeGeare, *Acting Vice President of Instruction and Dean of Instruction*, ext. 3467
Mr. Allan Wamsley, *Dean of Integrated Planning and Academic Services,* ext. 3342
Mr. Robert Deutschman, *Athletic Director,* ext 3356

FACULTY OFFICE HOURS

For information regarding faculty office hours, please contact the faculty office located at AS 110 ext. 3331, or CTE 101 ext. 3445, or check the College web site at *www.jeffco.edu* and click Contact Us, then Search by Name or Department, then Faculty Office Hours.

JEFFERSON COLLEGE
DRUG-FREE WORK PLACE GUIDELINES

Jefferson College makes every effort to provide a positive learning and working environment. In keeping with this philosophy, the College promotes a drug-free work place and condemns the improper use of narcotics, dangerous or illegal drugs, or intoxicants which substantially impair the individual's performance.

Employees should realize that possession, use, and distribution of illegal substances are not permitted and that employees are required to notify the appropriate dean or College official of drug convictions and violations occurring at College activities or on College property.

Employees should realize that if drug and alcohol problems are not resolved, they could be subject to dismissal for adequate cause. The use of drugs or alcohol by students on College property, or at a College-sponsored activity is expressly forbidden by the Student Conduct Code and may result in disciplinary action; including suspension or expulsion and/or criminal prosecution.

It is the desire of the College to provide a wholesome and productive environment for both employees and students. If you experience a drug or alcohol-related problem, or become aware of a member of the College community with such a problem, we encourage you to attempt to facilitate a referral of this person for assistance to College or appropriate community treatment agencies or resources. The College intends to provide information on services that are available without endorsing any institutional or treatment procedure.

Jefferson College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as any part of its institutional activities. Health risks associated with the use of illicit drugs and the abuse of alcohol range from temporary disorientation to permanent organ damage or death. The College will impose sanctions on students and employees, up to, and including expulsion from College or termination of employment, and referral for prosecution for violations of the College standards of conduct. Weapons or guns of any type are prohibited on the Jefferson College Campus.

AGREEMENT FOR SUCCESS

At Jefferson College, we believe that the seeds of greatness are in each student. It is through education that the gifts and talents in each student are realized. Faculty, staff, and students have complementary and mutual responsibilities to assure student success. The purpose of this agreement for success is to describe those mutual responsibilities.

AS A FACULTY OR STAFF MEMBER OF JEFFERSON COLLEGE:

- I will treat students with courtesy and respect and expect the same.
- I will have high expectations for each student.
- I will encourage each student to become all that he or she is capable of becoming.
- I will value time, start and end classes on time, and set priorities for the use of time.
- I will be enthusiastic about my work. I will strive to stay current in my field and find creative ways to teach my subject in a manner that is interesting and relevant to students' educational goals.
- I will clearly describe the expectations in my class and provide students with feedback on the accomplishments of their achievements.
- I will not label students and will display a willingness to discuss options and goals that students are willing to work hard to achieve.
- I will respect differences among members of the campus community and encourage everyone to learn from these differences.
- I will be honest and maintain the highest level of integrity.

AS A STUDENT OF JEFFERSON COLLEGE:

- I will treat faculty and staff with courtesy and respect and expect the same.
- I am responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If it is to be, it is up to me.
- I will work hard to succeed. This includes attending all classes and devoting a great deal of time to reading, studying, and doing out-of-class assignments.
- I will spend the appropriate time needed in outside preparation for each hour of class time.
- I will value time, come to classes on time, and be attentive and participate.
- I will set positive, specific, and measurable goals and I will visualize myself in possession of them.
- I will be an active learner. I will ask questions and seek guidance as often as needed and within the capacity of the faculty/s staff member.
- I will respect differences among members of the campus community and encourage everyone to learn from these differences.
- I will be honest and maintain the highest level of integrity.

