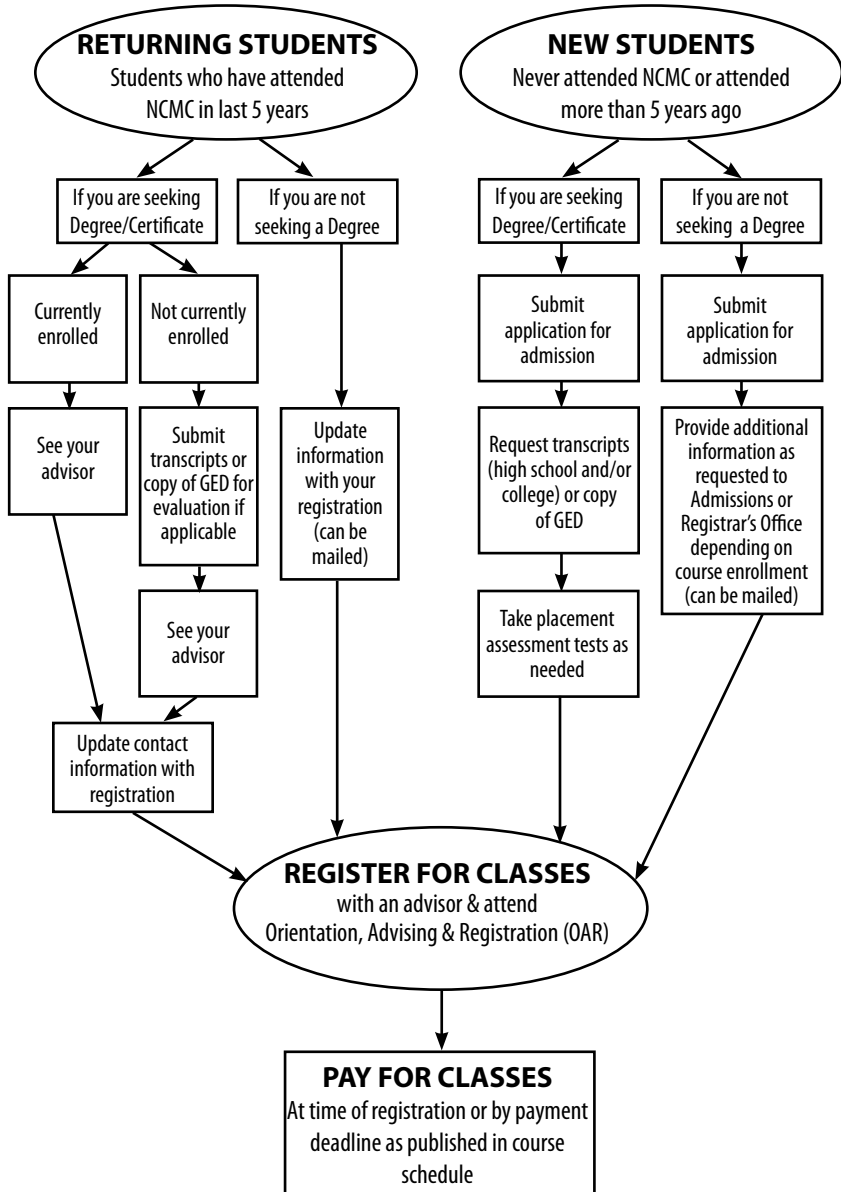


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# ADMISSIONS & REGISTRATION PROCESS

Choose the appropriate category, then follow the lines



**NOTE:** The Application for Admission form can be submitted on-line. The Transcript Request form can be downloaded from NCMC's Web site [www.ncmissouri.edu/serv](http://www.ncmissouri.edu/serv).

# SERVICES FOR STUDENTS

The faculty and staff at North Central Missouri College care about student success! We want to help you achieve your goals in all areas of your life; which is why you'll find people and services that can help you both in and out of the classroom.

When you're not sure where to go or how to get started, make your first stop the Alexander Student Center. Whether you need help with financial aid or planning your future, you'll find a friendly staff willing to give you the time you need.

The Student Services Division is here to offer information and assist you in solving any problems you might have while attending college. Admissions, advising, financial aid, registration, career services and a host of other student services are all located in the Alexander Student Center. Just stop by the information desk to schedule an appointment or pick up current information.

The Student Handbook/Planner and a weekly newsletter, *This Week*, are prepared by the Marketing Office to provide you with current information about upcoming activities, events, College announcements as well as financial and registration deadlines. Check these publications for office and business hours of the services on campus. And don't forget to visit our web site at [www.ncmissouri.edu](http://www.ncmissouri.edu) for the latest news at North Central Missouri College.

Take advantage of our one-stop Student Services Center today. We want to make your college experience the best possible.

## ADMISSIONS INFORMATION

Community colleges are the primary portal to higher education and employment for those who might not otherwise have access. As part of Missouri's community college system, North Central Missouri College is an "open-admission" institution. Any person who has a high school diploma, GED or is able to profit from further education based on aptitude, interest and abilities will be served by the College.

Some programs, such as nursing, have specific program entrance requirements that must be met before admission into the program will be granted. Admission to the College does not ensure a student admission to a specific program or course.

## How to Apply for Admission

**1. Complete an Application for Admission** available on the NCMC web site [www.ncmissouri.edu](http://www.ncmissouri.edu). A one-time non-refundable application fee will apply.

**Dual Credit students** who plan to attend NCMC after graduation will need to fill out the application for admission during their Senior year and pay the application fee

**Returning students**, who have not attended NCMC classes for one semester or more, will need to fill out an updated application form. No fee is required. Please see our web site, [www.ncmissouri.edu](http://www.ncmissouri.edu) for further details.

The Admissions Office welcomes prospective students, their parents and friends to visit our campus. To schedule an individual or group tour, contact the Admissions Office by phoning 660-359-3948, ext. 1414, or by sending an e-mail to [Admissions@mail.ncmissouri.edu](mailto:Admissions@mail.ncmissouri.edu).

**2. Provide NCMC with the appropriate transcripts, documents and test scores.**

- a. For first-time college students, request an official copy of your final or most recent high school transcript be sent to the NCMC Admissions Office. A final, official transcript must be received for final acceptance.
- b. For students who have passed the GED test given by the Missouri State Department of Elementary and Secondary Education or any other states GED, send an official copy of your scores or certificate to the Admissions Office.
- c. For students who are transferring from another college or university, request an official transcript from each college attended. An official high school transcript is also required..
- d. For home-schooled students, provide verification of having completed a high school course of study and ACT, SAT, COMPASS or ASSET test scores. Home schooled students must provide a copy of placement testing before enrolling in their initial semester.
- e. All non-citizen applicants to the college must provide proof of immigration status (i.e. Green card ) and must send a high school transcript translated into English before consideration for admittance into NCMC. See additional requirements under International Students on page 19.

**3. Provide NCMC with a copy of your ACT, SAT, ASSET, or COMPASS scores.** Students who are planning to complete a degree or certificate and home-schooled students must provide the College with a copy of their ACT, SAT, ASSET, or COMPASS test scores prior to enrollment. Placement test scores are valid for two years; if your scores are older than

two years you will be required to take the COMPASS test. These scores are used for placement in English, math, reading, history and government courses and help advisors to assist students in making career and educational plans. If you have not taken any of these, NCMC offers the COMPASS placement test to students who have either not taken the ACT or who need additional testing. See the catalog section on Academic Placement and Testing for more details. Compass study guides are available in the NCMC Library and the Academic Resource Center's home page.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or potential danger to the college community or if such refusal is considered to be in the best interest of the College. Students whose admission is revoked after enrollment must be given due process.

## **Outreach, On-Line & Dual Credit Students**

In order to serve the needs of area residents, NCMC offers outreach, on-line and dual credit programs throughout north Missouri.

Outreach/ITV: NCMC realizes many students may not be able to attend on-campus classes during regular hours. As a result, the College offers courses at community outreach sites. These courses are also delivered to outreach sites via ITV. These classes provide both traditional and nontraditional students the opportunity to pursue a college education with greater convenience.

On-line: NCMC delivers on-line classes that students can take from the convenience of their home.

Dual Credit: Under certain circumstances, high school juniors and seniors may take college credit classes while in high school and receive both college and high school credit. Students need to be college bound or in accelerated programs at their high school, have a cumulative, non-weighted high school GPA of 3.0 and meet NCMC's requirements for entry into specific courses. High school freshmen and sophomores may be allowed special admission for dual credit provided they score at or above the 90th percentile on a nationally normed test such as the ACT and with approval from the Dean of Instruction. Students who enroll in dual credit classes must complete the NCMC dual credit admissions process. Contact the Dual Credit Coordinator at extension 1318 for further details.

**Distance Learning Policy**—this policy guides the faculty, student and institution through efficient distance learning practices. Faculty members and students who participate in distance learning are required to understand and follow the policies. The distance learning policy is available on the following NCMC web page tab: "About NCMC" - Distance Learning/Online ([www.ncmissouri.edu/programs/online/](http://www.ncmissouri.edu/programs/online/)).

## Home-Schooled Students

NCMC welcomes home-schooled students wishing to further their education. Admission is contingent upon completing the NCMC Application for Admission, providing verification of having completed a high school course of study and providing NCMC with ACT, SAT, ASSET, or COMPASS test scores. Home-schooled students are eligible to apply for NCMC academic scholarships and federal financial aid programs.

## Transfer Students

NCMC welcomes transfer students and accepts credits earned from colleges and universities accredited by agencies recognized by the Council for Higher Education Accreditation. Contact the Registrar's Office with questions pertaining to transferring credit from a previous college or university. Refer to the section on transferring in credit to NCMC.

## Special Admissions

**Current high school students:** Students who are 16 years of age and are still in high school may enroll in summer and evening classes as visiting students. Classes taken during the school day as dual credit must be approved by the student's high school.

High school freshmen and sophomores may also be allowed special admission for enrollment provided they score at the 90th percentile on a nationally normed test such as the ACT and with approval from the Dean of Instruction.

**Students on probation/suspension:** NCMC accepts students who are on academic probation from other colleges and admits them with probationary status. The College accepts students who are on academic suspension from other colleges when permission is received from the Dean of Student Services. Contact the Dean of Student Services for instructions. Students on disciplinary suspension from another college, however, may not be admitted until they are eligible for readmission at that institution.

**Students without a GED certificate, high school diploma, or home-school verification:** A student, 16 years of age or older, who has not graduated from high school, or completed a home-school high school program, or completed the GED may be allowed limited enrollment while completing the GED requirement. Students must take the ACT or COMPASS test and any NCMC placement tests as needed. Enrollment is limited to a maximum of 6 credit hours for the first semester. Students will also be referred to the GED Preparation Program and must successfully complete the GED during their first semester or receive permission to continue in college courses by writing to the Academic Standards Committee. Contact the Dean of Student Services Office for instructions.

