Student Handbook 2008-09

There’s so much to learn, to experience, to enjoy, . . . more than you’d ever imagine! So get involved, join a student organization, and find out, not only who, but what is really happening at Jefferson College!

The Student Center houses the Offices of Admissions and Financial Assistance, the Advising and Retention Center, the Registrar and Student Records Office, the Career Development Center, the Student Activities Office, the Student Athlete Success Office, Student Support Services, the Bookstore, and Jeffco Cafè.

This Handbook belongs to:

Name __________________________________________________
Address _________________________________________________
Phone __________________________________________________
E-mail ___________________________________________________

Credits

Student Handbook Editor..........................................................Stephanie Kitchell
Publication Design. .................................................................Amy Coomes
Photos.....................Roger Barrentine, Amy Coomes, Samantha DeClue, Lauren Murphy

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. Please note: If accommodations for a disability are needed, please contact Sundaye Harrison at (636)797-3000 or 942-3000, ext. 169. TDD users may call (636)789-5772.
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**Directory of Services**

Telephone: (636)797-3000/942-3000  
TDD users: (636)789-5772 (Hillsboro); FAX (636)789-5103

**Jefferson College Hillsboro Campus**

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*NOTE:* Students who have special needs can contact Sundaye Harrison, the 504/ADA Student Contact Representative for students with disabilities, at ext. 169.
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<td>Sat: 8:30 am-12 pm</td>
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<tr>
<td>Academic Advising</td>
<td>553</td>
<td>Mon-Thur: 8 am-7 pm</td>
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<td>Sat: 8 am-1 pm</td>
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<td>Learning Center</td>
<td>593</td>
<td>Mon-Thur: 9 am-9 pm</td>
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<td>Fri: 9 am-2 pm</td>
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### Jefferson College – Northwest  Ext. 532

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<tr>
<td>Facility Hours</td>
<td>532</td>
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<td>Fri: 8 am-4 pm</td>
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<td>Sat: 8:30 am-12 pm</td>
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<td>Academic Advising</td>
<td>532</td>
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<td>Mon &amp; Wed: 1 pm-5 pm</td>
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<td>Computer Lab</td>
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<td>Mon-Thurs: 8 am-8 pm</td>
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<td>Sat: 8:30 am-12 pm</td>
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<tr>
<td>Learning Center</td>
<td>534</td>
<td>Mon &amp; Wed: 1 pm-5 pm</td>
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<td>Tue &amp; Thurs: 1 pm-8 pm</td>
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<td>Sat: 8:30 am-12 pm</td>
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Mission Statement

Jefferson College Mission Statement

Jefferson College is a student-centered comprehensive community college, committed to providing an accessible, quality college experience as it strives to meet the diverse needs of the students and the community. Superior teaching and services foster a supportive learning environment, which promotes intellectual, social, and personal growth. A strong general education curriculum, college transfer and technical programs, personal enrichment courses, and on-campus experiences prepare students to succeed in their careers, further their education, and prosper in a diverse world. Jefferson College’s ongoing assessment of students, programs and services assures that it is a responsive and progressive community college.

Vision

Our shared vision for Jefferson College is to become widely recognized as a premier comprehensive community college where student achievement and student success are central to every endeavor.

Led by highly qualified college trustees, administrators, faculty, and staff, students master knowledge, skills, competencies, and values in a participative, innovative learning environment.

The institution will be a model for enlightened, shared governance and will continue to strive for accreditation with distinction attesting to the excellence of its policies, practices, and services.

Values

We value...

* Student Growth
  * Balanced opportunities for all students to encourage intellectual, personal, and social growth and continued learning

* Student Mastery of Skills
  * Mastery of intellectual and technical skills that will ensure career success

* Student-Centered Services
  * A supportive and effective higher educational environment that enhances student learning

* Diversity
  * Preparation of students for excelling in a world of cultural and intellectual diversity

* Assessment
  * The use of assessment for continued student, personnel, and program improvement

* Shared Governance
  * Enlightened and shared governance of the institution
* **Professional Growth**
  * Continued professional growth within the college community that supports effective teaching and competent services

* **Academic Freedom**
  * Academic freedom that challenges students and welcomes diversity of thought and discussion

* **Community Service**
  * Leadership in the cultural, educational, economic, environmental, and social

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**Accreditation**

Specific programs are accredited/approved by the following organizations:

- American Design Drafting Association
- American Veterinary Medical Association
- Child Development Center Missouri Accreditation
- Missouri Division of Emergency Medical Services
- Missouri State Board of Nursing

Jefferson College’s institutional affiliations include:

- American Association of Community Colleges
- American Association of Community College Trustees
- American Technical Education Association
- Council of North Central Community/Junior Colleges
- Missouri Community College Association
- Missouri Department of Elementary and Secondary Education
- Missouri School-College Relations Association
- National Junior College Athletic Association
- North Central Association of Colleges and Schools

Jefferson College is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. Individuals should direct their questions, comments, or concerns to 30 North LaSalle Street, Suite 2400 Chicago, IL 60602-1-800-621-7440 or (312)263-0456 Fax (312)263-7462.

**Student Handbook**

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

1. **Academic Year** - from June to May, which includes Summer, Fall, and Spring semesters.
2. **Accreditation** - a voluntary process of validating the quality (high standards of excellence) of an educational institution.
3. **Advisor** - an academic advisor helps plan student course work depending on the requirements of the program and educational needs.
4. **Associate of Applied Science Degree (A.A.S.)** - the degree awarded to students who have completed requirements for one of the career and technical curricula listed in the catalog. This degree is designed for entry-level employment through practical and theoretical courses.
5. **Associate of Arts Degree (A.A.)** - the degree awarded to students who have completed the requirements for the Associate of Arts curricula listed in the catalog. This degree is designed for transfer to another college or university as part of a bachelor’s degree program.
6. **Associate of Arts Degree in Teaching (A.A.T.)** - the degree awarded to students who have completed the requirements for the Associate of Arts in Teaching curricula listed in the catalog. This degree is designed for education students to transfer to another college or university as part of the bachelor’s degree program.
7. **Associate of Science Degree (A.S.)** - the degree awarded to students who have completed the requirements for the Associate of Science curricula listed in the catalog. This degree is designed for engineering students to transfer to a university as part of a bachelor’s degree program.
8. **Auditing a Course** - attending a course and paying the regular tuition, but not receiving credit for it.
9. **Career-Technical Curriculum** - a course of study especially designed to prepare a student for employment in a particular career field. While many career curricula require two years of full-time study, some require one year or less.
10. **Certificate** - a document certifying that one has fulfilled the course requirements of a specific career and technical program.
11. **Commencement** - this ceremony occurs each May and recognizes the academic achievements of Fall graduates, and Spring and Summer candidates for graduation.
12. **Co-requisite** - a course required to be taken during the same term as another course. Co-requisites are noted in the catalog.
13. **Counselor** - a person professionally trained in working with students’ personal problems, educational planning, and career goal selection.
14. **Course Load** - the number of credit hours a student takes each semester. (For example, English Composition I is three credit hours per semester.) A full-time academic load is 12 to 19 credit hours for each of the Fall and Spring semesters, and six to 10 credit hours for the summer term; a part-time academic load is one to 11 credit hours for each of the Fall and Spring semesters, and one to five credit hours for the summer term.
15. **Credit** - a way of counting how much a course is worth towards graduation. Usually credit hours are assigned to courses according to how many hours per week a course meets. However, this may vary in some areas of study. Contact an advisor for more information.
16. **Credit by Examination Advanced Placement-** receiving credit for a course by taking a test which shows an understanding of the course material. Credit is accepted in some areas from the CLEP (College Level Examination Program) and in some areas through special departmental tests.

17. **Curriculum -** the group of courses required for a particular degree or certificate.

18. **Dean -** an administrator of the College.

19. **Dean’s List -** a list of all students taking at least 12 credit hours in a given semester and receiving a 3.25 or better GPA for that semester. Part-time students may qualify for the Dean’s list by accumulating 12 or more semester hours with a 3.25 GPA from the Fall and Spring semesters. Part-time students must notify the Office of the Dean of Student Services within 10 days of grade reporting that the requirement has been satisfied.

20. **Dean’s Waiver -** provides tuition credit for those students who experience sudden illness or injury after the refund period has expired. Student must be withdrawn from all courses and have no outstanding balance owed to the College. Forms are available in the Office of the Dean of Student Services.

21. **Degree Audit -** the process by which a student’s academic program is assessed in terms of his/her certificate or degree objective, the hours required for that objective, the hours attempted toward that objective, the hours applicable toward that objective, and the hours remaining relative to completion of that objective. Contact an advisor for more information.

22. **Disciplinary Probation -** a warning to a student who has broken one or more of the College rules. Being put on probation may include some special restriction as to what the student may do. If a student on probation does not abide by the rules or special restrictions, he/she will be dismissed from the College.

23. **Disciplinary Suspension -** a College disciplinary action which prevents a student from attending classes and coming to school activities.

24. **Elective Course -** a course a student chooses to take which is not a required part of the chosen curriculum. Electives may count toward the 62 credit hours needed for graduation, but they cannot replace the courses that are **required**.

25. **Expulsion -** to force to leave (as a place or organization) by official action.

26. **FERPA -** Family Educational Rights and Privacy Act; all students have the right to review their official college records, to request amendment to these records, to restrict their name from certain reports, to file with the US Department of Education appropriate FERPA complaints, and to obtain Jefferson College’s FERPA policy statement.

27. **Financial Aid -** any kind of financial help students receive to attend college, such as grants, scholarships, loans, or jobs. Contact the Financial Aid Office for information.

