2015-16
Student Handbook
St. Charles Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
(800) 621-7440; Fax: 312-263-7462
www.ncahlc.org
www.stchas.edu/about-scc/board-policies/400/401-Accreditation.html

The Student Handbook is published by the Division of Academic and Student Affairs of:
St. Charles Community College
4601 Mid Rivers Mall Drive
Cottleville, MO 63376-2865
www.stchas.edu/about-scc/college_news/publications

Questions regarding its content should be directed to the vice president for academic and student affairs.
The college is committed to non-discrimination and equal opportunity regarding the treatment of students, faculty and staff. The college adheres to a strict non-discrimination policy in student admission, educational programs, activities, and employment regardless of race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, veteran status, disability, or genetic information. The college is an Equal Opportunity Employer.

The college maintains a complaint procedure for the purpose of investigating and providing prompt and equitable remedy.

Student inquiries concerning the complaint procedure or discrimination concerns may be made to the Title IX coordinator, 636-922-8654, ADM 1242.

Students/faculty should contact Paige George (636-922-8247, or Missouri Relay 1-800-735-2966), disability support services manager, regarding Section 504 of the Rehabilitation Act; or Sylvia Edgar (636-922-8654), Title IX coordinator, regarding Title IX. Contact them at:

4601 Mid Rivers Mall Drive • Cottleville, MO 63376-2865
636-922-8000 • www.stchas.edu

Procedure for resolving complaints of discrimination:
www.stchas.edu/about-scc/board-policies/400/412.0-NonDiscriminationAndEEO.html

ABBREVIATIONS IN THIS BOOK

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DISCLAIMER

Information contained in this handbook is subject to change. Students should access it online at www.stchas.edu/StudentHandbook for the most up-to-date policies and regulations.
Dear Student:

Congratulations upon your decision to further your education by attending St. Charles Community College. All of us who work at the college wish you every success in your studies.

You have made a good choice. The college has a talented and caring faculty and staff, dedicated to your success and to excellence in teaching and learning. Our career-technical graduates are well prepared for employment and our transfer graduates are ready for a successful transition into a baccalaureate program.

This handbook provides important information you should know while you are a student here. Please use this handbook as a supplement to our general catalog and online credit class schedule.

Enjoy your learning experiences while at SCC, and we hope you will find your studies to be an opportunity for personal growth, discovery and achievement.

Sincerely,

Ronald Chesbrough, Ph.D.
President

Chris Breitmeyer, MA
Vice President for Academic and Student Affairs
Students are responsible for keeping themselves informed on the policies that govern educational studies at St. Charles Community College. In this handbook you will find answers to your questions about earning credits, course loads, graduation, academic progress and other concerns. Feel free to seek advice and assistance from counselors, administrators and other staff as you familiarize yourself with SCC policies. You can find out where to direct any further questions by checking the information directory on the website at www.stchas.edu.

The SCC catalog is online at www.stchas.edu/catalog.

Students are responsible for all information contained in the SCC catalog and student handbook.

**SCC DISTRICT AND SERVICE AREA**
The St. Charles Community College District is one of 12 public community college districts in Missouri serving a total of more than 86,000 transfer and career students statewide.

The St. Charles Community College District covers all of St. Charles County except for a portion in the southwest corner that is in the Washington School District. The SCC district comprises five county high school districts: Fort Zumwalt, Francis Howell, Orchard Farm, St. Charles and Wentzville.

The college district covers approximately 525 square miles and includes the following urban and rural municipalities: Cottleville, Dardenne Prairie, Defiance, Flint Hill, Foristell, Harvester, Kampville, Lake St. Louis, New Melle, O’Fallon, Orchard Farm, Portage Des Sioux, St. Charles, St. Paul, St. Peters, Weldon Spring, Wentzville and West Alton.

Residents of other Missouri counties can attend the college at the “out-of-district” tuition rate.

In addition to serving the local college district, St. Charles Community College has a broader service area that includes four other counties: Callaway, Lincoln, Montgomery and Pike. Although residents of these areas pay “out-of-district” tuition rates, they benefit from many services offered by the college.

**ADMISSIONS**

**ADMISSIONS POLICY**
Any person seeking regular admission to SCC must meet one of the following requirements:

- Receive a high school diploma.
- Receive the GED or HiSET certificate.
- Reach the age of 18 and demonstrate the ability to benefit through the student assessment process.

The following persons also may be admitted with special student status as defined below:

- High school students 16 years of age or older who have completed “dual enrollment” requirements. Dual enrollment is a special program whereby high school students may enroll in up to 6 hours a semester of college courses with the permission of high school and college officials and parents. For more information on the dual enrollment program, contact your high school guidance office or the SCC Enrollment Services Department.
- Young adults 16 years of age or older who can verify that they have severed all connections with their high school district and demonstrate the ability to benefit through the student assessment process.
- Students under 16 years of age who are enrolled in a gifted or accelerated learning program may be eligible to take college courses. Contact the Academic Advising Department at 636-922-8241 for more information.
A new application is required under the following situations:

- A person applies for admission but does not attend for the first calendar year after submitting the application;
- A person who attends SCC for at least one semester but then does not attend for five consecutive years;
- Any person who graduates from SCC with a certificate or degree.

Admission to the college does not guarantee entrance into a particular course or program of study. The college reserves the right to establish selective admissions procedures and to give preference to residents of the St. Charles Community College District. Prospective career/technical students must see a counselor before they declare a major in the program.

**APPEAL PROCESS FOR DUAL-ENROLLED STUDENTS**

If you apply to SCC as a dual-enrolled student and want to take developmental courses (courses below 100 level), physical education courses or would like to take more than 6 credit hours, you must write a letter of appeal explaining your situation to the dean of academic advising and transfer services. Letters of support from your principal or high school counselor will be necessary. Any other exception that is unique to your situation must also be addressed in this manner.

**TRANSFER POLICIES FOR TRANSFERRING CREDITS INTO SCC**

Students transferring from other colleges or universities are eligible for admission to SCC with advanced standing. Credits for courses in which passing grades have been earned may be accepted in transfer at the registrar’s discretion. Students who want to transfer credits to SCC from an accredited college or university may do so by requesting that official transcripts from each institution attended be sent directly to the Enrollment Services Department.

In order for credits to be evaluated, students must complete a “Request for Evaluation of Transfer Credit” form. Request forms are available in the Enrollment Services Department or online. See [www.stchas.edu/academics/credit_programs/transfer-information/transfer-and-articulation.html](http://www.stchas.edu/academics/credit_programs/transfer-information/transfer-and-articulation.html)

**ONLINE ORDERS**

- The Bookstore offers a quick and easy way to order textbooks online. Log onto [http://bookstore.stchas.edu](http://bookstore.stchas.edu) and click “Order Textbooks.”
- During this process you will need to establish an account. Click “Log In” and then “Register Here.”
- There are three options to choose from regarding the processing of your order.
  - You may pay online with a credit card and have your books shipped to you. A flat shipping rate will apply.
  - You may prepay online with a credit card and pick up your textbooks at the Bookstore.
  - You can decide to wait to pay for your textbooks when you pick them up at the Bookstore. This is also an option for financial aid students. We will hold the books until the second week of school.

**RETURN POLICY**

Textbooks: (Last date for eligible refunds is printed on your receipt.)

- For a refund or exchange, textbooks purchased for regular 16-week classes may be returned during the first two weeks of classes with a receipt and during the third week of class with a receipt and drop slip.
- Textbooks purchased during the fourth week of classes and later are non-refundable.
- Early and late-start classes may receive a refund up to one week from when the class begins.
• New textbooks must be in new condition and not be written in, soiled or damaged. Used textbooks must be in as-purchased condition.

• Bundled, loose-leaf and text materials wrapped in cellophane are non-returnable under normal circumstances. E-books, CDs, DVDs and Access Codes cannot be opened.

• For bundled textbook materials wrapped in cellophane, see possible restocking fees below.

• Bank card and financial aid sales must be refunded to the same account.

Restocking Fees:

• New textbook bundles and loose-leaf materials returned in an opened condition may be refunded at the used price and/or with a restocking fee.

• If items are deemed by the Bookstore to be in new, resalable condition and all other refund criteria is met, a 10% restocking fee will be assessed and deducted from the refunded amount.

• As long as the materials are in new or as-purchased condition, the restocking fee will be waived in case of dropped or changed class (drop/change slip required), or if the incorrect textbook was purchased and is exchanged for the correct book.

• Restocking fees are associated with the cost that is placed by publisher’s return polices and cost to the Bookstore.

Non-Returnable:

Computer hardware, software, electronics, sale items, special orders, study guides, solution manuals, reference materials, nursing kits, general books and old editions are all non-returnable unless otherwise specified in this return policy.

Supply/Merchandise Items:

• Unopened items may be returned with a receipt and must have been purchased within the past five business days.

• Opened merchandise may be returned only if it is defective and only exchanged for the identical item.

• After five business days, the customer is responsible for contacting the manufacturer regarding returns or exchanges.

Defective Items:

Textbooks – Prior to mid-term, defective items may be returned for replacement only, provided that these defects are not associated with normal wear and tear or misuse. Supply/Merchandise – Within five business days.

TEXTBOOK BUYBACK

• The SCC Bookstore has a scheduled book buyback that runs concurrent to finals week. Buyback dates are posted on the Bookstore’s website.

• The SCC Bookstore has the final decision on all Bookstore buybacks.

COMPUTER REGULATIONS

INFORMATION AND TECHNOLOGY RESOURCES

Computers, networks and electronic information systems and the data they provide are essential college operational resources. SCC grants shared access to these resources. These resources must be used and managed responsibly to ensure their integrity, security and availability for appropriate educational and business activities. All users must adhere to approved procedures administered by the Information Technology Department. These procedures are detailed throughout this document.

Personal computers are available for use by students in various buildings on campus.
The ACE Tutoring Center (Social Sciences Building) and the Technology Building contain walk-in labs for student academic use. Students also have access to computers for recreational use (email and Internet) in the Student Center lobby and in the Student Activities Office (CC 102). These recreational computers may be monitored and are not secure for confidential information.

Student-owned computing devices may connect to the college wireless network. Use of the wireless network is also governed by the approved procedures mentioned earlier in this document.

CHILDREN ON COMPUTERS
Children too young to be admitted to the college are not allowed access to SCC computers without supervi-
sion. In addition, children (supervised or unsupervised) are not allowed in the ACE Tutoring Center or TECH 116 computer labs.

COMPUTER USER RIGHTS AND RESPONSIBILITIES
Those using IT resources agree to abide by federal and state laws, and college policies and procedures, includ-
ing those related to harassment, plagiarism, commercial use, security, unethical conduct, theft, copyright and licensing infringement, unlawful intrusions, data privacy and accessing pornography.

Users are responsible for:

• Reviewing, understanding and complying with all policies and procedures related to access, acceptable use and security of information technology resources;
• Asking systems administrators or data custodians for clarification on access and acceptable use issues not specifically addressed in policies and procedures;
• Immediately reporting possible policy violations to one of the following people:
  • the director of network computing (manager of network operations and/or director of technology support);
  • the director of administrative computing;
  • the associate vice president of technology and online learning;
  • or the vice president for human resources.

LIABILITY FOR PERSONAL COMMUNICATIONS
Computer users are responsible for the content of their personal communications. The college accepts no responsibility or liability for personal or unauthorized use of its resources by users.

PRIVACY AND SECURITY AWARENESS
Users should be aware that although the college takes reasonable security measures to protect the security of its computing resources and accounts assigned to individuals, the college does not guarantee absolute security and privacy. Users should follow the appropriate security procedures listed in this document to assist in keeping systems and accounts secure.

The college assigns responsibility for protecting its resources and data to systems administrators and data custodians, who treat the contents of individually assigned accounts and personal communications as private and do not examine or disclose the contents except as required for system maintenance including security measures; or when there exists reason to believe an individual is violating the law or college policy.

CONSEQUENCES OF VIOLATIONS
If, in the course of an investigation, it appears necessary to protect the integrity, security or continued operation of its computers and networks or to protect itself from liability, SCC may temporarily deny access to its IT resources. Inappropriate use of IT resources may result in disciplinary action and contact of applicable law enforcement agencies.

See Board Policy 801-IT Resources.
USING THE COLLEGE'S COMPUTING RESOURCES AND INFORMATION/DATA
Login IDs are a unique combination of username and password granted to individuals for their use only. Whenever there is reason to believe that a login ID has been compromised, a system/network administrator should be contacted immediately. All users must log out or lock the PC in use before leaving the area. Users may access only accounts, files and data that are publicly available or to which they have been given authorized access. It is the responsibility of all users to secure information that is in their possession. Use of the college's network resources is subject to the Acceptable Use Policy of our Internet provider, MoreNET.
See Board Policy 803-Resources And Information.

USE OF SOFTWARE AND HARDWARE
College email, computers and networks may be used only for legal, authorized purposes. Occasional, brief personal use is permitted. Unauthorized or illegal uses include but are not limited to:

- Use that violates any federal or state law.
- Unauthorized access to files or computer resources (including remote computer systems).
- Copying, revising, damaging, removing or distributing programs or data or any other user's programs or data without the express permission of the owner.
- Activities that disrupt normal computer/network use and services including, but not limited to:
  1) Propagation of computer viruses;
  2) Sending chain letters or unauthorized mass emails;
  3) Unnecessary printing or other network traffic.
- Damaging or altering college computer equipment or supplies.
- Use that is harmful or harassing to other users.
- Introduction of any unacceptable information onto the administrative or academic systems and applications. Unacceptable types of information include:
  1) Information that infringes on the rights of others;
  2) Information that is abusive, profane or sexually offensive;
  3) Information that may injure another or lead to a lawsuit; such as pirated software, destructive software (including computer viruses), pornographic or libelous statements or unauthorized copies of licensed software or copyrighted media files;
  4) Advertisements for commercial enterprises;
  5) Software programs not approved by a director of IT (manager of network operations and/or director of technology support).
- Use of college computing resources for personal or monetary gain.
- Access to the college's network resources via any unauthorized device.
- Violation of regulations as stipulated in the Family Educational Rights and Privacy Act (FERPA) and College Board Policies and Procedures.

Software must only be installed by authorized IT staff.
See Board Policy 806-Software Hardware Use.

STUDENT E-COMMUNICATION
E-communication, or email, shall be considered one of the primary means of official communication to students. E-communication facilitates student success by providing regular, relevant and time-sensitive electronic communication to students via college-assigned email accounts.

The college-wide email system is for communication with students in addition to those e-communications
provided through the learning management system for academic instruction.

E-communication falls under the guidelines of Board Policy 483.0 – Release of Student Information in accordance with the Family Educational Rights and Privacy Act of 1974.

Each student will be provided an email address upon enrollment at the college. All students are expected to:

- Read their email frequently. Important announcements as well as information specific to enrollment will be sent via email. It is the student’s responsibility to ensure that the information is read. While students may forward their email to a non-college account, the college does not recommend this. The college will not be responsible for email once it has been forwarded off the college’s servers, nor will support be given for any problems this might cause.
- Monitor their college-assigned email account to ensure there is sufficient storage space to receive emails.
- Comply with college directives sent via email; failure to read email is not an acceptable excuse for non-compliance. Free access to computers with Internet is available on campus.
- Student e-communication is subject to all college policies and procedures for computer use as established by the college, as well as the guidelines for sending messages to other students as noted below under “Inappropriate Use of Student Email.”

See Board Policy 850-Student E-communication

INAPPROPRIATE USE OF STUDENT EMAIL

Examples of inappropriate computer usage include, but are not limited to:

- The creation and exchange of messages that are offensive, harassing, obscene or threatening.
- The exchange of confidential information to persons without a need to know.
- The creation or exchange of advertisements, solicitations, chain letters or other spam.
- The use of email for commercial purposes.
- The creation, storage or exchange of information in violation of copyright laws.
- Reading or sending messages from another person’s account without authorization.
- Intentional distribution of computer viruses.

See Board Policy 850.4 – Inappropriate Email

CONDUCT, DISCIPLINE AND DUE PROCESS

DISRUPTIONS IN THE CLASSROOM

SCC will address any disruptions in the classroom that obstruct the learning process. Each situation will be considered based on the particular circumstances unless already covered in the Faculty Guide for Disruptive Student Behavior procedures.

DEFINITIONS

- “College Premises” includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used or controlled by the college, including adjacent streets and sidewalks.
- “College Official” includes any person employed by the college, performing assigned administrative or professional duties.
- “College Community” includes any person who is a student, faculty member, college official or any other person employed by the college.
- “Organization” means any number of persons who have complied with the formal requirements for recognition.
• “Sanction” means a formal action that is binding, generally an outcome of the student conduct process that limits a student ability to interact with the college and the college community.

• “Student” means a person who has been accepted to the college, who is currently enrolled 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. Students and student organizations will observe the college policies and procedures, comply with local, state and federal laws and will conduct themselves in a manner compatible with the college’s mission. Students are subject to disciplinary sanctions for misconduct.

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

Upon admission to the college or program, students assume an obligation to conduct themselves 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 ignored, the college must institute appropriate discipline. Students may be subject to disciplinary sanctions for conduct that constitutes a hazard to the health, safety or well-being of members of the college community or which is detrimental to the college's interest whether such conduct occurs on campus, off campus or at college-sponsored events.

SCC will cooperate fully with law enforcement and other agencies. SCC reserves the right to initiate disciplinary proceedings for violations of the Student Conduct Code, even if criminal charges are brought forward by the appropriate authorities. Disciplinary actions by SCC are independent of any criminal or civil proceedings.

The distinct procedures for handling violations of academic integrity, grade grievances and behavioral misconduct are in this policy. Examples of misconduct that may subject the student to discipline include, but are not limited to:

• Academic dishonesty or misconduct, such as cheating, fabrication, plagiarism or facilitating academic dishonesty.

• Forgery, alteration or misuse of college documents, records or identification.

• Theft of, damage to or destruction of college property or property of employees, students or visitors.

• Unauthorized surveys or other means to obtain information from students or employees.

• Violating copyright agreements.

• Unauthorized entry to or use of college facilities, properties, equipment, resources or services.

• Giving false or misleading information in response to requests from college officials, knowingly furnishing false information or reporting a false emergency to the college, or failing to comply with directions of college officials acting in the performance of their duties.

• Unauthorized possession, receipt, duplication or use of the college's name, insignia or seal.

• Obstruction or disruption of college-authorized activities.

• Dressing or personally appearing in a manner that disturbs a classroom, instructional activity or other college activity.

• Disorderly conduct, obscene expressions or infringement upon the rights of others at college-authorized activities.

• Participating in or inciting a disturbance of the peace or unlawful assembly.

• Physical abuse of any person on college-owned or controlled property or at college-authorized activities, threats of violence, stalking or conduct that threatens the health or safety of any person(s).

• Actions on college-owned or controlled property or at college-authorized activities, which threaten or endanger one's own safety, health or life, or making any verbal threat of such action. This includes such behaviors as suicide attempts, cutting or refusing treatment for life-threatening illnesses or conditions.
• Engaging in sexual assault, misconduct or harassment. See Prohibition of Discrimination, Sexual Harassment, and Other Forms of Harassment.

• Manufacture, use, possession, distribution, dispensing or sale of alcohol, controlled substances, illegal drugs or substances, except as expressly permitted by law and college policy. See Drug-Free Environment for Students.

• Misuse or abuse of prescription drugs on college-owned or controlled property or at college-authorized activities.

• Use of tobacco products on campus. See Drug-Free Environment for Students.

• Possession, use or storage of firearms, explosives, dangerous chemicals, weapons or other destructive devices on college property, college-controlled property or at college-authorized activities, including possession of a firearm by a student who holds a conceal-and-carry permit or endorsement. See Weapons (Concealed or Visible).

• The operation of student organizations not properly recognized and registered.

• Hazing, any method of initiation or pre-initiation into a campus organization or any activity engaged in by the organization or members of the organization, which causes or is likely to cause physical or mental harm, personal degradation or disgrace.

