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5.00 FEES AND TUITION

- A. Fees shall be approved as needed by the Board of Trustees.
- B. Fees shall include but not be limited to the following:
- Semester Credit Hour Fee
 - Equipment Use
 - Applied Music
 - Surcharge
 - Technology Usage
- C. Cost of textbooks shall be additional to the above. All fees must be paid in full at the time of registration unless other financial arrangements are made with the business office. Students enrolling under a financial aid program must complete arrangements prior to registration.

5.01 RESIDENCY

A. **IN-DISTRICT STUDENT**

A student whose permanent residence or high school of graduation is within the College District.

Other students wishing to prove permanent residency within the College District must do so by one or more of the methods listed in B.

PL 113-146 THE VETERAN ACCESS, CHOICE AND ACCOUNTABILITY ACT OF 2014, SECTION 702

Mineral Area College adheres to requirements beyond PL 113-146 the Veteran Access, Choice and Accountability Act of 2014, Section 702. Section 702 targets educational assistance through ensuring in-state tuition/in-district rates to uniformed services veterans and their qualified dependents covered under this Section.

The following individuals shall be charged the in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Missouri while attending a school located in the State

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RESIDENCY – CONTINUED

of Missouri (regardless of his/her formal State of residence) and enrolls in the school after discharge from a period of active duty service of 90 days or more. These provisions extend to a spouse and/or dependent children.

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school after the transferor's discharge from a period of active duty service of 90 days or more. These provisions extend to a spouse and/or dependent children.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school after the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

Mineral Area College also adheres beyond the requirement to 6 CSR 10-3.010 Determination of Student Residency Implementation of Section 173.1150.1, RSMo (Student Resident Status for Separating Military Personnel) (revised language underlined thus) 6 CSR 10.

Members of the Military Forces.

- (A) Students shall neither gain nor lose resident status solely as a consequence of military service.
- (B) For the purposes of student resident status, military personnel, when stationed within the State of Missouri pursuant to military orders, their spouses, and unemancipated minor or dependent

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RESIDENCY – CONTINUED

children shall be regarded as holding Missouri resident, in-district status.

However, a member of the military forces who is specifically assigned, under orders, to attend a Missouri institution of higher education as a full-time student, shall be classified, along with his/her spouse and unemancipated minor or dependent children, as if they had no connection with the military forces.

- (C) Any individual who is in the process of separating from any branch of the military forces of the United States with an honorable or a general discharge shall have resident, in-district status for purposes of admission and tuition.
- (D) The following criteria shall be used by an institution for purposes of determining an individual's status under 6 CSR 10-3.010(6)(C)
 - 1. An individual shall be considered to be in the process of separating from any branch of the military forces at any time after receipt of formal separation orders but prior to one (1) year after receiving an honorable or general discharge.
 - 2. An individual may demonstrate presence and declare residency within the state and/or taxing district through a signed statement indicating the individual currently resides within the state and/or taxing district and intends to make the state of Missouri and/or the taxing district a permanent home.
 - 3. Discharge status shall be determined based on information contained in the Certificate of Release or Discharge from Active Duty (DD 214).

B. QUALIFICATIONS

It shall be the responsibility of the student to prove permanent residency within the College District when such proof is requested. Any one of the following may be used as proof of residency.

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RESIDENCY – CONTINUED

1. Any type of property tax receipt issued by a taxing authority within the College District for the preceding taxable year. Such property tax receipt must evidence that taxes to the College District were paid by the student or by the parents of a dependent student.
2. A statement from the county assessor's office stating that property owned by the student or spouse has been assessed for tax purposes for the current year.
3. A lease of real property within the district.
4. In order to qualify for benefits as a Veteran, a Certificate of Release or Discharge from Active Duty (DD 214), or comparable documentation, is required. A copy of a current Federal income tax return, or comparable documentation, is required to qualify for spouse and /or dependent status.

5.02 WITHDRAWAL AND REFUND OF FEES AND TUITION

A. WITHDRAWAL FROM COLLEGE

When a student must stop attending classes or withdraw from the one and only class in which he or she is enrolled, a Withdrawal/Exit Form must be submitted to the Registrar's Office. The date the official withdrawal request form is submitted to the Registrar's Office (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and assignment of grades.

Courses dropped prior to the end of the add/drop period are not entered on the student's permanent record. After the add/drop period has passed, the student may follow regular withdrawal procedures to drop any class up to the time that 75 percent of the term or semester is completed.

To withdraw from the College the student must:

1. Obtain and complete a Withdrawal/Exit Form;
2. Submit the Withdrawal/Exit form to the Registrar's Office for processing;

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WITHDRAWAL AND REFUND OF FEES AND TUITION – CONTINUED

3. Wait for any refund due to be mailed by the Business Office, if entitled to a refund.

Regardless of whether the student is passing or failing at the time, a “W” (withdrawal) will be entered on the student’s record. Any drop completed after 75 percent of a term has passed may result in a grade of “F.” Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of an “F” for those classes, as well as a possible financial obligation.

Refund Policy

Refunds for dropped courses or withdrawal from the College are based on the percentage of the term completed. Refunds vary depending on the length of the term for which a student is enrolled. A regular term is 16 weeks; however, some courses are offered in terms that are less than 16 weeks. The student billing system will automatically calculate the refund due based on the time of day a drop is processed. Information regarding specific dates and the percentage of refunds allowed are published each semester in the course schedule and on the Mineral Area College web site.

B. WITHDRAWAL FOR STUDENTS MOBILIZED FOR MILITARY DUTY

Normal withdrawal procedures should be followed wherever possible. However, if a student is unable to complete the necessary paperwork by coming into the Registrar’s Office or is unable to write a letter of withdrawal, the college shall accept other notification from the student or a family member. The Registrar’s Office will verify all notifications.

Refunds:

The student will be allowed to withdraw without penalty from the College and a 100 percent tuition refund will be granted upon presenting an original copy of his/her orders to the Registrar’s Office. Should a student have financial aid, all financial aid will be cancelled by the director of Financial Aid. Students should contact the director of Financial Aid for more information. Students withdrawing VA education benefits should contact the VA Certifying Official of their withdrawal and orders to report to duty.

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WITHDRAWAL AND REFUND OF FEES AND TUITION – CONTINUED

Alternatively, incomplete (“I”) grades with no tuition reimbursement may be more appropriate when the withdrawal is near the end of the semester and incompletes are agreed to by the instructor(s) and the student and approved by the appropriate dean. In the latter case, the student will be allowed to complete the coursework according to a written agreement submitted to the Registrar’s Office by the instructor with the final grade sheet for each course. The student shall receive a full refund for textbooks purchased at the MAC Bookstore. The College Park housing/meal plan refund will be prorated based on the actual number of days room and board were used.

5.03 INVOLUNTARY MEDICAL LEAVE

When a student’s illness or verification of illness precludes successful completion of his/her academic course work, the student may withdraw from all course work. Normally, a withdrawal from College will result from the student’s voluntary efforts. In exceptional circumstances, a student may be required to leave the College involuntarily until the circumstances have been resolved. In accordance with college policy and applicable federal and state laws, a student whose behavior or health status meets the established criteria may be subject to an involuntary medical leave. In cases where a student has a documented medical condition or emergency and the set refund date has passed, refunds may be approved on a case by case basis.

Involuntary Medical Leave Procedures

If it becomes evident that a withdrawal from the College may be in the best interests of a student and the College, and if the student does not agree, then the following procedures will be engaged:

The Dean of Students will consult with the Behavioral Intervention Team and will review all available information obtained from incident reports, conversations with appropriate faculty and staff, and the expert opinions of appropriate medical and mental health professionals.

The dean will engage in a determination on an individualized, case-by-case basis and will apply the Direct Threat Analysis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of future harmful conduct, either to the student or to others in the College community.

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INVOLUNTARY MEDICAL LEAVE – CONTINUED

The dean will meet with the student, if possible, so as to allow an opportunity for the student to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary medical leave from the College.

If, after discussion, the student chooses to withdraw voluntarily, a Withdrawal Form will be processed indicating that the withdrawal is voluntary and of a medical nature.

If, after conversation, the student maintains that he/she would like to remain enrolled, the dean will consult with appropriate medical and mental health professionals regarding the evidence presented by the student. The dean will also consult with College officials as appropriate.

The dean will render a decision and present that to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. These conditions for return will include a signed release by the student for appropriate College officials to discuss the student's readiness to return to College and assistance in developing reasonable accommodations to mitigate any direct threat to self or others.

Should the student choose to appeal the dean's decision, he/she will make such appeal in writing. The decision of the Dean of Students is final.

5.10 FINANCIAL AID

- A. Mineral Area College shall make federally funded programs available to qualified students. All federally funded awards shall be made on the basis of criteria established by the appropriate legislative statutes, the terms of agreement between the U.S. Commissioner of Education and Mineral Area College, and guidelines published by the U.S. Office of Education.
- B. Mineral Area College shall make state funded programs available to qualified students. All state funded awards shall be made on the basis of criteria established by the appropriate state legislative statutes and guidelines from the Department of Higher Education.
- C. Mineral Area College shall make institutionally funded scholarships available to qualified students. Specific provisions of the institutionally funded scholarships and criteria for the selection of recipients shall be

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FINANCIAL AID – CONTINUED

administered consistent with the descriptions published in the Financial Aid Guide.

- D. Mineral Area College shall make specially donated scholarships available to qualified students. Specific provisions of external scholarships and criteria for the selection of recipients shall be administered consistent with the descriptions published in the external scholarship section of the Financial Aid Guide.
- E. Mineral Area College shall make short-term loans available to qualified students on a funds available basis. Short-term loan funds shall be administered consistent with the description published in the special loan section of the Mineral Area College catalog.
- F. Mineral Area College is required to have a policy which defines, establishes, and enforces minimum standards of satisfactory academic progress for students receiving Federal Student Aid.

Policy

In accordance with Federal Student Aid regulations, Mineral Area College has established a policy and related procedures to insure quantitative and qualitative measures for evaluating the progress of Federal Student Aid recipients. Evaluation of the academic progress of students will occur after each semester.

In order to allow for the appropriate due process, an appeal procedure is included to allow for extenuating circumstances.

Procedures

1. Pace (Maximum Timeframe)

- ✓ Federal Student Aid Regulations provide for assistance up to 150% of program length, (i.e., there is a maximum timeframe in which Federal Student Aid can be awarded).