28. **Full-Time Student -** anyone taking 12 or more credit hours in the Fall or Spring semesters, or six or more credit hours in the summer term.

29. **Grade Point Average (GPA) -** determined by adding all quality points and dividing by the number of credits attempted. **Semester GPA -** the average of your grades from one semester. **Cumulative GPA -** the average of your grades overall.

30. **Graduation -** is the point at which the student has completed all degree requirements and has earned a diploma. The graduation date is the date on which the degree was awarded.

31. **Graduation Application -** this form must be submitted to the Registrar/Student Records Office at least 30 days prior to the end of the term in which the student plans to graduate.
32. **Grant** - money given to students to help them attend college. Usually grants do not have to be repaid.

33. **Incomplete Grade** - instructors have the option to assign this grade to students when extenuating circumstances exist. The student may not re-enroll in the course, but should work independently with the instructor to complete remaining course requirements. The work must be completed by the end of the next 16 week semester, or the grade will be changed to an F.

34. **Learning Resource Center (Library Services)** - includes the computer lab, library, and media services.

35. **Major** - an academic area of specialization chosen by the student for the Associate of Applied Science Degree or Certificate.

36. **Part-Time Student** - anyone taking fewer than 12 credit hours in the Fall or Spring semesters, or fewer than six credit hours in the summer term.

37. **Plagiarism** - When using information from other sources, one must present other people’s ideas fairly, and always acknowledge other people's independent material - that is, one must give credit for any facts or ideas that are not common knowledge.

38. **Prerequisite** - a course that must be completed before taking a more advanced course in the same area. Prerequisites are noted in the catalog.

39. **Registration** - completing a registration form, having the courses entered into the computer system, and paying the fees for classes in which the student is enrolled in any particular session.

40. **Scholarship** - money for college expenses given to students who meet certain academic and/or personal qualifications. Scholarships usually do not have to be repaid.

41. **Semester** - an academic term. The Fall and Spring semesters are 16 weeks in length. The Summer term is 6 or 8 weeks in length.

42. **Student Organization** - All student organizations are chartered and recognized by Student Senate. Applications for charter are available in the Student Activities Office.

43. **Student Support Services** - a Trio federally-funded program designed to assist disadvantaged students who demonstrate academic need and meet federal guidelines for acceptance.

44. **Summer Contract** - is an opportunity for students who intend to graduate in the summer to participate in the May Commencement Ceremony provided they will fulfill their degree requirements the following summer. Deadline to apply for a summer contract is 30 days prior to the end of the Spring semester.

45. **Tech Prep** - is the name of the program that transitions students from high school, to technical training, to college degrees then onto exciting careers. Students enrolled in the Tech Prep program will have a head start on their college education and reduce their college costs by completing some college classes in high school or at the Area Technical School.

46. **Transcript** - a permanent record of the courses attempted by a student and the grades earned in these courses. There is a $3 charge to receive an official copy of a transcript. There is no charge for an unofficial copy.

47. **Transfer Courses (non-developmental)** - courses which four-year colleges will accept as meeting part of their requirements. See an advisor for more information.
Question & Answers

Should I drop a class?
There are several things you should consider before dropping a class. If you receive FINANCIAL AID, dropping the class may affect your eligibility. Talk to your INSTRUCTOR about dropping the class, perhaps things aren’t as bad as they seem. Is this course a PREREQUISITE for another class that you will need later? Dropping a class may delay your graduation or transfer plans.

Additionally, the class may not be offered again when you need it. Some classes are only offered one semester a year. It may be another year before you can re-enroll in this class. The college provides FREE TUTORS for classes. Contact the Learning Center’s tutor services and they may be able to help you through the difficult times!

Where do I get my Student ID?
Students who are enrolled at Jefferson College will need a student identification card which also serves as their Library card. These cards will be issued to new students or for returning students in the Student Activities Office at Hillsboro, at the Library Circulation Desk at Hillsboro or Arnold, or in the Computer Lab at Northwest.

How do I get a parking sticker?
Pick up a registration form from the cashier. Return the completed form with your tuition payment. You will receive your parking sticker on the spot along with rules and regulations about driving and parking on campus.

How do I find out if classes are cancelled?
Announcements concerning class cancellations are carried on the following radio stations: KJFF AM (1400) Festus, KREI AM (800) Farmington, KTJJ FM (98.5) Farmington, WIL FM (92.3) St. Louis, and WRTH AM (1430) St. Louis.

In addition, announcement of cancellations are made on JCTV (cable channel 21) and can be accessed at www.jeffco.edu. Class cancellations may also be accessed by calling the College at (636) 797-3000/942-3000.

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

Is smoking permitted in class?
Jefferson College has adopted a No Smoking Policy in its buildings. Smoking is permitted outside the buildings.

How do I apply for graduation?
Students must apply for graduation 30 days prior to the end of the term in which they expect to graduate. Graduation applications are available through the Student Center, Deans’ Offices, JC-Arnold, JC-Northwest, and Academic Services in STARS.
Graduation deadlines:
Fall application due: November 14, 2008
Summer contract: April 17, 2009
Spring application due: April 17, 2009
Summer application due: July 2, 2009
Spring Commencement: May 16, 2009

Get Involved in Student Organizations!

• Be a leader.
• Complement your classroom experiences.
• Develop lasting friendships.

For information about any of the following clubs or groups, contact the Student Activities Office at ext. 231 or stop by the top floor of the Student Center.

• **Ambassadors**
  A student ambassador is a representative of the Jefferson College student body and a marketing representative for the entire campus.
  Contact Carrie Flesh, ext. 220.

• **Baptist Campus Ministries**
  Open to all students interested in Christian fellowship, discussion and service. Participants may attend state conferences, retreats and leadership activities.
  Contact Roger Barrentine, ext. 106.

• **Campus Crusade for Christ**
  Open to all students who enjoy Christian fellowship, service, weekly Bible study sessions, and participating in campus activities.
  Contact Rod Eaton, ext. 500.

• **Cheerleaders**
  Viking Cheerleading is the foundation of athletic and academic spirit.
  Contact Justin Barton, ext. 498.

• **Collegiate Music Educators National Conference (CMENC)**
  The primary goals of this group are to promote music education, gain professional advise and materials, and participate in networking opportunities.
  Contact Joe Pappas, ext. 372.

• **Cultural Club**
  This club is open to all students. Increase cultural awareness while making new friends.
  Contact Stacy Dean, ext. 216.

• **Environmental Alliance**
  Increase awareness of environmental issues on campus and in the community.
  Contact Sean Birke, ext. 330 or Patricia McDaniel, ext. 304.
• **Habitat for Humanity**  
An organization dedicated to eliminating poverty housing by building decent, affordable shelter. The organization provides the opportunity for students to develop skills in fund-raising, public speaking, organizing and leadership. The long-term goal of the group is to assist in building houses in Jefferson County.  
Contact Susan Todd, ext. 347.

• **Oasis**  
This is an online organization that provides support and encouragement for nontraditional age students and others.  
Contact Teresa Wathen, ext. 284 or Debra Shores, ext. 286.

• **Phi Theta Kappa**  
The international honor society of two-year colleges. The purpose of Phi Theta Kappa is to recognize and promote academic achievement among the students.  
Contact Lynn Hoff, ext. 302 or Michael Booker, ext. 312.

• **Student National Education Association**  
National organization for students majoring in education.  
Contact Carolyn Elphingstone, ext. 351.

• **Student Senate**  
The student governing body of Jefferson College. Members are chosen by election in the fall semester. Opportunities for leadership development, representing students on matters that affect students, and sponsoring charitable and civic activities.  
Contact Stephanie Kitchell, ext. 231.

• **Veteran's Association**  
Open to all student who have served in any branch of the military. Opportunities to meet other veterans and to increase awareness of veterans’ issues on campus and in the community.  
Sports at Jefferson

Intercollegiate

• Lady Viking Volleyball: Coach Aida Antanaviciute, ext. 390

• Women’s Basketball: Coach Kevin Emerick, ext. 387

• Men’s Baseball: Coach Sam Carel, ext. 385

• Women’s Softball: Coach Tony Cook, ext. 390/220

• Men’s Soccer: Coach Stephen Peck Jr., ext. 257/390

Contact the appropriate coach or the Athletic Director, Jo Ellen Stringer, ext. 386, for more information about intercollegiate sports. You can find all the coaches in the Field House.

Field House Activity Guidelines

Anyone using the Jefferson College Field House must be a student with current I.D. or participating in an approved activity.

General Field House Rules and Regulations
1. Due to previous problems and liability, no one is allowed to bring their own equipment or supplies in the Field House. Jefferson College will provide all equipment for the facility.
2. Athletic shoes must be worn at all times.
3. You are to return all equipment to each equipment station.
4. Jefferson College students with current I.D. will be admitted free to all Jefferson home athletics contests.

Safety Precautions, Procedures, and Guidelines
5. Before starting any fitness program, one should meet basic medical requirements and have a medical checkup.
6. CAUTION: If heart, circulatory, or breathing problems exist, see physician before undertaking exercise or extending your exercise limits.
7. Most experts indicate that you should exercise at least three times a week.
8. Exercise should not be strenuous, unpleasant, and exhausting; it should be moderate, enjoyable, and refreshing.
9. After warm-up, stretching exercises should be done slowly and carefully allowing the muscles to relax and let go.
10. A good exercise routine should contract and stretch all the major muscle groups.
11. Research indicates about 20 minutes or more is the minimum amount of time needed for an adequate workout.
12. The key to making exercise safe is to individualize the exercise program.
13. Any workout should include a warm-up and cool-down phase.