• Unapproved solicitation. See Fundraising for Student Clubs, Organizations, and Athletic Teams and Solicitations, Distributions, and Gifts.

• Conduct that adversely affects the student’s suitability as a member of the academic community.

• Violation of college policies or regulations. See Student Conduct, Discipline and Due Process.

NOTE: If reports of inappropriate behavior involve cadets or members of the Eastern Missouri Police Academy, SCC will immediately inform the appropriate supervisor of the academy.

ACADEMIC PROCEDURES

Academic Integrity

Students are expected to exhibit academic integrity by being honest and forthright in their academic endeavors. To falsify the results of one’s research, to steal the words or ideas of another or to cheat on an examination corrupts the essential learning process.

Forms of Academic Dishonesty

ACADEMIC MISCONDUCT

Academic misconduct is the intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of an unadministered test.

Examples:

• Stealing, buying or otherwise obtaining all or part of an unadministered test.

• Selling or giving away all or part of an unadministered test including answers to an unadministered test.

• Bribing another person to obtain an unadministered test or any information about the test.

• Entering a building or office for the purpose of obtaining an unadministered test or changing a grade in a grade book, on a test or on other work for which a grade is given.

• Changing or being an accessory to the changing of a grade in a grade book, on a test, a Change of Grade form or other official academic records of the college.

CHEATING

Cheating is an act of deception by which a student misrepresents mastery of information on an academic exercise.
Examples:

• Copying from another student’s test paper.
• Allowing another student to copy from a test paper.
• Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
• Collaborating during a test with any other person by receiving information without authority.
• Using specifically prepared materials during a test (e.g. notes, text messages, formula lists, notes written on the student’s clothing or body, etc.).

FABRICATION
Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples:

• Citation of information not taken from the source indicated.
• Listing sources in a bibliography not used in the academic exercise.
• Inventing data or source information for research or other academic exercise.

FORGERY
Forgery is making, adapting or imitating objects or documents with the intent to deceive.

Examples:

• Submitting as your own any academic exercise (e.g. written work, printing, sculpture, etc.) prepared totally or in part by another.
• Taking a test for someone else or permitting someone else to take a test for you.

PLAGIARISM
Plagiarism is the inclusion of someone else’s words, ideas or data as one’s own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific documentation and, if verbatim statements are included, through separation from the rest of the paper by indention or quotation marks as well. By submitting work for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness:

• Whenever one quotes another person’s actual words.
• Whenever one uses another person’s idea, opinion or theory, even if it is completely paraphrased in one’s own words.
• Whenever one borrows facts, statistics or other illustrative materials – unless the information is common knowledge.

What can students do to protect themselves?

• Prepare thoroughly for examinations and assignments.
• Take the initiative to prevent other students from copying your exam or assignments, e.g. shield your answer sheet during exams; do not lend assignments to be turned in to other students, etc.
• Refer to the syllabus for information on academic honesty or ask the faculty member for guidance.
• Do not look in the direction of other students’ papers during examinations.
• Use a recognized handbook for instruction on citing source materials. Consult with individual faculty, academic departments or the library reference staff when in doubt.
• Use the services of the ACE Tutoring Center.
• Refuse to assist students who cheat.
Violations of Academic Integrity

Violations of academic integrity are resolved within the Office of Academic and Student Affairs. It is intended that resolution take place at the lowest possible administrative level preserving both the integrity of the college and the dignity of the student. The following discipline may be taken if a student is determined to be guilty of academic dishonesty:

Faculty Options:

- Repeating the assignment or completing an alternative one.
- Issuing a warning or providing counseling.
- Assigning a grade of “I” until the alleged violation is adjudicated.
- Giving a failing grade for the assignment.
- Assigning a grade of “F” for the course.
- Where faculty assign a grade of “F” for the assignment or the course, a report will be sent to the appropriate chair and Dean. A database of student violations will be managed by the dean of student success’ office.

Vice President for Academic and Student Affairs option:

- Multiple or extremely serious violations may result in disenrollment from the college.

The student may appeal the discipline assessed by the faculty member to the program coordinator and/or department chair, and the decision of the program coordinator and/or department chair to the division dean. Either party may contest the dean’s decision by submitting an appeal in writing prior to the last day of the following semester (i.e. fall or spring) to the vice president for academic and student affairs, whose decision is final. The vice president for academic and student affairs will determine if disenrollment from the college is an option, and will ensure that due process has been provided to the student. Withdrawing from the course will not prevent the faculty member, program coordinator, department chair, division dean or the vice president for academic and student affairs from imposing sanctions or recommending grade penalties, including a failing grade in the course.

Grade Grievance Procedures

Students with concerns about grades should ask the instructor for clarification/resolution. Concerns about final grades must be expressed prior to the last day of the following semester (i.e. fall or spring). If, after contacting the instructor, the student still has concerns, the student should contact the program coordinator or department chair who will work with the student and the instructor to resolve the matter. If the department is unable to remedy the situation, the student should contact the division dean. If the resolution is unsatisfactory, the student may submit an appeal in writing to the vice president for academic and student affairs, SSB 2110. Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be addressed.

COPYRIGHT VIOLATIONS

Downloading or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner is against the law. Illegal downloading or distribution of copyrighted materials can result in your being prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and $250,000 in fines. If sued in civil court, you may be responsible for monetary damages, attorneys’ fees and civil penalties up to $150,000 per work distributed. Use of SCC’s resources for unauthorized distribution of copyrighted materials is forbidden.

The college prohibits illegal copyright infringement through its acceptable use policy and in its student conduct code. Disciplinary action, including loss of use of the college information technology systems up to and including expulsion from the college could result from violations of this policy.

As an SCC student you are required to adhere to all college policies including those that relate to copyrights. These include but are not limited to:
• Students are required to adhere to all SCC policies related to copyright and fair use. This information is posted on the SCC website and includes information on copyright, guidelines of copyright laws and fair use:
  - SCC Library Copyright Policy
    www.stchas.edu/academics/student-resources/library/library-services/copyright-policy.html
  - Board Policies & Administrative Procedures: 400: Student Body and Educational Programs: 410.0 Student Conduct, Discipline and Due Process
    www.stchas.edu/about-scc/board-policies/400/410-StudentConduct.html
  - Agent to Receive Notification of Claimed Copyright Infringement
    www.stchas.edu/home/copyright.html
  - Board Policies & Administrative Procedures: 481.2 Copyright
    www.stchas.edu/about-scc/board-policies/400/481.2-copyright.html
  - Board Policies & Administrative Procedures: 800 Information Technology/Computer Usage
    www.stchas.edu/about-scc/board-policies/800/
  - Student Handbook, Copyright Violations
    www.stchas.edu/academics/student-resources/student-handbook/
  - All students are required to comply with the practices stated in the Information Technology Student Information Student Acceptable Use Policy which is posted on the SCC website.
    www.stchas.edu/about-scc/board-policies/800/801-ITResources.html
  - All students are required to comply with the Conduct for Computer Use Policy posted in each computer lab and on the SCC website. www.stchas.edu/faculty_staff/college-departments-services/information-technology/academic-computing-/student-computer-conduct/
  - Students who are found to be in violation of any SCC policy, including copyright violations, will be adjudicated through the Student Conduct, Discipline and Due Process procedures, located in the student handbook. See Board Policy 410, Student Conduct, Discipline and Due Process. Student may also be prosecuted in criminal court or be sued for damages in civil court for violations of copyright laws. Cases involving copyright violations will be referred to the campus police, who will forward a report to the prosecuting attorney’s office for their review.

Many legal sources are available for copyrighted material such as music and movies. Some are free and some charge a nominal fee. A current and comprehensive compendium of legal sources can be found at the Motion Picture Association of American website, www.mpaa.org. The SCC Library makes available licensed journal, music and image resources to support instruction for currently enrolled students, faculty and staff members at www.stchas.edu/academics/student-resources/library/library-databases.html. These licensed resources require electronic authentication based upon patron files that are regularly updated.

You need to be aware that sharing music, videos, software and other copyrighted material may be a violation of the law and can expose you and those with whom you share materials to civil and criminal penalties. Please be responsible in your use of copyrighted materials.

NON-ACADEMIC PROCEDURES

Behavioral Misconduct
Inappropriate student behavior in the classroom or on campus has the potential to disrupt the teaching and learning process. In a classroom situation, the faculty member is the first person available to regain order and prevent further disruption. Guidelines are available to faculty so they can assure that the rights and safety of the faculty, students and institution are protected.

The guidelines are based upon the level of disruption, from low to high, which can include the immediate suspension of the student from the class for that day see Board Policy 410-Student Conduct.

For disruptions outside the classroom, the dean of student success or the Department of Public Safety (DPS)
should be notified immediately. Behavioral misconduct may be referred to DPS, who will involve other authorities, as appropriate. DPS should be called at extension 8545 immediately if:

- An incident exists that has the potential of being life-threatening and/or causing serious property damage;
- An incident that is potentially dangerous is recognized and the need for police is necessary for the safety and welfare of others on the campus;
- Any crime is witnessed or reported requiring official reports and notification to state or federal authorities.

The institutional expectation is that students will conduct themselves in a manner that is acceptable in a learning environment. Behavior that endangers or infringes on the rights and safety of others is not acceptable. It is intended that resolution should take place at the lowest possible administrative level. The faculty will consult with the respective program coordinator, department chair and division dean who will assist the faculty member and student with resolution alternatives. Documentation of the disruption will be collected from the parties involved to gather facts and to ensure that the interests and needs of all parties are considered.

The dean of student success is the primary administrator of discipline for unacceptable conduct or for conduct which involves infraction of college rules and regulations. The dean (or designee) will initiate disciplinary sanctions in accordance with these regulations. Disciplinary proceedings are not judicial trials and need not conform to the procedural formality of a trial.

**Investigative Procedures**

The dean of student success (or designee) will investigate any reported allegation of student misconduct before initiating disciplinary procedures. The dean may meet with any student whose conduct has been called into question. The student will be given the opportunity to present information regarding the incident and will receive a copy of Policy 410.0. Any written correspondence between the dean and the student that is not hand-delivered to the student will be sent via certified mail.

After investigation, the dean will determine if the case should proceed. If proceeding, the dean will determine if an administrative hearing or hearing by a student conduct committee is appropriate. The hearing official will determine if the student is deemed responsible for the behavior, based on a preponderance of evidence standard. If “responsible”, the dean/designee or committee will impose appropriate disciplinary sanctions. The dean will set a time frame during which the student will either accept or reject, in writing, the disciplinary sanction. Failure of the student to respond in writing within the time frame will be considered as an acceptance and the discipline will become final. See Conduct, Due Process Appeals.

**Disciplinary Procedures**

A charge involving a student must be filed in writing with the dean of student success within 30 calendar days of the alleged incident. The dean of student success must notify the student accused of the infraction. Failure of the student to have his/her current address on record with the college will not invalidate such notice.

The dean of student success (or designee) will conduct an investigation to determine if the charge/complaint has merit and whether it can be resolved by mutual consent of the parties involved on a basis acceptable to the dean of student success*. The dean of student success may suggest alternative resolution techniques for informal resolutions, when appropriate.

* If the investigation results from a crime of violence or non-forcible sexual offense, the alleged victim and the accused are entitled to have an advisor or counselor present during his or her participation in the investigation.

- The accused student(s) will be afforded one of the following, which will be determined by the college.
  - Administrative hearing: The dean of student success (or designee) will determine if the student is responsible for violation of the Student Code of Conduct and will impose disciplinary sanctions, when appropriate.
  - The dean of student success will notify the accused of the investigation outcome in writing by certified
mail. If the student is suspended or dismissed, the student must surrender his/her student ID and parking permit to the dean.

- Student Conduct Committee: The dean will inform the student of the date, time and location of the hearing, as indicated below.

COMMITTEE COMPOSITION
The Student Conduct Committee is composed of five members appointed by the president to include:

- Two faculty members;
- Two administrative/professional staff members;
- One support staff member.

The chair of the Student Conduct Committee will be selected by the committee. The dean of student success will be responsible for presenting evidence of charges to the committee.

PROCEDURAL DUTIES
At least seven working days prior to the date set for a hearing before the committee, the dean of student success will send a certified letter to the student’s last known address providing the student with the following information:

- A statement of the charge or charges.
- The time and place of the hearing.
- A statement of the student’s procedural rights.
- The names of the committee members.

Upon written request by the student, the hearing may be held prior to the expiration of the seven-day advance notification period, if the committee chair agrees.

PROCEDURAL RIGHTS OF STUDENTS INCLUDE THE FOLLOWING:

- The right to counsel or advisement. (The role of the person acting as counsel is solely to advise the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.) The college is not responsible for providing counsel for students.
- The right to produce witnesses to the incident (not character witnesses).
- The right to request, in writing, that the committee chair disqualify any member of the committee for prejudice or bias. A request for disqualification, including specifics about the prejudice or bias, must be submitted at least two working days prior to the hearing. If the disqualification occurs, the college president will appoint a replacement. (Note: In the event the request for disqualification involves the committee chair, the student will submit the written request to the college president.)
- The right to present evidence.
- The right to know the identity of the person(s) bringing the charges.
- The right to give testimony in a campus hearing by means other than being in the same room with the accused student.
- The right to hear witnesses on behalf of the person bringing the charges.
- The right to testify or refuse to testify without such refusal being detrimental to the student.

* If the hearing results from a crime of violence or non-forcible sexual offense, the accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings.

THE CONDUCT OF COMMITTEE HEARINGS
Committee hearings will be confidential and will be closed to all persons except:

- The student;
- Counsel/advisor;
• A recorder;
• Witnesses who have first-hand knowledge of the incident;
• The dean of student success.

If the student fails to appear at the scheduled time, the committee may hear and determine the matter in his/her absence.

HEARING ORDER:

Chair Action
The chair will preside at the hearing; call the hearing to order; call the roll of the committee; ascertain the presence of the student charged; read the notice of hearing and charges; verify the receipt of written notices to the student; report any continuances requested or granted; establish the presence of any counsel/advisor of the student; notify the student and the student’s counsel/advisor of any special or extraordinary procedures that will be used during the hearing; and permit the student to make suggestions or objections to any procedures for the Student Conduct Committee to consider.

Opening Statements
The dean of student success will make opening remarks outlining the general nature of the case and testify to any facts the investigation has revealed. The student may make a statement to the committee about the charge at this time or at the conclusion at the college’s presentation, at his/her election.

College Evidence
College witnesses are to be called and identified or written reports or evidence introduced as appropriate. The committee may question witnesses at any time. The student may question witnesses by submitting questions to the committee chair for consideration and may examine evidence at the conclusion of the college’s presentation.

Student Evidence
The student will 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 dean of student success may question the student or witness. The student has the right but will not be required to testify on his/her own behalf; to present witnesses and evidence; and to review and respond to testimony of those who testify against him/her.

Rebuttal Evidence
The committee may permit the college or the student to offer any matter in rebuttal of the other’s presentation.

Meeting Concludes
The committee will formulate a written recommendation which the chair will submit to the dean of student success within three working days. The dean of student success will inform the necessary parties, in writing, of the determination (responsible/not responsible/memorandum of understanding) and sanction(s) imposed (when appropriate) within five working days. The student will be notified by certified mail. If the student is suspended or dismissed, the student must surrender his/her student ID and parking permit to the dean.

Upon written request, alleged victims of violence or non-forcible sex offense will receive disclosure of campus student disciplinary proceeding results. If the alleged victim is deceased as a result of the crime or offense, the disclosure may be requested by the next of kin of the alleged victim.

Interim Suspension
In certain circumstances, the dean of student success may impose an interim suspension prior to the completion of the investigation. Interim suspension may be imposed:

• To ensure the safety and well-being of others or to preserve college property.
• To ensure the student's own physical or emotional safety and well-being.
• If a student poses a definite threat of disruption or interference with the normal operation of the college.

During interim suspension, the student will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible. The student will be notified of the interim suspension by certified mail.

**Disciplinary Sanctions**
The dean of student success (or designee), student conduct committee or the vice president for academic and student affairs may impose any one or a combination of the following nondisciplinary or disciplinary sanctions for violation of the student code of conduct:

**Nondisciplinary Sanction**
- Memorandum of understanding

**Disciplinary Sanctions**
- Disciplinary warning
- Disciplinary probation
- Restitution
- Educational sanction
- Exclusion from college facilities or activities
- No contact order
- Disciplinary suspension
- Expulsion

Students who are prohibited from attending classes or courses in which they are currently enrolled because of disciplinary sanctions may not be entitled to a refund of tuition.

Disciplinary sanctions will be made part of the student's permanent educational record and will be housed in the student's disciplinary file. Cases involving the imposition of sanctions will be expunged from the student's confidential record seven years after final disposition of the case. Cases involving suspension or expulsion will be retained indefinitely.

**Memorandum of Understanding:** This is a written warning that the same conduct or other conduct in violation of this policy during that student's enrollment at the college may result in additional discipline, but is not considered a disciplinary record.

**Disciplinary Warning:** This is a written warning that the same conduct or other conduct in violation of this policy during that student's enrollment at the college may result in additional discipline.

**Disciplinary Probation:** Disciplinary probation is for a specific period of time. During this time, a student may continue to attend classes but cannot participate in student or intercollegiate activities. Any further violations may lead to suspension or expulsion from the college.

**Restitution:** A student is required to pay repair or replacement costs for damage to property or may be required to provide specific in-kind services.

**Educational Sanction:** A student is required to participate in a specific educational or counseling activity(ies). The student is responsible for all expenses, including costs for education, counseling or treatment.

**Exclusion From College Facilities or Activities:** A student is prohibited from attending one or more classes; undertaking college employment; entering a building; participating in some or all extra-curricular activities sponsored by the college; representing the college in an official capacity; or using other services provided by the college. Exclusion will be for a definite period of time, until certain requirements placed on the student are completed, or indefinitely.
No Contact Order: A student may not have any type of contact with another individual who is part of the SCC community. This includes, but is not limited to, verbal or written communication, through the many mediums that are available. The student may not have friends or family contact the student on his/her behalf.

Disciplinary Suspension: Disciplinary suspension is for a specific period of time. Suspension will include disenrollment and denial of attendance in classes, exclusion from participation in college-sponsored activities and suspension from employment with the college. The student may be readmitted upon completion of the suspension.*

Expulsion: A student is permanently expelled from the college after committing a serious violation or after accumulating a record of multiple violations.*

* Students who are prohibited from attending classes or courses in which they are currently enrolled because of disciplinary sanctions may not be entitled to a refund of tuition.

Students should complete campus appeals procedures prior to seeking outside remedies.

See Board Policy 410-Student Conduct.

STUDENT APPEAL PROCESS
If a student rejects the discipline imposed by the dean of student success or the student conduct committee, then the student must appeal the matter in writing within 15 calendar days to the vice president for academic and student affairs. In cases of sexual assault or harassment, both the accused and the accuser have the right to appeal the outcome of the investigation/disciplinary decision. The appeal must cite at least one of the following criteria as the reason for appeal and provide supporting arguments. The vice president will send the written appeal to a three member appeals committee, to determine if the appeal meets the criteria:

1) The original hearing was not conducted in conformity with prescribed procedures.
2) The evidence presented at the previous hearing was not ‘sufficient’ to justify a decision against the student.
3) Evidence, which was not withheld by the student and which could have substantially affected the outcome of the hearing, has since been discovered.
4) The sanction was too severe for the violation.

Status during appeal: The sanction that was rendered by the dean of student success or student conduct committee is in effect during the period of appeal. If the student successfully appeals, the college will inform all parties (in writing) of any sanction change, which will become effective immediately.

If the appeals committee determines that criteria have not been met, the previous determination stands. If the appeals committee determines that the student has met the appeals threshold, the vice president for academic and student affairs will review the record of the original hearing, including documentary evidence.

It is the vice president’s discretion to convert any sanction imposed to an alternate sanction, to rescind any previous sanction or to return a recommended sanction to the dean/designee or committee for review and/or reconsideration.

The final decision will be communicated in writing by certified mail by the vice president to the appealing student, with a copy sent to appropriate college offices. The decision of the vice president shall be final.