Enrollment Status:	Maximum Timeframe:
Full-Time	6 Semesters (or 93 Credit Hours Attempted)
3/4-Time	9 Semesters
1/2-Time	12 Semesters

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FINANCIAL AID – CONTINUED

A student pursuing a certificate that requires 30 credit hours for completion may attempt up to a maximum of 45 hours or for those certificates requiring more than 30 credit hours, may attempt up to 150% of the normal time required for completion of the certificate. A student who has met the above criteria will be considered to have met the Maximum Timeframe and will be ineligible for financial aid at Mineral Area College.

- ✓ Students who complete the 640 Hour Criminal Justice Certificate, the 1000 Hour Criminal Justice Certificate and/or the Certificate in Paramedic Technology will be considered as having met the Maximum Timeframe and will be placed on Financial Aid Probation at the end of their program and become ineligible for Financial Aid.
- ✓ Credit hours transferred from other colleges and universities will be included in the credit hours toward the pace maximum timeframe.
- ✓ Students pursuing an Associate Degree may attempt up to a maximum of 150% of the required hours for their program of student.
- ✓ Students who graduate and/or complete their Associate Degree Program of Study will be considered to have met the pace maximum timeframe and will be placed on Financial Aid Probation; will be ineligible for financial aid.
- ✓ All courses in all semesters are counted in the pace maximum timeframe.
- ✓ All classes with a grade of A, B, C, D, F, W and I are counted in the pace calculation, including any classes which are repeated.

2. Pace (Quantitative)

- ✓ Students must successfully complete two-thirds (67%) of their total credit hours attempted. Credit hours transferred from other colleges and universities will be included in the total credit hours attempted at Mineral Area College and will be counted in the credit hours toward the pace.

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FINANCIAL AID – CONTINUED

- ✓ Students enrolling in the 640 Hour Criminal Justice Certificate, the 1000 Hour Criminal Justice Certificate and/or the Certificate in Paramedic Technology will be required to complete their program in its entirety or they will be placed on Financial Aid Warning.
3. Grade Point Average (Qualitative)
- ✓ Unless placed on an academic plan, students receiving Federal Student Aid must maintain a cumulative grade point average of 2.00 or higher in order to continue to receive Federal Student Aid.
 - ✓ Grades of A, B, C, D and F are counted when determining a student's cumulative grade point average.
 - ✓ Grades for credit hours transferred from other colleges and universities are counted when determining a student's cumulative grade point average.
 - ✓ Grades of W and I are not included when determining the cumulative grade point average.
 - ✓ Students enrolling in the 640 Hour Criminal Justice Certificate, the 1000 Hour Criminal Justice Certificate and/or the Certificate in Paramedic Technology will be required to maintain the required GPA for their program and complete their program in its entirety or they will be placed on Financial Aid Warning.
4. New Financial Aid Recipients and Transfer Students
- ✓ New students who attend Mineral Area College without financial aid and then apply for assistance will be required to meet the satisfactory academic progress standards as if they had received Federal Student Aid from the beginning of their attendance at Mineral Area College.
 - ✓ Students who have already completed an undergraduate degree and apply for financial aid will be considered to have met the pace maximum. These students will be classified in an over maximum timeframe status and must file a financial aid appeal in order to request an extension of Federal Student Aid.

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FINANCIAL AID – CONTINUED

- ✓ For Satisfactory Academic Progress purposes, students who transfer to Mineral Area College will be eligible for Federal Student Aid during their first semester of attendance and will have their eligibility evaluated at the end of the first semester they receive Federal Student Aid.

5. Financial Aid Warning

- ✓ Students who fail to meet Satisfactory Academic Progress (either Pace or Grade Point Average) will be placed on Financial Aid Warning in the succeeding academic term. The Financial Aid Warning does not preclude a student from receiving Federal Student Aid.
- ✓ Students who are placed in a Financial Aid Warning Status are notified through their Mineral Area College Email Account.

6. Financial Aid Probation

- ✓ Students with a Financial Aid Warning who fail to meet either the Pace requirement or the Grade Point Average Requirement will be placed on Financial Aid Probation in the succeeding academic term. The student is then ineligible for Federal Student Aid.
- ✓ Once a student regains a satisfactory cumulative grade point average and meets the pace requirement of 67% completion of the total credit hours attempted, they may regain eligibility for Federal Student Aid.
- ✓ Students who exceed the maximum number of allowable credit hours for their program of study will be placed on Financial Aid Probation in an over (pace maximum) status. Students who graduate with an Associate Degree will be placed on Financial Aid Probation in a graduated status. Both of the aforementioned statuses will deem the student ineligible for Federal Student Aid.
- ✓ Students who are placed in a Financial Aid Probation Status are notified through their Mineral Area College Email Account.
- ✓ A student may appeal the loss of Federal Student Aid Benefits as listed below.

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FINANCIAL AID – CONTINUED

7. Conditions for Appeal

- ✓ Students who lose eligibility for Federal Student Aid may submit an appeal for consideration by the College. An appeal may be submitted due to the following conditions:
 - Loss of aid following the Financial Aid Warning period and the student is now on Financial Aid Probation; if extenuating circumstances exist (i.e, death in the family, illness or injury of the student, or other special circumstances, etc.).
 - Loss of aid following graduation and/or completion of an Associate Degree; if extenuating circumstances exist (ie. death in the family, illness or injury of the student, or other special circumstances, etc.); and student is pursuing an additional degree at Mineral Area College.
 - Loss of aid due to exceeding the maximum number of allowable attempted credit hours (pace maximum) for the student's program of study; if extenuating circumstances exist (i.e., death in the family, illness or injury of the student, or other special circumstances, etc.).

8. Appeal Process

- ✓ The process to appeal the loss of Federal Student Aid Benefits will be maintained by the Financial Aid Office and communicated to the appropriate students at the end of each semester.
- ✓ Students on Financial Aid Warning who wish to appeal will be required to complete the Academic Progress Appeal Form including the following information: Why the student failed to make SAP, what has changed in the student's situation that will allow the student to make SAP the next semester and an academic plan including an anticipated graduation date.
- ✓ If the student's appeal is reviewed and Federal Student Aid is not reinstated by the Director of Financial Aid, the student may file an appeal in accordance with the Student Grievance Procedures with the Dean of Students. If the Dean of Students cannot satisfactorily resolve the complaint, the student may request the matter be

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FINANCIAL AID – CONTINUED

referred to the college Student Grievance Committee. The chairperson will convene the committee. The decision of the Student Grievance Committee shall be final.

- ✓ Subsequent to review and approval, students whose aid eligibility is reinstated will be subject to following an established academic plan.

G. Return of Title IV Funds Policy

Mineral Area College is required to have a policy which allows for the recalculation of Title IV aid eligibility for students receiving Federal Student Aid who officially or unofficially withdraw from classes.

1. Official Withdrawal

If a student withdraws or is withdrawn or dismissed from Mineral Area College, the school and/or the student may be required to return some of the Federal Student Aid funds awarded to the student. The student may also be eligible for a refund of a portion of the tuition and fees paid to Mineral Area College for the semester. If the student received financial assistance other than federal funds, a portion of the refund may be returned to the program from which the assistance was received.

Refunds to all Title IV aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loans) recipients who withdraw during an enrollment period will be reviewed and recalculated to comply with Federal Student Aid regulations.

If a student wishes to withdraw, the student should contact Student Services and complete a withdrawal form. The date used when calculating the refund will be the date of withdrawal documented by Student Services.

2. Unofficial Withdrawal or Dropping Class

All students who enroll and are Federal Student Aid recipients must attend all classes for which they were originally enrolled. Dropping classes may result in a repayment obligation. If a student fails to attend

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FINANCIAL AID – CONTINUED

one or more classes and does not officially withdraw, any aid disbursed is subject to repayment by the student.

If a student is withdrawn by the instructor for excessive absence or failure to actively participate (in the case of a web class) from the College at any time during the semester, any aid disbursed is subject to repayment by the student. The amount of repayment due is calculated based on the student's last day of attendance.

If a student stops attending all classes before completing at least 60% of the semester, they will have a repayment obligation for Federal Student Aid program(s).

3. Receipt of all F's for the Semester

Students who enroll and are Federal Student Aid recipients are evaluated at the end of each semester to determine if they received all grades of F or a combination of grades of F and Withdrawn Courses. Those students are subject to the Return of Title IV Funds Policy.

4. Example of Earned/Unearned Title IV Aid Calculation and Repayment Calculation

A. Calculation of the amount of Title IV Assistance earned by the student:

(1) Amount of Title IV Assistance earned by the student is equal to the percentage of the payment period that the student completed as of the student's withdrawal date, if this date occurs on or before— Completion of 60 percent of the payment period.

a. Example: $\frac{\text{Total Completed Days in the Payment Period}}{\text{Total Days in the Payment Period}} = \text{Percentage Completed}$.
 $\text{Total Percentage Completed} \times \text{Total Aid Disbursed/Could Have Been Disbursed} = \text{Total Aid Earned}$.

(2) 100%, if the student's withdrawal date occurs after— Completion of 60 percent of the payment period or period of enrollment.

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FINANCIAL AID – CONTINUED

- (3) Apply this percentage to the total amount of title IV grant or loan assistance that was disbursed and could have been disbursed to the student, or on the student's behalf, for the payment period or period of enrollment as of the student's withdrawal date. Aid that could have been disbursed is aid that the student had been awarded for the payment period on or before the date of withdrawal/date of last attendance.

**Examples of 60% Point for 2017-2018 Academic Year
Regular 16 Week Term (Terms other than 16 Weeks will
have different 60% points)**

**Fall 2017 – October 27, 2017
Spring 2018 – March 23, 2018
Summer 2018 – July 6, 2018**

- B. Calculation of the amount of Title IV Assistance unearned by the student:

The percentage of title IV grant or loan assistance that has not been earned by the student is calculated by determining the complement of the percentage of title IV grant or loan assistance earned by the student as described in Section 5A above.

- C. Total amount of unearned title IV assistance to be returned:

The unearned amount of title IV assistance to be returned is calculated by subtracting the amount of title IV assistance earned by the student from the amount of title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew.