**Weight Room Guidelines**
14. Anyone working with loose weights must work with a spotter.
15. Make sure you have learned proper techniques and safety precautions as well as spotting techniques prior to lifting.
16. Normal hours for students for weight room is 8:00 A.M. to 2:00 P.M.

**Swimming Pool**
The Jefferson College swimming pool is available (Fall & Spring Semesters) Monday through Thursday, 12:30 to 6:00 P.M. and Tuesday and Thursday, 7:00 to 9:00 P.M. Friday 11:00 A.M. to 4:30 P.M. Summer hours are Monday through Thursday, 12:00 to 12:30 P.M.
Lap swim for $1. Open swim 12:30 to 6:00 P.M. Tuesday and Thursday, 7:00 to 9:00 P.M.
Faculty/staff and their immediate family members, and students with current Student ID cards are admitted for free. All others MUST purchase tickets at the Cashier’s Window in the Administration Building at a cost of $2 per session or a book of 10 sessions for $15. Senior citizens discount and alumni is $1 per session.

Anyone 15 years of age or younger MUST be accompanied by a parent or guardian 18 years of age or older. Anyone under the age of 10 must have an adult in the pool accompanying the child at all times.
General Information

Advising and Retention Center (ARC)
The Advising & Retention Center (ARC) facilitates student success by providing a safety net for students, faculty and staff. The ARC offers academic advising services, services to help improve student success, transfer assistance, and job search assistance. The ARC can provide academic advising at all Jefferson College locations, assist the student establish academic and career goals, and provide academic and personal support. The ARC can also provide brief counseling and community referrals to those students in need of such services.

Good academic advising is critical to a student’s success. All full-time, degree-seeking students are assigned appropriate academic advisors to assist in long-term academic decision-making, as well as current course selection. Many academic advisors are faculty members who specialize in advising students majoring in the fields they teach. Currently enrolled students are encouraged to schedule an appointment to meet with their assigned advisor.

New students are required to make an advising appointment. After being admitted to the college, an advisor will assist the student in registering for classes during a one-on-one appointment. New students are required to register for COL101, Introduction to College: Strategies for Success.

Please contact the ARC secretary for more information about ARC services or for information regarding scheduling advising appointments at (636) 797-3000, ext. 209.

Admissions
The Office of Admissions at Jefferson College is responsible for promoting the institution within the high school districts and the community. Staff members speak with prospective students about academic opportunities available and assist them in completing the admissions process. The office also collects student documentation such as test scores and transcripts. Staff members regularly provide tours of campus and assist in orienting new students to the College.

Financial Aid
The Financial Aid Office provides prospective and current students with information about funding opportunities available to assist with paying for college. Students may obtain application forms in the office for federal funds as well as scholarship programs. Staff members are available to assist individuals in completing necessary applications to qualify for funds. The office has brochures and information available on financial aid topics including money management.
Breaking Traditions
Operating under the leadership of the Missouri Center for Career Education (MCCE), the Breaking Traditions program promotes and supports career development with an emphasis on nontraditional careers. The focus is twofold: professional development for educators; and awareness, recruitment and retention of students in career and technical education programs that are nontraditional for their gender. This program participates in the statewide Breaking Traditions awards, and provides tuition fee waivers to qualified enrolled students. For information call (573) 518-2255.

Career Development
The staff of the Career Development Office provides information on career awareness and exploration, occupational information, educational program selection, and further educational opportunities. Career information is organized in a convenient manner and is presented in a variety of forms including a library of educational literature on transfer institutions, career-technical programs, and career choices. Assistance is provided to empower students in locating information necessary in making educated decisions concerning majors, transfer institutions, and career choices.

Child Development Center
The Jefferson College Child Development Center provides comprehensive, high quality child care/education programs for preschool and school-age children while parents pursue educational and employment goals.

The Center also serves as a laboratory setting for students enrolled in early childhood or other curricula related to the care and education of children. These students are provided an opportunity to observe and interact with children in a quality program as a part of their coursework.

The Center is licensed by the State of Missouri, Department of Health, and is accredited by the State Board of Education and the Missouri Board for Accreditation.

The center accepts enrollment of children ages 2 through 12 for the following programs:
• Two year-olds
• Preschool – ages 3 through 5
• School Age – ages 6 through 12 Before /After school and summer school-age programs.
• Center-based Parents as Teachers Program
• Family Services Division Childcare Assistance Vendor

Interested students should stop by the Center (north of the Student Services building, Hillsboro Campus) or call ext. 299 for more information.

Registrar and Student Records
The Registrar/Student Records Office assists students in several ways relating to their registration, student records, and, ultimately, graduation from Jefferson College. This office supports credit registration activities and maintains student demographic and academic information to produce accurate transcripts. The Registrar/Student Records Office also evaluates transfer credit, protects the confidentiality of student records, processes official transcript requests, and certifies graduation eligibility.
**Student Activities**
The Office of Student Activities offers students opportunities to become involved both on campus and in the community. Campus involvement is an important part of the collegiate experience because it allows students to gain valuable knowledge, make lifelong friends, and develop leadership skills while making a difference.

Student Activities oversees a variety of clubs and organizations on campus that provide students the opportunity to participate as members and/or take on leadership roles. In addition, students are made aware of volunteerism and service learning opportunities within the community. Both options provide an avenue to integrate and link service with academic study and leadership.

For a complete list of clubs/organizations and volunteer opportunities, students should contact the Student Activities Office at (636) 797-3000, ext. 231.

**Student Athlete Success**
The Office of Student Athlete Success provides a comprehensive academic support program for our student-athlete population leading to academic and athletic enrichment. The program emphasizes the three main areas of academic athletic advising, mentoring, and goal setting. Through individual appointments with each student-athlete and various educational support programs offered on the Jefferson College campus, the student-athlete will have every opportunity to achieve success on and off the field. In addition to academic support, the program will focus on personal development and heighten career awareness.

**Student Support Services (Project SUCCESS)**
Student Support Services (Project SUCCESS) is funded by the U.S. Department of Education, as part of their TRIO Programs. The purpose of Project SUCCESS is to help students adjust to college, and acquire academic and coping skills necessary to persevere and succeed in college. Project SUCCESS staff provide direct, individualized services, including: workshops on personal and academic issues, career assessment and counseling, financial aid information, 3-credit academic success course, tutoring referrals, peer mentoring, and regular one-on-one meetings.

To qualify for Project SUCCESS, students must be at least one of the following: first generation college student (neither parent has earned a bachelors degree), low-income (as determined by federal guidelines), or have a disability. Project SUCCESS applications are available in SC204 or by calling 797-3000, ext. 281.

**Math Lab**
The Math Lab is located in the Technology Center, room 209. Students who need help with courses ranging from Basic Algebra to Differential Equations may drop in for assistance by certified instructors. Math tutorial software is available on the computers in the Math Lab.
Writing Lab

Located in ASII Building, Room 414. Open Monday through Friday, 8 a.m. to 3 p.m.

The Writing Lab offers students personalized writing instruction, assisting with planning, drafting, and revising in all class writing assignments. Instructors do not proofread but instead help students recognize and correct errors in their writing. Writing Lab personnel are English instructors currently teaching writing and literature. Contact any Jefferson College English instructor for information or Mindy Selsor, Dean of Arts & Science Education, ext. 329.
Academic Support Services for Students

Academic Computing Labs
Technology Center – Room 105  478  Mon-Thurs 7:30 A.M.-9:00 P.M.  Fri 7:30 A.M.-4:00 P.M.  Sat-Sun Closed
Library Information Commons  166  Mon-Thurs 7:30 A.M.-9:00 P.M.  Fri 7:30 A.M.-4:00 P.M.  Sat 10:00 A.M.-2:00 P.M.
Mathematics Lab – TC209  487  Lab hours posted
Writing Lab – AS2414  Lab hours posted
Jefferson College – Arnold  557  Mon-Thurs 8:00 am-8:00 pm  Fri 8:00 am-4:00 pm  Sat 8:00 am-1:00 pm
Jefferson College – Northwest  535  Mon-Thurs 8:00 am-8:00 pm  Fri 8:00 am-4:00 pm  Sat 8:00 am-1:00 pm

Policies and Guidelines

As part of its educational mission, Jefferson College strives to provide quality computing facilities. Each computer user is responsible for use of the computing resources in an effective, efficient, ethical, and lawful manner. Please note that computing at Jefferson College is a privilege, not a right.

It is the objective of Jefferson College to maintain an atmosphere of constructive learning, academic freedom and proper asset management and control.

User Eligibility

All users must adhere to the Jefferson College computer Labs policy. Scheduled classes have priority use of the Computer Labs. Non-class users may be asked to leave during class sessions.

Otherwise, the campus computer labs are open-access labs available to students and staff of Jefferson College.

Other college district residents who would like to use a campus lab should contact a staff member. Approval will be based on availability of computers and an agreement to abide by the policies and guidelines established for the Lab. All lab users under the age of 18 who are not currently enrolled in a Jefferson College credit class must have written parental consent on file in order to use the Internet.

In some labs, students are required to show their student I.D. cards before using a computer.
General Guidelines

Access to computing resources is contingent upon prudent and responsible use. Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. In addition, disciplinary and/or legal action will be pursued for violation of these codes and statutes through appropriate procedures. To obtain additional information regarding the procedures and additional sanctions, students should refer to the Student Conduct Code found in the Student Handbook.