# International Student Admissions

International students who wish to enroll must submit the following:

1. Completed NCMC General Admission Application and International Student Application.
2. Official transcripts of all high school (or equivalent), college and/or university studies. Transcripts must be translated in English. NCMC may require post-secondary transcripts to be sent to an organization that provides evaluations of foreign educational credentials. Information, including costs for this service, is available from the NCMC Admissions Office.
3. Students, whose native language is other than English, are required to provide scores of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 (paper version), 173 (computer-based test) or 61 (Internet based) is required. Limited entrance into coursework for those students not meeting the minimum required TOEFL may be granted if the student is enrolled in an ESL program.
4. A copy of their American College Test (ACT) or SAT results. If the ACT or SAT has not been taken, students will be required to take the COMPASS test and any other NCMC placement tests as needed.
5. Purchase of required health insurance that will be in force during the entire period the student will be attending North Central Missouri College and include repatriation
6. A cashier's check for a minimum of one semester's tuition, books, fees, and room and board is due upon enrollment.
7. \$300 (U.S.) for an emergency fund upon arrival on campus.
8. Proof of financial support. The U.S. Immigration Services requires that international students arrange, before leaving their home countries, to meet **all** of the financial needs they will encounter while they are in the United States.\*

\*Encountering financial difficulties poses particular problems to international students; the U.S. Immigration Services requires that international students arrange to meet all of the financial needs they will encounter while they are in the United States before leaving their home countries. This includes transportation to and from North Central Missouri College. Applicants must document that sufficient financial resources are immediately available, in U.S. dollars, to cover all expenses for one full year of study at North Central Missouri College in addition to return transportation. Students with dependents must also include additional financial support documentation for any dependents that may accompany them. Students must also show expectation of financial support for the

remaining years of their program. This may be demonstrated through a notarized Affidavit of Support and appropriate notarized bank statements.

Employment opportunities for international students with an F-1 visa are extremely limited. If positions are available, F-1 students may work up to 20 hours per week **on campus**. F-1 students can work off campus only with permission from the U.S. government, which is not granted during the first academic year of an international student's stay in the United States. International students should not plan on employment in the U.S. while being a student as a way to meet the first year financial requirements.

## REGISTRATION

Once accepted to North Central Missouri College, the next step is to attend an Orientation, Advising, and Registration (OAR) session. Advisors will assist students with class choices and give instruction on the use of on-line services at NCMC. For more information, refer to the orientation guidebook on the web site, [www.ncmissouri.edu](http://www.ncmissouri.edu).

## Classification of Students

NCMC students are classified in a variety of ways for reporting purposes. Classification may change as a student's goals change.

**Freshman:** Completed less than 30 semester credit hours.

**Sophomore:** Completed 30 semester credit hours. Because NCMC is a two-year institution, status beyond the sophomore year is not recognized.

**Full-time:** Generally, enrolled in at least 12 hours per semester. Students should review the program recommendations in the catalog to determine the specific course sequence recommended for each program.

**Part-time Student:** Enrolled in less than 12 hours per semester.

**Audit Student:** Students can enroll at NCMC through the Audit option. Under this option, students are not held to standard attendance requirements and do not take examinations. Students will not earn credit for audited courses or receive an evaluation by the instructor. Intention to audit must be declared prior to the end of the published Add/Drop period for the term.

**General Student:** Students who have received a high school diploma, have completed a home-school high school program or a General Educational Development (GED) certificate. Transcripts must be submitted.

**Transfer Student:** Students who have previously attended other colleges or universities. Official transcripts must be sent from any institution ever attended, regardless of numbers of credits earned or academic success.

**Visiting Student:** A high school student taking a course or two from NCMC, or a student enrolled at another college or university attending NCMC for a summer term or one semester only with intentions of returning to the home college. Transcripts must be sent from any institution ever attended.

**Degree or Certificate Seeking Student:** Students who have selected a regular program of study leading to a specific degree or certificate at North Central Missouri College.

**Continuing Education Student:** Students who are taking courses of interest and have no intention of meeting graduation requirements.

**International Student:** A non-immigrant, non-domestic student. See the International Student Admissions section for requirements.

## Residency

Classification as a resident for tuition purposes is determined by Missouri law. The initial classification is made at the time of admission or first-time enrollment.

**Students are classified according to the location of their true, fixed and permanent home and place of habitation, or the domicile where they intend to remain and to which they expect to return.**

**“In-District”** students are those whose permanent home is within boundaries of the North Central Missouri College district.

**“Missouri Resident”** students are those whose permanent home is not within the boundaries of the NCMC district, but is within the state of Missouri.

**“Out-of-State”** students are those whose permanent home is located outside the state of Missouri.

The determination of residency status is initially made in the Admissions Office. Status may change when a student is known to move from the district. A student may challenge residency status by presenting sufficient proof, as defined by the Missouri Department of Higher Education, to the Registrar’s Office before the end of the published add/drop period for the semester for which fees will be affected. Change of residency status is not retroactive and will affect only future terms. A dependent student’s residency will remain the same as the custodial parent or guardian. IRS code and definitions will be used to determine dependency.

See the Registrar’s Office for complete details on resident qualifications.

**Any student who willfully gives wrong or misleading information to avoid paying appropriate tuition and fees is subject to legal and disciplinary action.**

## Advising

Through advising, students receive help in exploring and developing options for the future. Trained Student Services advisors assist students in realistic self-evaluation, developing life plans and setting career and educational goals prior to initial enrollment at NCMC.

**Career planning:** Advisors provide individual career exploration opportunities. A variety of tools are available to help students evaluate interests, values and abilities. Job information materials are also in the Alexander Student Center.

**Educational advising:** We strongly recommend that all students seek educational advising prior to or during their first semester of college. With the help of an advisor, students can clarify educational goals and plan an appropriate program of study which will meet their career objectives. Educational advising helps students understand the full range of programs and services offered by NCMC.

**Personal counseling:** NCMC works with professional agencies and will refer students to these agencies if necessary. Students having questions or problems during the semester are encouraged to contact a staff member who will refer them to the Dean of Student Services for assistance. Counseling referrals are confidential with the following exceptions:

- \* when self or other harm is possible
- \* when a student has given written permission
- \* when child or vulnerable adult abuse is indicated
- \* when specifically ordered by a court of law
- \* when a student's attendance is required as a result of a disciplinary action.

## Disability Support Services

North Central Missouri College provides assistance to students with documented disabilities who require reasonable accommodations. Each student's circumstance is unique and reasonable accommodations will be determined on a case-by-case basis. Students must make a written request for services each semester and provide appropriate documentation within four weeks prior to the start of a semester. Some accommodations by their very nature will require more time and students are encouraged to notify NCMC's Disability Services as soon as possible. Requests should be filed as early as possible. For more information contact Student Services at ext. 1405. The Dean of Student Services will review all written grievance appeals pertaining to Disability Services.

# Academic Placement Testing

**ACT/Placement testing:** All first-time students seeking a degree or certificate, home-schooled students or students who plan to take courses with placement score pre-requisites are required to have ACT, SAT, ASSET or COMPASS scores on file at NCMC. The scores are used by NCMC to determine placement in some general education courses. Placement scores will be valid for two years. Test score pre-requisites for individual courses are listed with the course descriptions in this catalog.

To file an appeal regarding your test scores complete an Appeal Form and return to the Dean of Student Services. Forms are available at the Alexander Student Center or by contacting the Student Services Coordinator at ext. 1418. The Dean will review the waiver/appeal and respond with written notice or schedule a meeting to further discuss circumstances surrounding the waiver/appeal request. For further processes, please see Appeals process in this catalog.

**Exit exam:** Students graduating from NCMC with an Associate in Arts, Associate in Arts in Teaching, or Associate in General Studies degree are required to take the ETS Proficiency & Progress exit examination before receiving their degree. Students graduating from NCMC with an Associate in Applied Science degree or certificate are required to take the WorkKeys exit examination before receiving their degree. Nursing students are required to take a comprehensive exit exam before receiving their certificate or degree.

**Testing services:** Professional personnel in the Testing Office provide students with a variety of services such as the administration and interpretation of the following standardized tests and career inventories:

- American College Test (ACT)
- ASSET Placement Test
- College Basic Academic Subjects Examination (C-BASE)
- COMPASS Placement Test
- General Educational Development (GED) Test
- ETS Proficiency & Progress (EXIT)
- Missouri Connections Career Planning System
- Nursing pre-entrance examinations

For more information or to schedule a test, contact Student Services at ext. 1418 or 1407 .

## COSTS

A college education is one of the most important investments you will make. North Central Missouri College is committed to providing access to everyone who can benefit from a program of higher education.

The cost of attending NCMC varies depending upon a student's residency, on- or off-campus living arrangements, program of study, lab fees and other services needed. Financial aid is available to those who qualify, which includes approximately 84 percent of all NCMC students. The Financial Assistance section that follows defines the types of financial aid available. A student's financial aid package can provide financial support for tuition, housing, books and other educational items. Contact the NCMC Financial Aid Office at 660-359-3948, ext. 1513 or e-mail FinancialAid@mail.ncmissouri.edu for detailed information.

### Tuition

Tuition is charged on a credit hour basis, according to the number of credit hours a student is enrolled in per semester. For a chart of tuition and fees view the "Costs & Tuition" quick link on the "Future Student" tab of the NCMC website or request an NCMC Cost Sheet from the Admissions Office (phone 660-359-3948, ext. 1410 or e-mail Admissions@mail.ncmissouri.edu).

The amount of tuition charged depends upon a student's residency status: In-District, Missouri Resident or Out-of-State. Residency guidelines are outlined in the Residency section of this catalog.

### Other Fees

**Student development fee** is required for all students. See a current NCMC Cost Sheet (available on-line) for specific amount.

An **application fee** is required for new students applying for admission to NCMC. This one-time fee is non-refundable. Dual Credit students, NCMC employees, and returning students are exempt. Applications for admission will not be processed without this fee.

**Facilities use fee** is required for all students except for dual credit courses taught in the high school. See a current NCMC Cost Sheet (available on-line) for specific amount.

**Laboratory fees** are charged for certain courses, especially in the computer, science and vocational areas.

**Nursing and clinical fees** cover the cost of liability insurance, clinicals, testing and supplies.

**Testing fees** must be paid prior to the administration of tests. This would include such tests as nursing, and C-Base exams. Fees must be paid by cash, money order, debit or credit card only; no checks will be accepted.

A **graduation fee** is charged to all candidates for graduation. Those graduating with two degrees or certificates pay an additional fee.

A **transcript fee** is charged for all transcripts. Visit the NCMC web site at [www.ncmissouri.edu](http://www.ncmissouri.edu) for current fee amounts.