5. Repayment is made to the Federal Student Aid Programs by the College in the following order as mandated by the U. S. Department of Education:

Unsubsidized Direct Stafford Loan
Subsidized Direct Stafford Loan
Direct PLUS (Parent)
Pell Grant
FSEOG

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FINANCIAL AID – CONTINUED

Repayment is made to the Federal Student Aid programs by the College based on the U.S. Department of Education's Return of Title IV funds distribution hierarchy.

6. Post-Withdrawal Disbursements

- (1) For a student who withdraws after the 60% point in time, even though a return is not required, a return calculation is completed to determine whether the student is eligible for a post-withdrawal disbursement if the following conditions are met:
 - (a) ISIR (Institutional Student Aid Report) or SAR (Student Aid Report) processed with an official expected family contribution (EFC)
 - (b) All Verification Documents Received by the Financial Aid Office (if selected by the Department) prior to the student's last date of attendance or within 30 days thereafter.
- (2) Post-Withdrawal Disbursement is made within 180 days of the student's last date of attendance.
- (3) Post-Withdrawal Disbursements are made first from available grant funds and then available loan funds. Available funds, refers to Title IV program assistance that could have been disbursed to the student but was not disbursed as of the date of the institution's determination that the student withdrew. Further aid that could have been disbursed includes aid that had been awarded to the student prior to the date of withdrawal/date of last attendance.
- (4) Without obtaining a student's permission, Title IV grant funds from a post-withdrawal disbursement are credited to a student's account to pay for tuition, fees, and room and board (if the student contracts with the school).
- (5) Post-withdrawal of loan funds will be offered to student if the following conditions are met:
 - (a) ISIR or SAR processed with an official EFC
 - (b) All Verification Documents received by the Financial Aid Office (if selected by the Department) prior to the student's last date of attendance or within 30 days thereafter
 - (c) Student has completed all required Direct Loan Paper work prior to last date of attendance.

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FINANCIAL AID – CONTINUED

- (6) Post-withdrawal disbursement of loan funds is not automatic. Student is mailed a letter through the postal mail to offer the availability of those funds. If accepted, disbursement is made as soon as possible by credit to the student account.

H. Federal/State Tuition Assistance: Return of Unearned Funds Policy (DoDI 1322.25 Requirement)

Mineral Area College has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch. Tuition Assistance Funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

SCHEDULE FOR RETURN OF UNEARNED TUITION ASSISTANCE FUNDS TO THE GOVERNMENT

Days 1-7	100%
Days 8-14	100%
Days 15-21	75%
Days 22-28	75%
Days 29-35	50%
Days 36-41	50%
Days 42-48	25%
Days 49-55	25%
Days 55-61	25%

5.20 GUIDANCE AND COUNSELING SERVICES

Academic advisement and career counseling services shall be made available to the student or prospective student of Mineral Area College. The student shall be encouraged to confer with his/her academic advisor about his/her educational and career plans. Additionally, the College shall provide personal counseling services to those students who may have issues impacting their lives.

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5.21 HOUSING

- A. Mineral Area College will maintain a student housing facility, referred to as College Park.
- B. The room and board, established by the Board of Trustees, will include the use of one bed space in a two-bedroom or four-bedroom apartment and the common space, plus the choice of a 12 or 15 meal per week plan each semester. All utilities, internet and cable are included.
- C. Housing is open to any student that is enrolled in a minimum of six credit hours in Mineral Area College or Central Methodist University classes.
- D. Students living at College Park are required to enroll in a 12-15 meal per week plan with campus food service.
- E. Requirements to be accepted at College Park are as follows:
 - 1. Complete application for housing
 - 2. Complete the College Park housing agreement
 - 3. Complete the voluntary meningitis waiver or provide proof of vaccination
 - 4. Submit a security deposit, established by the Board of Trustees
 - 5. Complete a background check
 - 6. Select a meal plan
- F. College Park will maintain policies and procedures covering rules and regulations established by the Board of Trustees and updated as needed.

5.30 ADMISSION REQUIREMENTS AND RETENTION STANDARDS

- A. Mineral Area College maintains an open door policy. Open door admissions means that the College will admit any student 16 years of age or older or who qualifies for dual credit under Missouri Department of Higher Education Policy, who can benefit from its courses. The College is committed to the admission of students without regard to sex, race, color, religion, national origin, ancestry, age, disability, marital status, veteran status, genetic information, or sexual orientation. Mineral Area College's "open door" policy signifies the desire to make education accessible to all motivated students, regardless of previous experience or performance. The College reserves the right to deny admission to students who have been suspended or expelled from their previous program of study if the

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ADMISSION REQUIREMENTS AND RETENTION STANDARDS – CONTINUED

College determines that the conduct which warranted said suspension or expulsion would have warranted similar action by the College.

The College reserves the right to deny admission to students who have been convicted of a felony when the conviction is for crimes of violence and/or offenses involving a weapon.

Admission to the College does not guarantee entrance into all courses or programs of study. The College reserves the right to establish selective admissions procedures for particular programs of study.

B. Degree seeking students or transfer students who have graduated from an accredited high school, home school program, or who have completed the GED are admitted to Mineral Area College once they have submitted the following documents:

1. Application for Admission
2. Application fee
3. High School or GED transcript
4. College transcripts (if applicable)
5. ACT and/or COMPASS test scores

Official academic transcripts from any previously attended college or university will need to be submitted to the Admissions Office prior to registering for classes. In order for Mineral Area College to transcript previous college credits, an official transcript must be sent directly from the former institution(s) attended to Mineral Area College.

Students who are unable to submit transcripts in this time frame will be allowed to register on the first day of classes under provisional student status. Students entering as a provisional student will not be eligible for early registration the following semester until the transcript(s) have been received. Provisional students are not eligible for financial aid.

C. Students may be required to attend an orientation program.

D. Students will be notified when admission requirements are complete.

ARTICLE V - STUDENTS

ADMISSION REQUIREMENTS AND RETENTION STANDARDS – CONTINUED

- E. Degree seeking students who do not have a GED/diploma from an accredited high school will be admitted as a regular student. They will not be eligible to receive financial aid until completion of a GED/diploma.
- F. Non-degree seeking students will be admitted to the college without having to submit transcripts or test scores. Test scores are required for placement in all English and math courses as well as other selected courses. Students should refer to the course description for any prerequisites.
- G. International students who wish to come to the United States under educational visas or who are already in the United States under visas that would allow educational pursuits may be admitted to the College. Applicants must meet the minimum English language, educational, financial, and health insurance requirements specified by the College.
- H. Students who are still enrolled in high school are eligible to attend Mineral Area College classes as dual credit or dual enrollment students. They must be juniors or seniors and 16 years of age.
- I. Campus visits are encouraged and welcomed through the Admissions Office.
- J. A student seeking admittance after the scheduled enrollment date must have approval from the appropriate dean.

5.31 ATTENDANCE

Faculty may officially drop a student for excessive absence after two weeks of consecutive absences which occur during the first 75 percent of the semester or term.

Individual faculty members may define “excessive absence” differently, such as three absences per semester, for specific courses as stated in the course syllabi. The student should determine what that definition is in each course. A student cannot drop a course merely by not attending classes.

The student will receive a “W” on the transcript in the event of being dropped for excessive absence.

ARTICLE V - STUDENTS

ATTENDANCE - CONTINUED

Students should also be advised that they will not be able to drop a class, nor will a faculty member be able to drop for non-attendance after 75 percent of a term or session is completed. Students should refer to the current academic calendar to determine the exact date when drops for non-attendance may be completed.

For absences due to school-related activities such as athletic games, music engagements, field trips, and student conferences, etc. the appropriate dean's office will issue written notices to the faculty members whose classes are involved stating who is to be excused and for what period of time.

5.32 ADDING AND DROPPING COURSES

Adding a Class

This term refers to the short period of time at the beginning of any semester or session when students can add an open class with or without the instructor's signature. Restricted classes require a signature by the instructor in order for a student to register. Students may not add a course during the fall or spring semester terms after it has met twice (once for summer term). Students may add telecourses or online courses during the first three days of a 16-week term (first day for a summer term).

Any student who attends a class without officially registering or following prescribed procedures for adding a class will not receive credit for the class.

To add a class the student must:

1. Obtain and complete a Request To Add A Class form
2. Deliver the form to the course registration window
3. Pay any additional fees required

Request To Add A Class forms are scanned by the Registrar's Office and the student will receive a copy of the form via MAC e-mail.

Dropping a Class

This term refers to the time a student may drop or withdraw from a class within the prescribed time allowed for dropping or withdrawing from a class. Unless otherwise indicated for specific programs, students may officially withdraw from a 16-week course up to the 13th week of the semester. From the beginning of the 13th week through the end of the 16th week semester, students will not be

ARTICLE V - STUDENTS

ADDING AND DROPPING COURSES – CONTINUED

permitted to withdraw from a class and must accept the grade earned. The date of a drop will determine if there is a refund. Courses that are dropped during the first 1/4th of a term will not appear on an official academic transcript.

To officially drop or withdraw from a course, the student must:

1. Obtain and complete a Request To Drop A Class form
2. Deliver the form to the course registration window

Request to Drop a Class forms are scanned by the Registrar's Office and the student will receive a copy of the form via MAC e-mail.

Important course withdrawal dates are published in the Course Schedule and are available on the College's web site. Students may also drop or withdraw from a class via MyMAC, the student information system, at www.mineralarea.edu. The responsibility of dropping a course rests with the student. Any informal arrangements made with the instructors or other College staff members may result in a failing grade as well as financial liability for all charges incurred for the course. A student cannot drop a course merely by not attending classes.

If entitled to a refund, wait for any refund due to be posted to the student's MAC Debit card by the Business Office. Students who receive any type of financial assistance or veterans benefits should notify the Financial Aid Office before withdrawing from courses.

5.33 ADMINISTRATIVE WITHDRAWAL FROM CLASS

Students may be administratively withdrawn from classes as a result of disciplinary action imposed due to a violation of student conduct.

Also, see section 5.31, Attendance.

5.34 COMPLETE WITHDRAWAL FROM COLLEGE

When a student must stop attending all classes, or must withdraw from the one and only class in which he/she is enrolled, a Withdrawal/Exit form must be submitted to the Registrar's Office for processing. The date the official request form is submitted to the Registrar's Office (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and assignment of grades.