Upon written request, alleged victim of violence or non-forcible sex offense will receive disclosure of campus student disciplinary proceeding results. If the alleged victim is deceased as a result of the crime or offense, the disclosure may be requested by the next of kin of the alleged victim.
COURSE INFORMATION

AUDIO/VIDEO TAPING CLASS LECTURES, STUDENT PRESENTATIONS OR COLLEGE EVENTS
Students who desire to audio and/or video tape class or college activities must first solicit approval from their professor, club/organization advisor or event coordinator. If this is requested due to a disability, a case must be open with Disability Support Services and the process should be followed for requesting accommodations.

If a student is granted permission to audio/video tape any portion of a class or college activity, that student understands that he or she does not have permission to reproduce or post the information on any social media, YouTube, or other public or private forum that would infringe on the privacy rights of others represented in the audio/video recording.

CLASSROOM AND LABORATORY SAFETY
All students, teachers, employees and visitors shall comply with established laws and safety practices when participating in or observing certain technical and science laboratory courses of instruction.

Copies of applicable college safety rules must be posted in their appropriate locations.

All safety devices used by teachers, students and visitors must meet or exceed the standards of the American National Standard Proactive for Occupational and Educational Eye and Face Protection, Z87.1-1968 and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

View SCC Board Policy 416 Classroom and Laboratory Safety.

ATTENDANCE POLICY
The college has no plan of recognized class “cuts” or absences. You should attend all class meetings in which you are enrolled. In general, students are considered excessively absent when they have missed a class more times than the credit hour value of the course. Excessive absence may be sufficient cause to fail the course. For distance classes, “attendance” will be defined as active participation in the course as described in the individual course syllabus. The final decision as to what constitutes excessive absence from a class is left to the instructor and will be outlined in the course syllabus. Students should discuss any absences with their instructor.

STUDENT ATTENDANCE POLICY AND PROCEDURES FOR COLLEGE-SPONSORED ACTIVITIES AND EVENTS
Students who are absent from classes while participating in college-sponsored events or activities will not be automatically penalized for the absence. It is the expectation that students will normally be excused from class except under extraordinary circumstances. Students must complete the following procedures to determine the outcome of their absence for each missed class.

- Students should make every effort to schedule college-sponsored activities around classes.
- Students are responsible for notifying their instructors in advance of the absence. When possible, contact your instructor at least two weeks before the event/activity. Face-to-face interaction between student and instructor is preferred.
- In advance of the activity, students must provide their instructor(s) a completed Event Form for each missed class. Student Event Forms are available to student athletes in CC 104 and for members of clubs and organizations in CC 102. This form will help you discuss the potential effects of the absence with your instructor.
- Students are expected to make up any class work in a time frame to be determined by the instructor. When a test is scheduled for the day of the expected absence, students should discuss with their instructor how to make other arrangements to take the test. You should use the ACE Tutoring Center for additional help and the Assessment Center for make-up tests.
- If you fail to inform the faculty in advance of the expected absence, the absence may or may not be accommodated at the instructor's discretion.
- Absences for the student-related activity will be reflected in your attendance record.
COL 101
College Success Seminar (COL 101) is required of all first-time students taking 9 or more credit hours (5 hours or more in the summer session). This class helps students succeed at SCC. Students will come to better understand the many aspects of college life, such as procedures, campus resources, faculty expectations, study skills, career exploration and technology used in college classes (including the use of SCC Connection, CougarMail and Canvas). This course is offered in 9-day intensive sessions during early January and August, as well as 10-week sessions during the regular semesters. ESL 100 is the appropriate College Success Seminar course for non-native English speakers.

FIELD TRIPS
The faculty or staff member shall instruct students where to convene on the designated day. Students may be responsible for their own transportation if not provided by the college. As an officially sanctioned activity, students and faculty should make mutual arrangements in advance for any classes and other course work to be missed due to the field trip.

View SCC Board Policy 418 Field Trips.

(STUDENT) GUESTS ON CAMPUS
Only students registered in a class are allowed in the classroom. On rare occasions, a guest may be allowed to sit in on a class if the instructor has granted prior consent. If an instructor has questions regarding the guest, they will consult with the program chair. Other areas of the campus may also have restrictions on guest attendance. Students should inquire with specific departments prior to bringing a guest. Guests are expected to comply with all campus policies and procedures and will be requested to leave if disturbing the learning environment.

TRANSFERRING CREDITS FROM SCC TO OTHER POST-SECONDARY INSTITUTIONS
Agreements with four-year colleges and universities and accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools help assure that credits earned toward a degree at St. Charles Community College will transfer to a four-year institution.

However, it is important that you decide on a major field of study and follow a transfer guide that outlines courses that will transfer into that curriculum for the institution to which you will transfer. Academic counselors at both SCC and your transfer institution will assist you. Ultimate responsibility lies with the student to obtain a guarantee of course transferability from the institution of choice. Most universities set a limitation on the number of credit hours that are accepted for transfer from a two-year college. Check with the Academic Advising Department (ADM 1204) for information on transfer agreements with Missouri four-year institutions. See our transfer guides page for a comprehensive listing of the colleges with which SCC has articulation agreements.

Generally, college transfer program courses at SCC will satisfy various departmental, general education, elective and degree requirements at other colleges. However, career-technical program courses may not transfer because these programs are designed to prepare you for employment rather than for pursuit of a four-year degree.

If you experience problems with transferring courses to other colleges/universities, contact the transfer and articulation counselor (ADM 1204) for assistance with an appeal to the receiving institution.

If your issue is not resolved by the institution, you may contact COTA (Committee on Transfer and Articulation). COTA will review the case and make non-binding recommendation to all institutions involved. This recommendation will be reported to the Coordinating Board for Higher Education. For more information on this process, see the Missouri Department of Higher Education document, “Transfer Students, Your Rights and Responsibilities.”

AUDITING COURSES
If you wish to attend a course without taking an examination or receiving credit for the course, you may register on an audit basis by completing the Registration Form and selecting the audit section on the form.
Students who register on an audit basis will pay the regular tuition rate and must meet the course prerequisites or receive special permission from the instructor.

If you wish to change from audit to credit or from credit to audit after the course is underway, you must process the change through the Enrollment Services Department before the specified date for a particular term. Dates are prorated for courses less than 16 weeks in duration. Students cannot count audited courses to establish full-time or part-time status.

**CREDIT HOUR**
One unit of course work is equivalent to 15 contact hours of classroom instruction. A typical college course is equivalent to 3 credit hours.

**DEVELOPMENTAL COURSES**
Developmental courses are non-transferrable credit classes that prepare students for college-level work. These courses represent a broad spectrum of academic areas including math, reading, English and study skills. Developmental courses relate directly to SCC’s career and college transfer programs, making it possible for students with academic skills deficiencies to prepare for regular college-level courses and be successful.

Developmental courses can be identified by numerical prefixes below 100 and can be found in course listings under mathematics, English, reading, biology, and college development. Many developmental classes are taught in the classroom while others are available as individual study units through the ACE Tutoring Center. Students may use academic resources, computer tutorials and tutoring services in the ACE Tutoring Center to assist them with developmental classes.

Students successfully completing developmental courses should be well prepared for college-level classes.

**FINAL EXAMINATIONS**
To complete courses and receive passing grades, all students must complete a comprehensive final examination. Absences from final examinations, with the privilege of taking makeup tests, must have prior approval of the instructor.

**FULL-TIME COURSE LOAD AND FRESHMAN-SOPHOMORE CLASSIFICATION**
Students at SCC are classified according to hours enrolled and hours completed. Part-time students earn fewer than 12 hours per semester, while full-time students carry 12 or more. During the summer semester, full-time student status requires 6 or more credit hours (for academic purposes). Full-time status for financial aid in the summer is 12 or more credit hours.

<table>
<thead>
<tr>
<th>Course Load</th>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12 or more hours</td>
<td>6 or more</td>
</tr>
<tr>
<td>Part time</td>
<td>11 hours or less</td>
<td>5 or less</td>
</tr>
</tbody>
</table>

A freshman is any student who has completed fewer than 28 credit hours; a sophomore has completed 28 credit hours or more.

Except as indicated below, the maximum number of credit hours for which a student may enroll during the fall or spring is 18. During the summer, the maximum is 10 hours taken concurrently. Any course repeated counts as part of the course load.

**Maximum Course Load**
It is recommended that the maximum course load for each of the following academic sessions be observed:

<table>
<thead>
<tr>
<th>Academic session</th>
<th>Course load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>10 credit hours</td>
</tr>
<tr>
<td>Fall</td>
<td>18 credit hours</td>
</tr>
<tr>
<td>Spring</td>
<td>18 credit hours</td>
</tr>
</tbody>
</table>

Repeated courses count as part of the course load.
Students with a superior scholastic record may be permitted to register for more than the recommended maximum providing they meet the following GPA prerequisites:

- 2.75 GPA – approved to take 19 hours
- 3.00 GPA – approved to take 20 hours
- 3.50 GPA – approved to take 21 hours

Students wishing to take more than 21 hours must receive special permission from the Office of Academic and Student Affairs.

A veteran, in order to receive maximum assistance under the Veterans Education Law (G.I. Bill), must carry at least 12 hours of credit per semester.

**INDEPENDENT STUDY**

Independent study may be used to complete the requirements for regularly offered courses. If you wish to take a course on an independent study basis, you must get approval through the appropriate division dean. The course curriculum must be developed and pursued under the direction of a faculty member.

**PREREQUISITES AND COREQUISITES INFORMATION**

Some courses offered at SCC require either a prerequisite or co-requisite (or both) before enrolling. All prerequisites or co-requisites are identified in the Course Descriptions section of the SCC catalog.

If you have already completed an identified prerequisite at another college, proof of prerequisite (report card or transcript) will be required. An academic counselor or enrollment services assistant can verify that the prerequisite has been fulfilled.

**PREREQUISITE DEFINED**

A prerequisite is a condition of enrollment that you are required to meet prior to enrolling in a course. These prerequisite courses provide the minimum level of proficiency knowledge needed for successful achievement in the next level course.

- You must obtain written approval of any exceptions. Exceptions to prerequisites may be made by the student talking with the course instructor and having them sign the registration form. This form must then be returned to Enrollment Services.
- If you are taking or have just completed a prerequisite course for which SCC has not yet received grades, you may register for the advanced course; however, you must withdraw from the advanced course if the grade you received does not satisfy the requirement of “successful completion.”* *

*Grades of “F” (Failing), “I” (Incomplete), “R” (Re-enroll), “V” (Audit), and “W” (Withdrawal) do not constitute successfully completing a prerequisite. Some courses designate attainment of a higher successful grade, for example a grade of “C” or better, in their prerequisite course(s). A note signed by the course instructor who issued the “I” grade may suffice until the grade change has been administratively processed.

**Example:** Successfully complete Psychology 101 before enrolling in Psychology 201.

**COREQUISITE DEFINED**

A co-requisite is a course that needs to be taken concurrently with another course. This is very typical with science courses.

- You must sign up for both the course and any co-requisite. If you later wish to drop the course, you must also drop the co-requisite. If you fail the course, you may be allowed to repeat that course without retaking the co-requisite. However, you will not be allowed to advance in a sequence of courses until both have been successfully completed.

**Example:** CHM 101 and corequisite CHM 103 (lab)

**REPEATING A COURSE**

You may repeat any credit course one time. All grades from each attempt are recorded on the transcript, but
SCC will use the higher grade to calculate the grade point average (GPA). Exceptions to this rule include PE activity courses and some music courses, in which all attempts will be calculated in the student’s GPA. For financial assistance eligibility, all attempts will count towards maximum hour limits and completion ratio.

Some colleges and universities will recalculate the grade point average for admissions purposes and include both grades earned.

Students wishing to attempt a course for the third time must speak with an academic counselor or the department chair to obtain permission to enroll. In general, courses may not be attempted a fourth time.

**FINANCIAL AID**

The Enrollment Services Department is here to provide students with the resources needed to obtain financial assistance. We are here to help you maneuver through the financial assistance processes more efficiently.

There is a wide variety of financial assistance programs to accommodate every student who wishes to attend college. These programs are available through federal, state and local sources. The information provided here should answer your questions. To schedule an appointment with a financial aid counselor, call 636-922-8601.

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

Financial Aid Satisfactory Academic Progress is the minimum standards required to maintain financial aid eligibility for federal and state programs.

Federal and state financial aid is intended to assist students as they make successful progress toward completing a degree. Therefore, each student carries the responsibility to demonstrate satisfactory academic progress.

St. Charles Community College has the responsibility of monitoring student progress as follows:

- The Higher Education Act of 1965, as amended by Congress in 2006, mandates institutions of higher education to define, establish and enforce minimum standards of satisfactory academic progress for receiving financial assistance. Students receiving assistance from federal and state sources must meet the college’s satisfactory academic progress policy in order to maintain their financial assistance eligibility.
- The policy is based on cumulative attempted hours and is applied consistently to all federal and state student financial aid programs.
- The policy is applied equally to new, continuing and transfer students. All students are required to meet the cumulative requirements to be eligible to participate in the federal and state financial aid programs administered by St. Charles Community College.
- Students not receiving financial aid are held to these same standards.

There are several factors that affect satisfactory academic progress. It is the student’s responsibility to read and understand all the variables involved.

**COMPONENTS OF FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

- **Grades** – Successful completion is defined as receiving a grade of A, B, C, D or P (Pass). A grade of “F” (Failure), “W” (Withdrawal), “I” (Incomplete) or “R” (Re-enroll) is considered unsatisfactory. All coursework must be completed within the regular semester time frame. Although the college allows a student until mid-term of the following semester to complete an “I” grade, the course is considered unsatisfactory for financial aid purposes.
- **Grade Point Average** – Students must meet the following minimum grade point averages:

<table>
<thead>
<tr>
<th>Cumulative Hours Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.5</td>
</tr>
<tr>
<td>16-30</td>
<td>1.8</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>
• The highest grade is counted toward a student’s grade point average for courses that have been repeated; however, all repeated classes are counted as attempted hours. Satisfactory Academic Progress (SAP) is reviewed each semester.

• **Is it better to withdraw or take an “F”?** – This is a frequently asked question. A “W” will not affect your grade point average but will adversely affect your completion ratio. A grade of “F” will have a negative effect on both your grade point average and your completion ratio.

• **Hours Attempted vs. Hours Earned** – Students must complete a total of 67 percent of all coursework attempted, including remedial coursework. Coursework attempted during all semesters, including fall, spring and summer, will be evaluated cumulatively. This is reviewed each semester. Students participating in the St. Charles Community College financial aid program are required to submit official transcripts from all previous institutions attended. Transfer credit accepted from other colleges and universities will be included in the number of credit hours attempted and earned. Financial aid applications will not be processed until transcripts from all previous institutions have been received and evaluated.

• **Maximum Hour Limit** – The maximum number of credit hours allowed for a student enrolled in an Associate of Arts Degree program at SCC is 96 attempted credit hours. Students accepted and enrolled in the Associate Degree Nursing Program are allowed 108 attempted credit hours. This includes hours transferred in from other colleges, hours previously completed at SCC (whether or not financial assistance was received) and withdrawals.

  ♦ You may change programs, but program changes do not extend the maximum number of credit hours for which you will be eligible.

  ♦ The maximum number of credit hours for a certificate program will be based on the number of credit hours required for completion of those individual programs. For example: A certificate program that requires 36 credit hours will have a maximum of 54 hours of financial assistance eligibility. Student records will be reviewed at the end of each semester.

  ♦ Students who have earned an associate or bachelor’s degree are considered to have met the maximum attempted credit hour limit.

**What happens if I fail to meet the minimum standards of Satisfactory Academic Progress?**

**Warning** – Failure to meet all parts of the satisfactory academic progress policy will result in financial aid warning. Students may continue to receive assistance for one semester, but must meet all parts of the satisfactory academic progress policy by the end of the warning semester.

**Suspension** – Failure to meet the minimum required GPA or minimum completion ratio during the semester(s) following notification of warning will result in financial aid suspension. Failure to complete at least 3 credit hours in a semester with a passing grade or a complete withdrawal from SCC during a semester, whether or not aid was received, will also result in automatic suspension of aid.

**Can I get state and federal financial aid funds reinstated?**
Students can regain eligibility by bringing themselves back into compliance with the required cumulative GPA and the required 67 percent completion ratio out of all hours attempted at SCC and hours accepted from transferring institutions.

**Right to appeal suspension**
Students who are placed on financial assistance suspension due to extenuating circumstances may appeal their suspension through the Enrollment Services Appeals Committee. Appeals will be reviewed on a case-by-case basis.

Students whose financial assistance has been reinstated as a result of an appeal will be granted the status of “Probation.” Progress will then be monitored on a term basis rather than a cumulative basis. Students will be required to meet with a financial assistance counselor to develop an academic plan. They will then be allowed to enroll in only those courses that are part of established academic plan.
Students will also be required to maintain a term grade point average of at least 2.0 and a term completion ratio of 100% for each future term of enrollment. A student who fails to meet the term requirements after being reinstated will be ineligible for any future financial assistance until his/her cumulative grade point average is a minimum 2.0 and their cumulative completion ratio is 67%. Additional appeals will not be considered. Students may continue to attend at their own expense.

SATISFACTORY ACADEMIC PROGRESS

St. Charles Community College (SCC) has academic standards that all students must meet. It is necessary for students to maintain a sufficient grade point average (GPA) to graduate from SCC and transfer to a four year college or start a career. Students who meet SCC academic standards are making “satisfactory academic progress” and are in “good standing.”

To stay in “good standing,” students must maintain a cumulative GPA of 2.0 after they have earned 15 college credit hours or more at SCC.

What happens if my GPA drops below 2.0?

Academic Warning – A student is placed on academic warning when their cumulative GPA falls below a 2.0 for the first time. Students are unable to register for additional courses until they have completed a mandatory online college success workshop.

Academic Probation 1 – A student is placed on academic probation 1 when their cumulative GPA falls below 2.0 in two consecutive terms. The student must attend an in-person workshop to create an academic success plan for their next semester of enrollment. The student is also required to enroll for classes with an academic counselor and is limited to a maximum of 13 credit hours.

Academic Probation 2 – A student is placed on academic probation 2 when their cumulative GPA remains below a 2.0 for a third consecutive term. The student is required to enroll for classes with an academic counselor and is limited to a maximum of 13 credit hours.

Academic Suspension – A student is placed on academic suspension when their cumulative GPA remains below a 2.0 for a fourth consecutive term. Students will be prohibited from enrolling in courses the semester following the suspension status.

Academic Dismissal – A student will no longer be allowed to attend SCC unless they are academically reinstated by the vice president for academic and student affairs. Students must wait a minimum of one semester to appeal this status (summer semester excluded). For a detailed list of procedures to apply for academic reinstatement contact the Office of Academic and Student Affairs at 636-922-8258.

What if I get suspended?

• Suspended students will be required to sit out a semester to reevaluate their academic plans. Students may return the following semester. A meeting with an academic counselor is required to enroll in classes. Enrollment is restricted to 13 credit hours.

• Students wishing to appeal the suspension period and remain continuously enrolled, may make an appointment to speak with an academic counselor at 636-922-8249.

• After returning from suspension, students are required to maintain a 2.0 term GPA each semester that they attend SCC. A meeting with an academic counselor is required to enroll for classes.

• Students who do not earn at least a 2.0 term GPA will be academically dismissed.

When a student’s cumulative GPA reaches a 2.25 or above, he or she is placed on a less restrictive status and is then able to enroll for courses without meeting with an academic counselor.
REVIEW OF ACADEMIC STATUS
The college recognizes that extenuating circumstances occur from time to time that may warrant further review of a student's academic progress. Contact the Enrollment Services Department for more information.

NOTE: Students with concerns about course requirements, class procedures, teaching styles or grades should follow the procedure outlined in the Procedure for Addressing Student Concerns section of the catalog.