## Payment of Fees

Once class registration is complete, students must pay their balance in full or set up a payment plan. In addition to cash and checks, the College accepts money orders and major credit cards. Any account past due will incur a late fee. Costs incurred in collection of a delinquent account, including collection and attorney fees, may be added to the balance of the delinquent account. No diplomas will be mailed, copies of transcripts issued, or further enrollments allowed if any financial obligations are outstanding to the College. Statements will be issued from the Student Accounts office monthly.

## Refunds

**100% Refund:** A 100% refund will be made when students officially drop courses during the published Add/Drop period, typically the first week of fall and spring semesters. For summer and irregularly scheduled classes, check the Academic Calendar on the website or inquire in the Registrar's Office for the Add/Drop period.

Students receive a 100 percent refund of tuition and fees for any class cancelled by the College.

**No Refund:** No refunds will be made for student withdrawals after the Add/Drop period.

**Medical:** In the event a student becomes seriously ill, is hospitalized or critically injured and physically unable to attend **ALL** classes, a refund may be given. A written appeal to the Dean of Student Services requesting special consideration must be made at the time the student officially withdraws from all classes. Medical documentation is required and a determination is made on a case-by-case basis. Requests received after the semester has ended will not be considered.

**Military:** Students called up for military duty in the United States Armed Forces during a school term must present a copy of their orders to active duty to the Registrar of NCMC. The student may choose one of the following options:

1. If 80% of the course work is completed with at least a C grade average, the student may make a request for early completion of the course. With the approval of the instructor and student, a plan would be constructed so that the course work is completed and a grade received by the student prior to the date to report for active duty.

2. If the criteria for the first option are not met, or if the student chooses, the student may withdraw from the courses not completed and a refund of all fees for those courses will be made to the appropriate entities.

3. If the student wishes to have additional options, or requires special consideration, then the student may file an appeal with the Academic Standards Committee. Students should declare their intentions, and which option they would like to choose, in the same semester in which they are called to active duty.

## Pirate Gold Student ID Card

All students are issued a Pirate Gold Student ID card upon enrollment. The Pirate Gold card may be used at multiple locations on campus and for a variety of services, including:

Financial aid refunds	Student worker payroll
Bookstore	Cafeteria meal plans
Library checkouts	Coffee shop
Printing/copying	Ketcham Community Center access

The Pirate Gold card is also linked to a personal bank account that allows students to add funds from any computer with an internet connection. Students may also grant access to parents or other family members for depositing funds into the account. Students also receive a Discover card that allows access to funds from the same bank account off campus wherever Discover is accepted. Both the Pirate Gold and Discover cards are debit cards, not credit cards.

**Card Activation:** In order for students to use the Pirate Gold card, it will first need to be activated. To activate the card, students should go to [www.onecardgivesback.com/ncmissouri](http://www.onecardgivesback.com/ncmissouri) and click the “Click here to activate” link or call 866-979-9016.

**Printing/Copying Credit:** Students receive \$20 in print credit provided each semester by the IT Services department. This credit, applied to the student’s Pirate Gold card, is non-refundable, non-transferable, and does not carry over to the following semester. Students may add print credit to the card via their online account at [www.onecardgivesback.com/ncmissouri](http://www.onecardgivesback.com/ncmissouri).

**Accessing or Transferring Funds:** Students have access to an ATM located in the front lobby of the Ketcham Community Center where both the Pirate Gold and Discover cards may be used to withdraw funds. Students can also access their account online at [www.onecardgivesback.com/ncmissouri](http://www.onecardgivesback.com/ncmissouri) to transfer funds to another bank account, add funds to their existing account or to request a paper check by mail.

**Report a Lost or Stolen Card:** In the event a Pirate Gold card has been lost or stolen, report it immediately to Student Accounts in the Business Office at 660-359-3948, ext. 1508. To report a lost or stolen Discover card, call 866-400-8627.

**Cardholder agreement:** Students should review the cardholder agreement located online at <https://www.onecardgivesback.com/Resources/Documents/NCMC%20CHA%2022SEP2010.pdf>.

**Pirate Gold Customer Service: 866-400-8627**

## FINANCIAL AID

North Central Missouri College is committed to equal educational opportunity for all students. Our staff is available to help you with financial aid counseling, general information, application procedures and other related issues. If you have questions about financial assistance, call 660-359-3948, ext. 1513, or e-mail [FinancialAid@mail.ncmissouri.edu](mailto:FinancialAid@mail.ncmissouri.edu) or write to Financial Aid Office, North Central Missouri College, 1301 Main Street, Trenton, MO 64683

NCMC offers a wide variety of financial assistance including programs funded by federal and state agencies, private organizations and the College itself. Financial assistance is available in the form of scholarships, grants, loans, part-time employment or a combination of these.

Several financial awards are based on financial need; others are based on achievement or have specific requirements.

## Institutional Financial Aid Programs

North Central Missouri College provides a variety of scholarships and awards to recognize and assist students with exceptional academic ability and/or talent. Scholarships do not have to be repaid and are usually awarded on a competitive basis with scholastic achievement, individual accomplishments and/or financial need. Many scholarships are renewable if satisfactory grades are maintained and the student has continuous enrollment. Scholarship criteria is subject to review and change.

A comprehensive application form for all NCMC scholarships may be obtained from the NCMC Financial Aid Office, Admissions Office, the College web site ([www.ncmissouri.edu](http://www.ncmissouri.edu)) or requested by mail.

The NCMC Scholarship Application must be submitted to the Financial Aid Office or Admissions Office by April 15 to receive consideration for fall semester awards. The scholarship deadline is November 1 for the spring semester. Applicants need to have completed the NCMC admissions process to receive full consideration for the following fall term.

The Scholarship Selection Committee reviews all scholarship applications and determines who will receive a scholarship(s). Most scholarship recipients are notified by May 1 so they can receive recognition at appropriate high school awards ceremonies.

## Academic Scholarships

The **Board of Trustees Scholarship** is an academic scholarship open to high school seniors or those who have graduated within the last year. Students completing a home-school high school program are also eligible by meeting the ACT requirement below. This scholarship is determined on a competitive basis with consideration given to high school class rank, ACT score and the NCMC scholarship application. Students must meet the following criteria:

1. Have a minimum cumulative high school GPA of 3.75 OR have an ACT composite score of 24 or better.
2. Be a first-time entering college student. (College credit earned while in high school does not affect eligibility.)
3. Enroll as a full-time student at NCMC.

Scholarship award could be up to \$600 per semester, renewable for three additional semesters with continuous enrollment. A minimum grade point average of 3.25 must be achieved for second year renewal. This award can be applied to any educational expense. Please note that students receiving A+ funds and choosing to reside off-campus will receive a reduced scholarship amount.

If students fail to meet renewal criteria for the Board of Trustees they still have the opportunity to regain eligibility in future terms provided they are continuously enrolled at NCMC. This scholarships can be awarded for up to four semesters.

## NCMC Foundation Scholarships

**General Scholarship Funds** are provided through the generosity of NCMC alumni and supporters of the College and have been endowed with the College Foundation. Scholarship recipients must maintain full-time enrollment. The award is for up to \$350 per semester and may be renewed for three semesters with a minimum 2.5 grade point average. Please note that students receiving A+ funds and choosing to reside off-campus will receive a reduced scholarship amount.

**Departmental Scholarships** are granted to students pursuing a specific field of study. The award is for up to \$500 per semester. Each department is responsible for recommending recipients for the scholarship. The eleven participating departments include Accounting, Agriculture, Business Management, Business Technology, Criminal Justice, Education, English/Psychology, History/Political Science, Mathematics, Science, and Speech.

**Allen Moore III and Anne B. Moore Scholarships** are granted to Livingston County residents demonstrating financial need.

**The Christopher Raynes Memorial Scholarship** is awarded to a student of the business department who has an interest in a law career.

The honoree is chosen by the College Business Department and the Raynes family.

**The Maude K. Ryan Memorial Scholarship** honors the former NCMC Allied Health faculty member by awarding a one-year, \$3000 scholarship to a Level II (ADN) nursing degree student. Selection for this award is contingent upon NCMC Allied Health faculty recommendation.

**Serve-Link Home Care Scholarships** are provided to students from the Green Hills area enrolled in any Allied Health program. Funds are provided by the Serve Link Home Care Agency and are awarded for two semesters and range from \$750 to \$2,000 annually for each allied health program. Selection for the award is contingent upon NCMC Allied Health faculty recommendation.

Many other scholarships are available and offered to NCMC students. A complete listing is available from the NCMC Foundation Office located in the Frey Administrative Center.

## **General Scholarships**

**Athletic Scholarships** are available to outstanding athletes in the areas of softball, baseball and basketball. Recipients are selected on an individual basis by the NCMC Athletic Director and coaches.

**Senior Citizen Tuition Waiver:** North Central Missouri College encourages lifelong learning and awards full tuition waivers to Missouri senior citizens on a space available basis (RSMo 173.241). Any Missouri state resident who is at least 65 years of age may enroll in an available course during the Final Add/Drop period for the term and receive a full tuition waiver. The waiver does not include out-of-district courses, on-line courses, courses by arrangement, seminars, non-credit courses or community service courses. Student development fees, facility fees, lab fees and any other associated costs will be paid by the senior citizen. Standard registration policies and procedures apply.

## **Private Awards**

Various individuals, businesses and organizations award scholarships to students attending NCMC as do many area high schools; these are from private funds. For information, students are advised to contact their high school counselor, the NCMC Financial Aid Office or area businesses & organizations.

# Federal and State Financial Aid Programs

Students should file a FAFSA (Free Application for Federal Student Aid) before April 1 to be considered for optimal federal and state aid. NCMC financial aid priority deadline is July 1 for fall semester and November 1 for spring semester. This deadline must be met to avoid administrative drops for non-payment as well as timely refunds.

## Federal Assistance

A grant is a form of financial aid that does not have to be repaid. The **Federal Pell Grant** is awarded to help undergraduates pay for their education. For many students, Federal Pell Grants provide a “foundation” of financial aid, to which aid from other federal and non-federal sources may be added. The U.S. Department of Education provides funds to each participating college to pay all eligible students. Eligibility for the Federal Pell Grant Program is determined by a formula passed into law by congress and depends on the Expected Family Contribution (EFC). The amount of the award will depend not only on the EFC, but on the cost of education at NCMC, student enrollment and if attendance is for a full academic year or less.

**Federal Supplemental Educational Opportunity Grant (SEOG)** is also “federal gift aid” awarded by the College to undergraduate students for college-related expenses. The amount awarded through this grant depends on funding and a student’s determined need and the amount of other aid received. Funds are limited. Note: Students must be eligible for a Federal Pell Grant to be considered for SEOG.

## Policy for Return of Title IV Funds

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 fail to meet this guideline will be required to repay all or a portion of their financial aid.