ARTICLE V - STUDENTS

COMPLETE WITHDRAWAL FROM COLLEGE - CONTINUED

Courses dropped prior to the add/drop period of a semester are not entered on the student's permanent record. After the add/drop period has passed, the student may follow regular withdrawal procedures to drop any class up to the time that 75 percent of the term or semester is completed. Regardless of whether the student was passing or failing at the time, a "W" (withdrawal) will be entered upon the student's record. Any drop completed after the 75 percent of a term has passed may result in a grade of "F." Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of an "F" for those classes, as well as a possible financial obligation. Students should refer to the current academic calendar to determine the exact date when classes may still be dropped with a grade of "W."

To withdraw from the College the student must:

1. Obtain and complete a Withdrawal/Exit form
2. Submit the Withdrawal/Exit form to the Registrar's Office for processing
3. Wait for any refund to be posted to the student's MAC Debit card by the Business Office, if entitled to a refund.

Withdrawal/Exit forms are scanned by the Registrar's office, and the student will receive a copy of the form via MAC e-mail.

Students should refer to the current Course Schedule or the College's web site to determine the exact date when classes may still be dropped with a grade of "W."

5.36 CANCELLATION OF CLASSES

The College reserves the right to cancel classes from time to time due to unforeseen circumstances such as insufficient class enrollment, the availability of qualified instructors, and/or appropriate facilities.

Students who enroll in a class that is later canceled will have an opportunity to add a different class as noted on the College's Academic Calendar.

5.37 CONFIDENTIALITY OF STUDENT RECORDS

All offices and departments of the College that collect and maintain academic, financial, academic advising, personal counseling, disciplinary, placement, and other information about students will comply with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, in regard to release of student information.

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5.38 DEGREE AND CERTIFICATE TIME LIMITS

Students planning to earn a Mineral Area College certificate or degree must meet requirements of the catalog in effect when first enrolled or of any subsequent catalog. Students who discontinue enrollment for two consecutive semesters, summers excluded, will be required to follow the catalog in effect upon their return to College.

5.40 GRADING SYSTEM

The College employs the following grading system using the letters A, B, C, D, F, W, I, AU, P, CR and WIP. These letters shall have the following meanings:

A	Superior
B	Above average
C	Average
D	Passing, below average
F	Failing
W	Withdrawal
I	Incomplete
AU	Audit
P	Pass
CR	Credit
WIP	Work in progress
R	Repeat

For purposes of determining grade point averages, grades are numerically evaluated as follows:

A	4 grade points
B	3 grade points
C	2 grade points
D	1 grade point
F	No grade points
W	No grade points
I	No grade points
AU	No grade points
P	No grade points
CR	No grade points
WIP	No grade points
R	See below

ARTICLE V - STUDENTS

GRADING SYSTEM – CONTINUED

An “R” indicates the student has retaken a given course, and the grade received is the one that is figured in and determines the student’s cumulative grade point average.

Once a grade is recorded in the Registrar’s Office, it is a permanent grade. Changes cannot be made unless the instructor has made an error in calculating the grade, and any changes must be approved by the dean of the respective division.

Grades are available to students via MyMAC on the college website. All submitted grades become part of the student’s official record (transcript) and are used in the computation of both the semester grade point average and the student’s cumulative grade point average.

Computing Grade Point Average

The grade point average for any period is obtained by dividing the total number of grade points earned by the total number of credit hours attempted during that period. Courses in which a student receives a grade of I, W, AU, P, CR, and WIP receive no numerical value and are not included in the grade point average.

Incomplete Policy

The grade of “I” (Incomplete) may be assigned by an instructor when a student is doing passing work but has not completed a small portion of the required course work by the conclusion of the term. The instructor decides if there is an acceptable reason (for example, a serious illness) why the student cannot complete the required course work. Both the student and the instructor must complete the Incomplete Grade Request form and file it with the appropriate dean along with the final grade sheets for the course. Requirements for completing the course to receive a grade are specified in detail by the instructor on the Incomplete Grade Request form. A grade of Incomplete may not be assigned in order to give a student a chance to do more work or improve a grade. An “I” may not be used to permit a student to repeat a course or to improve a grade. Students may not re-enroll in courses in which they have received an “I” grade.

The deadline for removal of an Incomplete is one year from the first day of the term in which the Incomplete was recorded, unless a shorter period of time is specified by the instructor. The deadline determined by the faculty member must be specified on the Incomplete Grade Request form, which is provided by the Registrar’s Office. A copy must also be provided to the student. No extension will be granted for more than a full calendar year from the date of original

ARTICLE V - STUDENTS

GRADING SYSTEM – CONTINUED

enrollment, except for compelling circumstances. Such requests must be made before the deadline. Requests for extension of time should be submitted in writing to the appropriate dean. If an Incomplete is not cleared within the specified period of time, the Incomplete will be converted to the grade of “F.” This is an automatic conversion process by the Registrar’s Office. A list of all “T” grades subject to this conversion will be sent to the appropriate dean.

5.41 PASS/FAIL GRADING SYSTEM

- A. A maximum of six (6) credit hours taken on a Pass/Fail basis may apply only toward the graduation requirements of an Associate in Science or an Associate in Applied Science. A maximum of three (3) credit hours may apply toward the graduation requirements of a one-year career/technical certificate.
- B. A student must enroll on a Pass/Fail basis at registration and will not be allowed to change status after the class has met.
- C. Honor points will not be awarded for any course taken on a Pass/Fail basis.
- D. A student must have a minimum G.P.A. of 2.1 for all other credit hours presented for graduation requirements.

5.42 SEMESTER HOUR LOAD

The maximum course load for the fall and spring semesters is 18 credit hours. The maximum course load for the summer term is 9 credit hours. Students with a superior scholastic record may be permitted to register for more than the recommended maximum with the appropriate dean’s approval.

5.43 TRANSCRIPT OF CREDIT

- A. A fee, established by the Board of Trustees, is required for officially produced transcripts.
- B. Transcripts, letters of recommendation, certificates of attendance, and other official documents will not be made available to any student who is financially indebted to the college in any way.

ARTICLE V - STUDENTS

TRANSCRIPT OF CREDIT – CONTINUED

- C. Due to the confidentiality of records, transcripts will be released only upon the student's written request.

5.44 CLASSIFICATION

Students will be classified consistent with the specifications of the Coordinating Board for Higher Education, State of Missouri.

Full-Time Classification

A student enrolled in twelve or more semester hours of course work for the fall/spring semesters and six or more semester hours of course work for the summer session.

Part-Time Classification

A student enrolled in one to eleven semester hours of course work for the fall/spring semesters and fewer than six semester hours of course work for the summer session.

Freshman

A student who has satisfactorily completed fewer than 30 semester hours of course work.

Sophomore

A student who has satisfactorily completed 30 or more semester hours of course work.

5.45 TEXTBOOKS

Students are required to purchase textbooks, which can be purchased through the College bookstore. Additional textbook information, appropriately linked to the College website will be provided on-line.

5.50 COURSE REPETITION

A student who has received a grade below "C" or below in a given course may repeat the course to raise his/her grade point average. When a course is repeated, the first grade remains on the transcript, and all grades for each attempt are recorded on the record. Only the latter grade will be counted for graduation or in computing grade points. Students may not repeat a lower level course that serves as a prerequisite for a course that was already completed by the student with a

ARTICLE V - STUDENTS

COURSE REPETITION – CONTINUED

“C” or better. For financial assistance eligibility, all attempts will count towards maximum hour limits and completion ratio.

5.51 AUDITING COURSES

Students who wish to obtain knowledge from a course, but do not need or want the credit for graduation, may enroll in the course(s) as an auditor. Auditors receive no credit toward a degree and an “AU” grade appears on the transcript. Students pay standard fees for the course(s). Students may not change their registration status (audit vs. credit) after the first day of classes in the regular session or the equivalent thereof in a shorter session. Students must obtain approval from the appropriate administrator and instructor on an enrollment form prior to registration processing to enroll as an auditor. Normally, an auditor will attend the course on a regular basis; the appropriate dean, department chair, or instructor will stipulate the requirements for enrollment in a course as an auditor. Students cannot count audit courses to establish full- or part-time status.

5.60 OPTIONS FOR RECEIVING COLLEGE CREDIT

The Board of Trustees endorses the educational philosophy that a student may have achieved College level proficiency in certain areas. The Board of Trustees establishes the following guidelines for granting credit by examination and/or educational experiences in the armed services, business or industry, or other institutions.

5.61 COLLEGE CREDIT BY EXAMINATION OR OTHER EDUCATIONAL EXPERIENCES

A. Types of Credit by Examination or Other Educational Experiences

1. Credit by Examination: Procedure for granting credit by examination will be determined by the departments in consultation with appropriate administrators. Only currently enrolled students are eligible to receive credit by examination.
2. Credit for Educational Experience in the Military: The basis for awarding College credit for education experiences in the armed services will be determined by reviewing A Guide to the Evaluation of Educational Experiences in the Armed Services. (This guide is published by the American Council on Education.) Credit is normally granted for military coursework that has a

ARTICLE V - STUDENTS

COLLEGE CREDIT BY EXAMINATION OR OTHER EDUCATIONAL EXPERIENCES - CONTINUED

course equivalent at Mineral Area College and is appropriate to the student's major.

3. Credit for Work Experience: Procedures for granting college credit for educational experiences in business or industry are to be determined by the departments in consultation with appropriate administrators.

The policy for granting college credit under these guidelines will be administered by the Registrar with cooperation from the appropriate administrator. Credit will be recorded on the student's permanent record with appropriate notation.

An evaluation and/or administrative fee will be charged at the time an official evaluation is requested and/or credit is granted.

There is no assurance that credit earned by examination will be accepted by another institution of higher learning in transfer.

Credit will be held in escrow until completion of one semester on the Mineral Area College campus with an over-all grade point average of 2.0.

B. College Level Examination Program (CLEP)

The College Level Examination Program evaluates knowledge gained through reading, job experience, non-college training programs, etc. The program is sponsored by the College Entrance Examination Board. Students may earn credits for general or subject examinations. Credits must be applicable in students' programs of study. Students should check with the Registrar's Office before taking the examination to determine requirements for credit.

C. Cooperative Course Credit

Mineral Area College may cooperate with other institutions in the development of courses for college credit.

1. The policy for granting college credit under these guidelines will be administered by the Registrar with cooperation from the respective deans.