Jefferson College

Academic Calendar ❖ 2020-2021

FALL 2020

August 6-9	Technology Maintenance (Blackboard and online services may not be available)
August 17	Classes Begin
August 29	14-week Saturday Classes Begin
August 31	14-week Classes Begin
September 5	Labor Day recess begins, 7:00 a.m.
September 8	Labor Day recess ends, 7:00 a.m.
October 6	Faculty Work Day (no day or night classes)
October 9	First short session ends
October 12	Second short session begins (ends on same schedule as 16-week classes)
October 13	16-week Midterm Grades Due
October 27	14-week Midterm Grades Due
November 11	Veterans' Day (campus closed)
November 25	Thanksgiving recess begins, 12:00 p.m.
November 27-29	Technology Maintenance (Blackboard and online services may not be available)
November 30	Thanksgiving recess ends, 7:00 a.m.
November 30	Last meeting for Monday only classes (one time a week day/night classes)
December 1	Last meeting for Tuesday only classes (one time a week day/night classes)
December 2	Last meeting for Wednesday only classes (one time a week day/night classes)
December 3	Last Day of Classes (TR)
December 3	Last meeting for Thursday only classes (one time a week day/night classes)
December 4	Last Day of Classes (MWF)
December 11	Last meeting for Friday only classes (one time a week day/night classes)
December 12	Last meeting for Saturday classes (one time a week classes)
December 7-12	Final Exams (see Final Examination Schedule for further clarification)
December 16	**Grades Due, 12:00 p.m.**

WINTER INTERSESSION 2020

December 14	Classes Begin
December 24	Christmas recess (observed) begins, 7:00 a.m.
December 26	Christmas recess (observed) ends, 7:00 a.m.
January 1	New Year's recess (observed) begins, 7:00 a.m.
January 2	New Year's recess (observed) ends, 7:00 a.m.
January 6	Last Day of Winter Intersession Classes
January 12	**Intersession Grades Due, 12:00 p.m.**

SPRING 2021

January 11	Classes Begin
January 18	Martin Luther King Day (campus closed)
January 19	Faculty In-Service Day (no day or night classes)
January 23	14-week Saturday Classes Begin
January 25	14-week Classes Begin
February 15	President's Day (campus closed)
March 8	First short session ends
March 9	Second short session begins (ends on same schedule as 16-week classes)
March 15	Spring Break begins, 7:00 a.m.
March 18-21	Technology Maintenance (Blackboard and online services may not be available)
March 22	Spring Break ends, 7:00 a.m.
March 23	16-week Midterm Grades Due
April 2	Spring Holiday begins, 7:00 a.m.
April 5	Spring Holiday ends, 7:00 a.m.
April 6	14-Week Midterm Grades Due
April 29	Last meeting for Thursday only classes (one time a week day/night classes)
May 4	Last Day of Classes (TR)
May 4	Last meeting for Tuesday only classes (one time a week day/night classes)
May 5	Last meeting for Wednesday only classes (one time a week day/night classes)
May 6	No classes scheduled; teaching faculty not required to be on campus.
May 7	Last Day of Classes (MWF)
May 8	Last meeting for Saturday classes (one time a week classes)
May 10	Last meeting for Monday only classes (one time a week day/night classes)
May 14	Last meeting for Friday only classes (one time a week day/night classes)
May 10-14	Final Exams (see Final Examination Schedule for further clarification)
May 15	Commencement
May 19	**Grades Due, 12:00 p.m.**

SUMMER INTERSESSION 2021

May 24	Classes Begin
May 31	Memorial Day recess begins, 7:00 a.m.
June 1	Memorial Day recess ends, 7:00 a.m.
June 11	Last Day of Spring Intersession Classes
June 15	**Intersession Grades Due, 12:00 p.m.**

SUMMER 2021

June 14	Classes Begin
July 5	Independence Day (campus closed)
July 3-5	Technology Maintenance (Blackboard and online services may not be available)
July 23	6-week sessions end
July 28	**6-week Grades Due, 12:00 p.m.**
August 6	8-week sessions end
August 11	**8-week Grades Due, 12:00 p.m.**

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