GRADE GRIEVANCE POLICY
Students with concerns about grades should, whenever possible, first approach the instructor for clarification/resolution. Concerns about final grades must be expressed by the end of the next regular semester. If, after contacting the instructor, you still have concerns, you should address them to the appropriate program coordinator and/or department chair who will work with you and the instructor to resolve the matter. If the department is unable to remedy the situation, you should address your concerns to the division dean. If resolution still is not achieved, you may then appeal in writing to the Office of Academic and Student Affairs, SSB 2110. Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be addressed.

GRADING SYSTEM
Grading symbols and corresponding grade points are listed below. Some symbols are not grades but designations of administrative action regarding course work.

A (Excellent) Student has demonstrated outstanding proficiency in mastering course objectives. (4 grade points per credit hour in computation of grade point average.)

B (Above Average) Student has demonstrated above-average proficiency in mastering course objectives. (3 points)

C (Average) Student has demonstrated average proficiency in mastering course objectives. (2 points)

D (Below Average) Student has demonstrated below-average proficiency in mastering course objectives. (1 point)

F (Failing) Student has not demonstrated a minimum passing proficiency in mastering course objectives. (0 points)

I (Incomplete) Due to extenuating circumstances, a student may be given an extension of time by the instructor to complete course objectives. The “I” can be issued only at the discretion of the instructor. Once you are issued an “I,” you may not withdraw from the course in which the “I” was issued. The “I” must be made up by the midterm of the following semester or it will become an “F” grade. The incomplete must be completed with the instructor who originally issued the “I.” The “I” does not count in computation of grade point average.

P (Pass) Student has completed the course work satisfactorily. This mark is used for most developmental courses and other courses at the discretion of the college. (Does not count in computation of grade point average.)

R (Re-enroll) The student has made satisfactory progress but should re-enroll until the course objectives are completed. This mark is used for developmental courses only. (Does not count in computation of grade point average.)

V (Audit) Student’s final registration in the course was on an audit basis (no credit). (Does not count in computation of grade point average.)

W (Withdrawal) A “W” is not a grade, but an indication of administrative action requested by the student. You must officially withdraw from a course before the end of the 10th week of classes. For courses shorter than the normal semester, the withdrawal period will be prorated. A “W” may not be changed to a grade. (Does not count in computation of grade point average.)

Z Administratively unable to give a grade at this time.
SCHOLASTIC HONORS

Full-time students who earn a 3.50 or above semester grade point average in 12 or more semester hours of credit and part-time students who earn at least a 3.50 GPA for each cumulative 12 credit hours will be named to the Dean’s List. Developmental courses, pass/fail courses, transfer credits and courses in which incomplete grades were received do not count toward the credit hours.

The Associate of Arts, Associate of Arts in Teaching, Associate of Science and Associate of Applied Science degrees and certificates will be granted with the following designations to candidates of superior academic achievement:

- Cumulative GPA of at least 3.50-3.74 – Honors
- Cumulative GPA of 3.75-3.99 – High Honors
- Cumulative GPA of 4.0 – Highest Honors

Indication of scholastic honors at the commencement ceremony will be based on the previous fall semester cumulative GPA.

TRANSCRIPT AND GRADE REPORTS

To Request a Transcript
We now offer electronic transmission of official transcripts. Students can track their status and be notified via text or email when the transcript has been sent.

You may request a transcript at studentclearinghouse.org/secure_area/transcript/login.asp?FICecode=02530600

In addition, in-person requests can be made. We do not accept faxed requests. Use the Transcript and Enrollment Verification Form.

Getting Your Grades
Final grades (and midterms) are available on SCC Connection. Grades and satisfactory academic progress will be finalized approximately three to five days after the last day of classes for the term.

- An SCC Connection account allows you to view and print an unofficial transcript of your grades.
- For technical support, contact the SCC Help Desk.
- Report cards are no longer mailed.

VARIABLE-CREDIT COURSE

Consult with the instructor before you register so you know what number of hours to declare when you register for the class. The range of credit available is shown with the course in college class schedules that are available online before each registration period.

ASSOCIATE OF ARTS GRADUATION REQUIREMENTS

General Education Requirements
General Education studies at St. Charles Community College guide students into a deeper understanding of themselves and of their responsibilities as citizens, and they provide the knowledge and skills on which to build a richer appreciation of their world.

NOTE: The courses below meet the general education requirements* for SCC and the state of Missouri. This sequence of courses is for the students who wish to transfer to a four-year institution and have met their general education requirements. To obtain the Associate of Arts degree from SCC, students must also meet the Institutional Requirements outlined below. See: Associate of Arts Graduation Requirements.

* Some academic programs may require a specific course within a discipline. See the Degrees and Certificates section for details. Check with academic advising for transfer institution-specific requirements.
SCC Institutional Requirements

- Complete a minimum of 64 credit hours, including 42 credit hours of general education courses adhering to the minimums as listed below.
- Complete 22 credit hours of elective courses as advised by an academic counselor, including one of the following, BAS/CPT 103, CPT 115, EDU 220 or test for competency.
- Complete a minimum of 15 credit hours at SCC.
- Earn a 2.00 cumulative grade point average.

APPLYING FOR GRADUATION

To officially receive your degree and/or certificate and to have it reflected on a transcript, you will need to apply for graduation.

When to Apply

Submit an application one semester prior to completing your degree requirements. There are four graduation dates per year: December, March (practical nursing only), May and August. Application deadlines can be found on the current academic calendar or listed on the application for graduation.

A summer graduate who wishes to participate in the May commencement ceremony must file an application for graduation by Feb. 1.

1. Complete the Application for Graduation in paper form, or via SCC Connection starting Fall 2015.

To be awarded a degree/certificate you must:

- Meet all requirements of the degree/certificate program of the catalog in effect when the you first enrolled or any subsequent catalog as long as the you are enrolled in at least one fall or spring term each academic year (August-May).
- Have earned at least 15 credit hours at SCC.
- Earn a cumulative grade point average of at least 2.0 (2.75 for the AAT)
- Resolve all financial obligations to the college and return all library and college materials.

Earning More Than One Degree

A separate application must be completed for each degree or certificate; the graduation fee for each additional application is $10. When two degrees are being earned, choose the degree with the highest number of total semester hours and add at least 15 additional hours. Example: if one degree requires 64 credits and the other requires 66, you must complete 81 total semester hours (66 + 15).

2. Submit the Completed Application for Graduation

Take your completed application for graduation along with the graduation fee ($30) to the Cashier’s Office (ADM 1117) for processing. The graduation fee covers your diploma, diploma cover and cap and gown. This fee is non-refundable. Late application fees ($50) may apply depending on the date of your application. If applying online, payment will be made online.

If you decide to postpone your graduation: The fee is transferable with the application. Notify Enrollment Services at least three weeks before your original anticipated date of graduation.

In about 7-10 working days after submitting your application, you will receive a degree audit. The audit indicates which courses and/or requirements are necessary to complete for your degree.

Keep a copy of your application for graduation for your records.

3. Attend Commencement in May

A commencement ceremony is held annually in May for students having completed requirements for a degree or certificate.

In March, commencement information will be sent to students who graduated the previous December and to students who applied for March, May or August (application submitted by Feb. 1) graduations. Students
should verify their physical address is correct and should be checking USPS mail and SCC CougarMail for correspondence.

- Students are not required to participate in the ceremony.
- Family, friends and guests are welcome to attend. Due to a limited seating capacity, each guest will need a ticket to sit in the College Center. Each student will be sent graduation/ticket instructions in March. Special attention needs to be given to these instructions to ensure ticket availability. Line tickets and alternate seating will be available in the Fine Arts Building.
- Academic honors are based on the cumulative college-level GPA through the FALL semester. After the calculation of spring and/or summer grades, all adjustments will be reflected on the final transcript and diploma.
- Caps and gowns can be picked up in the Café-Bookstore in April. This information will also be sent in March.
- Following the ceremony, a reception will be available.
- Your picture will be taken after you walk off the stage by our official photographer.
- Participation in the commencement ceremony does not necessarily mean you have graduated. Final grades and final evaluations need to be completed prior to the granting of the degree/certificate.

**Receiving Your Diploma**

Diplomas earned for December, March and May graduates will be issued at least three weeks after the May commencement. August diplomas will be mailed at the end of August. December graduation dates will be posted on the student’s transcripts at the time all degree requirements are met.

**Getting Your Grades**

Final grades (and midterms) are available on SCC Connection. Grades and satisfactory academic progress will be finalized approximately 3-5 days after the last day of classes for the term.

- A SCC Connection account allows you view and print an unofficial transcript of your grades.
- For technical support, you may contact the SCC Help Desk.
- Report cards are not mailed to your home.

**GRIEVANCE, APPEAL, HARASSMENT & SEXUAL MISCONDUCT**

**NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

The college is committed to non-discrimination and equal opportunity regarding the treatment of students, faculty and staff. The college adheres to a strict non-discrimination policy in student admission, educational programs, activities and employment regardless of race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, veteran status, disability or genetic information. The college is an Equal Opportunity Employer.

The college maintains a complaint procedure for the purpose of investigating and providing prompt and equitable remedy.

**EXTERNAL RESOLUTION OPTIONS**

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at [www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf](http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf). This Web page contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.
Additionally, students may also contact the Higher Learning Commission of the North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
(800) 621-7440; Fax: 312-263-7462

PROHIBITION OF DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT AND SEXUAL VIOLENCE

All forms of discrimination and harassment degrade the quality of work and diminish the academic mission and will not be tolerated. Sexual harassment, because of its nature, has received special attention within Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act. Further, because of the unique relationship between student and faculty member or supervisor and subordinate, and the inequities in power, sexual harassment is especially troublesome in the academic environment. Sexual harassment not only violates the law and college policy, but also can damage personal and professional relationships, cause career or economic disadvantage, and expose the college to legal liabilities and other financial consequences.

Sexual and other forms of harassment can be prevented through instilling knowledge and awareness. This policy is intended to increase awareness and provide practical information regarding sexual harassment by making available information, resources and the availability of guidance on the subject.

Even consensual sexual or romantic relationships may be perceived as or become occasions of sexual harassment. For more information, individuals should refer to Policy 434.1/534.1, Romantic or Sexual Relationships.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, electronic, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual’s education, employment or participation in college activity;
- Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting that individual’s academic standing, employment status or participation in a college program or activity;
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive environment for that individual’s employment, education or participation in a college program or activity. (This third situation is commonly known as hostile environment sexual harassment.)

Sexual harassment may occur between members of the same or opposite sex; sexual harassment may occur between persons of the same or different college status (faculty, staff, student, visitor, vendor, other). Groups may also be found to engage in sexual harassment.

Harassment based on a person’s sex is not limited to instances involving sexual behavior. Behavior that is based on sexual advances or overtones, as well as sex or gender harassment because of a person’s sex (for example, being denied equal treatment because a person is a female or male, or being treated differently because of gender stereotypes) may be considered sexual harassment.

Sexual harassment may include unwelcome sexually-oriented kidding or teasing, sexual innuendoes, sexually-oriented jokes, jokes about gender-specific traits or which are gender-based or the display of obscene material.

Someone who is not the direct and immediate target of sexual harassment may still be a victim of sexual harassment. Harassment toward others may be so offensive, demeaning or disruptive as to constitute a hostile work or academic environment, though not specifically directed at the observer or individual lodging a complaint.

Sexual Assault

Sexual assault is actual or attempted physical sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person’s intimate parts without that person’s consent;
• Other intentional sexual contact with another person without that person’s consent;
• Coercing, forcing or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent;
• Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent;
• Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
• Non-forcible sexual intercourse with a person who is under the statutory age of consent.

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent can be given by word or action, but non-verbal consent is not as clear. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Consent must be freely given.

In order to give effective consent one must be of legal age and capable of making such decision. Assent does not constitute consent if: (a) it is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense 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, incapacitation, 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 charged to constitute the offense; or (c) it is induced by force, duress or deception.

**Domestic Violence**
Domestic Violence is a felony or misdemeanor crime of violence committed:

• By a current or former spouse or intimate partner of the victim;
• By a person with whom the victim shares a child in common;
• By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
• By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
• By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence**
Dating violence is 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 based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 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**
Stalking is 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.
Sexual Exploitation
Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual violence offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; non-consensual digital, video or audio recording of nudity or sexual activity; unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity; engaging in voyeurism; going beyond the boundaries of consent (such as allowing someone to hide in a closet to watch you having consensual sex); knowingly exposing someone to or transmitting an STI, STD or HIV to another person; intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; sexually based stalking and/or bullying.

Sexual Violence
For purposes of this policy, sexual violence collectively refers to the terms “sexual assault,” “domestic violence,” “dating violence,” “stalking,” and “sexual exploitation” as defined in this policy.

Reporting Discrimination, Harassment, Sexual Harassment and Sexual Violence
Students may report discrimination, harassment, sexual harassment and sexual violence to the Title IX coordinator, Sylvia Edgar, 636-922-8654, sedgar@stchas.edu, Room ADM 1242; or the Deputy Title IX coordinator/dean of student success, 636-922-8259, Room ADM 1123.

Employees may report discrimination, harassment, sexual harassment and sexual violence to the Title IX coordinator, Sylvia Edgar, 636-922-8654, sedgar@stchas.edu, Room ADM 1242; or the Deputy Title IX coordinator/vice president for human resources, Donna Davis, 636-922-8300, ddavis@stchas.edu, Room ADM 1242.

Reports of discrimination or harassment may also be made to any administrative officer of the college listed below:

• president – 636-922-8380
• vice president for academic and student affairs – 636-922-8356
• vice president for administrative services – 636-922-8359
• vice president for enrollment and marketing services – 636-922-8277
• vice president for college advancement and planning – 636-922-8472

The Title IX coordinator and deputy Title IX coordinators will accept anonymous reports of discrimination, harassment, sexual harassment and sexual violence and will take all reasonable steps to investigate and respond to such reports. However, the college’s ability to respond to anonymous reports may be limited.

Individuals may also report sexual violence to the Department of Public Safety (DPS) at 636-922-8545, CS 103. A report to DPS will be considered a report to law enforcement. Though DPS can assist victims of sexual violence in accessing services and/or contacting the Title IX coordinator or deputy Title IX coordinators, DPS may also proceed with pursuing a criminal investigation and/or criminal charges with or without the victim’s consent.

The college will respond in a prompt and equitable manner to allegations of discrimination, harassment, sexual harassment, and sexual violence and will respond appropriately to those who violate this policy, up to and including dismissal from employment or expulsion from the college, as applicable.

Though the college encourages all individuals to bring reports of discrimination, harassment, sexual harassment, and sexual violence to the attention of the Title IX coordinator and/or deputy Title IX coordinators, credit-seeking students who wish to maintain confidentiality may contact the mental health counselor, which is provided by the college free of charge for credit-seeking students, at 636-922-8571. Unlike reports of discrimination, harassment, sexual harassment, or sexual violence made to other college officials (which must be reported to the Title IX coordinator or deputy Title IX coordinators), credit-seeking students can speak with the mental health counselor confidentially and absent the student’s consent, such reports or conversations will not be reported to the Title IX coordinator or deputy Title IX coordinators for further investigation pursuant to this policy. The mental health counselor can, however, assist the credit-seeking student in contacting the Title IX
coordinator or the deputy Title IX coordinators to report discrimination, harassment, sexual harassment, or sexual violence, at the student’s request.

Employees may contact the Employee Assistance Program at 800-356-0856 for confidential assistance.

Any individual who wishes to maintain confidentiality may speak with off-campus rape or domestic violence crisis counselors and off-campus members of the clergy and chaplains.

While the Title IX coordinator, the dean of student success and the vice president for human resources are formally responsible for enforcing compliance with discrimination, harassment, sexual harassment and sexual violence policies, ensuring that the campus is free of discrimination, harassment, sexual harassment and sexual violence is a shared responsibility of all members of the college community. A person does not have to be the direct target or victim of the discrimination, harassment, sexual harassment or sexual violence to report it. As mentioned above, this policy covers conduct occurring on property owned or operated by the college, at college-sanctioned functions, and may also apply to off-campus conduct that adversely affects the campus environment. Thus, conduct that occurs off-campus may violate this policy and should be reported to the Title IX coordinator or deputy Title IX coordinators.

If employee discrimination, harassment, sexual harassment, sexual violence or retaliation is observed by, or reported to a college official (administrators, managers and supervisors), then that official has the duty to immediately report the matter to the Title IX coordinator or the deputy Title IX coordinators. If student discrimination, harassment, sexual harassment, sexual violence or retaliation is observed by, or reported to any employee who could be reasonably perceived to have authority or duty to report or address these issues (administrator, manager, supervisor, faculty member, dean, coach, athletic director, academic counselor/advisor, club advisor, law enforcement or public safety officer, or student conduct administrator), then that official has the duty to immediately report the matter to the Title IX coordinator or the deputy Title IX coordinators. The fact that the alleged victim does not wish to file a complaint does not relieve the official of this responsibility.

If discrimination, harassment, sexual harassment, sexual violence or retaliation of any kind is observed by or reported to an employee not listed above, that employee should report the matter to the Title IX coordinator or the deputy Title IX coordinators. The employee may initially be able to omit personally identifiable information. The Title IX coordinator, dean of student success and/or the vice president for human resources will guide the employee with regard to how much detail is needed in the initial report. Following the initial report, college officials may need additional information in order to fulfill the college’s obligations under Title IX. In taking these actions, the college will always be guided by the goals of empowering the victim and allowing the victim to retain as much control of the process as possible. No employee or representative of the college can or should promise confidentiality. However, the mental health counselor of the college will maintain confidentiality excluding threat of harm to oneself or another.

The method for reporting discrimination, harassment, sexual harassment and sexual violence is also outlined in the St. Charles Community College Reporting Discrimination, Harassment, and Sexual Violence (Report Procedure). A copy of that document may be obtained from the following locations:

- Welcome Center, Administration Building
- Office of Human Resources
- Office of Academic and Student Affairs
- Office of Administrative Services
- Marketing and Communications Department
- Enrollment Services Department
- Student Success Department

The college recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time an incident of sexual violence occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The college strongly encourages
students to report incidents of sexual violence to campus officials. A bystander reporting in good faith or a victim reporting sexual violence to college officials or law enforcement will not be subject to campus conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the sexual violence.

The college strictly prohibits retaliation of any kind against an individual for reporting discrimination, harassment or sexual violence pursuant to this policy, assisting someone with a complaint of discrimination, harassment, or sexual violence, or participating in an investigation/disciplinary procedures following a complaint of discrimination, harassment, sexual harassment or sexual violence. Examples of such prohibited retaliation include threats, intimidation, reprisals, adverse employment actions, or adverse educational actions. Any incidents of alleged retaliation should be immediately reported to the Title IX coordinator or the deputy Title IX coordinators. The college will take appropriate corrective action, including disciplinary action, up to and including dismissal or expulsion, if retaliation, which is prohibited by this policy occurs.

Discrimination, Harassment, Sexual Harassment and Sexual Violence Investigations/Disciplinary Appeals Procedures

The college takes all reports of discrimination, harassment, sexual harassment and sexual violence very seriously and responds to such reports in a prompt, equitable and impartial manner. Investigations into allegations of discrimination, harassment, sexual harassment or sexual violence will be completed as soon as practicable and typically take no longer than 60 days; however, extensions for good cause may be granted, with written notice to the parties of the delay and the reason for the delay. In determining whether allegations of discrimination, harassment, sexual harassment or sexual violence constitute a violation of this policy, the college will consider the conduct alleged from the subjective and objective perspective of a reasonable person in the reporting party’s position, considering all circumstances.