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COLLEGE CREDIT BY EXAMINATION OR OTHER EDUCATIONAL EXPERIENCES – CONTINUED

2. College credit hours equivalent to a normal college semester may be granted under these guidelines.
3. Appropriate registration fees will be charged at the time credit is requested and approved.

The appropriate administrators of each of the cooperating institutions will agree in the following:

1. Courses to be taught
2. Course content
3. Course objectives
4. Textbook to be used

Instructors for all courses must be approved by the administration of Mineral Area College. Instructors will follow Coordinating Board for Higher Education and Higher Learning Commission guidelines concerning college credit granted to high school students.

D. Advanced Placement Program (AP)

MAC accepts advanced placement (AP) scores of 3 or higher for credit. Students who successfully completed the Advanced Placement Examination may receive credit in their programs of study in history, biology, chemistry, math, English, physics, and foreign languages. Students should forward the results of the AP exams through the College Entrance Examination Board to the registrar at MAC. An evaluation fee is charged. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. No grades are assigned for AP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom. There is no assurance that another institution of higher learning will accept advanced placement credit.

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COLLEGE CREDIT BY EXAMINATION OR OTHER EDUCATIONAL EXPERIENCES – CONTINUED

Advanced Placement Examinations

Test	Score Required	Hours Granted	Institutional Courses Satisfied
American History	3 4 or 5	3 6	HIS1230 American History I HIS1230 American History I and HIS1240 American History II
Biology	4 or 5	5	BIO1150 General Biology
Calculus AB	3, 4, or 5	5	MAT1650 Analytic Geometry & Calculus I
Chemistry	3 4 or 5	5 5	PHS1250 Introductory Chemistry PHS1350 General Chemistry I
English Language & Composition	3, 4, or 5	3	ENG1330 English Composition I
English Literature & Composition	3, 4, or 5	3	ENG1570 Introduction to Literature: Prose and Poetry
Physics C - Mechanics	3, 4, or 5	4	PHS1420 College Physics I
Physics C - Electricity/Magnetism	3, 4, or 5	4	PHS1440 College Physics II
French Language	3, 4, or 5	6	MFL1170 Elementary French, MFL1270 Intermediate French
Spanish Language	3, 4, or 5	6	MFL1370 Elementary Spanish, MFL1470 Intermediate Spanish

5.64 DUAL CREDIT

Interested students should contact their high school counselor or Mineral Area College's dual credit coordinator for course requirements and prerequisites information.

5.65 GENERAL EDUCATION BLOCK

Courses taken in addition to general education block requirements should be carefully chosen to ensure each course applies to the baccalaureate graduation requirements for the program of study at the college or university to which the student intends to transfer. It is the student's responsibility to become familiar with the specific major and graduation requirements of the baccalaureate institution to which the student intends to transfer.

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5.70 STUDENT ACTIVITIES

- A. Mineral Area College shall sponsor a variety of student activities ranging from cultural and social to recreational events.
- B. Such sponsored student club and/or organizational activities must be under the direction of faculty or staff personnel appointed by the appropriate administrator.
- C. All student club and/or organizational activities should be consistent with that club or organization's stated philosophy, purposes, and objectives.
- D. All student club and/or organizational activities/fundraisers must be approved by the Dean of Students.
- E. Policies and procedures for student activities, events, and fundraising guidelines are available upon request from the Dean of Students Office, in the student handbook and on the Mineral Area College website.

5.71 STUDENT CONDUCT

- A. Mineral Area College is dedicated to the philosophy and objectives of providing a quality, affordable education to the community. This College places a high value on the safety of all students who attend, study, or reside at this College. Whenever these purposes are threatened by student misconduct, appropriate disciplinary action must be taken. Discipline shall be exercised when the student's misconduct adversely affects the College's pursuit of its educational objectives or infringes on the public safety concerns of the College.
- B. When a student is charged with misconduct based on a violation of College rules, regulations, policies, procedures, or criminal law, the charge shall be administratively processed in accordance with the following policy and procedure in order to provide for student due process rights, and to safeguard the College's interests.

The student due process procedure is administrative in nature. As such, a student may choose at his or her own expense to consult with an attorney outside the parameters of any administrative due process meeting or hearing, but legal representation may not actively participate within such student due process meetings or hearings. When the misconduct stems from a violation of College Park policies or procedures, it will be

ARTICLE V - STUDENTS

STUDENT CONDUCT - CONTINUED

processed in accordance with Section XVIII, Resident Due Process Policy for College Park, and section 5.72(D) of this article.

A student's misconduct may result in disciplinary action by the College, referral to the criminal justice system for prosecution, or both, as these functions are not mutually exclusive.

- C. Disciplinary action may be imposed on a student for
 - 1. Conduct that represents a violation of college rules, regulations, policies, or procedures, or otherwise jeopardizes the safety and good order of College and its students and staff and/or
 - 2. Conduct that represents a probable cause violation of criminal law.
- D. Provisions related to disciplinary action shall be published and available to students, faculty, and staff.
- E. A student's misconduct may result in disciplinary action by the College, or referral to the criminal justice system for prosecution, or both, as these are not necessarily mutually exclusive. In instances where the student misconduct represents a violation of one or more criminal laws, as well as a violation of College rules, regulations, policies or procedures, the College may elect to provide temporary student due process, withholding finalization of student due process until the adjudication of criminal charges through the criminal justice system.

Student discipline may also be imposed for acts occurring away from the College and which are not related directly to College activities, when it is determined by the College that the student's conduct materially disrupts the educational process, or as otherwise permitted by law.

The Dean of Students may at any time temporarily suspend or deny readmission to a student from pending formal procedures when the Dean of Students finds and believes from available information that the presence of a student on campus would seriously disrupt the College or constitute a danger to the health, safety, or welfare of members of the College community.

ARTICLE V - STUDENTS

STUDENT CONDUCT – CONTINUED

F. Forms of Disciplinary Action

The following represent the range of disciplinary actions available to the College when a determination has been made that one or more students has committed an act or acts of academic and/or behavioral misconduct.

At the discretion of the dean of the respective division initiating the disciplinary action, one or more of the following disciplinary forms may be invoked.

1. Verbal counseling;
2. Partial or complete suspension of participation in extracurricular events, clubs, and/or athletic practices/competitions;
3. Letter of Reprimand (with or without components of suspension as defined above);
4. Removal from College Park residency (if applicable);
5. Issuance of a Notice of Trespass (either specific to a particular premise of the College, or campus-wide). This may occur in conjunction with a suspension or expulsion as described in this section;
6. Suspension from the College, ranging from one day up to and including one calendar year. This suspension may take the form of a physical suspension from College property with privileges to utilize distance learning courses or total suspension from the College with no academic availability during the suspension period. At the end of the suspension, the student may reapply for admission in writing to the Dean of Students;
7. Expulsion from the College: this discipline represents complete removal of the student from the College for a period of no less than 3 calendar years, at which time the student may reapply to the Dean of Students for readmission to the College.

ARTICLE V - STUDENTS

STUDENT CONDUCT – CONTINUED

G. Forms of Student Misconduct

1. Academic Misconduct:

Academic misconduct includes but is not limited to the following examples:

- a. Cheating;
- b. Plagiarism;
- c. Any form of conduct that seeks to gain, for the student or any other person, an academic advantage or advancement to which any person is not entitled;
- d. Attempting, aiding, abetting, conspiring, hiring, or being an accessory to any act prohibited within this section shall be considered the same as a completion of that/those violation(s).
- e. This College has an academic integrity policy which governs academic misconduct. See Article V, Section 5.92.

2. Behavioral Misconduct:

Behavioral misconduct includes but is not limited to the following examples:

- a. Knowingly furnishing false information to the College or its stakeholders, or intentionally omitting or withholding information from the College that is required as part of any administrative or procedural process or report;
- b. Forgery, including but not limited to alteration, altering or issuing College documents or records of identification with intent to defraud;
- c. Intentional obstruction or disruption of College functions or activities, including but not limited to the following: teaching and standards of classroom conduct as established by the instructor, research, administration, disciplinary

ARTICLE V - STUDENTS

STUDENT CONDUCT – CONTINUED

- proceedings, or other College activities, including public service functions and other authorized activities on College premises;
- d. Use of slander or libel in any way so as to cause or attempt to cause defamation of character;
 - e. Conduct which threatens or endangers the health or safety of any person on College property or at College-sponsored events;
 - f. Unauthorized possession or use of property or equipment owned by the College or a member of the College community on College premises, including but not limited to defacing property;
 - g. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; use of computing facilities to interfere with a College computing system.
 - h. Failure to comply with the directions of College officials acting in performance of their duties, including but not limited to directions deemed necessary to insure the safety of the student or others. Failure to identify oneself to any College official requesting such identification;
 - i. Unauthorized entry to, possession of, receipt of, duplication of, or use of the College's name, insignia, or seal;
 - j. Engaging or attempting to engage in conduct which is defined as a violation of criminal or traffic law within the revised statutes of the State of Missouri, or violations of the traffic and/or parking regulations of the College;
 - k. Participating in any activity which might be classified as a hate crime, including but not limited to verbal or written

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STUDENT CONDUCT – CONTINUED

- slurs or threats or physical attacks or other acts of discrimination;
- l. Smoking (or use of other tobacco products) in areas where the use of tobacco has been prohibited;
 - m. Use of, being under the influence of, possession of, distribution of alcohol, or narcotics or other restricted drugs on any of the Colleges campuses or at College-sponsored events. This prohibition shall also apply to paraphernalia associated with the use, possession, or distribution of alcohol, narcotics, or other restricted drugs;
 - n. Participation in, or the commission of any act of hazing, which is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including
 - i. Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another;
 - ii. Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts.
 - o. Bullying, defined as the systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying also includes unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage discomfort or humiliation or unreasonably interfere with the individual's school performance or participation, which is carried out repeatedly and is often characterized by an imbalance of

ARTICLE V - STUDENTS

STUDENT CONDUCT – CONTINUED

power. Bullying may involve, but is not limited to the following examples:

- i. teasing;
 - ii. threats communicated by written, verbal, and/or physical means;
 - iii. intimidation;
 - iv. cyber-stalking and/or cyber-bullying;
 - v. any conduct or behavior which is defined as a violation of criminal law within the revised statutes of the State of Missouri;
 - vi. sexual, religious, or racial harassment;
 - vii. any conduct, behavior, or communication reasonably intended to cause public humiliation;
 - viii. knowingly spreading falsehoods and/or rumors that reasonably intend to cause harm or public humiliation to any student, faculty, staff, or person present at the College, regardless if such harm occurs;
 - ix. persistent public use of vulgar and/or offensive language.
- p. The operation on campus of student organizations not properly recognized and registered with Student Activities.
- q. Violation of any College or College Park rules and regulations, campus policies, or procedures as stated in the Board of Trustees Policy Manual, or other College publications such as, but not limited to the College Park Student Policies and Procedures, College Catalog, student handbook (Planner), or the Athletic Code of Conduct.