This policy, established by the U.S. Department of Education through the Higher Education Act of 1965, as amended, affects students who have received assistance through the following federal financial aid programs:

- Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Subsidized Stafford Loans
- Unsubsidized Stafford Loans
- Parent (PLUS) Loans

The longer a student attends before withdrawing, the smaller the amount the student will have to pay back.

This policy only applies to students who have withdrawn from 100% of all classes. It does *not* apply to a student who has withdrawn from selected courses.

## State of Missouri Assistance

The **Missouri A+ Scholarship** program currently covers the cost of tuition and some fees at North Central Missouri College or any public Missouri community college or approved vocational/technical school. Students must graduate from an A+ designated high school and meet certain criteria to qualify.

Students who graduate from an approved A+ high school and plan to use their financial incentives at NCMC must first apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA). Any Pell Grant funds and Supplemental Educational Opportunity Grant (SEOG) must first be applied to the cost of tuition and fees.

*Note: A+ does not pay all fees or required class supplies. Only those fees that are required for all students enrolling are paid, such as the Student Development Fee and the Facility Fee and a one-time graduation fee.*

To receive the A+ incentive, students must enroll at full-time status (a minimum of 12 credit hours each fall and spring semester). A minimum of 6 hours is required for the summer session.

To remain eligible for the A+ incentive, students must maintain a cumulative grade point average (GPA) of 2.5 on a 4.0 scale. Coursework taken prior to high school graduation is not included when calculating the GPA eligibility for renewing A+.

For current information on additional A+ guidelines, please see the Department of Elementary & Secondary Education and Missouri Department of Higher Education A+ web sites.

**Access Missouri Financial Assistance** is a need-based program designed to provide students with a simplified financial aid process, provide predictable, portable awards, and increase access to a student's school of choice. Eligibility is determined by the student's expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA).

To be eligible for initial or renewed assistance you must:

- have a FAFSA on file by April 1,
- have any FAFSA corrections made by July 31 (school choices may be added until September 30),
- be a U.S. citizen or permanent resident and a Missouri resident,
- be enrolled full-time at a participating Missouri school,
- have an EFC of \$12,000 or less, and
- not be pursuing a degree or certificate in theology or divinity.

Award amounts are based on the type of school you are attending when you receive the award. If you transfer to a different school, your award amount may change based on the type of school to which you transfer.

If you are eligible for A+ tuition reimbursement, your award will be reduced by the amount of the reimbursement. Award amounts may also be reduced if your total aid package, excluding educational loans and aid based solely on academic performance, exceeds your school's cost of attendance.

**Missouri Boys State and Missouri Girls State Scholarships** are granted to two high school seniors in each category who have attended Boys and Girls State. The award is for one year at \$250 per semester.

**Missouri Bright Flight Scholarship** is a merit based program that encourages top-ranked high school seniors to attend approved Missouri post-secondary schools.

To be eligible you must:

- have a composite score on the ACT or SAT in the top three percent of all Missouri students taking those tests. Beginning with 2010 high school seniors, ACT or SAT scores in the top five percent will qualify.
- be a graduating high school senior (or equivalent) who enrolls as a first-time student.
- receive the scholarship during the academic year immediately following your senior year in high school (or when you obtain a certificate of high school equivalence).

To renew the scholarship you must:

- maintain a minimum cumulative grade point average of 2.5 and otherwise maintain satisfactory academic progress as defined by your school.

**Missouri Center for Career Education & New Traditions Scholarships** are available to individuals who are single parents, displaced homemakers and/or nontraditional students. Students who are interested in a one- or two-year career program and who fit one of the descriptions below should contact the Career Education Coordinator, 3434 Faraon Street, St. Joseph, MO 64506 (816) 671-4170.

- **Single Parent:** An unmarried person who is pregnant or has a minor child in his/her custody.
- **Displaced Homemaker:** A person who must seek training or paid employment outside the home due to separation, divorce, widowhood or disability of a spouse.
- **Non-Traditional:** A person seeking training for a job traditionally held by the opposite sex.

## Employment Assistance

**Federal Work-Study** is sponsored by NCMC and the Federal Work-Study Program under the authority of the Economic Opportunity Act of 1964 and Title IV, Part C, of the Higher Education Act of 1965. The Federal Work-Study Program affords an opportunity for the student to pay for educational expenses while working part-time on campus. Job assignments range from five to 10 hours per week and earn minimum wage. Work study pay will be disbursed to the working student on the 1st and 16th of each month via their NCMC prepaid Discover Card. Visit the College Web site, [www.ncmissouri.edu](http://www.ncmissouri.edu) for more information.

## Loan Assistance

The **Federal Direct Loan** program includes the Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans and Federal PLUS loans for parents.

The **Subsidized Federal Stafford Loan** is a low-interest loan made by the federal government. All loan applications must be certified by the NCMC Financial Aid Office.

**Unsubsidized Federal Stafford Loans** were created when the 1992 Reauthorization of the Higher Education Act occurred. The Unsubsidized Federal Loan Program is designed to provide financial assistance to students who meet the regulatory eligibility criteria for the Federal Stafford Loan Program, but need additional assistance or do not demonstrate need for the full loan limit in the subsidized Federal Stafford Program. These loans are “unsubsidized” because the borrower is responsible for all interest payments on the loan from the time it is disbursed; and all other terms are identical to the subsidized loan.

**Federal Parent Loans for Undergraduate Students (PLUS)** have a fixed interest rate. The amounts available to borrow are variable. An origination fee will be deducted from each disbursement. PLUS loans are limited to parent borrowers who have no adverse credit history based on criteria established by federal regulations and are not in default on a student loan. Financial need is not a requirement.

Alternative loans are available to credit worthy students and parents. Several lenders offer these. Ask the Financial Aid Office for a brochure if needed. **Note:** These alternative loans should only be used as a last resort.

## Loan Requirements for Stafford Loans

NCMC loan requirements are as follows:

1. Student *must be* enrolled half-time or more to obtain a loan.
2. Must be making satisfactory academic progress.
3. Fill out a Stafford Loan Application on-line or from the Financial Aid Office.

4. First-time borrowers must complete an entrance interview and master promissory note on-line at [www.studentloans.gov](http://www.studentloans.gov).
5. Attend an exit interview prior to graduation or complete an exit interview on-line at [www.studentloans.gov](http://www.studentloans.gov).

## Financial Aid General Eligibility Requirements

1. Be a citizen of the United States or an eligible non-citizen.
2. Provide proof of high school diploma, GED, or home-school completion credential.
3. Prove financial need as defined by current federal aid regulations.
4. Enroll as a regular student in a degree or certificate program.
5. Maintain satisfactory academic progress toward a degree or certificate program.
6. Have no default status on a Title IV student loan: Perkins (NDSL), Stafford, PLUS, etc.
7. Have paid any refunds or repayments on Federal Title IV funds.
8. Sign a statement of educational purpose stating financial aid funds awarded will be used for tuition, fees, room and board, transportation, books, supplies or other expenses related to college attendance.
9. Register with Selective Service, if required.
10. Have a “valid” Social Security number.
12. Sign an antidrug abuse certification statement that you will not engage in the manufacture, distribution, possession or use of a controlled substance when receiving federal financial assistance.
13. Be a postsecondary student *only* (not enrolled in an elementary or secondary school).

## Application Procedures

1. Apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov) for your electronic signature.
2. Complete the Free Application for Federal Student Aid (FAFSA) on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Applications are accepted each year beginning in January, with a priority deadline of July 1; students must apply every year. The paper application should be mailed to the central processor. Students should receive a student Aid Report (SAR) in about four weeks outlining eligibility for the Pell Grant. Students need to be sure that NCMC’s Federal School Code Number 002514 appears on their SAR. If so, NCMC will receive the report electronically. The SAR should not be submitted to the Financial Aid Office unless it is requested. Students should keep the report in their records.

3. Students should apply and be accepted for admission through the NCMC Admissions Office. This includes submitting an official high school transcript, college transcript or GED certification.
4. If requested by the Financial Aid Office, students will need to submit verification documents (federal tax return copies, W-2s, etc.).

## Other Financial Assistance Programs

**State Vocational Rehabilitation Assistance** is available for students with disabilities; information is available in the resident area Vocational Rehabilitation Office.

**Employment Training Programs** may provide selected individuals, who are pursuing occupational certificates, with financial assistance. Information may be secured from the Workforce Investment Board area administration office in Trenton or through the Missouri Division of Job Development and Training in Jefferson City (314-751-4750).

**Veterans Assistance Programs**—The NCMC Financial Aid Office is responsible under Public Law 89-358 for certification of all veterans' benefits, providing information concerning veterans' rights, and for assisting with any problem a veteran may encounter involving the U.S. Department of Veteran Affairs. In order to be certified to receive veterans' benefits, students will meet the following requirements:

1. Veterans must declare an educational objective (degree or certificate pursued) at the time of enrollment and enroll in classes on their declared education objective program plan. The veteran must notify the Financial Aid Office after they have enrolled each semester in order to get certified.
2. Prior credit from other colleges **MUST** be reported to the Financial Aid Office.
3. The College is required to report unsatisfactory progress and nonattendance to the Veteran Administration Office (VA). If coursework is not successfully completed, if the veteran withdraws from a course or courses or if a change in courses results in overpayment of benefits to the veteran, he/she may be required by the V.A. to return the overpayment.
4. Should the veteran's grades fall below the minimum set forth in the Academic Standards section of this catalog, the College will notify the veteran and the V.A. The veteran must show significant improvement by the end of the following semester, or the College will again notify the V.A. and the veteran may be declared ineligible for further educational assistance by the V.A.
5. Unusual or extenuating circumstances may exist that could affect decisions relating numbers three and four above. It is the veteran's responsibility to provide evidence of such circumstances.

6. The VA has a toll-free number for more information: 888-442-4551 (888-GIBILL1).

Veterans should contact the Office of Financial Aid at 660-359-3948 ext. 1402 to apply for GI Bill benefits.

The **Missouri Saving for Tuition (MO\$T)** program makes it easy to save for postsecondary education expenses. Anyone--parents, grandparents, relatives, employers or friends--can open a MO\$T account for a beneficiary with as little as \$25 (or \$15 through payroll deduction). MO\$T provides an added incentive by allowing up to \$8,000 in total contributions to be deducted annually from an individual's Missouri adjusted gross income for state tax purposes. All earnings on the contributions are exempt from state taxes if used to pay the beneficiary's qualified postsecondary education expenses, and federal taxes on the earnings are deferred until the money is withdrawn.

The MO\$T Program is managed by TIAA-CREF Tuition Financing, Inc., a nationally recognized financial services firm, under the direction of the MO\$T Program Board and the Office of the State Treasurer. Additional information about the MO\$T Program can be obtained by calling (888) 414-MOST or by visiting the program's web site at [www.missourimost.org](http://www.missourimost.org).