All computer users are expected to observe ethical behavior in the use of College equipment and services. Examples of inappropriate behavior include the following:

- Wasting limited resources, such as excessive printing or printing multiple copies
- Disproportionately using computing resources
- Altering, changing or deleting hardware and software configurations
- Loading unauthorized applications/program software onto lab computers
- Simultaneously using multiple computers
- Importing software of unknown or suspicious function or quality
- Using College computing facilities for commercial purpose
- Interfering in any way with another’s use of College equipment or services
- Causing a disturbance or nuisance in the Computer Lab

Examples of unacceptable, zero tolerance behavior include the following:

- Knowingly introducing a computer virus or other destructive program
- Creating, disseminating, or possessing pornography
- Possessing or using program, files, or instructions for violating system security
- Intimidating or creating an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation
- Creating an “offensive educational environment”

College staff members have the authority to revoke computer lab privileges for any person engaged in inappropriate or unacceptable behavior in the computer lab. Disregard of any warnings issued or sanctions made will result in referral to the Dean of Student Services for disciplinary action.

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

- Creating, disseminating, or possessing child pornography
- Violation of copyright law (i.e. making illegal copies of copyrighted material. Such materials may include software, movies, music. For example, peer-to-peer file sharing is often used illegally)
- Fraudulent, threatening or obscene e-mail, graphics, or other electronic communications
- Unauthorized entry into secure web sites or servers.
Please note that, since the Jefferson College Labs are open-access labs, using a lab to review what may be considered pornographic or obscene material violates Student Conduct Code, III. Behavioral Misconduct by creating an “offensive educational environment.” If you are conducting research on a topic that may be considered harassing, contact the Lab Supervisor to make other arrangements.

Learning Center

The Learning Center at Jefferson College supports your academic and career goals by providing the following services:

• Instructional Services
• Assessment Services
• Academic Support Services

The Learning Center web site contains a wealth of information about these services, including Learning Center hours, course descriptions and syllabi, test information, professional tutoring schedule, educational resources and more. At the www.jeffco.edu web site, click on “Student Support” and then the “Learning/Assessment Center” link.

Instructional Services

The Learning Center offers courses that assist students in developing the essential skills necessary for success at college. The following courses are offered as Learning Center courses:

• Basic Math
• Basic Grammar & Punctuation
• College Success & Study Skills
• Fundamentals of Writing I and II
• Geometry
• Introduction to College Reading
• Reading Improvement
• Spelling/College Vocabulary

All Learning Center courses are competency based, which means students must master a unit at an 80% competency level or better before moving on to the next unit. All units in the course must be completed in order to complete the course successfully. Learning Center courses are offered in an arranged setting; however, Basic Math, Introduction to College Reading, and Fundamentals of Writing II courses are also offered with a scheduled classroom component. The arranged option offers open enrollment. All Learning Center students meet with instructors on a regular basis for instruction, to seek assistance, and to discuss progress.

Assessment Services

Assessment Services offers a variety of testing services for students including COMPASS placement, correspondence tests, distance learning tests, exit exams (graduation requirement), faculty make-up tests, and many other standardized tests (ACT, CBASE, CLEP, GED, PSB, POST, and others).
Learning Center Academic Support Services

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

Professional Tutoring
Professional tutoring is offered at all three sites at no cost to Jefferson College students. The professional tutors are Jefferson College instructors and can work with students on a variety of subjects. The current semester schedule may be viewed online under Academic Support Services.

Learning Center Instructor Assistance
Students can also receive academic assistance from Learning Center instructors any time the Learning Center is open. Learning Center students take first priority; however, instructors can assist student in non-Learning Center courses on an availability basis. Every year Learning Center instructors assist over 700 students in non-Learning Center courses. Please call extension 164 for Learning Center hours or view them online under Instructional Services.

Learning Express Advantage – Online
The Learning Express Library is a comprehensive, interactive source for online tutorial courses and practices tests designed to help students and adult learners succeed on licensing and academic tests. The site offers immediate scoring, complete answer explanations, and an individualized analysis of results. Included are such areas as ACT preparation, GED, job and career test preparation, nursing, SAT preparation, TOEFL, U.S. citizenship, math and reading and writing skills improvement. The Learning Express Advantage can be found online under Academic Support Services.

Library Services
Jefferson College Library offers many services and resources to help students succeed in their classes. Friendly, qualified staff members are available to help answer students’ questions. The Library on the Hillsboro campus has a collection of over 68,000 books and statewide access to over 20 million books through MOBIUS. Students may also check out a variety of magazines, scholarly journals, DVDs, videotapes, and music CDs. The Library houses the Jefferson County History Center and serves as the U.S. Federal Depository Library for the Third Congressional District.

The Library at Jefferson College Arnold provides databases, magazines, reference books, a small circulating book collection, and access to items in the Library’s collections via daily courier service.

The Library’s online magazine, newspaper, journal, and reference databases allow students to search for information by topic in thousands of publication titles. All databases can be accessed remotely through the Library’s website. Students using computers in the Library can search the Internet, explore the Library’s electronic resources, use word processing
software, check e-mail, and use WebCT for their online courses. Wireless Internet access is available, and laptops may be checked out for use in the Library on the Hillsboro campus.

Online Courses
Jefferson College offers over 60 courses that take advantage of the Internet to distribute materials, communicate with students, and provide a rich, interactive learning environment. Content for online courses may be delivered on CDs, DVDs, videotape, the Internet, or a combination of these technologies. Courses required for the Associate of Arts degree are available online.

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

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

Who is eligible?
The DSS Office provides services for any Jefferson College student with a diagnosed disability, including but not limited to: visual, hearing, psychiatric, physical, and learning disabilities.

Current and appropriate documentation of a disability must be provided to the DSS Office and must show how the disability substantially limits one or more major life activities before accommodations can be received. Jefferson College is a member of the St. Louis Association on Higher Education and Disabilities (AHEAD) and follows the established guidelines regarding documentation requirements of disabilities at the post-secondary level.

To request information regarding required documentation, contact the DSS Office in the library at the Jefferson College main campus– Hillsboro, (636) 797-3000, ext. 169.

Definitions
A qualified student with a disability means any person who (a) has a physical or mental impairment which substantially limits one or more major life activities, and (b) has a record of such an impairment.

Self-disclosure
It is the student’s responsibility to self-identify, to provide current and appropriate documentation of his/her disability, and to request classroom accommodations to the DSS Office.
It is important to note that if a student chooses not to disclose his/her disability to the DSS Office, the student is not covered under Section 504 or ADA and they cannot receive accommodation or support services.

It should be understood that not all accommodations received by a student in a high school setting are acceptable on the college level.

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

1) Contact DSS Office to discuss potential eligibility and the process for accessing disability services.
2) Schedule an appointment to complete the program forms.
3) Provide the DSS Office with all requested and appropriate documentation. (If accommodations are needed for entrance placement, the student needs to schedule an appointment with DSS Coordinator before meeting with an advisor and registering for classes.)
4) Meet with an advisor and register for classes.
5) Meet with DSS Coordinator or inform the DSS Office each semester to continue receiving accommodations.

**Appropriate Documentation of a Disability**
In order to be eligible for services and accommodations through Jefferson College DSS Office, a student (full-time or part-time) with a disability/chronic medical condition must provide appropriate documentation.

The evaluation must be on letterhead, typed and signed by a licensed educational, mental health, or medical professional who is **not** related to the student, and licensed/certified in the area for which the diagnosis it made. **All documentation** must provide the following information:

- Date of the evaluation
- Specific diagnosis
- Method of evaluation/examination
- Specific limitation with respect to the disability’s current impact in the College and related educational environments as it relates to the accommodations requested
- Medication-expectation in results on functioning, or cognitive impairment

Additional documentation may be required for deaf or hard-of-hearing, blind or visually impaired, physical/mobility impairments, chronic medical/systemic conditions, psychological disorders, traumatic brain injury, attention deficit hyperactivity disorder (ADHD/ADD), or learning disabilities that students may have. For the appropriate documentation, please contact the DSS Office.

**Confidentiality**
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are mandates from the federal government that carry within them rules regarding the confidential treatment of disability related information. These guidelines require that disability-related information be: treated as medical information and handled under
the same strict rules of confidentiality; collected and maintained on separate forms and kept in secure files within limited access; and made available only on a limited basis for a compelling reason within the college community or with the student’s permission.

**Services May Include:**
- Assistive technology (CCTV, JAWS, and Dragon Naturally Speaking)
- Assistance with registration
- Accommodations for placement test (including audio-cassette and large print editions)
- Basic skills coursework
- Accessible parking
- Liaison with faculty and staff
- Liaison with Vocational Rehabilitation
- Telecommunication Device for the Deaf
- Sign language interpreting services
- Classroom adaptations
- Extended test-taking time
- Out-of-class testing
- Classroom notetakers
- Test readers
- Test scribes
- Peer tutors
- Large print copies of tests and classroom materials
- Print magnifiers
- Notetaking paper and scribes
- Services to obtain textbooks on CD
- CD Players and MP3’s

For more information, contact Sundaye Harrison, ext. 169.
Rights and Responsibilities

Non-Discrimination Policy

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, or religion, be subject to discrimination in employment or in admission to any educational program or activity of the College.

In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The College Coordinator of Title IX, Patricia Loomis, Office-ASII 408, telephone number, (636)797-3000/789-3000/942-3000, ext. 349, is the designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Acts.

The College Affirmative Action Officer, President, Dr. Wayne Watts, Office-Administration 127A, telephone number (636)797-3000/942-3000, ext. 100, is the designated College official for any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX as specified above. Dr. Watts also serves as the American Disabilities Act (ADA) coordinator. The ADA student contact is Sundaye Harrison, ext. 169. Copies of the Jefferson College Procedure for Resolving Complaints of Discrimination may be obtained in the Office of the President, or the Office of the Dean of Student Services.