ARTICLE V - STUDENTS

STUDENT CONDUCT – CONTINUED

- r. Attempting, aiding, and abetting, conspiring, hiring, or being an accessory to any act prohibited within this section shall be considered the same as a completion of that/those violation(s).

5.72 STUDENT DUE PROCESS

A. Student Due Process for Academic Misconduct

1. When the incident in question is academic in nature, the instructor of the class where the alleged misconduct has occurred will contact the student and issue a writ of Academic Integrity within five working days of the incident.

Should the student contest the charge, the student may appeal within five days to that department's chair who will conduct an inquiry and who will issue a decision. Should the student wish to appeal the department chair's decision, s/he may appeal within five days to his/her respective dean.

2. The dean of the respective division will conduct an inquiry into the alleged academic violation(s) and render a written decision based on those findings. In the event that the dean determines no academic misconduct has occurred, a written notice of that conclusion will be issued to the student, and due process is thereby concluded. In the event that the dean of the respective division determines that academic misconduct has occurred, that dean will determine the appropriate disciplinary action(s) that will be imposed. Any disciplinary decision below the level of suspension or expulsion is at the discretion of the dean invoking that discipline and represents the completion of student due process.
3. In the event the dean invokes suspension or expulsion as the disciplinary action, the student may elect to appeal that decision within the guidelines of the appeal process as identified within section 5.72 (C) Appeals within Student Due Process.

B. Student Due Process for Behavioral Misconduct

1. All allegations of student behavioral misconduct will be referred to the Dean of Students for resolution under the guidelines of this

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policy. In the event that the allegation of misconduct is so serious that in the discretion of the Dean of Arts and Sciences or Dean of Career and Technical Education it is believed that immediate temporary action is necessary to preserve the mission and/or public safety interests of the College while student due process is pending, that authority is reserved to the judgment of that respective dean. In that event, final action will be referred to the Dean of Students under the guidelines of this policy.

2. When the allegation involves behavioral misconduct, student due process originates with the Dean of Students. In instances where the student misconduct represents a violation of one or more criminal laws, the Dean of Students may elect to provide temporary student due process, withholding finalization of student due process until the adjudication of criminal charges through the criminal justice system. This temporary student due process may involve discipline up to and including temporary suspension of a student from the College.
3. Upon notice and/or discovery of an allegation of behavioral misconduct, the Dean of Students will issue to the student(s) a notice of inquiry into an allegation of behavioral misconduct involving that student. The notice will identify the specific behavioral misconduct allegation(s) made against the student, will refer the student to Article V of the College Board Policy Manual for details of student misconduct and the due process procedure, and will provide the student with the opportunity to respond in writing to the allegations. The notice will also indicate that reasonable efforts to conclude the inquiry within fifteen (15) business days will be made, but this time period may be extended as necessary if, in the judgment of the Dean of Students, circumstances within that process warrant further time to reach its conclusion.
4. The Dean of Students will conduct an inquiry into the alleged behavioral violation(s) and render a written decision based on those findings. In the event that the Dean of Students determines no behavioral misconduct has occurred, a written notice of that conclusion will be issued to the student, and due process is thereby concluded. In the event that the dean of the respective division determines that behavioral misconduct has occurred, that dean will

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determine the appropriate disciplinary action(s) that will be imposed. Any disciplinary decision below the level of suspension or expulsion is at the discretion of the Dean of Students, and represents the completion of student due process.

C. Appeals within Student Due Process

1. Only disciplinary decisions involving suspension or expulsion are subject to appeal. All other forms of discipline invoked by a dean under Article V of the College Board Policy Manual constitute the completion of student due process.
2. When the decision rendered involves a suspension or expulsion, the student may be eligible to appeal that decision in writing as described within section 5.72(C) of this policy.
3. Grounds for Appeal:
 - a. All grounds for appeal of disciplinary decisions involving suspension or expulsion must meet one or more of the following criteria. Students electing to appeal under one or more of these grounds bear the responsibility for adequately demonstrating that this requirement has been met within the content of the student's written request for appeal. The filing of this appeal is the responsibility of the student who has elected to appeal the disciplinary decision of the dean, and that appeal must be filed with the dean originating the disciplinary decision within five (5) business days of notice of the disciplinary decision.
 - b. The grounds for appeal of disciplinary decisions involving suspension and/or expulsion are limited to one or a combination of the following grounds for appeal:
 - i. A procedural error has occurred, and if not corrected, will impact the outcome of the sanction.
 - ii. New evidence (not previously considered and germane to the issue) has been uncovered, and if introduced is likely to have an impact on the outcome of the proceeding.

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STUDENT DUE PROCESS – CONTINUED

- iii. One or more of the sanctions handed down are outside the parameters of this policy or are unreasonable in light of the alleged conduct.
4. **Student Responsibilities in Filing an Appeal:**

The student is responsible for articulating in writing the grounds under which the appeal is being filed and must provide information of sufficient content, detail, and scope that justify the grounds for appeal used in this process. This appeal must be filed with the dean invoking the original discipline within five (5) business days of the notice of disciplinary action, or the student is deemed to have waived further right of appeal.
5. **Review of Request for Appeal:**
 - a. In the event the request for appeal involves academic misconduct, the decision of the dean, with respect to the request for appeal, represents the completion of student due process.
 - b. In the event the request for appeal involves behavioral misconduct that has resulted in suspension or expulsion, the Dean of Students will refer the request for appeal to the Chair of the Student Welfare and Conduct Committee (SWCC). The Chair of the SWCC is charged with the responsibility for determining if a reasonable belief exists that grounds for the appeal have been met, and that sufficient information is provided to justify granting the request for appeal. Dissatisfaction with the discipline invoked by the Dean of Students shall not be grounds for appeal.
 - i. In the event the review by the Chair of the SWCC does not find adequate grounds for appeal within the written request, the appeal is denied. In that event, student due process is completed.
 - ii. The hearing will be granted at the regular meeting date and time of SWCC as determined by the SWCC chair unless an emergency meeting date is requested by the Dean of Students. If an emergency

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meeting is requested, the SWCC chair will work in earnest to find a new meeting time that allows all necessary parties to attend as soon as possible.

- iii. The goal of the SWCC is to render a student due process decision that will take one of two forms:
 - The SWCC may find cause for the discipline, thereby upholding the decision of the Dean of Students, or
 - The SWCC may not find cause for the discipline, thereby reversing the discipline imposed by the Dean of Students. In that event, this represents the completion of student due process.
- iv. The appeal will be heard by a minimum of five (5) members of the SWCC committee: one faculty member from Arts and Science, one faculty member from Career and Technology, one full-time member from student services, one administrator other than the Dean of Students, and the SWCC Chair.

D. Student Due Process for Violations of College Park Policy:

1. When the alleged misconduct represents a violation of College Park policies and procedures, the Manager or Assistant Manager of College Park will issue a notice of inquiry within five (5) business days of the misconduct or discovery of the misconduct. This notice of inquiry may take the form of a citation or written letter, at the discretion of the Manager or Assistant Manager of College Park.
2. Definitions of misconduct and/or violations of College Park Policy are found within the College Park Policy manual, available to all residents of College Park through the Manager or Assistant Manager of College Park, and are provided to all residents at the orientation process for new residents.
3. The guidelines and student due process for violations of College Park policy shall generally follow those outlined in section 5.72(B)

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and (C), with the exception that qualified appeals of College Park discipline shall be referred to the Dean of Students, who will review the appeal for eligibility and merit, issuing a written decision to the student filing the appeal within five (5) business days of receipt of the appeal. Students filing an appeal of College Park discipline must meet the eligibility guidelines and time limits established under section 5.72(C). Only those disciplinary actions involving eviction from College Park are eligible for the appeal process, under the provisions listed in section 5.72(C)3b.i-iii. Appeal decisions by the Dean of Students are final and represent the completion of student due process under this section.

4. In instances where the student misconduct represents a violation of one or more criminal laws, as well as a violation of College Park policies or procedures, the Dean of Students may elect to provide temporary student due process, withholding finalization of student due process until the adjudication of criminal charges through the criminal justice system. This temporary student due process may involve discipline up to and including suspension of a student from residing or visiting the College Park premises, and/or temporary suspension from the College.

5.73 COMPLAINT RESOLUTION

Individuals seeking information regarding the process of complaint resolution may consult with any of the following offices or individuals for assistance. Complaints may be filed as follows:

College Life: Complaints including but not limited to all areas of student life such as student activities and organizations, dining services, and all other aspects of student services should be filed with the Dean of Students.

Student Accounts: Complaints in regard to student billing and/or charges should be filed with the Business Manager.

College Housing: Complaints in regard to room and board should be filed with the Director of College Park or the Dean of Students.

Academic Affairs/Grade Disputes: Complaints in regard to grade disputes should be filed with the Dean of Arts and Science Division or the Dean of the Career and Technical Division.

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COMPLAINT RESOLUTION – CONTINUED

Human Resource Management: Complaints in regard to Mineral Area College employees should be filed with the Human Resource Manager.

Criminal Misconduct: Complaints of criminal misconduct should be filed directly with the Mineral Area College Director of Public Safety. Complaints relating to violations of federal law should be filed directly with the federal agency having cognizance over the matter in question (e.g., violations of the Family Educational Rights and Privacy Act within the U.S. Department of Education).

Mineral Area College Student Due Process and other grievance policies as published by the College should be followed for all complaints. All informal and formal institutional processes must be followed, and exhausted prior to filing a formal complaint with the Missouri Department of Higher Education (MDHE). The complaint must be submitted in writing, using the MDHE complaint form available on the department's website along with instructions on how to proceed.