The **Hope Scholarship Tax Credit** is a dollar-for-dollar tax credit against taxes owed for the first two years of postsecondary education. Taxpayers may claim a percentage of their "out-of-pocket" tuition and fees (not books). This is a per-student credit; families with two dependents in a community college would be eligible to claim up to two or if a husband and wife are both attending a community college, each can claim a credit. Students must be at least half-time for a portion of the taxable year. The credit is phased out for single taxpayers with higher adjusted gross incomes. The credit is not available to students who have been convicted of a felony drug offense. The credit is based on expenditures made during fiscal year Jan. 1 – Dec. 31. For married couples, the credit is only available if the couple files their tax return jointly. The credit is available to legal resident aliens. Individuals should ask their accountant for more information.

## Student Financial Aid related Web sites include:

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
[www.finaid.org](http://www.finaid.org)  
[www.fastweb.com](http://www.fastweb.com)

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)  
[www.studentloans.gov](http://www.studentloans.gov)  
[www.students.gov](http://www.students.gov)

## **Satisfactory Academic Progress Policy**

Students who remain in good academic standing and are maintaining satisfactory progress in their program of studies are eligible to receive financial assistance. However, students who withdraw from classes and drop below the required attendance status, and/or do not maintain the hours needed to graduate, and/or whose grade point average falls below 2.0 will be denied Financial Aid for the following semester at NCMC.

Students have the right to appeal cases in which circumstances beyond their control prevented them from maintaining satisfactory academic progress. Appeals must be made in writing to the Director of Financial Aid. No appointments are necessary and appeal forms are available in the Financial Aid Office. NCMC's complete academic progress policy is available in the Financial Aid Office.

The standards for financial aid satisfactory academic progress differ from those for general academic good standing. Refer to Academic Standards on page 79 in the "Registration and Records" section.

## **Disbursement of Funds**

Student payments are made through the Cashier's Office located in the Alexander Student Center. Money owed to the College for tuition, fees, housing or other student-approved expenses may be paid from the student's award. If all financial aid documents are received by the priority deadlines, refunds for scholarships and grants will be issued four weeks following the start of class and loans and program refunds will be issued six weeks following the start of class.

## **Acts of Fraud and Abuse**

Students are expected to complete any application for federal student aid truthfully and accurately. Any student who intentionally makes false statements on any application for federal student aid is violating the law and NCMC policies and is subject to fine or imprisonment or both. Students suspected of fraud and/or abuse of federal aid programs may be reported to the U.S. Office of the Inspector General (OIG). Please see the Financial Aid Office for details of fraud and/or abuse guidelines.

# CAMPUS SERVICES

North Central Missouri College offers a variety of services for students. Whether you need wireless Internet access, helpful tutors in the Academic Resource Center, convenient supplies in the bookstore, tasty dining in the Selby Dining Hall or great athletic events, you'll find the total college experience at NCMC.

## Academic Resource Center

The Academic Resource Center (ARC) supports the institution's mission by providing a positive, accessible learning environment, encouraging independence and diversity, and offering quality resources, thus promoting the emergence of lifelong learners. A certified learning center through the National Association for Developmental Education, the ARC provides a comfortable study environment accessible to all students; up-to-date computers, equipment and software; testing services; friendly, well-qualified personnel; one-to-one and group study sessions for selected courses; a variety of learning materials; and sufficient hours of availability to meet the needs of students and faculty. Professional and pre-professional staff are certified tutors through the College Reading and Learning Association.

The ARC is the home of the Tech Lab, Writing Lab, Math Lab, Testing Center, and on-line learning center. The Tech Lab is staffed by tutors specializing in career programs and houses an open computer lab. Students are encouraged to make appointments when using the Writing Lab or may submit drafts from their Pirate email accounts to the on-line writing lab ([owl@pirates.ncmissouri.edu](mailto:owl@pirates.ncmissouri.edu)). The Math Lab supports all levels of mathematics. Students may access the on-line Academic Resource Center ([www.ncmissouri.edu/arc](http://www.ncmissouri.edu/arc)) to locate math, writing, career, and student success materials and resources. Finally, students may be sent to the Testing Center for makeup and on-line testing.

Location: Barnes Hall and Freeman Hall (adjoining buildings). Hours: fall and spring semesters, Monday-Thursday 7:30 am - 6:00 pm and Friday 7:30 am - 3:00 pm Friday. Summer hours vary based on class schedules.

## Academic Computer Labs

Computers with instructional software and Internet access are available to students in Hoffman Hall 107 and Geyer Hall 209. An open lab is maintained for students to write reports, complete assignments, do Internet research or send e-mail to friends. Day and evening hours are available; see the posted computer lab schedules for access times.

# Student Support Services

Student Support Services (SSS) is a TRIO grant program 100% federally funded through the Department of Education that provides academic and personal support services to eligible college students. SSS provides an array of services to help students complete their two-year degrees with the ultimate goal of successful transfer to four-year institutions. These services may include:

1. **Tutoring:** One-on-one or group.
2. **Counseling:** Academic, career, and personal advising.
3. **Workshops:** Covering a variety of academic and personal enrichment topics.
4. **Campus Visits:** To area colleges and universities to assist students with transfer choices (at least two each semester).
5. **Equipment Loans:** Laptop computers may be checked out for three days and calculators may be checked out for a semester at a time.
6. **Cultural & Social Activities:** There are currently two cultural or social activities planned each year.
7. **Degree Planning:** An academic planner is used to assist in mapping educational goals while at NCMC.
8. **Scholarships:** Determined by need, academic persistence and program participation.

Students may be eligible for admission to the program if they meet the following criteria:

1. U.S. Citizens or legal residents
2. Have a need for academic services, **and**
3. Who:
  - a. are first generation college students (neither parent has received a baccalaureate degree), **or**
  - b. meet federal income guidelines, **or**
  - c. have a documented disability which impacts learning/information processing.

For more information on the program, contact the SSS office located in Barnes Hall.

## Bookstore

The NCMC Bookstore is located directly east of Geyer Hall at 1314 Main Street. Regular year-round business hours are posted in the bookstore with special extended hours during the first week and last week of each semester. All required and supplementary texts for the classes at NCMC are available in the Bookstore. A copy of the student's schedule with course numbers is required to insure correct selection of textbooks.

The textbook buy-back period is held each semester during **finals week**. Buy-back information includes:

- A Student ID card is required to sell back books. All funds will be transferred to the card. No cash will be given out.
- There may be a limited number of books bought back, based on expected future enrollment. Books will be bought on a first-come basis.
- The majority of books will be bought for half the purchase price, providing the following criteria are met:
  - 1) The book is complete and in good resalable condition.
  - 2) The book will be used the next term that the class is offered.
  - 3) The instructor allows the use of used books.
  - 4) Books purchased with a CD in them must be returned with that CD to obtain half price.
- After the Bookstore's limit on a book is met, they may accept it for an outside buyer at a lower price.

The Bookstore also carries a complete line of supplies including pens, pencils, folders, notebooks, computer software, postage stamps, nurses' uniforms and nursing supplies for sale to students, faculty and the general public. For those wishing to show their school pride, apparel and a variety of other logo merchandise is available. Textbooks and apparel may be purchased on-line through the college's web site.

## Cashier & Student Accounts Office

All monetary transactions are handled by the Cashier's Office located on the upper level of the Alexander Student Center. Tuition, student development fees, facility fees, lab fees, housing payments, parking fines and graduation fees should all be paid to a cashier.

Payments may be mailed to the Student Accounts Office or students may pay on-line with a Discover, Mastercard or VISA credit card. The Student Accounts Office distributes Pell and other grants, scholarships and loan check refunds via the Heartland Acceluraid program which makes a student refund available on a prepaid Discover card. Student payroll is also disbursed through the Discover card.

## **Campus Food Service**

A full-service dining hall is available for all NCMC students, staff and the public in the lower level of Selby Hall. Residence hall students have a weekly meal plan required as a part of their room and board. Commuter students, faculty and staff are also welcome to eat in the dining hall. Delicious entrees, plus a soup and salad bar are provided daily. They also offer catering services for clubs and organizations as needed. A coffee shop is also located in Cross Hall. The coffee shop provides specialty drinks, soda and our own NCMC Pirates blend of coffee. Pizza, sandwiches, baked goods and other tasty treats are also available.

## **Ketcham Community Center**

Home to the NCMC Pirates and Lady Pirates basketball teams, the Ketcham Community Center can accommodate just about any athletic, student or community event.

This multipurpose facility features a collegiate-size basketball court, seating for 2,000, a fitness center, and indoor track. The Ketcham Community Center offers a variety of activities for students and the community including sporting events, cultural and civic activities, and commencement ceremonies. The Center provides a great place to go for fun, education, fitness and entertainment

## **Library**

The North Central Missouri College Library is located in Geyer Hall and can be accessed from the first and second floor. The library's reference collection, circulating book collection, and video/DVD collection are located on the first floor of the library. The second floor of the library houses the periodicals, microforms, government documents, and audio collections. The upper floor also provides a quiet study area, lounge seating, a video viewing room, and a group study room. Computers, designated for research, are located throughout the library. A computer lab is available on the second floor.

The library is automated with an on-line catalog system, on-line periodical databases, and Internet access. This allows for both on campus and remote access to materials. North Central Missouri College is a member of MOBIUS (Missouri Bibliographic Information User System), and as a member of this consortium, NCMC students may borrow books on-line, at no cost, from the Missouri State Library and over 60 academic libraries in Missouri. The Grundy County Jewett Norris Library also allows students borrowing privileges.

The mission of the North Central Missouri College Library is to assist our community of learners to reach their educational goals. Reference service, individual and group instruction, and on-line tutorials are all part

of this assistance. The library staff welcomes you and invites you to visit our web page at [www.ncmissouri.edu/library/default.aspx](http://www.ncmissouri.edu/library/default.aspx).

## Web Site

The College's web site ([www.ncmissouri.edu](http://www.ncmissouri.edu)) includes up-to-date information on upcoming events, class schedules, faculty and staff, news releases, alumni activities and much more. The web site is maintained by Computing Services.

## Parking

NCCM has several parking lots for students, faculty and staff. All lots are close to the campus for easy access. The only reserved parking lots/places are those marked for Ketcham Community Center members, handicapped persons, visitors and College vehicles. Please observe the no parking areas and driving lanes throughout the lots. Violations will result in parking tickets or towing of vehicles. Parking tickets are to be paid in the Cashier's Office in the Alexander Student Center.

## RESIDENCE LIFE

Living on campus opens up a new world of opportunities for fun, personal growth and leadership development. NCMC offers on-campus living facilities for both men and women. Selby Hall houses women, while men live in Ellsworth Hall. A full-service meal plan is part of the housing agreement.