Following a report of discrimination, harassment, sexual harassment or sexual violence, the Title IX coordinator will designate an individual(s) to conduct an investigation. As part of the investigation, as appropriate, the investigator(s) will meet with the reporting party, meet with the responding party, conduct additional interviews with fact witnesses, and gather relevant documentation. All investigations will be thorough, reliable and impartial. Upon completion of the investigation, the investigator will provide a written report to the Title IX coordinator who will then release the report to the deputy Title IX coordinator. It is the deputy Title IX coordinator (or designee) who will determine, in consultation with the Title IX coordinator, whether there has been a policy violation and what disciplinary action(s)/sanction(s) (if any) will be imposed. Any disciplinary action(s)/sanction(s) and appeals will be governed by the following policies:

- Students: Policy 410 Student Conduct, Discipline and Due Process
- Full-Time Faculty: MOU Section VIII Grievance Procedures, beginning at Step 3 for disciplinary action(s) up to and including Written Warning; and MOU Section XVIII Misconduct and Other Violations for Dismissal
- Staff: Policy 793 Disciplinary Actions and Policy 790.2 Problem Solving and Appeals

In cases of sexual harassment or sexual violence, both the reporting party and the responding party have the right to appeal the outcome of the investigation/disciplinary procedures.

The responding party and other necessary parties will be notified in writing of the deputy Title IX coordinator’s finding of responsible/not responsible and any disciplinary action(s)/sanction(s) imposed, if any.

In addition to the procedures detailed above, the following rights, procedures and guidelines apply in cases involving allegations of sexual harassment and sexual violence.

Following a report of sexual violence, the Title IX coordinator, deputy Title IX coordinators or designee will:

- Provide the reporting party with referrals for medical care if appropriate;
- Assess the immediate safety needs of the reporting party;
- Provide the reporting party with contact information for DPS and/or the local police department and assist the reporting party with contacting DPS and/or the local police department if the reporting party requests;
- Inform the reporting party of the availability of counseling, health, mental health, victim advocacy,
legal assistance, visa and immigration assistance, and other services on and/or off campus including crisis hotline phone numbers;

- Assess the need to implement interim interventions and long-term protective measures, such as academic, transportation and working accommodations, and provide those accommodations if they are reasonably available and requested by the reporting party;

- Provide a “no trespass” directive to the accused if deemed appropriate;

- Provide the reporting party with written instructions on how to apply for a protective order; and

- Provide the reporting party with a copy of this policy and inform the reporting party regarding time-frames for inquiry, investigation and resolution.

Following a report of sexual violence or sexual harassment, the Title IX coordinator, deputy Title IX coordinators or designee will determine whether interim interventions and protective measures should be implemented and are reasonably available, and, if so, take steps to implement those interim interventions and protective measures as soon as possible. Examples of interim interventions and protective measures include, but are not limited to: a college order of no contact, adjustment of course schedules, a leave of absence, reassignment to a different supervisor or position, or interim/administrative suspension. These remedies may be applied to one, both or multiple parties involved. Violations of directives and/or protective measures provided by the Title IX coordinator, deputy Title IX coordinators or their designee will constitute related violations that may lead to additional disciplinary action(s)/sanctions(s). Interim interventions and protective measures imposed may be temporary pending the results of the investigation/disciplinary procedures or may become permanent as determined by the college.

Following a report of sexual violence or other alleged criminal behavior, the college will assist the reporting party in contacting DPS and/or the local police department to report the alleged criminal behavior if requested by the reporting party and will work collaboratively with DPS and/or the local police department unless otherwise prohibited by law. However, the college will not delay its investigation/disciplinary procedures pending the final results of a criminal investigation or proceeding.

Prior to proceeding with an investigation of a report of sexual harassment or sexual violence, the college will inform the reporting party that the investigation/disciplinary procedures are being pursued in accordance with this policy. If a reporting party does not wish to proceed with the investigation/disciplinary procedures or does not consent to the disclosure of his or her name or other identifiable information to the accused, the college’s ability to respond to the complaint may be limited. The college will take all reasonable steps to investigate and respond to the complaint consistent with the complainant’s request for confidentiality, but the college may not be able to comply with this request. The college will inform the reporting party if it cannot ensure confidentiality. Even if the reporting party does not wish to proceed with the investigation/disciplinary procedures, Title IX may nevertheless require that the college “take reasonable action” in response to the complaint. The Title IX coordinator must weigh the reporting party’s wish not to proceed/request for confidentiality with:

- The seriousness of the alleged conduct;

- Whether there have been other complaints of the nature against the same student and/or employee; and

- The responding party’s right to receive information regarding the allegations under FERPA.

The Title IX coordinator, the dean of student success, the vice president for human resources, the vice president for academic and student affairs, the college president and other individuals involved in investigation/disciplinary procedures related to reports of sexual violence receive training annually on the issues related to domestic violence, dating violence, sexual assault and stalking and are taught how to conduct the investigation/disciplinary procedures in a way that protects the safety of the reporting party and promotes accountability. These individuals also receive training on handling complaints of sexual harassment, these policies and procedures, and the confidentiality requirements. The college’s investigation/disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the reporting party or the responding party. If the reporting party or the responding party believes the official investigating the complaint or handling an appeal (if
available) has a conflict of interest or bias for or against the reporting party or responding party, he/she shall notify the Title IX coordinator as soon as reasonably possible. The Title IX coordinator will determine whether a conflict of interest or bias exists and will appoint an alternative official if appropriate.

During investigation/disciplinary procedures related to complaints of sexual violence or sexual harassment, both the reporting party and the responding party will have the following procedural rights:

- The opportunity to have an advisor of the individual's choosing present during any investigative and/or disciplinary meetings. The role of the advisor is solely to support the individual. The advisor is not permitted to ask or answer questions, serve as a witness or make a statement on behalf of the complainant or accused. The college is not responsible for providing the reporting party or the responding party with an advisor.
- The right of the reporting party or the responding party to receive timely notice of meetings in which they are a participant;
- Subject to applicable law, the right to receive timely and equal access to any information relied on as part of the investigation/disciplinary procedures; and
- Equal opportunity to provide information through the investigation/disciplinary procedures.
- The reporting party and responding party will not be permitted to directly question each other.

Determinations of whether the responding party is deemed responsible for the alleged behavior will be based on the preponderance of evidence standard. A preponderance of the evidence exists when a reasonable person, after a careful balancing of available information, would conclude that it is more likely than not that a violation of this policy occurred and that the responding party is responsible for the violation. If a violation of this policy is found, the college will act to end the sexual violence or sexual harassment, prevent its recurrence, and remedy its effects on the individual and the campus community.

If the investigation/disciplinary procedures result from a report of sexual harassment, both the reporting party and the responding party will be notified in writing of the deputy Title IX coordinator's finding of responsible/not responsible and the disciplinary action(s)/sanction(s) imposed (when appropriate). The reporting party will only be notified of those that directly relate to the reporting party, like an order that the responding party stay away from the reporting party, and the right to appeal.

If the investigation/disciplinary procedures result from a report of sexual violence, both the reporting party and the responding party will be simultaneously notified in writing of the deputy Title IX coordinator's finding of responsible/not responsible and the disciplinary action(s)/sanction(s) imposed (when appropriate), the right to appeal, any changes to the result of investigation/disciplinary procedures, and when such results become final.

Confidentiality

Though the college encourages all individuals to bring reports of discrimination, harassment, sexual harassment and sexual violence to the attention of the Title IX coordinator and/or the deputy Title IX coordinators, credit-seeking students who wish to maintain confidentiality may contact the mental health counselor, which is provided by the college free of charge for credit-seeking students, at 636-922-8571. Unlike reports of discrimination, harassment, sexual harassment or sexual violence made to other college officials (which must be reported to the Title IX coordinator or deputy Title IX coordinators), credit-seeking students can speak with the mental health counselor confidentially and absent the student's consent, such reports or conversations will not be reported to the Title IX coordinator or deputy Title IX coordinators for further investigation pursuant to this policy. The mental health counselor can, however, assist the student in contacting the Title IX coordinator or the deputy Title IX coordinators to report discrimination, harassment, sexual harassment or sexual violence, at the student's request.

Employees may contact the Employee Assistance Program at 800-356-0856 for confidential assistance.

Individuals who wish to maintain confidentiality may speak with off-campus rape crisis or domestic violence counselors and off-campus members of the clergy and chaplains.
While all reports of discrimination, harassment, sexual harassment and sexual violence, other than those made to the mental health counselor, must be shared with the Title IX coordinator, such reports should be treated as confidential and shared only with persons who have a specific need to know due to their involvement in the investigation/disciplinary procedures related to the reporting party and/or their involvement in delivering resources or support services to the reporting party. If a reporting party requests confidentiality, the college will take all reasonable steps to investigate and respond to the complaint while respecting the reporting party’s request for confidentiality; however, complete confidentiality may not be possible. The college will maintain as confidential any interim interventions or protective measures provided to the reporting party to the extent that maintaining such confidentiality will not impair the ability of the college to provide the interim interventions or protective measures. Further, publicly available recordkeeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).

Resources for Victims of Sexual Violence

After an incident of sexual violence, one should consider seeking medical attention as soon as possible. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings or obtaining protection from abuse orders related to the incident more difficult. The following area hospitals provide physical evidence recovery kit collection and access to trained forensic nurse examiners and sexual assault nurses:

Barnes-Jewish St. Peters Hospital  
10 Hospital Drive  
St. Peters, MO 63376  
Phone: 636-916-9000

Progress West HealthCare Center  
2 Progress Point Parkway  
O’Fallon, MO 63368  
Phone: 636-344-1000

SSM St. Joseph Health Center  
300 First Capitol Drive  
St. Charles, MO 63301  
Phone: 636-947-5000

SSM St. Joseph Hospital West  
100 Medical Plaza Lake  
Lake St. Louis, MO 63367  
Phone: 636-625-5200

SSM St. Joseph Health Center-Wentzville  
500 Medical Drive  
Wentzville, MO 63385  
Phone: 636-327-1000

In the state of Missouri, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or other copies of documents, if they have any that would be useful to SCC investigators or police. Although the college strongly encourages all members of its community to report violations of this policy to law enforcement, it is the individual’s choice
whether or not to make such a report and victims have the right to decline involvement with law enforce-
ment. The college will assist any victim with notifying the local police department if they so desire. Additional
on-campus and off-campus resources are provided below:

ON-CAMPUS
Counseling:
ADM 1123, 636-922-8571
Mental Health:
ADM 1123, 636-922-8571
Visa and Immigration Assistance:
ADM 1113, 636-922-8566
Disability Support Services:
SC 133, 636-922-8247
Department of Public Safety:
CS 103, 636-922-8545
Dean of Student Success:
ADM 1123, 636-922-8259
Vice President for Academic & Student Affairs:
SSB 2110, 636-922-8566

OFF-CAMPUS
Counseling:
ALIVE: 314-993-2777
Behavioral Health Response: 800-811-4760
Safe Connections: 314-531-2003
Health:
Crider Health Center: 636-332-6000
Volunteers in Medicine: 636-724-4848
Mental Health:
Lutheran Family and Children's Services: 636-949-5522
Crider Health Center: 636-332-6000
Catholic Family Services: 636-281-1990
Victim Advocacy:
Crime Victim Advocacy Center: 314-524-0686
YWCA St. Louis Area Sexual Assault Center: 314-531-RAPE (7273)
Legal Assistance:
Legal Advocates for Abused Women: 314-664-6699
Legal Services of Missouri: 800-440-0514
Visa and Immigration Assistance:
U.S. Immigration and Customs Enforcement (ICE): 866-341-2423
Homeland Security, Blue Campaign (Fight Against Human Trafficking): 866-341-2423 or 888-373-7888
(victim support)
Shelters:
Woman's Place: 636-373-7911
The Women's Safe House: 314-772-4535
Other:
National Domestic Violence Hotline: 800-799-SAFE (7233)
National Sexual Assault Hotline: 800-656-HOPE (4673)

Other resources available to persons who have experienced sexual assault, domestic violence, dating violence, stalking or sexual exploitation include:

http://www.rainn.org – Rape, Abuse and Incest National Network
http://www.ovw.usdoj.gov/sexassault.htm – Department of Justice
http://www2.ed.gov/about/offices/list/ocr/index.html – Department of Education, Office of Civil Rights
http://www.courts.mo.gov/page.jsp?id=533 – Adult abuse/stalking orders of protections forms

Rights and Options for Victims of Sexual Violence

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, stalking and sexual exploitation and will provide each victim with a written explanation of their rights and options.

The college complies with Missouri law in recognizing an Ex-Parte Order of Protection or Full Order of Protection. Any person who obtains an order of protection against a member of the campus community should provide a copy to DPS and the Title IX coordinator. A victim may then meet with DPS to develop a Safety Action Plan, which is a plan for DPS and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom or work locations, allowing a student to complete assignments from home, etc. The college cannot apply for a legal order of protection, no contact order, or restraining order on behalf of the victim. The victim is required to apply directly for these services. According to Missouri State Statute 455.015, Venue: The petition shall be filed in the county where the petitioner resides, where the alleged incident of domestic violence occurred, or where the respondent may be served. Protection from abuse orders should be applied for at the court house where the victim resides.

The college may issue an institutional no contact order if deemed appropriate. To the extent of the victim’s cooperation and consent, SCC offices will work cooperatively to ensure that the reporting party’s health, physical safety, work, and academic status are protected, pending the outcome of the college’s investigation/disciplinary procedures. For example, if reasonably available, a reporting party may be offered changes to academic, living or working situations in addition to counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the reporting party will be treated as confidential and should only be shared in accordance with this and related policies with persons with a specific need to know due to their involvement in the college’s investigation/disciplinary procedures and/or their involvement in delivering resources or support services to the complainant. For example, publicly available recordkeeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20). Further, the college will maintain as confidential, any interim interventions or protective measures provided to the reporting party to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the interim interventions or protective measures.

The college does not publish the name of crime victims, nor house identifiable information regarding victims, in DPS’s Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request from the Student Success Department.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander.

1) Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2) Confront people who seclude, hit on and try to make out with, or have sex with people who are incapacitated.
3) Speak up when someone discusses plans to take sexual advantage of another person.
4) Believe someone who discloses sexual assault, abusive behavior or experience with stalking.
5) Refer people to on or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

Risk Reduction

With no intent to blame the victim and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse and Incest National Network, www.rainn.org)

1) Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2) Try to avoid isolated areas. It is more difficult to get help if no one is around.
3) Walk with purpose. Even if you don’t know where you are going, act like you do.
4) Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5) Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6) Make sure your cell phone is with you and charged and that you have cab money.
7) Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
8) Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9) When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10) Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11) Don’t leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you have left your drink alone, just get a new one.
12) Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
13) Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14) If you suspect you or a friend have been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15) If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
   1. Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable who is to blame.
   2. Be true to yourself. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
   3. Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   4. Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16) Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17) If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
REVIEW OF ACADEMIC STATUS
The college recognizes that extenuating circumstances occur from time to time that may warrant further review of a student’s academic progress. Contact the Enrollment Services Department for more information.

NOTE: Students with concerns about course requirements, class procedures, teaching styles or grades should follow the procedure outlined in the Procedure for Addressing Student Concerns section of the catalog.

STUDENT CONCERNS, PROCEDURES FOR ADDRESSING
Students with concerns about course requirements, class procedures, teaching styles or grades should, whenever possible, first approach the instructor for clarification/resolution. Concerns about final grades must be expressed by the end of the next regular semester. If, after contacting the instructor you still have concerns, you should address them to the appropriate program coordinator and/or department chair who will work with you and the instructor to resolve the matter. If the department is unable to remedy the situation, you should address your concerns to the division dean.

Individual departments may establish their own internal procedures for handling student concerns. If the division is unable to remedy the situation, you may then appeal in writing to the Office of Academic and Student Affairs. Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be dealt with.

Employees of the college may not legally discuss matters pertaining to non-minor students with parents, spouses, friends or classmates without a signed release from the student.

STUDENT GRIEVANCES
Any student grievance not specifically addressed by other written policies in this handbook should be directed to the Office of Academic and Student Affairs in SSB 2110, 636-922-8356.

Additional external grievance process:
The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf. This Web page contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

The Office for Civil Rights (OCR) enforces several federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. A complaint can be filed by anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age. The complaint form can be found at www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Additionally, students may also contact the Higher Learning Commission of the North Central Association of Colleges and Schools:
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
1-800-621-7440; Fax: 312-263-7462

SERVICE ANIMALS
Domestic animals are prohibited on college properties, with the exception of the Dardenne Greenway Trail, or service animals that may be needed by visitors, students and employees. Service animals are protected by the law.

Individuals are encouraged, but not required, to contact Disability Support Services (DSS) if bringing a service animal to campus.
COMMUNITY USE OF CAMPUS
St. Charles Community College makes the campus as accessible as possible to district residents by offering meeting space when available and by providing many cultural opportunities through the Donald D. Shook Fine Arts Building and theater.

In addition, the campus is the site of many seminars, workshops and outdoor activities that are open for participation by the general public.

Users of facilities will be required to comply with all college policies and any applicable statutory regulations.

To inquire about community use of SCC campus facilities, contact the Office of Academic and Student Affairs or visit the community use of campus Web page. To view upcoming events and activities on campus, see the online SCC calendar.

GROUNDS RESTRICTIONS
Animals are prohibited on college properties with the exception of service animals, which may be required by visitors, students and employees. In addition, dogs will be allowed on The Dardenne Greenway Trail, provided they are under the direct control of their owner at all times. Pet owners must clean up after their animal.

Hunting, fishing, swimming, ice skating, skateboarding, rollerblading or other similar activity is prohibited on college sidewalks, walking trails or any college-owned property except on the Dardenne Greenway Trail where rollerblading and the use of golf carts are permitted. Walking or playing on ice-covered lakes is also prohibited.

Students needing assistance with service animal accommodation may contact Disability Support Services, 922-8247. Faculty and staff needing assistance with service animal accommodation may contact the vice president for human resources, 922-8300.

BICYCLES
Bicycles may be used on roadways only. For safety reasons, bicycles may only be used on parking lots when traveling to, commuting within and leaving the college property. Bicycles are allowed on the Dardenne Greenway Trail and walking trails, and no “off-road” riding is permitted on campus. Pedestrians always have the right of way on sidewalks and trails. Bicycle racks are provided at various locations on campus. See Board Policy 303-Grounds Restrictions.

PARKING ON CAMPUS
As a commuter college, the institution recognizes the necessity for adequate traffic control, safety and parking facilities. The SCC director of public safety is responsible for the development and enforcement of college traffic control procedures and for the general safety of the campus. Citations may be issued for violations of regulations. The following should be observed:

- Parking hang tags are issued by the Department of Public Safety (free of charge with a paid tuition receipt) in the Campus Services Building during periods of non-registration or in the Café-Bookstore during the last two weeks of each registration period. Hang tags will be issued in the student’s name and must be displayed on the vehicle’s inside rear view mirror. Failure to do so may result in a $5 citation. The hang tag is transferable to any vehicle driven by the student.
- Park only in authorized areas. Students who have registered and paid for classes may park their cars on any campus lot.
- Designated areas:
  - Blue lines — Disabled parking
  - Crossed white lines — Official/college vehicles
  - Red lines — Emergency vehicles
- Parking is not allowed in driving lanes or streets. Driving lanes must be kept clear for emergency vehicles. All cars parked in driving lanes will be ticketed or towed at the owner’s expense. Curb-side parking is prohibited unless the curb forms part of the “lined” space.
- Registered students are not considered visitors and will receive a citation if parked in a “Visitor Parking” space.
• Operation of any vehicle on paths, sidewalks, planted areas or in pedestrian areas is prohibited. Drivers must exercise the highest degree of care on roadways, driveways or parking lots on SCC property.

• Drivers must obey the instructions of official traffic and parking control signs or devices.

• Drivers must comply with all lawful orders or directions of a police officer, college public safety officer, fire department official or other emergency or law enforcement officials.

• Campus speed limit is 20 mph on roadways and driveways, 15 mph on parking lots.

• Vehicles left overnight on campus lots that do not have prior approval will be ticketed. It is prohibited to occupy a vehicle overnight on campus lots except during special events approved by the college.

• The college does not assume responsibility for any motor vehicle (or its contents) parked on SCC property.

• All accidents are to be reported to the Department of Public Safety located in the Campus Services Building.

• For motorist assistance on parking lots and driveways of the campus, contact the Department of Public Safety at 636-922-8545.