A copy of the Mineral Area College Student Due Process policy may be obtained from the office of the Dean of Students or on the MAC website at www.mineralarea.edu.

5.74 SOCIAL MEDIA AND FREEDOM OF EXPRESSION

Mineral Area College embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U. S. Constitution and the state Constitution. The College has the right, when reported, under the above circumstances to regulate the time, place, and manner of exercising the judicial process when a student's constitutionally protected rights are violated.

In determining whether student use of social media violates Mineral Area College policies and/or the local, state and federal laws or rights of others, all relevant facts and circumstances shall be considered. Careful examination of the Student Code of Conduct, Student E-Mail/Computer Systems and Network Use Policy and other college policies will be exercised prior to any action in order to preserve freedoms of speech, and expression, as articulated in current legal standards.

A student who uses any social media that violates the policies as defined in Article V, Section 5.71 is subject to disciplinary action as defined in Article V, Section 5.72.

Blogs and social networks (including but not limited to Wikipedia, Facebook, Flickr, Second Life, LinkedIn, Pinterest, Twitter, and YouTube) are exciting

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SOCIAL MEDIA AND FREEDOM OF EXPRESSION - CONTINUED

channels for students to share knowledge, express creativity and connect with others who share similar interests. Mineral Area College supports student participation in on-line communities and offers guidelines to help students effectively and responsibly use these forums. The guidelines may also help students make choices that will aid in protecting their personal and professional reputations. A copy of these guidelines may be picked up in the Student Services offices.

5.80 ACADEMIC RENEWAL POLICY

The Academic Renewal Policy is an appeals procedure that allows a student returning to Mineral Area College after a prolonged absence to request academic forgiveness of prior cumulative grade point average (GPA). The policy will be limited to those cases in which the student's prior record does not reflect his/her current maturity with respect to motivation, attitude, and ability.

Eligibility: To be eligible for academic renewal consideration, students must meet these requirements:

Students must not have been enrolled at Mineral Area College in any course work, excluding Continuing Education courses, for a period of at least four or more consecutive years.

Academic Renewal will apply to Mineral Area College course work only; this excludes all transfer credits.

Students must not have graduated from Mineral Area College with an associate degree or certificate. Students will not be granted Academic Renewal after an application for graduation has been submitted. This policy does not apply to students who have already transferred to another college or university.

Students must either:

1. Be admitted as degree-seeking and have earned a minimum of 15.0 college credits with at least a 2.5 GPA of record for those credits at the College within the past 12 months; or
2. Have attempted, as a non-degree-seeking student, and have earned a minimum of 15.0 credits with at least a 2.5 GPA of record for

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ACADEMIC RENEWAL POLICY – CONTINUED

those credits at the College within the past 12 months and subsequently have been admitted as degree-seeking by the College.

The minimum of 15 credits must be college level courses at the 100 or 200 level. The minimum 15 hours must be courses earning a letter grade (A-F).

Appealing: Students must have no outstanding debt to the College.

Conditions: Academic renewal is based on the following conditions:

All courses and credits taken during the chosen terms will be removed from consideration for GPA and degree requirements. Student may not combine individual courses from multiple terms to comprise the semester(s) dropped. All courses and grades for the chosen terms will remain on the student's academic record.

Renewal may be applied only to academic terms completed prior to the student's extended absence.

Students may be granted only one academic renewal. Once elected, academic renewal is irrevocable.

Students who choose academic renewal must meet the degree requirements of the College Catalog at the time of their readmission.

Degree requirements met during the dropped terms must be repeated.

Credit hours selected for Academic Renewal cannot be used to meet any requirements (i.e. graduation, prerequisite, certification). Academic renewal may not be used to obtain athletic eligibility.

To be eligible for a degree, students must complete a minimum of 15 credits at the College after the granting of academic renewal.

Procedures:

Students should discuss their desire to pursue academic renewal with his/her academic adviser.

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ACADEMIC RENEWAL POLICY – CONTINUED

Students should contact the Office of the Registrar for an application for Academic Renewal. This application should be returned to the Registrar's Office.

The student's transcript will retain all academic work from all institutions attended. The grades received in the courses selected for Academic Renewal remain on the student's transcript but are removed from the calculation of the overall grade point average with an appropriate notation on the transcript indicating Academic Renewal.

Upon approval by the Registrar and the appropriate dean, the student will be granted Academic Renewal. The student will receive an updated copy of the transcript once the Academic Renewal process has been completed.

Academic Renewal is a policy of Mineral Area College and may not be recognized by outside agencies or other institutions. Academic Renewal may impact financial aid eligibility.

5.82 STUDENT EDUCATIONAL RECORDS

Public Notice is hereby given to students that Mineral Area College, Park Hills, Missouri, 63601:

- A. Does maintain the following educational records for each student:
1. Permanent transcript records with name and address of student, birth date, admission date, high school attended and year of high school graduation, dates of attendance at Mineral Area College, student ID, courses taken, semester hours attempted, grades and grade point average, date of graduation if applicable, and honors received;
 2. Cumulative folder which contains personal data and other information deemed necessary as it pertains to and is available about the individual student;
 3. Enrollment records which list the name and address of the student, name of parent, guardian, or spouse, telephone number, date of birth, last high school attended and year of graduation, receipt of high school transcript, test scores, transcript requests, whether or not the student has attended Mineral Area College before and if so,

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STUDENT EDUCATIONAL RECORDS – CONTINUED

the last date of attendance, names and date(s) of other colleges attended, whether or not college transcripts have been sent to Mineral Area College, total college credits earned to date, student ID number, and if living away from home, that address. In addition, the classification of student, tuition fees charged, courses and semester hours for which the student is enrolled are listed.

- B. Designates the Registrar as the official responsible for the maintenance of said records. These records are accessible to
1. The above named person and the professional staff of the Office of Student Services Division, for the purpose of maintenance of said records and honoring written requests of the eligible student and other parties as allowed under FERPA;
 2. Other school officials including faculty and administrators of Mineral Area College who have legitimate educational interest;
 3. Officials of other schools in which the student seeks or intends to enroll on condition that the eligible student be notified of the transfer and receive a copy of the record if desired and have the opportunity for a hearing to challenge the content of the record;
 4. Authorized representatives of
 - a. the Comptroller General of the United States,
 - b. the United States Secretary of Education,
 - c. the Attorney General of the United States,
 - d. the Commissioner of Education,
 - e. the Director of the National Institute of Education and/or
 - f. the Assistant Secretary for Education (the information provided for these representatives is used for evaluation and audit of federally supported programs); or
 5. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to federal and state laws.
- C. Maintains records permanently through scanning of records and expunges the contents of the cumulative folder after a period of five (5) years.

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STUDENT EDUCATIONAL RECORDS – CONTINUED

- D. Does, upon the written request of an eligible student, allow the student to inspect and review the content of his/her educational record and/or receive a copy of the record.
- E. Does, upon student request, explain and interpret educational records to the eligible student.
- F. Does, upon written request of an eligible student, in not more than forty-five (45) days arrange a meeting of the Student Welfare Committee, in order to conduct a hearing in which relevant evidence may be presented to the issues raised. The committee does within thirty (30) days render, in writing, the decision made, based upon the proceedings of the hearing.
- G. May release, without a release signature, the following information designated as directory information:
1. Student's name;
 2. Address;
 3. Telephone number;
 4. Date of birth, major or field of study;
 5. Dates of attendance;
 6. Full-time or part-time enrollment status;
 7. Participation in officially recognized activities and sports;
 8. Weight and height of members of athletic teams;
 9. Degree(s) or certificates awarded (including dates);
 10. Awards received;
 11. Most previous educational institution attended by the student.

The student may, in writing to the Office of the Registrar, refuse to permit dissemination of designated directory information.

- H. Excludes from review by the eligible student the following materials which are not considered part of the educational record of a student:
1. Financial records, including any information those records contain, of the student's parents;
 2. Confidential letters and statements of recommendation placed in educational records prior to January 1, 1975; or
 3. Such letters or statements written after this date if the student has signed a waiver of the rights of access to them.

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STUDENT EDUCATIONAL RECORDS – CONTINUED

- I. Copies of the above policy may be obtained in the offices of Student Services Division.

5.83 USE OF SOCIAL SECURITY NUMBERS

Mineral Area College strives to protect the confidential nature of social security numbers without creating unreasonable obstacles to the conduct of the College's business and the provisions of services and constituents. The College is committed to the proper handling of social security numbers of its students, employees, and individuals associated with the College and the maintenance of those numbers as confidential information.

5.90 ALCOHOL AND DRUG ABUSE POLICY

- A. All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and College regulations related to the sale and use of alcoholic beverages and other drugs.
- B. No faculty or staff member shall secure or serve alcoholic beverages or illegal drugs to any student engaged in any College related activity.
- C. The consumption, possession, or sale of alcoholic beverages or illegal drugs is strictly forbidden on campus.
- D. Anyone under the influence of alcohol or illegal drugs, or otherwise violating College policy regarding drug abuse shall be subject to disciplinary action, up to and including termination.
- E. An educational program shall be provided addressing the problems of alcohol and drug abuse. The program will include information services, posters, and brochures.
- F. Counseling will be available to all personnel who identify themselves as having a drug and/or alcohol addiction to supervisory personnel of the College, leading to appropriate referrals.
- G. Disciplinary proceedings for drug/alcohol related abuses shall be conducted using current policies of Mineral Area College.
- H. Mineral Area College's Policy for a Drug Free Workplace is as follows:

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ALCOHOL AND DRUG ABUSE POLICY – CONTINUED

1. The manufacture, distribution, dispensation, in the College District's workplace, of a controlled substance (as defined by Chapter 195 RSMo) is prohibited. Violations of this shall result in the immediate termination of the violating employee.
2. The unlawful use of a controlled substance (as defined by Chapter 195 RSMo) is hereby prohibited and shall result in disciplinary action (up to and including suspension and/or discharge) to the violating employee.
3. Any employee who comes to work or is at work while under the influence of alcohol or who consumes alcohol at work shall be subject to disciplinary action up to and including suspension and/or discharge.
4. Any employee convicted of, or receiving a suspended imposition of sentence for a drug crime shall report their said conviction and/or suspended imposition of sentence within two (2) days after said conviction or suspended imposition of sentence, and will be subject to discipline, up to and including termination.
5. Compliance with the provisions of this policy is a condition of an employee's initial and continuing employment.