Students' rooms feature bunk beds, wardrobe, sink, mirror and desk. Local phone access, high speed wireless Internet access and expanded basic cable are provided in each room. NCMC's residence halls include handicapped accessible rooms, 24 hour computer labs, a laundry area, TV in the lobby, mailboxes, vending machines and easy access to parking.

There are many advantages for students living on campus, including academic access. Research shows that students who live on campus are more likely to achieve a higher grade point average and complete their degree program than those students who live off campus. Dozens of clubs and organizations are available for leadership and fun, plus exciting campus activities and intercollegiate sports are close at hand.

NCMC's housing facilities are supervised by the Director of Residence Life, Residence Hall Coordinator and Resident Assistants (RAs). Resident Assistants are students who live in the residence halls and serve as peer advisors, as well as assist the director and coordinator in management of the halls. For more information on RA positions, contact the Director of Residence Life.

Housing is assigned on a first-come, first-served basis, and early confirmation of arrangements is encouraged. A housing application form accompanied by the required deposit should be submitted to the Office of Residence Life.

Students living on campus are required to abide by college rules and the Student Code of Conduct, which specifies no alcohol or drugs on campus. See the Residence Life Contract Terms and Conditions for a complete list of guidelines. Visit [www.ncmissouri.edu](http://www.ncmissouri.edu) for current room and board rates, an application form or more information on housing, or contact Student Services at 660-359-3948 ext. 1418 or 1480.

## STUDENT ACTIVITIES

We believe that college should not only help you acquire knowledge and skills, but also guide you in developing a character equipped to meet the challenges of tomorrow. At North Central Missouri College, our small size makes it easy for you to make a difference by getting involved in student government, organizations and campus activities and events. Enrich your classroom education by taking part in the student activities at NCMC! See the Director of Residence Life & Campus Activities to see how you can get involved!

## Student Government

The Student Senate provides leadership training for students through various leadership experiences and the development of student activities. It is composed of representatives and officers selected from within the College. The Student Senate is responsible for coordinating the organizational activities of the College in cooperation with the Director of Campus Activities and Dean of Student Services. The Student Senate Office is located in the ASC lower level.

## NCMC Creed

The NCMC Student Senate unanimously passed the following creed in 1996. We encourage students to make this creed their own.

*The community of scholars at North Central Missouri College is dedicated to personal and academic excellence. Choosing to join the community calls upon each member to follow a creed of civilized behavior. As a member of this community . . . I believe in practicing personal and academic integrity; I believe in respecting the dignity of all persons; I believe in respecting the rights and property of others; I believe in discouraging bigotry, while striving to learn from differences in people, ideas and opinions; I believe in demonstrating concern for others, their feelings and their need for conditions which support their work and development. Allegiance to these ideals obligates each NCMC community member to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.*

## Intercollegiate Athletics

The intercollegiate athletic program provides competition of a high quality and allows the exceptional athlete to earn a scholarship for his/her sport skill. North Central Missouri College's program encompasses men's baseball and women's softball, and men's and women's basketball.

Teams play a full season of games with schools throughout the Midwest. Teams from other colleges visit the NCMC campus to compete, and our athletes travel to their schools for competition.

The sanctioning body governing the men's and women's athletic program is the National Junior College Athletic Association (NJCAA) Region 16, which includes schools from the entire state of Missouri. Athletic eligibility is determined according to NJCAA regulations. NCMC requires that all athletes have personal medical insurance. For further information, contact the NCMC Athletic Director.

## Intramurals

As part of our recreation and activities, NCMC offers collegiate intramurals. These sports teams compete against each other on an NCMC league. Some of the sports currently offered include flag football, basketball, softball, volleyball, and bowling. Intramural activities can be a lot of fun for students. If a student is interested in starting a new intramural event, they can contact the Director of Student Activities.

## NCMC and the Arts

North Central Missouri College and the Grundy County Friends of the Arts cooperate in bringing extraordinary programs and exhibits to NCMC and Trenton. Students can attend a variety of entertainment free just by presenting their NCMC ID card. The Arts Calendar includes a variety of performing arts, including instrumental and vocal music, mime, professional and community theater, jazz, puppet shows, comedy and more. NCMC encourages students to expand their horizons by trying something new.

## Clubs and Organizations

Each student organization has a constitution which states the aims and purposes of the group and outlines how it contributes to campus life and student development. Each organization is responsible for choosing its own officers and for scheduling activities with its faculty advisor and the Dean of Student Services. New clubs and organizations are added as student interest warrants. Please see the Director of Campus Activities or Dean of Student Services for details.

**Ag Club** — Students interested in careers related to agriculture, equine management or natural resources are encouraged to join this group. Members have the opportunity to participate in recreational, educational and community service activities. Membership in the National Postsecondary Agricultural Student Organization (PAS) is encouraged. PAS provides opportunities for individual growth, leadership and career preparation at the state and national level.

**Ambassadors** — A Student Ambassador is a representative of the student body and a marketing representative of the entire campus. An Ambassador is a student who has a desire to work with faculty, staff, students and members of the community. An Ambassador assists with registration, recruitment, high school visits, campus tours, special events, special phone surveys for student retention, speaking engagements and campus visits.

**Baptist Student Union** — The Baptist Student Union provides fun and spiritual fellowship for interested college students. Sponsored by the North

Grand River Baptist Association, the BSU is located within a block of the campus at 1109 Main Street. All students are welcome.

**Baseball Club** — The Baseball Club allows talented students, who participate in intercollegiate baseball, to offer activities for and with spectators. The organization is made up of team members and fans.

**Basketball Club** — The Basketball Club allows talented students, who participate in intercollegiate basketball, to offer activities for and with spectators. The organization is made up of team members and fans.

**Delta Epsilon Chi** — Delta Epsilon Chi is the local chapter of the national Delta Epsilon Chi organization which is devoted to the development of competencies needed for careers in marketing, distribution, merchandising and management.

**Fellowship of Christian Athletes** — The Fellowship of Christian Athletes organization (FCA) is the largest Christian sports organization in the United States, focusing on professional, college, high school, junior high, and youth athletes by encouraging members to use athletics to impact the world for Christianity.

**NCMC Players** — The NCMC Players are a performing group for students interested in theatre or theatre production. The Players present a stage performance at least once a year.

**Phi Mu Epsilon** — Phi Mu Epsilon is a local sorority that was organized in 1925. It is the oldest society on campus. It exists to encourage leadership development and to provide opportunities for social, recreational and cultural activities of women on campus.

**Phi Theta Kappa** — Phi Theta Kappa is the International Honor Society of the 2 year college. The Eta Mu chapter at NCMC was established in 1950. Its purpose is to recognize and encourage scholarship, to provide an opportunity for development of leadership ability and to promote an intellectual climate for exchange of ideas and lively fellowship. Students who complete 12 hours of college-level course work at NCMC and achieve a grade point average of 3.3 are eligible for membership. A 3.2 GPA is required to remain in good standing. An induction ceremony is held each fall and spring semester.

**Pre-Med Club** — This club offers students the opportunity to explore health care careers through the sponsorship of activities and projects. Membership is open to any NCMC student interested in a career within the health care field.

**Psychology/Sociology Club** — The Psychology/Sociology Club is for students interested in these fields of study. The organization sponsors a variety of activities and events.

**Residence Hall Association** — The Residence Hall Association will give students living in the residence halls a voice and platform for performing community service, participating in campus activities, bring programs of educational value to the residents, and assist in projects with other campus organizations.

**Softball Club** — The Softball group allows the talented students, who participate in intercollegiate softball, to offer exciting activities for and with spectators. This organization is made up of team members and fans.

**Student-Missouri State Teachers Association** — The Student-Missouri State Teachers Association is an organization designed for students preparing to enter the field of education. It acquaints students with the work of professional teachers organizations and encourages participation in professional activities.

**Student Nurses' Association for ADN Students** — The Student Nurses' Association is open to students in the Associate Degree Nursing program (Level II). It was organized in 1973 to encourage fellowship, to provide an opportunity for the development of leadership ability, to promote an interest in the nursing profession, and to communicate with the state and national professional nurses' associations.

**Student Practical Nurses' Association** — The Student Practical Nurses' Association is comprised of students in the Practical Nursing program (Level I). It was chartered to aid in the personal development of individuals and to urge students to be aware of and contribute to improving the health care of all people. The organization encourages student participation in community affairs and communication with the Missouri State Association of Licensed Practical Nurses.

**Student Senate** — See Student Government on page 43

# STUDENT CONDUCT

Students admitted to North Central Missouri College are expected to conduct themselves at all times as responsible adults in accordance with the interests and regulations of the College. NCMC recognizes that students are both citizens and members of the academic community.

As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of the press, right of petition and right of due process that all citizens enjoy.

Upon admission and enrollment at NCMC, each student assumes an obligation for conduct 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. Any student who gives wrong or misleading information in the application, enrollment or financial aid process or is involved in any type of misconduct may be subject to disciplinary action including probation, suspension or dismissal.

Students are expected to read and abide by the rules and regulations provided below and in the Student Handbook including the Student Code of Conduct. Copies are available during Orientation, from the Student Services Division, or on-line at NCMC's Web site at [www.ncmissouri.edu](http://www.ncmissouri.edu).

## Student Code of Conduct

### I. General Policy

North Central Missouri College is a community of learners. The College is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. College students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state and College regulations.

The College distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students, both on campus and off campus, is ordinarily of College concern when: (a) the conduct interferes with the College's responsibility for ensuring members of the College full and equal opportunity to obtain their educational objectives or (b) the conduct interferes with the College's responsibility to protect the health, safety and general welfare of persons in the college community, to protect property, to maintain the ordinary rules of good conduct and to sponsor non-classroom activities.

The Vice President of Instruction and Student Services, Dean of Student Services, Dean of Allied Health, and Dean of Instruction, through authority delegated by the President of the College, have the

responsibility and authority to protect the College's educational purpose and objectives through the establishment of a Student Conduct System. The system incorporates procedural safeguards that allow for proper action, while protecting the rights of students to a fair and timely hearing and decision.

The term "student" includes all persons taking courses at North Central Missouri College, both full-time and part-time, for continuing education, personal development, adult basic education or professional development, whether or not pursuing any degree or program offered by North Central Missouri College. This includes persons who are not officially enrolled for a particular term, but who have a continuing or established academic relationship with the College.

## **II. Offenses**

Any student who commits or attempts to commit an act of misconduct shall be subject to disciplinary sanctions. Acts of misconduct include, but are not limited to:

### **A. Academic Misconduct (Dean of Instruction's Office/Dean of Allied Health's Office)**

Conduct involving academic matters that is fraudulent, dishonest, or deceptive is strictly prohibited.