Disabled Parking – Students, faculty and staff with physical disabilities may apply for temporary or permanently disabled status through the Missouri Department of Revenue License Bureau. Only state-issued disabled hang tags and license plates will be recognized. A Disabled Placard (a small sign indicating information about the vehicle operator) is a removable windshield placard that is to be hung from the rear view mirror of a parked vehicle in order to park in disabled parking spaces. The placard must be used only when a physically disabled person is the occupant of the motor vehicle at the time of parking or when the physically disabled person is being dropped off or picked up. Displaying a Disabled Placard and parking in a disabled parking space by a person not transporting the individual to whom the placard was issued will result in a parking ticket with a $50 to $300 fine.

Fines – Fines are:

• $10 for all non-moving violations

• $20 for any moving violation.

• Disabled parking violations are $50.

Improper or reckless driving violations may result in a hearing before the dean of student success. All citations must be paid at the Cashier’s Office within 10 school days. A copy of the citation must accompany a check or money order payable to SCC and mailed to cashier, SCC, 4601 Mid Rivers Mall Drive, Cottleville, MO 63376.

Officers from DPS/Campus Police may issue warnings, SCC campus traffic tickets or municipal and state traffic tickets. Municipal traffic tickets are issued under the authority of the City of Cottleville municipal court, and state traffic tickets are issued under the authority of the St. Charles County circuit court, traffic division. Fines for violations issued through a city or state court system are set by those jurisdictions.

Any vehicle parked and left unattended in an unauthorized location will be towed at the owner’s expense. If your vehicle is inoperable, contact Public Safety to avoid a ticket or towing. Unpaid citations must be paid by the end of the school term or grades will be withheld and you will not be permitted to enroll in any ensuing term.

Fines and towing charges are the responsibility of the person to whom the vehicle is registered.

A Student Traffic Court meets as needed to review student parking ticket appeals. Students may request a form to appeal in the Student Activities Office in Room 102 in the College Center.

For details about parking, read the Campus Parking Regulations brochure.

See Board Policy 305-Motor Vehicle Regulations.

WALKING TRAIL

Students are encouraged to use the walking trail located in the grassy area near the lake behind the Administration Building to enhance personal wellness. Skateboards and rollerblades are not permitted on the walking trail, except on the Dardenne Greenway Trail where rollerblading, bicycles and the use of golf carts are permitted. Skateboards and rollerblades are not allowed on campus parking lots, roadways, sidewalks or in campus buildings.
BEHAVIORAL INTERVENTION TEAM
St. Charles Community College is concerned about the health and safety of our students, faculty and staff. SCC is committed to providing an environment where individuals are free to work, learn and teach, unencumbered and uninhibited by threats of intimidation or harm. To this end, the college has established the Behavioral Intervention Team (BIT). BIT is responsible for upholding college policies and procedures regarding student behavior.

What Happens to the Student in the BIT Process?
BIT provides students with confidential, respectful, proactive support, while offering resources and balancing the educational needs of students with the mission of SCC.

Community Commitment
A long-standing tradition at St. Charles Community College is a profound respect for the dignity of all students, faculty and staff and a deep concern for the larger community as well.

Building on this tradition, BIT strongly encourages the SCC extended community to utilize its referral services to better serve our students. By doing so, BIT seeks to balance the educational needs of the student and those of the greater campus community. The success of this process hinges on community commitment to reporting concerns. If you have any further questions or need to refer a student, complete the Student Concern form or call 636-922-8111.

DISABILITY SERVICES FOR STUDENTS
Students must contact Disability Support Services (DSS) regarding possible services. The process includes review of documentation and interviews with the student. Academic accommodations are not automatically provided because a person has a specific diagnosis. DSS determines disability status case by case. Accommodations are arranged to ensure access to programs/courses.

SCC coordinates support services which provide equal access to the college. SCC is committed to providing accessibility to its programs/activities and reasonable accommodations for persons defined as disabled under the Americans With Disabilities Act As Amended and the Rehabilitation Act of 1973, Section 504. These acts protect qualified students with disabilities from discrimination. DSS advocates for an accessible academic/physical environment and works collaboratively with staff, administrators and faculty. St. Charles Community College welcomes and supports a diverse student body and is responsible for ensuring accessibility.

LACTATION ROOM
A lactation room is available for use by nursing moms. The room is located on the first floor of the Learning Resource Center, Room 142. The room is equipped with a sink, chair, table, lamp and accent decor. Nursing moms will need to provide their own pumps, supplies and cold storage. Nursing moms needing to use the room may access the key by depositing an ID or equivalent at the Circulation Desk in the Library. Student questions or concerns can be directed to the dean of student success or to the associate dean of student success.

MENTAL HEALTH COUNSELING
SCC provides free short-term mental health counseling to assist students. The in-house counselor will also assist students by providing referrals to community-based treatment services.

SEXUAL ASSAULT/VIOLENCE
See Grievance, Appeal, Harassments & Sexual Misconduct

DEATH OF A CURRENT STUDENT
If you are aware of the death of a current SCC student, obtain as much information as possible about the student and contact the Office of Academic and Student Affairs in SSB 2110, 636-922-8358 or 636-922-8775.
COMMUNICABLE DISEASES

Immunization Against Communicable Diseases
It is strongly recommended that all entering freshmen and transfer students be immunized for measles and rubella before they register for classes at SCC. Certain immunizations are required for admission to selected health programs. Details are available from the Nursing and Allied Health Division, LU/SCC Center for Nursing and Allied Health Sciences, #1 Academy Place, Suite 102, Dardenne Prairie, Mo. Call 636-922-8280 for details about specific programs.

Communicable Diseases and Blood-Borne Pathogens
It is the policy of the college to follow the Centers for Disease Control (CDC) guidelines for dealing with communicable diseases and blood borne pathogens. To provide a safe environment for students, faculty and staff, students with chronic communicable diseases may attend college when, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student’s exclusion from the college. View SCC Board Policy 400/409-Communicable Diseases.

SCREENINGS & INSURANCE

Drug Screenings
Drug screenings are required for students participating in certain programs, such as nursing, and may also be required of student athletes. See SCC Board Policy 400/447.0 Drug Screening.

Health Insurance
The college recommends that all students seek health and accident insurance if they are not adequately covered by a family or work insurance plan. International students who were admitted on an F-1 visa are required to show proof of insurance (that meets SCC standards for use in the United States) prior to registration. While the college does not endorse one insurance plan over another, the college will provide information about student insurance plans through the Enrollment Services Department.

Health insurance is required for anyone competing in intercollegiate athletics or club sports.
If students traveling on college-sponsored trips have medical insurance, they must provide the club advisor with a copy of the insurance card, in case of emergency.
See SCC Board Policy 400/444 Insurance Information Students.

Medical Examinations
A medical examination is not generally required for admission to the college. When a student has contracted a communicable disease that poses a potential and serious health hazard to other students, faculty and staff, the vice president for academic and student affairs may require a medical examination or a physician’s statement of health status for admission to the college or continuation in classes. Medical and immunization records may be required for admission to certain programs such as nursing or child care.
A physical examination by a licensed physician is required prior to trying out or participating in a SCC intercollegiate or club sport. Any concerns noted by the physician will require further medical investigation. A student must have a full release from a physician to participate. See Board Policy 400/423 Medical Examination.

SUBSTANCE FREE

Drug-Free Campus
St. Charles Community College is a drug-free institution and operates within the guidelines as set forth in

SCC prohibits the unlawful manufacture, possession, use or distribution of drugs on the campus, college sites, client sites or at any college-sponsored event. The possession, use or distribution of alcoholic beverages on campus, college sites, client sites, instructional activities and at college-sponsored events is prohibited unless specifically approved by the president. Violation of this policy may result in disciplinary action, including dismissal.

See SCC Board Policy 414 Drug-Free Environment for Students for additional information.

SCC provides various drug and alcohol prevention activities and programs throughout the semester. For additional resources, see Alcohol and Drug Abuse Information and Resources.

**Tobacco-Free Campus**
The college is committed to providing an environment that is safe and healthy. The use of tobacco, smoking and simulated smoking products is prohibited on all college property and in all college vehicles. This includes all buildings, common areas, building entrances, athletic fields, walking trails and parking lots. Signage is clearly posted on the perimeter of the property, at all entrances and other prominent places. Students who repeatedly violate the policy may be referred to the dean of student success, and may be disciplined under the student code of conduct as appropriate. Prohibited usage of products include, but are not limited to, cigarettes, cigars, pipes, electronic cigarettes, e-cigarettes and smokeless tobacco. See Board Policy 400/482.1 Prohibition of Tobacco.

**MEDICAL WITHDRAWAL**

**Voluntary**

**Registration and Tuition Refund Appeal Process**
The registration and tuition refund appeal process is available to students who feel they warrant an exception to the college’s withdrawal/refund policies. Exceptions to the college’s established policies are not made lightly and will generally be considered only for extenuating circumstances.

Examples of extenuating circumstances include: medical issues, death of a family member or physician’s orders restricting school attendance. The committee decides each case on its own merit.

To file an appeal: Complete the appeal form and include a written statement explaining in detail the circumstance leading to the appeal and include supporting documentation (doctor’s orders, death certificates, etc.). Submit the entire appeal packet to the Enrollment Services Department (ADM 1113).

The committee meets the third Wednesday of each month. Materials are confidential and only shared with committee members. Completed appeal packets received by noon on the second Wednesday of the month will be included in the following week’s meeting. Appeals submitted after this time will be reviewed at the next month’s meeting.

The submission of an appeal does not guarantee approval. Students are notified in writing of the committee’s decision within seven working days of the appeal meeting.

If your appeal is denied, you may appeal the decision in person at the next appeals meeting by calling 636-922-8235.

**Involuntary Medical Withdrawal**
The dean of student success (or designee) may initiate involuntary medical withdrawal from the college, of any student, for behavior that poses a significant risk of substantial harm to the health or safety of such student or others. The dean of student success will meet with the student, who will be given the opportunity to present information regarding the incident(s). If appropriate, the withdrawal determination will be made by the dean of student success and the vice president for academic and student affairs (or designee) taking into consideration the nature and severity of the potential harm, the imminence of the potential harm, the
likelihood that the potential harm will occur, the duration of the risk, the ability to mitigate the risk, and the impact on others in the campus community. This determination will be an individualized assessment of the ability of the student to function safely at the college, based on all documentation received. The college may require the student to undergo a medical evaluation by a licensed mental health professional of the college’s choosing and at the college’s cost. Students must sign a waiver for the mental health evaluator to provide detailed information to the SCC contracted mental health counselor and dean of student success.

If the medical evaluation and other documentation supports involuntary medical withdrawal, the student will receive notification via certified mail from the dean of student success (or designee) stating the reasons for its determination. The student will also be informed of conditions that must be met for re-enrollment. Students may challenge the involuntary medical withdrawal by submitting a written appeal to the vice president for academic and student affairs (or designee). The written appeal should include supporting documentation from a licensed medical or mental health professional.

Contact With SCC While on Involuntary Medical Withdrawal
SCC expects students on a medical withdrawal to refrain from participating in any activities or utilizing any facilities on the SCC campus during the duration of their medical withdrawal. In addition, a student on a medical withdrawal must respond to outreach by the dean of student success if requested to do so. Failure to comply with these requirements may jeopardize or delay a student's re-enrollment from the medical withdrawal.

Re-Enrollment Process
A student who has undergone involuntary medical withdrawal must engage in the re-enrollment process from an involuntary medical withdrawal as stated in this policy. The college may require the student to undergo a medical evaluation by a licensed mental health professional of the college's choosing. The student must sign a waiver allowing the mental health evaluator to provide detailed information to the SCC contracted mental health counselor and dean of student success. A medical withdrawal is not necessarily considered a disciplinary action.

Students must complete all parts of the following re-enrollment procedures:

- All documentation is due to the dean of student success (or designee) before the student can re-enroll. If a mental health evaluation is required, it needs to occur with sufficient amount of time (generally eight to 12 weeks prior to the start of the semester) for the assessment to be completed and reports to be forwarded for consideration by SCC. If the duration of the absence has been longer than five years, the student must re-apply to the college. Additional documentation includes:
  - Submission of a letter to the dean of student success (or designee) requesting re-enrollment. The letter should review the circumstances that led to the involuntary medical withdrawal, describe in detail any activities pursued while out of school, explain why the student now feels able to resume studies successfully and outline a plan for continued support.
  - Submission of a letter and pertinent medical documentation to the dean of student success (or designee) from the physician or therapist with whom the student has been working. The letter should outline the treatment given; progress made, and provide support for return to full-time or part-time study at SCC. The letter should also address the continued care plan recommended for the student’s return. If applicable, the student will be asked by the dean of student success (or designee) to meet with an outside mental health counselor, as selected by the college, for an evaluation. The evaluation will be scheduled by the mental health counselor generally eight to 12 weeks prior to the start of the semester. The student must sign a waiver allowing the mental health evaluator to provide detailed information to the SCC contracted mental health counselor and dean of student success.
  - Completion of a re-enrollment interview with the dean of student success (or designee), if requested.
  - If re-enrollment is granted, the student is also expected to meet with the dean of student success (or designee) throughout the semester, if requested.
• Students on an involuntary medical withdrawal are not eligible to return from their leave for a summer session without permission of the dean of student success (or designee).

• All financial obligations to the college must be cleared before re-enrollment. Contact Financial Services to discuss payment options for any outstanding debt to SCC and contact Enrollment Services to discuss financial aid options.

Re-Enrollment Confirmation

Approval for re-enrollment from an involuntary medical withdrawal will be communicated in a certified letter from the dean of student success (or designee) to the student’s home address. It is the student’s responsibility to keep the college updated with current contact information. Approval notification will outline any ongoing conditions that must be met for continued re-enrollment as well as any necessary directives.

Students are expected to submit a letter to the dean of student success agreeing to comply with conditions set forth and directly contact the dean of student success to confirm the student’s letter has been received. Failure to complete this process may nullify the approval for re-enrollment.

PERSONAL INFORMATION

CHANGE OF INFORMATION

It is important to notify the Enrollment Services Department of your new information in order to receive important info from us. Please complete the Change of Information form.

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA)

St. Charles Community College, like all public colleges and universities, is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. FERPA is a Federal law that protects the privacy of student education records.

Per FERPA regulations, when the student enrolls at a college or university, these rights transfer directly to the student and away from the parent. College students are considered responsible adults and are allowed to determine who will receive information about them. The student is the only person who can authorize access to his/her records. Parents do not have the right to access their student’s records without the student’s signed written consent. Records may be disclosed to any SCC employee who has a legitimate educational interest in the student. Determination of such a disclosure will be made by the dean of enrollment services.

St. Charles Community College considers the following to be a student’s directory information (information that can be released to a third party without the consent of a student):

• Student name;
• Date and place of birth;
• Major field of study;
• Participation in officially recognized activities and sports;
• Weight and height of athletic team members;
• Dates of attendance;
• Degrees and awards received;
• The most recent previous educational agency or institution attended by the student.

The Privacy Act of 1974 does not permit the college to provide information regarding grades, transcripts or schedules to parents of students. Regardless of the student’s age.

Any student who does not want any or all of the above information to be released without his or her prior written consent must inform the Enrollment Services Department before the end of the second week of classes of a regular
Term (by the end of the first week of classes of a summer term). The information listed above will become directory information or public information as of the specified time.

Forms to request the withholding of directory information will be available during registration. The request to withhold directory information must be renewed each semester or term.

Names and addresses of SCC graduates and currently enrolled students will be released to four-year institutions upon request of the institution.

In compliance with FERPA, students have the right to inspect official records directly relating to them. You have the right to challenge any statement that you consider inaccurate, misleading or inappropriate.

If you wish to examine your official records, you may do so by applying to the registrar.

Records may be released to parents only if the SCC Enrollment Services Department has been provided with a written release by the student. Financial or Registration Release forms may be found online or picked up in ADM 1113.

The college may disclose records without student consent to the following parties:

- Other colleges to which a student is transferring.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for the college.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas – the college is obliged to honor these requests. The SCC records coordinator will send a notice to the student indicating that a subpoena for their records was received.
- Persons who have a need to know in cases of health or safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
- Contact for questions or concerns
  - Contact the dean of enrollment services at 636-922-8237 or email enrollment@stchas.edu.

The U.S. Department of Education is responsible for overseeing FERPA.

**THIRD PARTY REGISTRATION AND TUITION PAYMENT**

Any third party who wishes to register (add/drop) for a student will need to be listed on an Authorization for Third Party Registration and Tuition Payment form that has been completed by the student.

## POSTING MATERIALS & SOLICITATION

**GUIDELINES FOR POSTING MATERIALS ON CAMPUS**

**What can I post?**

- Fliers and posters of a general nature announcing:
  - SCC events and activities held on or off campus.
  - Upcoming events and activities in the community.
  - Must obtain approval before posting.
- Flyers that advertise or promote items or services for sale:
  - No commercial sales are permitted on SCC bulletin boards.
  - SCC students, faculty and staff may advertise items for sale, i.e. used textbooks.
  - Can only be posted on the “Classified Advertising/Political Postings” bulletin boards.
• Must obtain approval before posting.

• Political postings:
  - Can only be posted on the “Classified Advertising/Political Postings” bulletin boards.
  - Approval must first be obtained from Marketing & Communications (Administration Building, Room 1121)
  - For distribution of partisan literature or petitions on campus, see Community Use of Campus.

• Job postings (help wanted)*:
  - See staff in 1204 ADM for assistance with:
    - submitting job to College Central Network free online job postings; AND for those who register positions on CCN, a posting on the Jobs Bulletin Board outside of 1204 ADM (this bulletin board only)
    - adding listing to Job Opportunities Binder (housed in 1204 ADM)
    - approval for display on General Information bulletin boards or Classified Advertising bulletin boards*
  *NOTE: Job postings (help wanted) from individuals or unlicensed businesses are not eligible for display on General Information bulletin boards or Classified Advertising bulletin boards. These postings may be submitted to 1204 ADM for approval/submission in the CCN, the 1204 hallway Jobs Bulletin Board and the Job Opportunities Binder.

Where can I post it?

• Campus Posting Map – www.stchas.edu/dotAsset/193026.pdf

• Specialty bulletin boards/tack strips:
  - Are reserved for use by specific organizations or departments and are so labeled.
  - NOT to be used to advertise or promote items or services for sale.

• “General Information” bulletin boards:
  - Only for postings of a general nature.
  - NOT to be used for political postings or to advertise or promote items or services for sale.
  - There are 15 “General Information” bulletin boards on campus.

• “Classified Advertising/Political Postings” bulletin boards:
  - Use to advertise or promote items or services for sale.
  - Political postings.
  - There are two “Classified Advertising/Political Postings” bulletin boards:
    - Student Center — across from the Assessment Center (Room 133).
    - Café-Bookstore — near the front entrance of the Café.

Are there any restrictions?

• No postings on exterior building surfaces are permitted.
• No literature of any kind is to be placed on automobiles either on- or off-campus.
• Only one posting per bulletin board (or tack strip) of any one flyer is allowed.
• No postings may cover up previously posted materials.
• Materials may be approved to hang for a maximum of one month (except under special circumstances as determined by posting agent). See Dates for Removal.

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• No promotion of alcohol or controlled substances.
• No postings shall include demeaning, sexual or discriminatory portrayal of individuals or groups.
• Posted materials that are not approved, as well as any materials placed on the wrong bulletin board or tack strip, will be removed.
• Any postings on unapproved areas such as glass, painted walls, doors, columns, railings, fire extinguishers, or fire alarm boxes will be removed by housekeeping or public safety staff. (Exceptions to this rule may include official college notices for immediate issues such as “college closed” or class cancellation notices that include specific dates.)

Who do I have to see to get my posting approved?
Community members – can go to two locations on campus:
• Welcome Center, Administration Building, 636-922-8400.
• Kelley Pfeiffer, Student Activities, College Center, Room 102, 636-922-8544.
• For political postings – Marketing & Communications, Administration Building, Room 1121.
• For posting jobs (help wanted) – Academic Advising, Administration Building, Room 1204.
• After regular college office hours – Drop off items and your contact information at the Welcome Center, Administration Building for approval the following business day.