Student Conduct Code

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

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

I. Academic Dishonesty

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

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

Cheating: Dishonest acts committed while being tested or evaluated.

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

II. Interference with the Educational Mission of the College

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

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

III. Behavioral Misconduct

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

Behavioral misconduct includes but is not limited to:
1. Failure to identify one’s self when requested by College officials or failure to comply with directions of College officials acting in the performance of their duties.
2. Physical abuse, harassment including sexual harassment, or conduct by any student at College-sponsored or supervised functions, which threatens or endangers the health and safety of any person or creates a hostile or offensive educational environment for any person.
3. Disorderly or immoral conduct or expression, breach of the peace and aiding or inciting another to breach the peace, or infringement upon the rights of others either on College-owned property or at College-sponsored or supervised functions.
4. Possession or use of firearms, explosives, dangerous chemicals or other weapons on College-owned or controlled property or at College-sponsored functions, except as permitted by law and College regulations.
5. Dressing or personally appearing in a manner which unduly disturbs a classroom, instructional activity, or other College activity.

Other Policies

Prohibition Policy Against Drug and Alcohol Abuse
Jefferson College intends to provide a drug free, healthful, and safe educational environment for students and other members of the College community.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on Jefferson College-owned or controlled property, or at any College-sponsored activity is expressly prohibited by the Student Conduct Code. Violation of this policy by students will result in disciplinary action including suspension or dismissal. In addition to College disciplinary actions, violators of this policy are also subject to civil prosecution where the offense is prohibited by state. Statutes of the State of Missouri and federal or local municipal and county governments shall take precedence over any actions taken by Jefferson College.

Student violations of this policy are to be referred to the Dean of Student Services or other appropriate College official for disciplinary action and/or legal prosecution. College disciplinary action may be accompanied by a requirement of satisfactory attendance in a drug/alcohol abuse assistance or rehabilitation program as a condition of future attendance at the College.
Jefferson College recognizes drug/alcohol dependency to be an illness presenting major health problems ranging from temporary disorientation to permanent organ damage or death.

Students needing assistance in dealing with drug/alcohol dependency are encouraged to make contact with College counselors who will provide confidential assistance, information, or appropriate assistance sources in the area.

Jefferson College will inform students and employees of the College Drug and Alcohol Abuse Policy on an annual basis and provide information on community resources available to assist individuals deal with drug/alcohol related problems. Additionally, the College will make drug/alcohol abuse information and educational information available to members of the College community on an ongoing basis and will review its Drug and Alcohol Abuse Policy and prevention efforts biennially.

**Sexual Assault Policy**
Jefferson College recognizes sexual assault as a serious campus concern and a violation of the rights and dignity of the individual and will not be tolerated on College property or at any College-sponsored activity. Sexual assault is a serious violation of the Student Conduct Code, and violators will be subject to disciplinary action according to the Student Conduct Code procedures and/or legal prosecution. (Adopted by Board action, 11/93.)

**Sexual Harassment Policy**

**Policy**

Faculty, staff and students are responsible for maintaining a working and educational environment that is harmonious with the College’s mission of teaching and service. Sexual harassment is entirely inconsistent with the existence of such harmonious environment, and such misconduct is a violation of College policy.

**Definition**

Sexual harassment may be defined as unsolicited nonreciprocal behavior involving a person who is in a position to control or affect another College employee’s job or student’s status as a student: (a) who is using that authority and power to coerce that employee or student to submit to sexual activity or to punish such person’s refusal to submit to sexual activity; or (b) who is using that authority, rank and power to sexually harass the employee or student.

Sexual harassment includes: (a) conduct unreasonably interfering with an employee’s work performance or with a student’s status as a student as well as (b) conduct creating a sexually intimidating, hostile or offensive working or educational environment.

Sexual harassment may consist of a variety of behaviors directed to employees or students, including but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors and physical assault.
Other behaviors which may be experienced as intimidating or offensive, particularly when repeated or when one person has authority over another, include:

- Sexually-oriented jokes, kidding, stories;
- Veiled suggestions of sexual activity;
- Display of pictures, posters or other sexually suggestive, demeaning or pornographic material; and
- Touching, patting, pinching or hugging.

**Procedures for Dealing with Sexual Harassment**

Students and employees who feel they have been a victim of sexual harassment are encouraged to resolve the situation by first using the informal procedure.

**Informal Procedure:**

Steps which may be taken are:

- Clearly say “no” to the person whose behavior is unwelcome.
- Communicate verbally or in writing with the person whose behavior is unwelcome, describing the incident(s) factually, describing feelings or consequences of the incident(s) and request that the unwelcome behavior stop immediately.
- Speak with the appropriate supervisor who may speak with the person whose behavior is unwelcome.

**Formal Procedure:**

If informal resolution has been unsuccessful, a formal grievance may be filed as follows:

- Students – Dean of Student Services.
- Faculty and staff – Director of Human Resources.

A student or employee is encouraged to report the incident to one of the individuals named or to someone in authority to whom that person feels able to relate such information. Any faculty or staff receiving such a report is required to advise one of the individuals named above.

**Suggestions for additional actions which may be taken:**

1. Arrange for a student to drop a course or to alter future courses of study to avoid contact with the offending faculty member.
2. Transfer an employee to another department or to another shift to avoid working under the supervision of the offending employee/supervisor.
3. Provide counseling to sensitize the harasser to the effects of such behavior.
Rules of Procedure in Student Disciplinary Matters

PREAMBLE

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

DEFINITIONS

As used in these rules the following definitions shall apply:

**Administrative Officer:** For purposes of informal dispositions of disciplinary matters, (the term administrative officer shall mean), the President, the Dean of Learning Resources, the Dean of Arts and Sciences, the Dean of Career and Technical Education, the Dean of Student Services, and the Business Manager.

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

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

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

**Disciplinary Probation:** After a finding of violation of the Code of Conduct, restriction of student’s privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period. As a condition of probation, the student may be required to participate in a specific program, such as a counseling program, an educational project, or write a position paper on a topic related to the violation.
Disciplinary Suspension: An involuntary separation of the student from the institution for misconduct apart from academic performance for specified period of time. Suspension differs from expulsion in that after the stated time period the student is eligible to be readmitted. The Dean of Student Services is required to notify the Office of the Registrar to indicate the suspension in the Student Record System. When the term of the suspension has ended, the Registrar will remove the notation from the Student Record System.

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

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

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

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

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

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

RULES OF PROCEDURE

Section 1. Initiation of Disciplinary Proceedings

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

Section 2. Designation of College Official for Administration of Discipline

The Dean of Student Services or designated representative is the primary officer for administration of discipline for unacceptable conduct or for conduct which involves infraction of College rules and regulation, and he/she will initiate disciplinary action in accordance with these regulations.
Section 3. Preliminary Procedures

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

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

Section 4. Informal Disposition

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

Section 5. Temporary Removal From a Facility

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

Section 6. Temporary Suspension

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

Section 7. Formal Procedures and Disposition

a. Student Conduct and Appeals Committee: The Student Conduct and Appeals Committee shall consist of full-time faculty members and students in equal numbers plus a faculty chairperson who shall participate in all activities of the Committee but vote only in case of a tie. The Committee shall select its own chairperson. The Student Conduct and Appeals Committee shall have the authority to impose appropriate discipline upon any student or students appearing before it, including, but not limited to probation, suspension, or expulsion. The President shall appoint a panel of students for the College to be known as the Discipline Panel. The panel shall consist of twice the number of students that will be expected to serve on the Student Conduct and Appeals Committee for a hearing. Members of the Panel not assigned to membership on the Committee shall serve as alternates. The accused student or the Dean of Student Services, for good cause, may challenge the services of any faculty or student member on the Committee. The student, at his/her discretion, may have his/her case heard by a committee of faculty members only. Indication of his/her desire for an all-faculty committee shall be made to the Dean of Student Services or the chairperson of the Committee in writing not less than forty-eight (48) hours before the time scheduled for the hearing.

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

c. Notice: The Dean of Student Services shall initiate disciplinary actions by arranging with the chairperson to call a meeting of the Student Conduct and Appeals Committee and by giving written notice by certified mail or personal delivery to the student charged with misconduct, which shall set forth the date, time and place of the alleged violation, the conduct to be inquired into, and the date, time and place of hearing before the Student Conduct and Appeals Committee. Notice by certified mail may be addressed to the last address currently on record with the College. Failure by the student to have his/her current correct local address on record with the College shall not be construed to invalidate such notice. The notice shall be given at least ten (10) consecutive calendar days prior to the hearing, unless a shorter time has been fixed by the chairperson for good cause. Any request for continuance shall be made in writing to the chairperson, who shall have the authority in his/her discretion to continue the hearing if he/she determines the request is timely and made for good cause. The chairperson shall notify the Dean of Student Services and the student of the new date for the hearing. If the student fails to appear at the scheduled time, the committee may hear and determine the matter in his/her absence.
d. Conduct of Hearing: The chairperson shall preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and certify the receipt of notices of charges by student, report any continuances requested or granted, establish the presence of any adviser of the student, call to the attention of the student charged, and the student’s adviser, any special or extraordinary procedures to be employed during the hearing and permit the student to make suggestions of or objections to any procedures for the Student Conduct and Appeals Committee to consider.