5.92 ACADEMIC INTEGRITY POLICY

Academic integrity is defined as being honest and responsible in scholarship, which means that all academic work should result from an individual's own efforts. Intellectual contributions from others must be consistently and responsibly acknowledged. Academic work completed in any other way is fraudulent. Examples of violations of academic honesty may include, but are not limited to the following:

A. Plagiarism

Plagiarism involves submitting, proposing, or “passing off” someone else's academic work as one’s own.

B. Failure to credit source

The student uses an author's published or unpublished work, in whole, in part, or in paraphrase, without fully and properly crediting the author. This

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ACADEMIC INTEGRITY POLICY - CONTINUED

includes reproducing material from a journal, newspaper, encyclopedia, e-mail message, or any other source without proper citation or acknowledgement.

C. Presenting the work of others as one's own

The student uses materials obtained from an individual or agency, including papers found or purchased on the web.

D. Unauthorized collaboration (collusion)

This act involves students working together with others when this is forbidden by the instructor and syllabus.

E. Other forms of cheating:

1. Copying

Copying others' work or allowing one's own work to be copied on an exam or writing assignment;

2. Unauthorized material

Taking books, notes, calculators, cheat sheets, or other forbidden tools into an exam;

3. Misrepresenting identity

Taking an exam for another student; having another student take an exam in one's place;

4. Fabricating information

Presenting fictitious data or references.

Students who engage in the act of cheating or plagiarism can be subject to the following:

Level I Violation:

A student commits any act of plagiarism or cheating, as determined by the instructor.

Level I Consequences:

1. The student will receive a failing grade for the assignment;

Copies of the student's Academic Integrity Report will be forwarded from the Dean of Students to the appropriate division's Dean (either Arts & Science or Career & Technical Education),

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ACADEMIC INTEGRITY POLICY - CONTINUED

and the Department Chairperson of the faculty member making the sanction.

2. The student will receive a failing grade for the course;
3. The instructor will determine other, appropriate action.

Level II Violation:

A student commits any significant act of plagiarism or cheating, as determined by the instructor. In a significant act of plagiarism, the student commits numerous acts of plagiarism with numerous sources within one particular assignment; the student plagiarizes a significant portion of his or her assignment from one source; or, the student borrows, purchases, or steals an entire paper and submits it as his/her own.

In a significant act of cheating, the student gives or receives unauthorized help before, during, or after an examination; the student uses notes, books, or other aids during an examination (unless permitted by the instructor); the student looks on someone else's examination in class; or, the student collaborates with another student(s) enrolled in the same course and shares examination subject matter in advance of testing.

Level II Consequences:

The student will receive a failing grade for the course.

The student's Academic Integrity Report will be forwarded from the Dean of Students to the appropriate division's Dean (either Arts & Science or Career & Technical Education), and the Department Chairperson of the faculty member making the sanction.

Level III Violation:

A student commits multiple acts of plagiarism or cheating as determined by the instructor (s) on assignments and/or examinations at any time during his/her tenure at MAC.

Level III Consequences:

1. The student will receive a failing grade for the course.
2. The student's Academic Integrity Report will be forwarded from the Dean of Students to the appropriate division's Dean (either Arts & Science or Career & Technical Education), and the

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ACADEMIC INTEGRITY POLICY - CONTINUED

Department Chairperson of the faculty member making the sanction.

3. The student may be suspended from MAC for one semester upon determination from the appropriate dean.

5.93 CLASSROOM ELECTRONIC USE POLICY

In an effort to ensure that Mineral Area College can provide an effective learning environment and maintain its high level of academic integrity, there must be certain limitations placed on specific types of electronic devices inside Mineral Area College classrooms. At the same time, it is also understood that some instructors may require usage of these same devices. Students shall find information about allowed electronic devices in the instructors' course syllabi.

- A. The following devices should not be in view or used inside the classroom without instructor approval:
 1. Computers;
 2. Mp3 players and other audio devices;
 3. PDAs;
 4. Cell phones;
 5. Personal gaming systems;
 6. Cameras;
 7. Camcorders;
 8. Audio recording devices;
 9. Pagers;
 10. Any other electronic device deemed unnecessary by the instructor.
- B. Penalties for any infraction may include:
 1. Dismissing a student from the room and/or counting such student absent or tardy for the class period;
 2. Deducting points from current assignments;
 3. Following procedures outlined in the Academic Integrity Policy (these actions would be subject to appeal in accordance with the policy);
 4. Requiring a student to discuss this behavior with his/her respective dean before returning to class;
 5. Dropping a student from the course as a result of multiple infractions.
- C. Instructors may, but are in no way obligated to, make exceptions at their own discretion when;

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CLASSROOM ELECTRONIC USE POLICY - CONTINUED

1. Health-related or family circumstances exist and the student requests permission prior to a specific class period;
2. Use of the device has educational value;
3. A simultaneous MAC Alert is sent.

Students may appeal any decisions concerning the above policy by contacting the Dean of Students. Students may obtain the Student Due Process from the Dean of Students, the student handbook, or on MAC's web page under Students, Student Resources, Handbook.

5.94 COMPUTER SYSTEMS AND NETWORK USE POLICY

- A. Use of College computer systems and access to computer networks are services made available solely to further the mission of Mineral Area College. Commercial use is strictly prohibited.
- B. Students are responsible for the security of their accounts. Use of another user's account or loaning the use of one's account to another is prohibited. Passwords should be kept secret at all times. Ultimate responsibility for usage that does or does not conform to this policy is with the individual to whom the account was granted. If one suspects unauthorized access to an account, report it immediately to the Director of Computer Services.
- C. Most software available in College facilities is proprietary and is protected by licensing agreements, in addition to state and federal copyright laws. Therefore, copying software from a College computer system is strictly forbidden unless specifically authorized by an appropriate college authority. The installation or use of non-College owned or licensed software is also prohibited, unless individually authorized by the Director of Computer Services.
- D. Software and data available via "anonymous ftp" proxy avoidance, peer-to-peer file sharing at various sites across the Internet may be protected by federal copyright law, as well as the licensing provisions established by its authors or inventors. Students are responsible for being aware of and complying with the licensing and copyright restrictions applicable to the software and data files accessed. Lack of knowledge will not justify a violation of the law and could result in fines and incarceration.
- E. Federal law prohibits the transmission of certain software into certain foreign nations.

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COMPUTER SYSTEMS AND NETWORK USE POLICY - CONTINUED

- F. Users must respect the privacy of others at all times. Students should not access the private computer files or communications of others, even if those files are unprotected.
- G. Downloading copyrighted materials such as television shows, movies, music, etc. even if purchased, is prohibited. Game playing by students in College laboratories is prohibited unless assigned as part of a course or done during approved hours. This includes interactive games, chat lines, personal computer games, etc.
- H. Excessive bandwidth usage not associated with educational content delivery, across both the Mineral Area College wired and wireless networks will result in suspension or termination of connection or account if it is deemed disruptive to the educational mission of this institution.

Repeat violations will result in permanent termination of network privileges.

- I. The creation, dissemination or possession of chain letters or pornographic or illegal documents or images is strictly forbidden and could result in fines, employment termination, and incarceration.
- J. Abusive or threatening conduct or language is absolutely forbidden. Examples of such conduct include, but are not limited to
 - 1. Placing unlawful information on the system;
 - 2. Sending harassing or obscene messages or images to anyone, either publicly or privately, including chat and emails;
 - 3. Damaging any MAC hardware or software;
 - 4. Deleting any MAC provided software or any data or communication not belonging to the user;
 - 5. Excessive printing;
 - 6. Knowingly introducing a computer virus or other destructive program.

The College will be the sole arbiter of what constitutes abusive conduct. In addition to the immediate revocation of account privileges, abusive conduct may also result in both criminal and civil liability, including the recovery of any costs incurred for the repair, replacement or restoration of any equipment, program, data or service, as well as those damages recoverable under section 537.525 of the Revised Statutes of Missouri. Mineral Area College reserves the right to review any material stored in

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COMPUTER SYSTEMS AND NETWORK USE POLICY - CONTINUED

files and to edit or remove any material the College, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.

- K. Mineral Area College disclaims any responsibility for the content, quality, performance or any other aspect of the Internet. Mineral Area College makes no representation or warranty relating to use of the system or the Internet, including without limitation the implied warranties or merchantability or fitness for a particular purpose. In no event will Mineral Area College be liable for any consequential, incidental, indirect or special damages resulting directly or indirectly from use of the system or the Internet.
- L. In addition to the provisions of federal criminal law, fraudulent use of computer accounts, networks, mail services or other computer resources is a crime. Missouri law makes unauthorized access or interference with computer systems, computer data and other computer users a Class D Felony (Class A Misdemeanor where the damage is less than \$500).
- M. Upon detection of a violation of the Agreement, the College may immediately disable the account:
 - 1. Users violating the Acceptable Use Policy may be put on written notice by the Instructional Deans, the Dean of Students, or the Director of Computer Services with the specific violations given.
 - 2. If the College's actions are contested, users will follow the due process procedures listed in Board Policy to appeal the action resulting from the violation.
 - 3. Users will be reported to the appropriate authorities, including campus security, local police, FBI, and U.S. Homeland Security Department, if the violation is deemed serious enough.

Anything not listed under this policy that Mineral Area College considers inappropriate or that is destructive to the mission of this College shall be considered a violation.

5.95 ASSURANCES

Assurances can be found on the Mineral Area College Web Site at www.mineralarea.edu for the following:

- A. Policy of Non-Discrimination
- B. Policy on Sexual Harassment

ARTICLE V - STUDENTS

ASSURANCES – CONTINUED

- C. Policy on Civil Rights Grievance Procedures
- D. Policy on Compliance with the Americans with Disabilities Act

Article 5 Revised 3-11-15 with addition of PL 113-146 the Veteran Access, Choice and Accountability Act of 2014, Section 702 (Article 5, Section 5.01).

Article 5 Amended 6-11-15 – removed tobacco-policy (5.91)

Article 5 Revised 6-27-16 – Residency Requirements revised (5.01B)

Article 5 Revised 8-11-16 – Section 5.01 & 5.72C

Article 5 Revised 5-11-17 – Section 5.30

Article 5 Revised 1-11-18 – Section 5.10