SCC students and employees:
• Margaret O’Dea, Social Sciences Building, Room 1104, 636-922-8398
• Ginny Tiller, Technology Building, Room 105, 636-922-8334
• Angie Hampel, Technology Building, Room 205, 636-922-8419
• Registration Assistant, Humanities Building, Room 103, 636-922-8233
• Shannon Beahan, Humanities Building, Room 203, 636-922-8254
• Karen Murray, Visual Arts Building Room 103, 636-922-8556
• For political postings – Marketing & Communications, Administration Building, Room 1121.
• After regular college office hours – Drop off items and your contact information at the Welcome Center, Administration Building for approval the following business day.

SALES AND SOLICITATION
No direct sales or commercial solicitation is allowed on the SCC campus except in connection with certain approved special events. External groups may reserve tables in the Atrium of the Administration Building for select purposes. Contact the Enrollment Services Department, 1204 ADM, at 636-922-8241 for procedures and reservations. College-affiliated groups may fund raise in the lobby of the Student Center, the lounge of the Social Sciences Building, and in some situations, the Café-Bookstore. Contact the student activities manager, 102 College Center, for procedures and reservations at 636-922-8469.

PUBLIC SAFETY AND EMERGENCY

EMERGENCY NOTIFICATIONS (TEXT MESSAGING)
St. Charles Community College employs a text-messaging Emergency Alert System that serves as one means of alerting the campus community about emergencies, warnings, weather-related closings and campus shutdowns. The system will not be used for general announcements. For more information and to sign up for the system, visit the Emergency Alert (Text Messaging) page at www.stchas.edu/text.
INCLEMENT WEATHER AND EMERGENCY CLOSING
In the event of inclement weather, the college may adjust campus opening/closing times or close the campus entirely. For inclement weather notices, students, faculty and staff may visit the college website (see “Announcements” on the home page), listen to the message on the college phone (636-922-8000) or watch local TV stations and/or visit their website.

The college will contact local media with inclement weather announcements as soon as possible but cannot guarantee what times they will appear on radio or television stations and their websites. The following media will be notified by 5 a.m. for day classes or by 4 p.m. for evening classes (if bad weather develops during the day):

- KMOX Radio (1120 AM);
- KSDK-TV, Channel 5;
- KMOV-TV, Channel 4;
- and KTVI-TV, Channel 2.

Do not call the stations for information, but listen/watch during the scheduled inclement weather announcement periods. Students may also check the SCC Facebook page at stchas.edu/facebook for weather-related closings.

In addition, students, faculty and staff who sign up for the Emergency Alert System will be notified by cell phone text.

In the case of evening classes held at middle schools and high schools in the area, the SCC classes will not meet if the schools themselves have announced they are closed.

Because area weather conditions may vary, you should use discretion in deciding if travel is safe. Make-up work is the responsibility of the student.

Other emergency announcements will be made through the above local media sources.

See Board Policy 445-Inclement Weather and Emergency Closing.

PUBLIC SAFETY
SCC complies with the Crime Awareness and Campus Security Act enacted by Congress in 1990 (Clery Act). Building and parking lot safety services are provided for students throughout the year. To contact a public safety officer, you may inquire at the Welcome Center in the Administration Building, call 636-922-8545, or ask any staff member to call the Department of Public Safety (DPS). In an emergency situation, you should call 8545 or 9-1-1 from the nearest campus phone. DPS will respond immediately. If you are hurt while on campus, call 636-922-8545. DPS officers are trained first responders. Emergency phones are located in building hallways and labeled “Emergency.” A public safety officer will provide an escort to your car if needed. This does not include personal attendant services for vehicular accessibility. The following will provide additional information regarding campus safety in general, crime prevention, crime reporting and student responsibilities.

Campus Safety
The SCC Department of Public Safety is responsible for law enforcement campus safety in general. Student concerns regarding general campus safety should be addressed to the Department of Public Safety.

Building and Grounds Safety
The Department of Public Safety/Campus Police is responsible for safety inside and outside the buildings. There are telephones located on most parking lots that ring directly to the DPS office. The office operates 24 hours a day, 365 days a year. DPS will provide parking lot escort service for people concerned about their safety.

The college is open for general access from 6 a.m.-10 p.m. Monday through Friday, except in the case of inclement weather and other emergency closings and college holidays. Campus buildings will be open at other times, including Saturdays and Sundays, for approved college events, activities and classes.

Crime Reporting
Students, faculty and staff are encouraged to report crime, criminal activity or suspicious activity to the Department of Public Safety at 636-922-8545 (on campus, dial 8545). DPS is a law enforcement agency and will investigate any crime or criminal activity that occurs on campus. Alcoholic beverages, illegal drugs, firearms
and weapons of any type are not permitted on campus. The use of tobacco products and electronic cigarettes are also prohibited. Any person violating the law or college rules and regulations regarding any of these items is subject to appropriate disciplinary action and/or criminal charges.

Student Responsibilities
The key to any successful campus safety program is the involvement and cooperation of students. You must assume responsibility for your personal safety and the security of personal possessions. Simple, common-sense safety precautions should be taken at all times. Valuables should be locked in the trunk of personal vehicles. Bicycles should be registered with DPS and secured with strong locks. Personal safety and crime prevention should be the goal of all college patrons.

For a copy of the annual report on crime awareness and campus safety, including the previous year’s crime statistics for campus, contact the DPS at 636-922-8545 or see Crime Awareness and Campus Safety Report. Visit www.mshp.dps.missouri.gov for a list of registered sex offenders in this area.


STUDENT EMERGENCY SERVICES PROCEDURE
In the event of an emergency, pick up any emergency phone, dial 8545 or call 9-1-1 from the nearest phone. For all other assistance, the following steps should be taken:

On Campus:
- Public Safety should be called from the nearest telephone should medical services, crowd control, etc., be required. The number is 636-922-8545 (dial 8545 from campus phones).
- Medical services will be given, as determined by the student’s condition, by the public safety officer on the scene, who is certified as a “First Responder.”
- Public Safety will contact the St. Charles County Ambulance District for a sick or injured person in need of medical assistance and DPS is responsible for handling all law enforcement issues that occur on the college campus.

NOTE: Students are responsible for any costs involved in their treatment (i.e., ambulance and emergency room fees).

STUDENT ID
Two weeks prior to the first day of each semester, students should have a student ID made. This service is located in the Café-Bookstore. Outside of this period, during non-registration times, or for replacement of a lost card, you must go to the Campus Services Building. There is a $3 charge for a replacement ID. The card will be needed to access many campus services, such as academic advising, financial aid, check out books from the college library, for admission to special student activities, for Fitness Center use or if requested by a campus official. Students must have their ID on their person at all times while on campus. Credit students who are unable to show their ID when requested by a campus official may be subject to disciplinary sanctions. An alternate photo ID may be used in some, but not all instances.

VIDEO SURVEILLANCE
In order to enhance the security and safety of employees, students and visitors of SCC, as well as its facilities and assets, the college may conduct video surveillance of any portion of its premises at any time, with the specific exception of areas where individuals have a reasonable expectation of privacy, such as private areas of restrooms, showers and dressing rooms. Video monitoring will be conducted in a professional, confidential and legal manner. See Board Policy 441-VideoSurveillance.

WEAPON-FREE CAMPUS
Possession or use of firearms – whether concealed or in sight – or any explosives, dangerous chemicals or other weapons are prohibited on college property and at college-sponsored or supervised functions.
*This also applies to those individuals with conceal and carry (CCW) permits. See Board Policy 446-Weapons.
PAYMENT OF TUITION
All tuition is payable on or before the announced due dates.

Fees
The college may assess additional fees associated with specific majors, laboratories, individual lessons or some distance-based course formats. Students are required to pay for specialized testing.

See www.stchas.edu/financial_aid_tuition/tuition_fees

HOW TO PAY FOR CLASSES
Note: If you register on the Web, you may pay on the Web, by mail or in person.

If You Pay by Mail
- Pay by check. Do not send cash (for your protection). Make checks payable to St. Charles Community College.
- Write your student ID number on all payments. This will ensure your account is credited. Write the student’s name on payment if different from the name on the check. We cannot accept bank starter checks. A name must be imprinted on the check. Included on the check must be a telephone number with area code (this information can be hand written). Mail your check to: St. Charles Community College, Attn.: Cashier, 4601 Mid Rivers Mall Drive, Cottleville, Mo. 63376-2865.
- Your canceled check is your receipt. Checks must be for the exact total and must be received by the Cashier’s Office by announced deadline.
- No two-party checks will be accepted. A $20 fee is charged for each check returned by a banking institution. Returned checks may be turned over to a collection agency, and you may be removed from classes.

If You Pay in Person
- Pay by check. Follow the same procedure as if paying by mail, except present your check in person to the Cashier’s Office according to the appropriate deadlines, or deposit your payment in the drop box next to the Cashier’s Office.
- Pay with cash. The college accepts cash for classes. However, to protect yourself, do not send cash through the mail. Pay in person if you wish to pay by cash.
- Pay by credit card. SCC accepts MasterCard, VISA or Discover credit cards. If you wish to pay by credit card, pay online if you have your password, or pay in person and have your credit card ready.

REGISTRATION AND TUITION REFUND APPEAL PROCESS
The registration and tuition refund appeal process is available to students who feel they warrant an exception to the college’s withdrawal/refund policies. Exceptions to the college’s established policies are not made lightly and will generally be considered only for extenuating circumstances.

Examples of extenuating circumstances include: Medical issues, death of a family member or physician’s orders restricting school attendance. The committee decides each case on its own merit.

To file an appeal: Complete the appeal form and include a written statement explaining in detail the circumstance leading to the appeal and include supporting documentation (doctor’s orders, death certificates, etc.). Submit the entire appeal packet to the Enrollment Services Department (ADM 1113).

The committee meets the third Wednesday of each month. Materials are confidential and only shared with committee members. Completed appeal packets received by noon on the second Wednesday of the month will be included in the following week’s meeting. Appeals submitted after this time will be reviewed at the next month’s meeting.

The submission of an appeal does not guarantee approval. Students are notified in writing of the committee's
decision within seven working days of the appeal meeting.
If your appeal is denied, you may appeal the decision in person at the next appeals meeting by calling 636-922-8235.

CHANGE IN RESIDENCY
In order to receive the in-district tuition rate, you must submit any changes in residency that affect tuition charges before the first day of class of the semester in which the change will take place. Proof of residency must accompany a request for change from out-of-district to in-district residency.

TUITION REFUND POLICY
Per SCC Board Policy 417, the tuition refund policy is as follows:

- If a student withdraws from a course or from the college during the first three weeks after the start of the semester, a refund will be processed based on the date that the student withdraws.

- If a student withdraws from a course or from the college, the student may receive a tuition refund for that session or semester provided an Add-Drop Form is completed and filed with Enrollment Services within a specified time, or the student withdraws online via SCC Connection. The date of the Add-Drop Form or the date the online drop is completed is used to determine the percentage of eligible refund.

- When a last date to withdraw occurs over the weekend, it will be necessary to drop online through SCC Connection in order to qualify for the eligible refund amount.

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<tr>
<th>Percentage of Refund</th>
<th>Time Frame of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Day 1-7 of the semester</td>
</tr>
<tr>
<td>80%</td>
<td>Day 8-14 of the semester</td>
</tr>
<tr>
<td>60%</td>
<td>Day 15-21 of the semester</td>
</tr>
</tbody>
</table>

NOTE: Refund amounts are determined by specific dates within each semester for all classes and will be prorated for courses less than 16 weeks in length. A full refund of tuition and fees is made if the college cancels a scheduled class. See Tuition Refund Schedule for dates.

RIGHTS AND RESPONSIBILITIES

STUDENT RESPONSIBILITY FOR CATALOG AND STUDENT HANDBOOK INFORMATION
Each student is responsible for compliance with the information appearing in the catalog, student handbook and other official college publications. Failure to read the regulations and policies will not be considered an excuse for noncompliance. St. Charles Community College maintains an open-admissions policy providing higher education to all persons who can benefit from its programs and courses. The college serves students from a variety of educational backgrounds in keeping with its goals of providing quality, low-cost education to residents throughout the area.

Once admitted to SCC, you may enroll in any course or program as long as individual course prerequisites are met and space for effective instruction is available. The college may guide your enrollment based on academic skills, assessments, interviews, previous achievement and other criteria. If you do not meet the standards for admission into college-level courses, you may enroll in developmental courses designed to help you strengthen your skills. These developmental courses may be offered on a credit or non-credit basis. Students applying for the programs with selective admissions criteria may be required to take additional tests for admissions purposes. Before you register for credit courses, you must be admitted to the college. You may apply for admission anytime during the year.

HANDBOOK DISCLAIMER
Information contained in this handbook is subject to change. Students should access it online at www.stchas.edu/StudentHandbook for the most up-to-date policies and regulations.
ACADEMIC FREEDOM
In addition to the basic constitutional rights enjoyed by all U.S. citizens, academic freedom is part of the essential foundation to teaching and learning in American post-secondary education. Institutions of higher education are conducted for the common good, which depends upon the free search for truth and its free exposition. The freedom to teach and the freedom to learn are inseparable facets of academic freedom. The faculty has freedom in the classroom in discussing their subjects, being careful not to introduce controversial matter unrelated to it. Academic freedom provides that controversial matter can be considered as part of the college curriculum while maintaining the rights of students to have freedom in their own learning without being subject to controversial matter unrelated to the subject at hand. Faculty and students are expected to exercise their freedom with responsibility.

COLLEGE-LEVEL CONTENT
College-level content, which is connected with the concepts of academic freedom, is based on the premise that college students are mature and able to deal with content and issues in a mature and thoughtful manner.

LINE BEHAVIOR
Students are discouraged from arriving on campus prior to business hours on the day that services will be provided. If students choose to form a line outdoors to wait for specific services at SCC, the following are prohibited:

- Open flames, fires or barbecue grills;
- Tents;
- Alcoholic beverages;
- Tobacco products;
- Illegal drugs.

Indoor Line Procedures:

- Students must have a photo ID to receive services.
- Students may begin to form a line prior to close of business (7 p.m.) on the evening prior to the start of late registration.
- Students may not bring chairs, cots or inflatable beds (air mattresses) for use in SCC buildings. Students may not bring electronic items that are bigger than a laptop.
- Coolers (no larger than six can size) with non-alcoholic beverages are permissible. Coolers will be inspected by Department of Public Safety (DPS) campus police staff.
- Students may not string electrical wires across hallways or create a tripping hazard (example: charging units for laptop computers or personal phones/games).
- Students may not block a hallway or impede the flow of traffic.
- Students must be respectful of each other and SCC staff.
- Students must respond appropriately to requests from SCC staff.
- Students must abide by all procedures outlined in the student code of conduct.
- Students must stay in line to secure their position in the line. If a student must briefly leave the line (restroom break), they must inform the person directly in front of and behind them. If there is any question regarding their placement in the line, the student will be required to go to the end of the line.
- Students must keep their voices at a low volume while in line.
- Students should not litter.
- Students must follow any directions that are deemed appropriate by the Department of Public Safety (DPS) police officers, who are charged with securing the safety and security of the students and the SCC premises.
Students who do not abide by these procedures will be escorted off campus by campus police. Students are expected to conduct themselves responsibly and professionally at all times while on the SCC campus.

PARENTAL RESPONSIBILITY FOR CHILDREN
Persons who are too young to be admitted to SCC are required to be under the supervision of a responsible adult at all times while on campus. Students who are parents are expected to arrange suitable care for their children while they attend class. Students are not permitted to bring children into classrooms or labs, nor should children be left unattended in buildings, on the grounds or in the recreational computer areas. The college reserves the right to protect the safety and welfare of unsupervised children.

PROFESSIONAL RELATIONSHIPS
SCC faculty and staff can serve as advocates for students in college-related matters. Students should understand that the relationship between SCC employees and students are of a professional nature while the student is enrolled at SCC.

STUDENT RIGHTS
The United States Constitution and state of Missouri guarantee SCC students of certain rights. Substantial violation of student’s right may be appealed in accordance with the Student Grade or Conduct Appeals Procedures. The following rights also apply:

1) Access to scheduled class meetings and appropriate instructional and support services.
2) Classroom instruction, assignments and evaluation that are consistent with the general course description and requirements established in the course outline.
3) The student has the right to due process including a speedy hearing, confrontation of the college’s or his witnesses and appeal.
4) The student has the right to be considered for membership in any student group or organization without regard to race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, veteran status, disability or genetic information.

STUDENT RESPONSIBILITIES
We believe that students are responsible for their learning. Similarly, student rights accompany exercise of responsibility for learning.

• Selecting a program of study that is consistent with his/her abilities and interests.
• Selecting coursework that corresponds with his/her program of study and readiness level.
• Enrolling in a schedule of classes appropriate to the time and effort that he/she will allocate to academic requirements.
• Being attentive and participating in class activities.
• Completing all class assignments as directed by the instructor or course syllabus.
• Complying with all college announcements and requirements found in the catalog and official publications.
• Seeking appropriate support services to improve his/her level of academic achievement and to enhance the quality of college life.
• Behaving in a humane and ethical manner both in the classroom and in all communication and contact with the instructor, other staff members and other students.
• Students are expected to attend all class sessions and report to each session on time. If an absence occurs, students are responsible for all work missed. Excessive absences that jeopardize successful completion of the course (as outlined in the course syllabus) may result in a lowered or failing grade in the class.
ACTIVE MILITARY DUTY
A student who is called to active duty in special situations in any branch of the U.S. military service will be released from his/her academic responsibilities without penalty. You may request to withdraw from all classes and receive a full refund of tuition and fees paid for class enrollment in that semester. This transaction must be initiated in the Enrollment Services Department. You must provide a copy of your orders at the time of request to withdraw.

If you have completed 75 percent of the time designated for a course, you may initiate a request through the instructor of record to be permitted to either receive an “incomplete” in the course or take an early final examination and receive a grade. Once you notify the designated college representative of your decision, the action selected will be considered final. Proper documentation of the option chosen will include signatures of the student and teacher. A copy of the agreement will be placed in your file.

Any physical properties belonging to the college that you have in your possession such as equipment, instruments or books must be returned to the lending source prior to separation.

ADD/WITHDRAW FROM A CREDIT CLASS
The procedures for withdrawing, adding and auditing courses are described below. The registration and tuition refund appeal process is also described.

Course Withdrawal
To withdraw from a course, you may use SCC Connection or complete a Registration Add/Drop Form. Bring the completed form to the Enrollment Services.

• By officially withdrawing from a course before the end of the 10th week of classes, you will receive a “W” on your transcript.

• Do not stop attending a course without officially withdrawing or you will receive an “F” grade for the course(s).

• The Add/Drop Form must be submitted to the Enrollment Services Department by the stated withdrawal dates for a given term. Withdrawal dates can be found in the credit course schedule, at the Enrollment Services Department and on the Academic Calendar.

• Students may drop a course with a “W” through the end of the 10th class week during a regular term; this varies during abbreviated and short-term class sessions.

• Tuition Refund Policy. www.stchas.edu/financial_aid_tuition/tuition_fees/

Adding a Course
To add a course, complete the Registration Add/Drop Form. Courses can only be added during open registration dates.

PROGRAM DISCONTINUANCE DUE TO LOW ENROLLMENT
The vice president for academic and student affairs recommends program discontinuance due to low enrollment based on appropriate criteria. The vice president submits the recommendation to the college president, who leads the administrative decision to increase, reduce, continue or discontinue the program. The decision is relayed to the appropriate dean and personnel in the program under consideration. All efforts will be made to allow students currently enrolled in the program to complete their degree/certificate within a specified amount of time.

See SCC Board Policy 400/411
STUDENT ACTIVITIES

SCC clubs, organizations and college-sponsored events are available to all credit students. Restrictions apply for college-related travel and sport clubs. Some events may be open to community members. Contact 636-922-8544 with questions.