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

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

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

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

e. Rights of Student Conduct and Appeals Committee: The Student Conduct and Appeals Committee shall have the right: (a) in cases involving more than one student which arise out of the same transaction or occurrence, to hear such cases together (in that event, separate findings and determinations for each student shall be made); (b) to permit a stipulation of facts by the Dean of Student Services and the student involved; (c) to permit the incorporation in the record by a reference of any document, affidavit or other thing produced and desired to be incorporated in the record by the College or the student charged; (d) to question witnesses or other evidence introduced by either the College or the student at any time; (e) to hear from the Dean of Student Services about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee: (f) to call additional witnesses or require additional investigation, (g) to dismiss any action at any time or permit informal disposition as otherwise provided; (h) to at any time permit or require amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Committee before final determination of the case, provided, however, that in such event the Committee shall grant to the student or Dean of Student Services such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters; (i) to dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the chairperson or the Committee on request; and (j) to summarily suspend students from the hearing who, during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the chairperson of the Committee on any procedural question or requests of the chairperson for order.
f. Student Rights Upon Hearing: A student appearing before the Student Conduct and Appeals Committee pursuant to formal notice of charges and disciplinary hearing shall have the right: (a) to be present at the hearing; (b) to have an adviser of his/her choice appear with him/her and to consult with such advisor during the hearing; (c) upon timely request, to have students from the Discipline Panel sit with the Committee in his/her case; (d) to hear or examine evidence presented to the Committee against him/her at the hearing; (e) to present evidence by witness or affidavit of any defense the student desires; (f) to make any statement to the Committee in mitigation or explanation of the conduct in question that the student desires; (g) to be informed in writing of the findings of the Student Conduct and Appeals Committee and any discipline it imposes; and (h) to appeal to the President or Board of Trustees as herein provided.

g. Determination by Committee: At the close of the hearing, the Dean of Student Services and the student charged will be excused and the Student Conduct and Appeals Committee, in executive session, shall then make its findings and determination. Separate findings are to be made (a) as to the conduct of the student and (b) on the discipline, if any, to be imposed. No discipline shall be imposed on the student unless a majority of the Committee present is reasonably convinced by the evidence and indicates by vote that the student has committed the violation charged and should be therefore disciplined.

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

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

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

Section 8. Record of Hearing

A taped or stenographic record of the hearing shall be maintained. The hearing record shall be maintained and kept as long as the discipline imposed shall be in force, or for five (5) years, whichever is earlier. The notice, exhibits, hearing record and the findings and determination of the Committee shall become the “Record of the Case” and shall be filed in the office of the Dean of Student Services and, for the purpose of appeal, be accessible at reasonable times and places to both the College and the student. Minutes of the hearing are confidential and shall not be given general distribution.
Section 9. Right of Appeal

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

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

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

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

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

Section 10. Right to Petition for Review

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

b. The President may grant or refuse the right of review. If the President reviews the decision, the action of the President shall be final unless the decision is it be to refer the matter for further proceedings.
Section 11. Status During Appeal

In cases of suspension or expulsion where a Notice of Appeal is filed within the required time, a student may petition the appellate authority in writing for permission to attend classes pending final determination of the appeal. The appellate authority may permit a student to continue in school under such conditions as may be designated pending completion of appellate procedures provided such continuance shall not seriously disrupt the College or constitute a danger to the health, safety, or welfare of the College community.

In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Student Conduct and Appeals Committee.

Section 12. Notification of a Victim

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

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

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

Official Student Records

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

Notification of Rights Under FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, or other appropriate official, written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

Any other records shall be of a temporary nature and shall be destroyed when their usefulness is no longer apparent or when the student leaves the College. Guidelines for periods of retention and methods of destruction are consistent with state and national standards.
**Student Appeal Process for Misapplication of College Policies, Procedures, & Practices**

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

A. The receipt of a grade or academic sanctions; or
B. Established College policies or procedures.

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

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

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

2. If the initial formal decision is adverse to the student, she/he may appeal the decision to the employee’s immediate supervisor within five class days thereafter except if the immediate supervisor is a senior College official, the process moves to paragraph three. The supervisor will be provided copies of all previously considered materials from the student and written materials from the employee on which the earlier decision was based. The supervisor will review all supporting materials submitted as well as any other relevant materials and will meet with student and employee within five class days thereafter to further discuss and clarify the question at issue. The supervisor will render a written decision to student and employee within five class days thereafter to further discuss and clarify the question at issue. The supervisor will render a written decision to student and employee within two further class days. The student may appeal the decision of the supervisor to the Student Appeals committee within two class days after receipt of the decision on written notice to the College President.

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

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

Grade Appeal Process

Informal Grade Appeal Resolution
Upon receipt of the grade in question, the appellant (student) shall immediately contact the instructor of record to determine why the discrepancy exists between the grade expected and the grade received. This contact should be in person whenever possible, and every effort should be made by both parties to satisfactorily settle the matter at this level.

Formal Grade Appeal Review Process
If the issue cannot be settled on an informal basis to the satisfaction of both parties, the appellant shall:

Contact the instructor of record in writing within five (5) school days of receipt of the grade. The appellant must document in writing justification for requesting a change of grade. The instructor of record shall respond in writing within two (2) school days following receipt of the written appeal, documenting the reason(s) for the determination of the grade.

If the appellant is convinced the issue has not been justly resolved, he/she must file within two (2) school days of receipt of the instructor’s decision, a written appeal of the decision with the appropriate Dean. The Dean will review the written statements of the appellant and the instructor of record. The Dean will inform the appellant in writing of his/her decision within two (2) school days.

If the appellant remains unsatisfied, he/she must, within two (2) school days from receipt of the Dean’s decision, file a written appeal with the Chief Academic Officer. The Chief Academic Officer will review all written statements and documentation and will pursue any other means deemed necessary to reach a decision on the appeal. The Chief Academic Officer will, within two (2) school days from receipt of the appeal, inform the student and the instructor of record in writing of his/her decision. The decision of the Chief Academic Officer is final.
Minimum Standards of Academic Progress

All students must meet guidelines regarding Academic probation and suspension. Students receiving Financial Aid must meet additional requirements.

Academic Probation, Suspension and Readmission Guidelines

Not all students who enroll at Jefferson College will achieve at the same level, and no policy of the College is intended to discourage any sincere, conscientious person. However, each student is expected to make reasonable progress toward graduation. A student is considered to be making minimum progress if he or she has a cumulative grade point average as follows:

- After 10 hours of course work have been attempted - 1.50
- After 20 hours of course work have been attempted - 1.60
- After 30 hours of course work have been attempted - 1.75
- After 40 hours of course work have been attempted - 1.85
- After 50 hours of course work have been attempted - 2.00

A student whose progress falls below minimum requirements is placed on academic probation. If the student has not removed the probation by the end of the following semester, the student is automatically suspended for one semester. The student may appeal his or her suspension by meeting with the Dean of Student Services. If the student is readmitted and again falls below minimum requirements, the student will again be suspended. After the second suspension the student may be readmitted only upon recommendation from the Student Conduct and Scholastic Appeals Committee. Procedures for petitioning the Student Conduct and Scholastic Appeals Committee are available from the Dean of Student Services.

Financial Aid Guidelines

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

There are several factors that affect satisfactory academic progress. It is your responsibility to read this information and understand all the variables involved.

In turn Jefferson College has the responsibility of monitoring student progress as follows:

The Higher Education Act of 1965, as amended by Congress in 1992, mandates institutions of higher education to define, establish, and enforce minimum standards of satisfactory academic progress for students receiving financial assistance.

Students receiving assistance from federal and state sources must meet the College’s satisfactory academic progress policy in order to maintain their financial assistance eligibility.
The policy is based upon **cumulative numbers**, including non-degree and degree hours attempted, and is applied consistently to all applicable federal and state Student Financial Aid programs.

The policy is applied equally to new, continuing and transfer students. All students are required to meet the cumulative requirements to be eligible to participate in the federal and state financial aid programs administered by Jefferson College.

**Grades**

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

A grade of “F” (Failure), “W” (Withdrawal), “H” (Audit), or “I” (Incomplete) is considered unsatisfactory. All coursework must be completed within the regular semester time frame. Although the College allows a student to take an Incomplete grade in a course and complete the course in the following semester, the course was not completed in the specified time frame, and the grade is therefore, unsatisfactory.

Students who wish to Audit a course must declare this intent prior to the start of the course, as this course is not part of the degree program. Failure to do so will result in the course being calculated in the cumulative hours attempted for financial aid eligibility.

**Grade Point Average**

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

* The A+ Scholarship program requires a cumulative grade point average of 2.5 or above (excluding all high school dual credit).

---

**Is it better to withdraw or take an F?**

This is a frequently asked question. As you can tell by the policy above, a “W” will not effect the grade point average, but will adversely affect the attempted vs. earned ratio. A grade of “F” will negatively affect both. Thus, it is advisable for a student failing a course to withdraw.

---

**Hours Attempted vs. Hours Earned**

Students must complete a cumulative total of 67% of all coursework attempted, including degree and remedial coursework within the regular semester. Coursework attempted during all semesters, including fall, spring and summer will be evaluated.

Students participating in the Jefferson College Financial Aid Program are required to submit official college transcripts from previous institutions. Transfer credit accepted from other colleges and universities will be included in the number of credit hours attempted and earned.
Example:
In the fall, Jane Doe attempted 15 credit hours and completed nine. She withdrew from two, three-credit hour courses. Jane completed 60% of the coursework she attempted. This is below the minimum standard of 67%. Therefore, Jane is on probation going into the spring semester. While on probation she can continue to receive financial aid. However, she must carefully consider the number of credit hours she attempts in the spring.