1. Cheating includes, but is not limited to, giving or receiving unauthorized assistance in taking quizzes or examinations; using inappropriate or unallowable sources during an examination or in preparing course assignments; obtaining or distributing tests or other academic information without permission; or falsifying data or any official college record. See also Instructor's syllabus.
2. Plagiarism includes, but is not limited to, using by direct quotation or paraphrase the words or material of another person without properly crediting the author; presenting ideas or creations of another as one's own without consent or appropriate attribution.
3. Deliberate alteration or destruction of the academic work or intellectual property of another member of the College community.

### **B. Non-Academic Misconduct (Dean of Student Services' Office)**

1. Misuse of documents or identification. Any forgery, alteration or misuse of documents or records; knowingly furnishing false information, written or spoken, to the College; or withholding of necessary information in connection with a student's record or status.

2. Intentionally, recklessly, or negligently causing physical harm to any person on College property or at College-sponsored functions. This includes engaging in any form of fighting.
3. Intimidation, harassment or threat of physical violence. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment, sexual harassment, hazing, stalking, intimidation, threats, bullying/cyber bullying, or other conduct which threatens or endangers that person's emotional, mental, or physical well-being.
4. Criminal sexual behavior, including but not limited to, the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person.
5. Theft of or willful destruction, damage or misuse of any College property or that of any person on the campus. This includes theft, misuse or alteration of computer or other electronic services offered by or owned by the College.
6. Disruptive/disorderly conduct. Disorderly, excessively noisy, lewd, indecent, or obscene conduct or behavior on College owned or controlled property or at College-sponsored functions. Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order.
7. Possession, consumption, public intoxication or distribution of alcoholic beverages is strictly prohibited on all College property or at any college-sponsored student activity. This includes possession of alcoholic beverage containers.
8. Possession, use, manufacture, sale or distribution of illegal drugs and/or possession of drug paraphernalia.
9. Possession and/or use of firearms, fireworks, explosives, other weapons or dangerous chemicals.
10. Use of tobacco products while on College property.
11. Unauthorized possession, duplication or use of keys to any College facility or unauthorized use of or entry into any College facility.
12. Activation of a fire alarm without cause; destruction or misuse of fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on College property; or setting any fire on College property.
13. Violations of federal and state law, respective county and city ordinances and all College and Board of Trustees rules and regulations.

14. Failure to heed an administrative summons.
15. Failure to comply with the instructions of any College official or law enforcement officer acting in the line of duty and/or failure to identify oneself to these persons when requested to do so.
16. Assisting anyone in the commission of any acts in this section.

### **III. Sanctions**

#### **A. Warning**

A written or oral notice, which cautions the student that further behavior of the same or similar type shall be cause for disciplinary action by the College.

#### **B. Probation**

A written reprimand for violation of specified regulations. Probation is for a specific period of time and includes the probability of additional and more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

#### **C. Restriction**

The withdrawal of specified privileges for a definite period of time. Restrictions may include, but are not limited to, campus housing, dining services, computer labs, recreational facilities, college events or activities, parking areas, etc.

#### **D. Restitution**

A payment for financial injury in cases involving theft, destruction of property or deception.

#### **E. Fines/Fees**

A payment for violation of campus policies or other offenses such as excessive or persistent noise, littering, violation of residence hall visitation hours or other regulations.

#### **F. Discretionary Sanctions**

Work assignments, behavioral contracts, administrative referrals, community service, attendance at drug and alcohol education classes and/or other related discretionary assignments.

#### **G. Grade Reduction**

In academic misconduct cases, faculty may reduce class grades for tests or assignments as part of the imposed sanctions.

#### **H. Suspension**

The President or designee may at any time suspend or deny readmission to a student when the President or designee believes

that the presence of that student on campus poses a danger to the health, safety or welfare of any member of the College community, including themselves; or that the student poses a danger of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction. Temporary suspensions, pending a formal hearing, may also occur at the discretion of the President or designee.

### **I. Expulsion**

The involuntary and permanent separation of the student from the College.

## **IV. Disciplinary Administration**

### **A. Academic Misconduct (Dean of Instruction's/Dean of Allied Health's Office)**

The Dean of Instruction or Dean of Allied Health is the primary officer for academic misconduct cases. The process for appeal is as follows:

- Student meets with their instructor;
- Student appeals to appropriate dean;
- Student appeals to Vice President of Instruction/Student Services;
- Student appeals to Student Appeals Committee;
- Student makes final appeal to College President.

The Dean of Instruction/Dean of Allied Health is the administrative officer in cases of academic misconduct. Grade appeals follow a different procedure, which is outlined in the “Grade Appeals” section. Each instructor is assigned jurisdiction for class conduct and grades. Charges of academic misconduct should follow one of these options:

1. Provide timely written notice to the student of the suspected academic misconduct and invite the student to discuss the matter. Advise the student in writing within ten (10) business days, after such notification and/or personal meeting, of the decision and penalties imposed and the student's right to appeal, in writing, to the Dean of Instruction/Dean of Allied Health within ten(10) business days. Copies of this action shall be sent to the Dean of Instruction/Dean of Allied Health.
2. Submit a written appeal to the Dean of Instruction/Dean of Allied Health for adjudication. The Dean or designated agent shall investigate the charges. In conducting the investigation, the agent shall discuss the charges with the student(s) in question and with others who have personal knowledge of the alleged misconduct to determine whether it is reasonable to believe the

charges are true. The Dean of Instruction/Dean of Allied Health shall provide a timely, written notice to the student of the decision and penalties imposed.

3. Subsequent appeals should follow the procedures outlined in C, “Appeals for both Academic and Non-Academic Misconduct”

## **B. Non-Academic Misconduct (Dean of Student Services’ Office)**

The Dean of Student Services, or designee, is the primary officer for non-academic misconduct cases. The process for appeal is as follows:

- Dean of Student Services, or designee conducts hearing;
- Student may appeal to Vice-President of Instruction/Student Services;
- Student may appeal to Student Appeals Committee;
- Student may make final appeal to College President.

The Dean of Student Services, or designee, is the administrative officer/hearing officer in cases of nonacademic misconduct.

1. Notice of the Hearing—Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Dean of Student Services, or designee, shall initiate a hearing within ten (10) business days after receiving the incident report. Notice by mail will be addressed to the last address currently on record with the College. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The hearing notification letter shall be sent at least five (5) working days prior to the hearing, unless a shorter time is deemed necessary by the hearing officer. Notice of a hearing shall include the following:
  - a. Date, time, place and nature of the hearing.
  - b. The particular sections of this Student Code of Conduct involved.
  - c. The fact that the student is entitled to an advisor of his/her choice.
2. Hearing Procedures—The hearing officer shall discuss the charges with the student(s) accused with committing the offense in an effort to determine responsibility. Students charged with a violation are required to attend the hearing as requested. The student shall be given an opportunity to present his/her position, explanations, and evidence concerning the charges. The student may also request the attendance of witnesses by submitting a list to the hearing officer at least three (3) business days before the hearing. The hearing officer may also request the presence of

others who have personal knowledge of the alleged misconduct. A student who would like to have an advisor at the hearing must notify the Dean of Student Services, or designee, at least three (3) business days before the hearing. The student may confer with the advisor, but the advisor will not be allowed to address the judicial officer, any witnesses, or speak on behalf of the student. In addition, the advisor should keep the following in mind: **The hearing process is not a court of law.** It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an advisor to play a different and more limited role than in the court.

3. Findings and Decision—The hearing officer shall issue a decision and impose sanctions if warranted. The hearing officer reserves the right to postpone a decision if additional information is needed. The student will be notified of the decision within ten (10) business days after a decision has been made. A student found responsible for a violation of the Student Code of Conduct is entitled to an appeal and should follow the guidelines provided in the student handbook.
4. Hearings by Mail—The Dean of Student Services or designee has the authority to settle matters via mail, when classes are not in session or when it is determined by the Dean that the student cannot attend due to extenuating circumstances. In this instance, the hearing officer will contact the student via a certified letter within ten (10) business days of receipt of the incident report, and allow the student to respond to the charges within a reasonable time. The student can respond to the charges, either in written form or by scheduling a meeting by the deadline provided in the letter. If the student chooses not to respond or a response is provided in written form, a determination of responsibility will be made by the hearing officer based on the information provided. At that time, the hearing officer may impose appropriate sanctions.

The Dean of Student Services, or designee, shall have the power and jurisdiction to order any student to cease and desist from any activity that is judged disruptive to the institution’s operation. If the student fails to cease and desist from such activity, the Dean of Student Services, or designee, after discussing the matter with the student, may immediately suspend the student for a period of time not to exceed ten (10) business days, pending a formal hearing. Appeals should follow the procedures outlined in C, “Appeals for both Academic and Non-Academic Misconduct”

## **C. Appeals for both Academic and Non-Academic Misconduct**

1. Appeal to the Vice President of Instruction & Student Services—The student may appeal the initial hearing officer’s decision to the Vice President of Instruction & Student Services by filing a written notice of appeal with the Vice President of Instruction & Student Services’ Office within ten (10) business days after the date of issuance of the decision by the hearing officer. The student should cite specific reasons for the appeal. The Vice President of Instruction & Student Services shall review the record of the case, the appeal documents and other documentation and may affirm, reverse or modify the hearing decision. The Vice President, at his/her discretion, may meet with the student, faculty and/or appropriate Dean to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered.
2. Appeal to the Student Appeals Committee—The student may appeal the Vice President’s decision to the Student Appeals Committee by filing a written notice of appeal to the Vice President of Instruction & Student Services, who will call the Committee together. The Committee shall have jurisdiction and authority to determine cause and recommend sanctions for all appeals referred to it by the Vice President of Instruction & Student Services. Membership shall consist of one student from Student Senate or other student representative, one faculty member from the Student Concerns Committee, one member from the AMP group and a Chair appointed by the Vice President of Instruction & Student Services. The Chair will facilitate discussion, but will not cast a vote. A simple majority is sufficient to decide the issue. If any member of the Committee feels that his/her relationship with either the case or the individuals involved would affect his/her ability to render an impartial judgment, the member shall dismiss him/herself and an appropriate replacement shall be made by the Vice President of Instruction & Student Services.
  - a. Appeals Notice—A student shall be sent written notice of an appeals hearing by certified mail or personal delivery at least ten (10) business days prior to the date of the hearing.
  - b. Appeals Hearing Procedures—The student and the primary administrative officer/faculty member, if applicable, shall be afforded the opportunity to present evidence and argument on all issues involved. The following process shall apply in all appeals hearings before the Student Appeals Committee:

- (1) Unless otherwise determined by the Student Appeals Committee, testimony shall be submitted in the following order: opening remarks by the Chair outlining the general nature of the case, how the proceeding will take place, and a verbal reading of the written report; testimony of the primary administrative officer/faculty member, if applicable; any other testimony submitted in support of the charges including witnesses; testimony by the student including witnesses; rebuttal testimony in support of the charges; rebuttal testimony submitted by the accused; and closing arguments.
- (2) Any oral or documentary evidence may be presented.
- (3) Members of the Committee are entitled to ask questions of any participant in the hearing at any time. The student and the primary administrative officer/faculty member are entitled to question witnesses as directed by the Chair. Procedural questions and points of order are to be addressed to the Chair.
- (4) Rules of common courtesy and decency shall be observed at all times.
- (5) The standard of proof for the College shall be “substantial evidence,” i.e., whether it is reasonable to conclude from evidence submitted that the student did commit the violation(s) for which he/she was charged.