STUDENT ORGANIZATIONS

Recognized student organizations shall be allowed to invite and hear any person or to present any program of their own choosing subject to college policies and procedures, such as scheduling of facilities, political activity on campus, etc. Such an invitation does not imply that either the sponsoring group or the college approves of or endorses the views expressed by the speaker or by the program. Speakers are accountable for their conduct. If a student organization sponsors a speaker with knowledge of his/her intended violation of the law or of college regulations, and if such violation does occur, disciplinary action may be taken against the sponsoring student organization.

SCC students shall be free to organize and join organizations to promote their common interests. Memberships in all college-related organizations shall be open to any member of the student body who is enrolled in credit courses and willing to maintain the academic requirements of the organization and its written stated objectives. Where college funds or property are used, in whole or in part, to support the organization or to promote its activities, the college may subject the organization to reasonable and uniform rules or procedures, such as a rule requiring the use of a reliable accounting procedure or requiring the submission of a list of officers, members or other persons who agree to be personally responsible for the overall conduct of the organization.

Although a faculty or staff advisor is required for each organization, the organization is not subject to the control of the advisor, nor will it be denied freedom of association if the organization is temporarily unable to secure an advisor. Affiliation of a voluntary student organization with extra-mural organizations shall not necessarily disqualify the college-based student organization from college privileges.

Violation of law or college policies, procedures or campus rules or regulations may result in the imposition of sanctions against both the organization and the responsible officers and offending members as individuals.

The right to voluntary association and college recognition shall not be abridged because the organization holds views at variance with a college official. The college endorses the principles of editorial freedom in student publications. However, editorial freedom carries with it the obligation to adhere to the canons of responsible journalism. College-published, -sponsored or -financed student publications are required to indicate that the opinions therein expressed are not necessarily those of the college or the student body. Other student publications that might appear to the public as being college published, sponsored or financed are also required to so indicate.

See www.stchas.edu/about-scc/board-policies/400/435-StudentOrganizations.html

FUNDRAISING

All fundraising activities on behalf of SCC must receive prior approval from the student activities manager (if on behalf of a student club or organization), the athletic director (if on behalf of the Athletics Department), or the SCC Foundation/Development Office. See Fundraising for Student Clubs, Organizations and Athletic Teams.

ASSESSMENT CENTER

Located in Room 133 of the Student Center.

The Assessment Center and its staff provide a variety of services to students and the community. We offer online as well as conventional paper-and-pencil style assessments.

The Academic Skills Assessment for incoming students is done on a walk-in basis unless otherwise indicated. New students need to complete the online application for admission two business days before coming into
assess. The hours of operation are listed below. Please allow 2-2½ hours to complete the full Academic Skills Assessment. A photo ID is required for all testing. No testing will begin in the final hour of the day.

**Assessment Center Services Include:**

- Academic Skills Assessment.
- Make-up Classroom Tests – by faculty request.
- External Testing – provided for a fee by appointment only.
- MoGEA – for prospective education majors.
- Paraprofessional Exam.
- HiSET-High School Equivalency Test (replaced the GED).
- Dosage Calculation Testing – for prospective nursing students.
- U.S. Constitution Test.

**Hours of Operation**

<table>
<thead>
<tr>
<th>Days</th>
<th>Open</th>
<th>Check In No Later Than</th>
<th>All Testing Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m.</td>
<td>3 p.m.</td>
<td>4 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m.</td>
<td>3 p.m.</td>
<td>4 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30 a.m.</td>
<td>7 p.m.</td>
<td>7:55 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30 a.m.</td>
<td>7 p.m.</td>
<td>7:55 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9 a.m.</td>
<td>3 p.m.</td>
<td>4 p.m.</td>
</tr>
</tbody>
</table>

The Assessment Center is closed on weekends and when the college is closed and on various in-service days.

**ASSESSMENT TESTING**

**Who is required to take the Academic Skills Assessment?**

- First-time entering freshmen taking 6 credit hours or more (two or more classes).
- Students planning to take English, math or courses that require English or math as a prerequisite.
- Students who have taken the Academic Skills Assessment more than two years ago and have not since completed a math or English course at the college level.
- Students who do not have a GED and have not graduated from high school MUST take the assessment and meet with a counselor before they will be allowed to register for any classes.

**What will I be tested on?**

The Academic Skills Assessment consists of three parts. They are: COMPASS® reading and mathematics and an English essay.

- The reading and mathematics tests are part of the COMPASS® System. This is a computer assessment developed by ACT, Inc. It stands for Computer-adapted Placement Assessment and Support Services. What makes COMPASS® unique is that it adapts to your abilities – questions increase in difficulty depending on your skill level.


**NOTE:** St. Charles Community College will accept the following ACT® scores (taken within the past two years):

- Reading, 18 or above. You do not have to take our Compass® Reading assessment. No developmental reading courses are required.
- Mathematics, 23 or above. You do not have to take our Compass® Mathematics assessment. You may enroll in MAT 160, College Algebra.
- English, 18 or above. You do not have to write an essay. You may enroll in ENG 101, English Composition I.

Non-native English speaking students will be required to take further assessments for possible placement into one or more of our credit awarding English as a Second Language classes. The COMPASS-ESL assessment will be used to measure a student's English listening and reading skills.
What if I fail the tests?

First and foremost, the Academic Skills Assessment is not a pass/fail test; it was developed to assist in college academic advising and course placement. The results will help you choose courses and make appropriate career decisions. In other words, your scores will indicate where your academic strengths and needs lie in relation to college-level work for your chosen major.

- You may be required to enroll in appropriate developmental courses before being allowed to take college-level courses.

- Students who test into three developmental courses must take the Student Success Semester. You will only be able to register for developmental courses or courses from an approved list available from the academic counseling staff.

- If a student places below MAT 096, the student will be given a resource sheet that will offer options on how to improve his or her math skills. Students must meet with an academic counselor and wait at least one week before retesting.

- If a student places below RDG 085, they must meet with an academic counselor to discuss remediation opportunities.

**English Appeals** – The English Department encourages students to appeal their writing placement when they believe it is incorrect. Students should begin this appeal process by discussing the options with a counselor. Expect to write two essays. The first essay will be a “take home” essay consisting of approximately 500 words. This essay will be typed and submitted to the Assessment Center when you appear to complete the second essay, which will be approximately 300 words written on a computer under the supervision of a proctor. You must complete the appeal process before starting an English class (a $10 fee will be charged to cover the cost of this assessment appeal).

**Mathematics Appeals** – The Math Department encourages students to appeal their placement when they believe it is incorrect. Students should begin this appeal process by discussing the options with a counselor. The student may be allowed to reassess using COMPASS (a $10 fee will be charged to cover the cost of the assessment appeal). You will be expected to spend time reviewing skills needed on the COMPASS assessment before re-testing (a mandatory waiting period of one week is required between testing). If after appealing you feel that you score doesn’t reflect your current math skills, you may discuss your situation with the appropriate math department chairperson located in ADM 2242 (636-922-8496). Any supporting documents, such as ACT scores, high school transcripts and the assessment report should be brought to the appointment. Once you start a math course, no appeal will be allowed.

**Reading Appeals** – The Reading Department encourages students to appeal their placement when they believe it is incorrect. Students should begin this appeal process by discussing the options with a counselor. The student may be allowed to re-assess using COMPASS (a $10 fee will be charged to cover the cost of the assessment appeal). You will be expected to spend time reviewing skills needed on the COMPASS assessment before re-testing (a mandatory waiting period of one week is required between testing). Once you start a reading course, no appeal will be allowed.

_Note:_ You MUST re-take the English, math or reading assessment if it has been at least two years since you last assessed and you never enrolled in a class. An appeal can be taken one time only. Students that did not place in a course can repeat the appeal process.

You could be advised to withdraw from a college-level course and take assessment tests if the instructor believes you lack necessary skills to continue. A student with an identified deficiency may then enter a recommended developmental course to address the deficiency.

Should you require assistance in meeting academic challenges, the college offers courses in math, reading, study skills and English as well as instructional support services through our Academic and Career Enhancement (ACE) Tutoring Center.
CREDIT BY EXAMINATION: NON-TRADITIONAL CREDIT

Types of Non-Traditional Credit
Credit granted through one of the non-traditional processes will count towards the total credits earned towards graduation; however, the credit will not be calculated into the cumulative GPA. Colleges or universities to which you may transfer might not accept this credit. Likewise, SCC may or may not accept credit by examination taken elsewhere. Each institution makes its own evaluation of these issues.

College Level Examination (CLEP)
Evaluates knowledge acquired through sources other than traditional college course work. SCC will grant credit for certain subject CLEP examinations according to departmental guidelines. SCC does not grant credit for general CLEP exams.

COLLEGE LEVEL EXAMINATION (CLEP) REQUIRED SCORES

<table>
<thead>
<tr>
<th>Course/Subject Area</th>
<th>Score Required</th>
<th>Hours Granted</th>
<th>SCC Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>POL 101</td>
</tr>
<tr>
<td>American History I</td>
<td>50</td>
<td>3</td>
<td>HIS 101</td>
</tr>
<tr>
<td>American History II</td>
<td>50</td>
<td>3</td>
<td>HIS 102</td>
</tr>
<tr>
<td>Management</td>
<td>50</td>
<td>3</td>
<td>BUS 201</td>
</tr>
<tr>
<td>Marketing</td>
<td>50</td>
<td>3</td>
<td>BUS 230</td>
</tr>
<tr>
<td>Psychology</td>
<td>50</td>
<td>3</td>
<td>PSY 101</td>
</tr>
<tr>
<td>Sociology</td>
<td>50</td>
<td>3</td>
<td>SOC 101</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>3</td>
<td>HIS 145</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>3</td>
<td>HIS 146</td>
</tr>
</tbody>
</table>

Advanced Placement (AP)
Administered through area high schools allows a student to gain college credit through subject area testing.

ADVANCED PLACEMENT REQUIRED SCORES

<table>
<thead>
<tr>
<th>Course/Subject Area</th>
<th>Score Required</th>
<th>Hours Granted</th>
<th>SCC Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>ART 150</td>
</tr>
<tr>
<td>Biology</td>
<td>4 or 5</td>
<td>4</td>
<td>BIO 150</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3, 4 or 5</td>
<td>5</td>
<td>MAT 180</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3, 4 or 5</td>
<td>10</td>
<td>MAT 180 &amp; 230</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>4 or 5</td>
<td>3</td>
<td>ENG 101</td>
</tr>
<tr>
<td>Psychology</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>PSY 101</td>
</tr>
<tr>
<td>U.S. Government &amp; Politics</td>
<td>4 or 5</td>
<td>3</td>
<td>POL 101</td>
</tr>
<tr>
<td>U.S. History</td>
<td>4 or 5</td>
<td>3</td>
<td>HIS 101</td>
</tr>
</tbody>
</table>

Departmental Exams
Credit may be granted to a student who has in-depth knowledge of a subject. Discuss with the appropriate department chairperson whether you are prepared to take an exam. The department may refuse to administer the exam based on the evaluation. The fee for the exam must be paid before taking the test. Credits earned by examination will be equated to a specific SCC course and will be designated under the category of “non-course work” on the academic transcript.
Retroactive Credit
If you are able to enroll in a higher level foreign language course, and upon completion of that course with a 75 percent or better grade receive credit for the lower-level course or courses that were bypassed. Consult with the department chairperson for more information. Hours awarded vary.

Credit Through Articulation Process
SCC has agreed to grant college credit to students completing specified courses as stated in college-approved articulation (transfer) agreements with certain area career/technical programs and high schools. Credits apply ONLY to the Certificate of Achievement and Associate of Applied Science. Examples of courses included ACT 101, BUS 101, or some computer courses. Courses will be designated under the category of “non-course work” on the academic transcript. Students must present SCC with a completed copy of the articulation agreement at the time of enrollment.

Articulation Criteria
- Articulated courses have been designed for credit both at your high school and for credit at SCC toward an Associate of Applied Science Degree, NOT for the Associate of Arts (transfer) degree.
- A grade of “B” or better is required in all high school coursework that is articulated.
- The student must complete the SCC application and request that a high school official transcript be sent to the SCC Enrollment Services Department (ADM 1113).
- When meeting with an SCC academic counselor or registration assistant, students must identify themselves as having articulated credit through their high school.
- Students must present the white copy of the Certificate of Credit to Enrollment Services.
- Students must complete 6 hours of college-level coursework toward an A.A.S. degree at SCC with a 2.5 or higher GPA before articulation credit will be posted.
- Students must request that the SCC Enrollment Services Department record the Articulated High School Courses to the SCC transcript.
- Should students wish to transfer any of these articulated credits from SCC to another college or university, they should check with an academic counselor at the transfer institution to determine transferability.

Military Experience
Experience in the Armed Services may be considered for credit based upon recommendations of the American Council on Education Commission and the students intended major. Students who submit a military transcript will automatically be awarded 2 credit hours of physical education. Contact the coordinator of veteran benefits for information on obtaining a military transcript.

Proficiency Examination Program (PEP)
American College Testing (ACT) sponsors PEP, which evaluates specific subject area knowledge a student may have acquired through sources of training other than traditional coursework. With a score of a 45, you may be granted credit for Anatomy and Physiology 1 and 2 (BIO-240/243 and BIO-241/244) (8 credits) or for Microbiology BIO-245/247 (4 credits).

OUTCOMES ASSESSMENT
SCC is committed to the assessment of college programs and services to improve and maintain their quality and effectiveness. Classroom and program activities, including surveys and focus groups, will be used to assess the outcomes of college education.

Students completing the Associate of Arts 42-hour general education block are required to take COL 299 Sophomore Portfolio Assessment, which will assess their acquisition of knowledge and skills.

Students who complete career-technical programs will be assessed on their mastery of essential occupational skills and general education knowledge. The method of assessing these skills will vary by discipline. Some of the methods used by the programs will be portfolios, culminating projects, field-specific national tests and tests developed by the department.
**GLOSSARY OF TERMS**

**Academic Counselor** – A professional staff member available to help with the planning and scheduling of appropriate classes.

**ACE Tutoring Center** – The Academic and Career Enhancement (ACE) Center is a tutoring center with an attached computer lab.

**ACT** – A national test used for counseling and sometimes as admission criteria for specific programs. SCC is a national test center.

**Assessment Test** – SCC’s way of measuring a student’s ability in English, math and reading. The assessment is required for all first-time students taking more than 5 credit hours.

**Associate of Arts Degree** – A two-year degree designed to transfer, fulfill general education requirements and meet the first half of bachelor's degree requirements.

**Associate of Applied Science** – Career program. The primary purpose of curriculum leading to an A.A.S. is immediate employment. The requirements for this degree include appropriate coursework to prepare students to enter the job market upon completion.

**Associate of Science** – A degree offered for specific majors that are science related. May offer skills to be used in employment after completion, but may also be used for the purpose of transferring to earn a bachelor's degree.

**Catalog** – The primary resource in guiding you through the programs, services and policies of St. Charles Community College. The online catalog will be updated in early April.

**Certificate** – A short term program of study. It can be earned by itself or the credits can generally be applied to a degree if the student takes additional courses.

**CLEP** – College Level Examination Program. A college credit by examination program.

**Co-Requisite** – A requirement you must be meeting while you are taking a specific course.

**Course Description** – A short description of course content, including course prerequisites and co-requisites. Each course description includes the departmental abbreviation, a corresponding three digit number (example, Introduction to Psychology is PSY 101) and the number of credit hours assigned to the course.

**Course Load** – Number of credit hours in which a student is enrolled in an academic term.

**Credit Hour** – One unit of course work equivalent to 15 contact hours of classroom instruction. A typical college course is equivalent to 3 credit hours.

**Curriculum** – A required group of courses that comprise a specific program of study.

**Department** – A subdivision of a school or college that deals with a specified area(s) of study (i.e. music).

**Developmental Courses** – Courses that help prepare students for successful completion of college-level coursework – any course below the 100 level.

**Drop** – The process of withdrawing from one or more classes after initial registration.

**Elective** – Any course in the curriculum you wish to take AND for which you have met the prerequisite(s). An academic counselor will assist you in determining if this course counts towards your degree.

**Fees** – A few courses/programs have additional fees.

**Finals** – Key examinations offered during the final week of a given semester or term. Finals usually weigh heavily in course grade determination.

**Free Application for Federal Student Aid (FAFSA)** – The application required for students to be considered for federal student financial aid.

**Freshman** – Any SCC student who has completed fewer than 28 credit hours.
General Education – A component of the degree program that gives students an opportunity to explore areas outside of their majors.

Grade Point Average – A cumulative GPA is a calculation on all non-developmental course work taken at SCC recorded on the student record and based on a 4.0 average (GPA) scale (i.e. A=4.0, B=3.0, C=2.0, etc.). The semester GPA is a calculation of all non-developmental coursework taken in a semester.

Grants – Awarded through the Enrollment Services Department, grants give qualifying students money for school that doesn’t have to be paid back.

Major – The subject of study in which a student chooses to specialize; a series of related courses, taken primarily at the transfer institution.

Midterms – Progress reports issued to students who are receiving either a “D” or “F” at the midpoint of the semester. Grades are mailed or can be accessed via SCC Connection.

Minor – A smaller subject of specialization, completed at the transfer institution. (approximately 20 credit hours).

Open Admissions – The admissions policy of SCC! We admit virtually all high school graduates, regardless of academic qualifications such as high school grades and placement test scores.

Prerequisite – A requirement which must be met before enrollment in a related course.

Probation (Academic) – A student is placed on academic probation the second time his/her grade point average falls below satisfactory academic progress.

Registrar – Keeper of official student records.

Registration – A process by which students formally enroll in classes for the next term.

Residency Requirements – The number of credits that must be completed at SCC for graduation (15 hrs are required).

Scholarships – Awards to students based on merit or merit plus need, which do not need to be repaid.

Semester – A college term consisting of 16 weeks of class sessions in the fall or spring. The summer semesters are usually an eight-week session.

Sophomore – Any SCC student who has completed 28 credit hours or more.

Student Aid Report (SAR) – Information received after your FAFSA has been processed. It reports the information you provided on the application and is the criteria used to determine eligibility for financial aid.

Suspension (Academic) – A student is placed on academic suspension when his/her cumulative grade point average falls below satisfactory academic progress for the third time. The student will not be allowed to register for classes for the semester after being placed on suspension.

Syllabus – A detailed course outline often including instructor expectations for student attendance, assignments and grading.

Transcripts – Official record of all coursework. May be obtained from the Enrollment Services Department.

Tuition – An amount of money charged to a student for each course credit hour.

Warning (Academic) – A student is placed on academic warning when his/her cumulative grade point average falls below satisfactory academic progress for the first time.

Withdraw – A way to “drop” a course after the semester starts. Class must be dropped by a specific deadline. A grade of “W” is recorded for that class and there is no effect on grade point average.
DIRECTIONS TO SCC/MAPS

1 SCC Main Campus
4601 Mid Rivers Mall Drive
Cottleville, MO 63376-2865
636-922-8000

2 Nursing and Allied Health Center
#1 Academy Place • Dardenne Prairie, MO 63368
636-922-8280

To Main Campus:

From Interstate 70
• Drive south on Mid Rivers Mall Drive for approximately 3 miles.
  The campus is located on the right side of the street.
• Turn right onto Cottleville Parkway.
• Turn right at the first or second light to enter the campus.

From Highway 94 South
• Turn left onto Mid Rivers Mall Drive and drive approximately 2 miles.
  The college is located on the left side of the street.
• Turn left onto Cottleville Parkway.
• Turn right at the first or second light to enter the campus.

From Interstate 270/Page Avenue Extension
• Turn onto MO-364 West (Page Avenue). Continue on MO-364 West, which becomes MO-94 West.
• Turn right onto Mid Rivers Mall Drive and drive approximately 2 miles.
  The college is located on the left side of the street.
• Turn left onto Cottleville Parkway.
• Turn right at the first or second light to enter the campus.
For floor diagrams of the buildings, visit www.stchas.edu/buildingmaps.
View the Student Handbook online at stchas.edu/StudentHandbook.

For more information about Student Activities, visit stchas.edu/StudentLife.