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

However, if Jane did not improve her attempted vs. earned ratio at the end of the spring semester, she would have been placed upon financial aid suspension and, therefore, ineligible to receive financial aid in future semesters.
**Maximum Time Limits**
Financial Aid recipients must complete their specified degree program within 150% of the published length of the program.

**Associate of Arts (AA)**
Hours Required 62   Maximum Hours Allowed 93

**Associate of Science (AS)**
Hours Required 62   Maximum Hours Allowed 93

**Associate of Arts - Teaching (AAT)**
Hours Required 62   Maximum Hours Allowed 93

**Associate of Applied Science (AAS)**
Hours Required 62-72*   Maximum Hours Allowed 108

**AAS - Nursing**
Hours Required 77   Maximum Hours Allowed 125

Certificate-seeking students are evaluated based upon the number of hours required for the certificate. Maximum time limits range from 45-93 hours, depending on the length of the program. Once a student reaches the maximum hours attempted for their program of study they will no longer be eligible to receive financial aid at Jefferson College.**

* AAS degree requirements vary by program.
** Students who have extenuating circumstances may appeal to the Satisfactory Academic Progress Appeals Committee.

What happens if I fail to meet minimum standards of satisfactory progress?

**Financial Aid Probation**
Failure to meet all parts of the satisfactory academic progress policy will result in financial aid probation. Students may continue to receive assistance for one semester, but must regain satisfactory progress status at end of the probationary period.

**Financial Aid Suspension**
Continued failure to meet the policy guidelines will result in financial aid suspension. Financial aid suspension means the termination of all federal and state financial aid.

**Can I get state and federal financial aid funds reinstated?**
A student will regain eligibility to participate in the financial aid programs, upon coming into compliance with the cumulative coursework attempted and GPA requirements as specified above.

**Student’s right to appeal financial aid suspension**
In the event of extenuating circumstances, the student may request to be continued in the financial aid program through a written appeal to the Director of Admissions and Financial Aid. The Financial Aid Appeals Committee will review all written appeals and notify the student of the results.
Further instructions related to the appeal process will accompany the letter of suspension.

- **Permanent Loss of Eligibility**
  Students who have attempted the maximum number of hours attempted in their specified degree program cannot regain eligibility for federal funding at Jefferson College.

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**US Department of Education Return of Title IV Funds Policy**

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

- **Which financial aid funds are affected?**

  The federal repayment policy, established by the U.S. Department of Education, through the re-authorization of the Higher Education Act of 1965, as amended in 1998, affects students who have received assistance through the following federal financial aid programs:

  - Pell Grant
  - Supplemental Education Opportunity Grant (SEOG)
  - Stafford Subsidized and Unsubsidized Loans
  - Parent (PLUS) Loans
  - Academic Competitiveness Grant
  - Student Support Services Grant

- **When is the 60% point in the semester?**

  For the 2008-2009 academic year the 60% point for each semester is:
  - Fall 2008 Semester:
    - October 27, 2008
  - Spring 2009 Semester:
    - April 1, 2009
  - Summer 2009 Intercession:
    - May 29, 2009
  - Summer 2009 Six-Week Semester:
    - July 1, 2009
  - Summer 2009 Eight-Week Semester:
    - July 9, 2009

  - Please Note: Dates will vary for telecourses and short-term classes. The longer a student remains in attendance, the smaller the amount of refund he/she will owe.
Students who remain in attendance through at least the first 60% of the period of the semester, but later withdraw from the College, will not be required to repay any portion of their federal financial aid.

❖ How is the overpayment amount determined?

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

❖ How does the school determine my last date of attendance?

Attendance is determined through the official withdrawal records of the College and attendance information reported by faculty. If you are not attending classes, you are expected to complete the official withdrawal process of the College. This official withdrawal date is considered to be your last date of attendance. If you enroll, do not attend, and do not officially withdraw from classes; you will be responsible for a 100% overpayment of any federal aid disbursements you receive. To complete the withdrawal process contact the Registrar/Student Records Office, located in the Student Center.

❖ Will this effect me if I withdraw from an individual course?

This policy only applies to students who:
- Withdraw from all classes prior to the 60% point of the semester
- Students who fail all of their classes and cease attendance prior to the 60% point of the semester.
  
  It does not apply to a student who has withdrawn from selected courses.

❖ Do I send the amount of my overpayment to the school or to the U.S. Department of Education?

If an overpayment of federal financial aid occurs, the student may be required to return a portion of the overpayment to the school and to the U.S. Department of Education. The College will bill the student for the total overpayment and allow 45 days for repayment. Any unpaid balance of a required overpayment due to the U.S. Department of Education will be reported to them after 45 days. Any unpaid balance due to the school will be subject to collection action.

❖ When will I know if I have to return an overpayment?

The College reviews all student attendance and official withdrawal information throughout each semester. If you are required to repay all or a portion of your financial aid, the amount will be posted to your Jefferson College student account and you will receive a bill.

This policy only applies to students who withdraw from all courses or completely stop attending all classes.
How can I avoid getting into a situation that will require the return of an overpayment?

Many students panic when they begin to struggle in classes. They will withdraw from all classes even though they may be doing well in one or two classes. Only withdraw from the classes that are giving you the most difficulty. Attempt to finish as many classes as you can.

** IMPORTANT NOTICE **

Students receiving any form of federal, state or institutional financial aid, are prevented from being dropped from courses for non-payment.

Financial aid awards count as an anticipated payment. **If you are not planning to attend the College, you must officially withdraw from your classes.** If you do not withdraw, your courses will be held and financial aid will be applied to your account to pay for the courses, resulting in an eventual overpayment.

Students should refer to the current College Catalog for academic procedures such as:

- Registration
- Add/Drop
- Audit
- Incomplete
- Degree Requirement
Availability of Federal Disclosure Information

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

The following documents are available for viewing, downloading, or printing from the College web site: http://www.jeffco.edu. From the home page, select “Publications” from the left side bar menu. On the Publication page, choose “Federal Disclosures”. Hard-copies are also available upon request from the office listed for each item.


2. General College Catalog. Contains current academic & career-technical degree and training programs, course descriptions; instructional, lab, and related physical facilities; faculty and instructional personnel listing; names of accrediting, approving, and licensing bodies; student withdrawal and tuition refund policies; and much more. Copy from Student Services front desk, first floor of Student Center Bldg., ext. 217.

3. Student Refund Policies. Summarizes refund policies and procedures, and return of Title IV grant/loan assistance. Located in General College Catalog and in the document Financial Aid Federal Disclosure Information. Copy from Financial Aid Office, first floor of Student Center, ext. 212.


8. Student Privacy Policy. This document is the College’s policy statement assuring the privacy and practices for safeguarding student personal information. Copy available from the Business Office in the Administration Bldg., ext. 121.
Jefferson College

Drug Free Work Place Guidelines

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

Employees should realize that possession, use, and distribution of illegal substances are not permitted and that employees are required to notify the appropriate dean or College official of drug convictions and violations occurring at College activities or on College property. Employees should realize that if drug and alcohol problems are not resolved they could be subject to dismissal for adequate cause.

The use of drugs or alcohol by students on College property, or at a College-sponsored activity is expressly forbidden by the Student Conduct Code and may result in disciplinary action including suspension or expulsion and/or criminal prosecution.

It is the desire of the College to provide a wholesome and productive environment for both employees and students.

If you experience a drug or alcohol-related problem, or become aware of a member of the College community with such a problem, we encourage you to attempt to facilitate a referral of this person for assistance to College or appropriate community treatment agencies or resources. The College intends to provide information on services that are available without endorsing any institutional or treatment procedure. Several appropriate sources of assistance are available and may be contacted directly for assistance.

- **Alcoholics Anonymous** (includes Al-Anon and Al-A-Teen)
  2683 South Big Bend, Room 4
  Maplewood, Missouri 63143
  (314)647-3677

- **St. Anthony’s Medical Center - Hyland Center**
  10018 Kennerly Road
  St. Louis, Missouri 63128
  (314)525-4400

- **COMTREA (Community Treatment, Inc.)**
  Community Mental Health Center for Jefferson County
  227 Main Street
  Festus, Missouri 63028
  (636)931-2700, 296-6206
  The Athena Center of COMTREA provides alcohol and other drug abuse treatment. Family services are provided concurrently.
Jefferson Memorial Hospital  
Highway 61  
Crystal City, Missouri 63019  
(636)933-1000

Life Crisis Service  
1423 South Big Bend Blvd.  
St. Louis, MO 63117  
(314)647-3100 or 647-HELP

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

Administrative Officers

Dr. Wayne Watts, President, ext. 100
Dr. Julia Hampton, Dean of Student Services, ext. 200
Dr. Melinda Selsor, Dean of Arts & Sciences, ext. 329
Dr. John Keck, Dean of Career-Technical Education, ext. 400
Mrs. Linda Bigelow, Dean of Learning Resources, ext. 162
Dr. Rick Turley, Business Manager, ext. 120

Faculty and Staff

For information regarding faculty office hours please contact the faculty office located at AS 110 ext. 331 or CEB 101 ext. 445 or check the College web site at www.jeffco.edu.
AGREEMENT FOR SUCCESS

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

AS A FACULTY OR STAFF MEMBER OF JEFFERSON COLLEGE:

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

AS A STUDENT OF JEFFERSON COLLEGE:

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

**Jefferson College Hillsboro** is located on Highway 21 just north of Highway A near Hillsboro, Missouri, approximately 30 miles south of St. Louis.