The student and the primary administrative officer/faculty member are expected to be present at the hearing. If the student and/or the primary administrative officer/faculty member are not present, the Committee may choose to proceed with the hearing, if its members are satisfied that the student has been given notice of the hearing as provided for in this code; or the committee may choose to let the initial hearing prevail and dispense with a hearing. All hearings shall be closed.

A written or tape recorded record of the hearing shall be the responsibility of the College.

- c. Committee Recommendations—After hearing the appeal, the Committee shall make its findings and determinations in executive session out of the presence of the primary administrative officer/faculty member and the student charged. The Committee may decide as follows:
  - (1) No cause for disciplinary action: No violation of this conduct code has been proven. In this case, no sanction may be imposed upon the student.

- (2) Cause for disciplinary action: There is substantial evidence that a violation of the conduct code has occurred. The Committee may recommend new or additional sanctions provided for in this code and/or uphold the initial decision of the administrative/hearing officer/faculty member and their sanctions.
- (3) No cause for disciplinary action, which results in a grade change for the student. In this instance, the upheld appeal will be remanded to the Dean of Instruction/Allied Health to determine the final grade. The respective Dean will prepare a Change of Grade Form and submit it to the Registrar. The stated reason for the change of grade will be “the recommendation of the Student Appeals Committee.”

Within ten (10) business days, the Committee shall provide its findings and recommendations in writing to the respective Dean and the student charged with misconduct.

3. Appeal of the Student Appeals Committee Decision — The student may appeal the Committee’s decision to the College President by filing a written notice of appeal with the President within ten (10) business days after the date of the Committee’s decision has been rendered. The President, at his/her discretion, may meet with the student to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered. Please see the NCMC Board Policy Manual, Section 2.2.130 for any additional instructions.
4. Status During Appeal—The student’s enrollment status shall remain unchanged pending the final decision in the matter, except in cases of emergency where the President or designee determines that the safety, health or general welfare of the student or other College parties are involved.

#### **D. Records**

The Office of the Dean of Student Services is the official custodian of all educational records involving nonacademic misconduct. The Office of the Dean of Instruction and/or Allied Health is the official custodian of all educational records involving academic misconduct.

1. Academic Misconduct Records: Student files containing record of an offense of such gravity to result in separation from the institution shall be permanent. Student files containing records of offenses that do not result in separation from the institution shall be destroyed after three years.

2. Nonacademic Misconduct Records: Student files must be kept for three years following the publication of the last annual campus security report to which they apply, typically seven years. Student files containing an offense(s) of such gravity to result in separation from the institution shall be permanent.

## **Alcohol, Drug, Tobacco and Firearms Policies**

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances and illegal drugs. In addition, the manufacture, distribution, sale, possession, use or transportation of alcoholic beverages, controlled substances and illegal drugs by any student on campus or at NCMC approved classes, field trips or activities off campus shall be strictly prohibited. Tobacco usage is prohibited on campus including the residence halls and parking lots. Prohibited use includes all tobacco products, including: cigarettes, electronic cigarettes, cigars, hookah-smoked products, spit and smokeless tobacco, chew, snuff, snus, clove cigarettes, bidis, kreteks and cigarillos.

The possession and/or use of firearms or other weapons is strictly prohibited on campus or at any College activity.

A Student Code of Conduct, which includes a detailed Student Alcohol and Drug Abuse Policy, is found in the Student Handbook/Planner distributed by Student Services. By reference, each student is made responsible for becoming familiar with the contents of the Student Handbook/Planner and adhering to all regulations.

## **Policy Regarding Sexual Harassment**

The college's policy on sexual harassment states that offensive or unprofessional conduct of a sexual nature undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders NCMC's ability to fulfill its academic mission. Such conduct also may violate federal and state laws applicable to NCMC as an employer, as a state institution or as a recipient of state or federal grants or contracts. NCMC is committed to taking appropriate action against those who violate this policy which prohibits sexual harassment. Any NCMC faculty, staff or student may, and indeed needs to, report knowledge of alleged sexual harassment to the appropriate college officials. Students may obtain a complete copy of the policy at the Human Resource Office, from the Dean of Student Services or from the Dean of Instruction.

# Annual Public Safety and Crime Statistics Reports

In fulfilling its comprehensive mission, NCMC is required by federal law to disclose certain timely and annual information about campus crime and security policies. *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* requires schools to publish an annual report every year by October 1. A copy of the statistics is provided to the Department of Education. The report may be accessed on the NCMC web site at [www.ncmissouri.edu](http://www.ncmissouri.edu). A paper copy is available upon request.

**Timely Warning** — Campus wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. This communication is prepared as part of the Timely Warning requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, Jeanne Clery Act 20 USC 1092F) et Seq.

The Dean of Student Services is responsible for issuing a timely warning when a crime is reported to or brought to the attention of college authorities and that crime represents a serious or ongoing threat to the safety of member of the college community. Information for timely warnings may also come from other law enforcement agencies. Every attempt will be made to issue the warning within a reasonable amount of time; however, the release is subject to the availability of accurate facts concerning the incident, and investigation restraints.

Anyone with information warranting a timely warning should report the circumstances to the Dean of Student Services by phone or in person.

In the event that a situation arises either on or off campus that, in the judgement of the Dean of Student Services in consultation with the President and /or Vice President, constitutes an ongoing threat, a campus wide “timely warning” may be issued and distributed in one or more of the following ways:

1. Posting on electronic bulletin boards, including Blackboard and SAIL
2. Bulletin boards
3. NCMC alert text messaging
4. Email
5. News release
6. NCMC web site

## Mandatory Administrative Withdrawal

Mandatory administrative withdrawal occurs in situations where there is reason to believe that a student is a substantial threat to him/herself or interferes with the welfare of other members of the College or the educational process of the institution. In order to determine if a mandatory administrative withdrawal is warranted, the Dean of Student Services may require a psychological/psychiatric evaluation. If a withdrawal process is initiated, the student shall be notified in writing. A request for an appeal must be filed, in writing, to the Vice President of Instruction & Student Services within two (2) business days of receipt of notification of mandatory administrative withdrawal.

An immediate mandatory administrative withdrawal may be required in cases where the College determines that there is substantial imminent threat or there is a failure to comply with conduct decisions. After a mandatory administrative withdrawal has been issued, a student must submit a letter of appeal of the Dean of Student Services to gain re-admission. The Dean of Student Services may require that the student be evaluated by a physician, psychologist, or psychiatrist before an appeal is granted.

## Immunization Policy

North Central Missouri College encourages all college students to follow the **American College Health Association** recommendations for immunization, which can be found at [www.acha.org](http://www.acha.org). We also advise that you check with your current health care provider or local public Health Department for their specific recommendations. **Students living on-campus are required by Missouri State Law to be informed about meningococcal disease and the benefits of vaccination.** Therefore, residence hall students are required to complete a health form as part of the residence hall agreement.

## Electronic Information Systems Use Policy

It is the policy of North Central Missouri College to maintain access to local, national, and international sources of information and provide an atmosphere that encourages free exchange of ideas and optimized learning. Use of the College's electronic information systems is a privilege and not a right. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and comply with all relevant laws, College policies and procedures, and contractual agreements.

## Network Definition

The College network is defined to include any and all computer and electronic based communication facilities (voice, data, and video) and/or equipment which are owned or operated under the supervision of North Central Missouri College

## **Criminal or Illegal Acts**

Electronic information systems of the College, which include hardware, software, and network environment, shall not be used for illegal or criminal activities. Such activities may involve, but are not limited to, unauthorized access, intentional corruption or misuse of resources, theft, defamation, obscenity, pornography, child pornography, and harassment based upon ethnicity, disability, age, religion, or sex. The College will cooperate with all branches of law enforcement (local, state, federal, or international) in investigations of a criminal nature by making available transmissions and files within the College's network.

## **Copyright Law**

North Central Missouri College treats copyright infringement very seriously. It is illegal to violate the copyright law, including downloading or sharing music and videos without permission from the copyright owner. Copyright owners have begun using software to aggressively search for people who are providing copyrighted materials to others over the Internet without the copyright owner's permission.

## **Acceptable and Unacceptable Uses**

Acceptable and unacceptable uses of College electronic information systems are outlined below. Note: this list is not all inclusive.

### **Acceptable Uses**

- A means for authorized users to have legitimate access to email, network resources, and/or Internet access
- Any use necessary to complete research or coursework assigned to a College employee or student
- Communication for professional development
- Other administrative and/or academic communications or activities in direct support of College projects and missions
- Limited personal use may be allowed when such use meets the following criteria: it does not interfere with College operations, it does not compromise the functioning of the College network and computing resources, it does not interfere with the user's employment or other obligations to the College, and it does not violate any other laws, regulations, or College policy.

### **Unacceptable Uses**

- Any commercial or for-profit use
- Attempting to gain or gaining unauthorized access to the computer system or files of another
- Including use of another individual's identification, network, email or other College-based account and/or related passwords
- Any use that causes unauthorized network disruption, system failure, or data corruption

- Any use related to achieving, enabling, or hiding unauthorized access to network resources, College-owned software, or other information belonging to North Central Missouri College
- Unauthorized or excessive personal use
- Use of computing facilities or network resources to send obscene, harassing, abusive, or threatening messages or computer viruses or worms
- Use of all peer to peer file sharing

## **User Responsibility and Account Ownership**

Users may not allow other individuals to use their College-assigned network, email, or other College-based account. Employees and students are individually responsible and accountable for the proper use of their assigned accounts. Users should take proper security measures to ensure the integrity of their accounts and should also report any notice of unauthorized access. All network shares on individual's computers must be properly password protected. The college will use email to communicate important information, so all users are encouraged to check their email on a regular basis.

## **Additional Policies**

North Central Missouri College is required by contract with MOREnet to abide by and therefore enforce their policies and procedures. For more information about MOREnet's policies, procedures, and security measures, visit the following web site: <http://www.more.net/?q=content/service-policies>.

## **User Conduct and Sanctions**

Individuals who violate the above conditions of service may be subject to losing all College computer network privileges. Abuse of the College's electronic information system or violation of any local, state, or federal telecommunication law or regulation or College policy may cause suspension of user privileges and may subject the individual to criminal, civil, and institutional penalties, up to and including suspension from the College and/or termination of employment.