From Interstate 55, take exit 175 at Festus and go west on Highway A for approximately 11 miles. Travel through the intersection at Highway 21 to Jefferson College Drive and turn right. The college will be on your left within one quarter mile.

From Interstate 270, exit on Tesson Ferry Road (Highway 21) and travel approximately 23 miles south toward Hillsboro. Turn right on Hayden Road and then left on Jefferson College Drive. The college will be on your right within one quarter mile.

**Jefferson College-Arnold** education center is located in Arnold near the intersection of Highway 141 and Astra Way.

From Interstate 55, take Highway 141 North (Exit 191) and travel 1.7 miles toward Fenton. Turn left at Astra Way and continue through four-way intersection past Arnold Library and Recreation Center to end of drive.

From Interstate 270, take Highway 21 South/Tesson Ferry (Exit 2) approximately 5 miles to Highway 141 and turn left. Travel approximately 2 miles toward Arnold. Turn right at Astra Way and continue through four-way intersection past Arnold Library and Recreation Center to end of drive.

**Jefferson College Northwest** is located in High Ridge, Missouri, at the intersection of Highway 30 and PP, approximately 9 miles from St. Louis.

From Interstate 270, take Highway 30 (Exit 3) and travel south for approximately 9.7 miles. Turn right onto Highway PP and travel for approximately .1 miles to the Jefferson College Northwest campus on your left.
Smart Technology and Remote Services

STARS is a comprehensive collection of powerful web-based tools that will enhance communication and distance service to students, staff, and faculty. Some of the primary features include:

• Campus-wide e-mail for all students, faculty, and staff
• Full-feature calendar
• Targeted information delivered only to those concerned
• Course Tools such as message boards and chat
• Student Organization homepages
• Online campus interest groups, similar to Yahoo® groups
• Online registration, payment, grades, transcripts, and more!
• No additional cost!

STARS is available on any computer in the world with internet access!

STARS is available to the entire College community. Students receive a username and password that gives single-login access to STARS features – please keep login information secure!

Every student needs to log into STARS regularly to view announcements about upcoming registration periods, campus activities, to view grades (grades will no longer be mailed), and for lots of other information. Students need to check STARS e-mail for messages from instructors or other College personnel.

If you have any questions about how to use STARS, you may call the STARS help desk at (636)797-3000, ext. 234.
Jefferson College
Viking Woods
STUDENT HOUSING

WHY LIVE ON CAMPUS?

OUTDOOR BBQ PICNIC PAVILION

2 & 4 BED FLOORPLANS & FULLY EQUIPPED MODERN KITCHEN

PLUS!

CLUBHOUSE WITH BIG SCREEN TV,
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VIKING WOODS
APARTMENTS
806 MEL CARNAHAN DR.
Hillsboro, MO 63050
(636) 797-2968
www.jeffco.edu

Contact the Viking Woods Staff At: vikingwoods@jeffco.edu or (636) 797-2968
Child Development Center

Now Accepting Enrollment for Children
ages 2 - 12

Children are born with a desire to learn about and make sense of the world. Research has shown that when children are able to choose what they would like to learn about, they not only gain knowledge and skills, but also are highly motivated to do so. Our teachers foster this early love for learning by allowing children choices in their activities and by supporting their attempts to solve their own problems. It is amazing to watch as they build relationships, develop self-control and gain independence.

Also offered is an exciting before/after and summer school age program. School age children love being involved in the classroom planning. Examples of Interest Clubs include film making, photography, astronomy, Egypt, cake baking and decorating, jewelry design, junk art, juggling, etc.

OPEN YEAR ROUND
MON. - FRI.
6:00 A.M. TO 6:00 P.M.

636.797.3000, X299

COMMUNITY WELCOME!

MISSOURI ACCREDITED AND STATE LICENSED
• Phi Theta Kappa is the International Honors Society of the two-year college.

• Phi Theta Kappa is the largest Academic Honors Society in the world.

• Xi Zeta is Jefferson College’s Chapter of Phi Theta Kappa.

• Members of Phi Theta Kappa are eligible for over 36 million exclusive transfer scholarships; including competitive scholarships and automatic transfer scholarships to colleges across America.

Who can become a member of Phi Theta Kappa?

Membership is by invitation only. Membership invitations are mailed each semester to students, full or part-time, who have completed 12 degree-seeking credit hours with a cumulative GPA of at least a 3.5.

Questions? Contact Lynn Hoff at (636) 797-3000, ext. 302 or Dr. Michael Booker at (636) 797-3000, ext. 312
Names and Numbers to Remember

Advisor ________________________ Phone ______________
Office: 
Office Hours:

Tutor _________________________ Phone ______________
Office:
Office Hours:

Club/Organization ________________________________
Position:
Meeting Times:

Personal Addresses and Phone Numbers

Name ________________________________
Address ____________________________________
Phone ____________________________________
E-mail ____________________________________

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Academic Calendar 2008-2009

FALL 2008 SEMESTER

August 18  Classes Begin
August 30  Labor Day recess begins, 7:00 a.m.
September 2  Labor Day recess ends, 7:00 a.m.
October 8  First short session ends
October 9  Second short session begins
October 17  Faculty In-Service (no day classes)
November 11  Veteran's Day (campus closed)
November 26  Thanksgiving recess begins, 12:00 p.m.
December 1  Thanksgiving recess ends, 7:00 a.m.
December 4  Last Day of Classes (TR)
December 5  Last Day of Classes (MWF)
December 8-13  Final Exams
December 8  Last meeting for Monday night classes (one time a week classes)
December 9  Last meeting for Tuesday night classes (one time a week classes)
December 10  Last meeting for Wednesday night classes
December 11  Last meeting for Thursday night classes (one time a week classes)
December 12  Last meeting for Friday night classes (one time a week classes)
December 13  Last meeting for Saturday classes (one time a week classes)
December 16  Grades Due, 12:00 p.m.

SPRING 2009 SEMESTER

January 12  Classes Begin
January 19  Martin Luther King Day (campus closed)
February 16  President's Day (campus closed)
March 6  First short session ends
March 9  Second short session begins
March 16  Spring Break begins, 7:00 a.m.
March 23  Spring Break ends, 7:00 a.m.
March 27  Music Contest (no classes)
April 16  Faculty Work Day (no day classes; night classes will meet)
May 5  Last Day of Classes (TR); Last meeting for Tuesday night classes
May 6  Last meeting for Wednesday night classes
May 7  Last meeting for Thursday night classes
May 8  Last Day of Classes (MWF)
May 9  Last meeting for Saturday classes (one time a week classes)
May 11-15  Final Exams (Monday night classes must meet on 5/18)
May 15  Last meeting for Friday night classes (one time a week classes)
May 16  Commencement
May 18  Last meeting for Monday night classes (one time a week classes)
May 20  Grades Due, 12:00 p.m.
INTERSESSION 2009 SEMESTER
May 18 Classes Begin
June 8 Classes Begin
May 25 Memorial Day (campus closed)
June 5 Last Day of Classes
June 9 Intersession Grades Due, 12:00 p.m.

SUMMER 2009 SEMESTER
July 3 Independence Day observed (campus closed)
July 16 6-week sessions ends
July 22 6-week Grades Due, 12:00 p.m.
July 30 8-week session ends
August 3 8-week Grades Due, 12:00 p.m.
### August

#### AUGUST 2008

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**18**  
Fall Semester Begins

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**Monday**

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**19**

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**Tuesday**

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**Wednesday**

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Monday

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Monday

2  Labor Day recess ends, 7:00 a.m.

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Tuesday

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NOVEMBER 2008

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**November**

**Monday**

**Tuesday**

**Wednesday**

**26**  Thanksgiving recess begins 12:00 p.m.
1  Thanksgiving recess ends, 7:00 a.m.

2

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Monday

Tuesday

Wednesday
4  Last Day of T/R Classes

5  Last Day of M/W/F Classes

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**Monday**

**Tuesday**

**Wednesday**

8 Final Exams

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19  Martin Luther King Day (CAMPUS CLOSED)

Monday

Tuesday

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Wednesday

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**February**

**Monday**

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**Tuesday**

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**Wednesday**

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**16**  President’s Day  **(CAMPUS CLOSED)**

**Monday**

**Tuesday**

**17**

**Wednesday**

**18**
### March

**MARCH 2009**

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**2**

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**Monday**

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**3**

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**Tuesday**

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**4**

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**Wednesday**

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2009

5

Thursday

6
First short session ends

Friday

7

Saturday

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SPRING BREAK

20  
SPRING BREAK

21

22

Thursday

Friday

Saturday

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2009

16 Faculty Work Day (NO DAY CLASSES (Night Classes Will Meet)

Thursday

Friday

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**4**

**5** Last Day of T/R Classes

**6**

**Monday**

**Tuesday**

**Wednesday**

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**Monday**

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**Final Exams**

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**Tuesday**

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**Final Exams**

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**Wednesday**

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**Final Exams**

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**18** Intersession Classes Begin

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Monday

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2009

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5 Last Day of Intersession Classes

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June 2009

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8  Summer Semester Classes Begin

9  Intersession Grades Due, 12:00 p.m.
2009

2

Thursday

3
Independence Day Observed (CAMPUS CLOSED)

Friday

4
Independence Day (CAMPUS CLOSED)

Saturday

5

Sunday
16 6-week Session Ends

17

18

19

0x0 Thursday

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**Saturday, July 20**

**Monday, July 20**

**Tuesday, July 21**

**Wednesday, July 22**

*6-week Session Grades Due, 12:00 p.m.*
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Thursday

Friday

Saturday

Sunday
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Our Mission Is Quality Education

- Student-Centered
- Comprehensive
- Accessible

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