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## **ARTICLE V - STUDENTS**

### **5.00 TUITION AND FEES**

- A. Tuition and fees shall be approved as needed by the Board of Trustees.
- B. Cost of Attendance  
The Financial Aid Office creates annually the cost of attendance which is required by federal regulation regarding Title IV aid. Cost of attendance includes tuition, fees, room and board and food, books and supplies, personal expenses, and transportation. Financial aid awards may not exceed the allotted budget amount set by the cost of attendance.
- C. Fees Schedule  
The fees schedule may be found on the Mineral Area College website.
- D. Cost of textbooks shall be additional to the above. All fees must be paid in full at the time of registration unless other financial arrangements are made with the business office. Students enrolling under a financial aid program must complete arrangements prior to the beginning of the semester.

### **5.01 RESIDENCY**

#### **CLASSIFICATION FOR TUITION**

The college uses the student's residence to determine tuition (taxing district and out-of-taxing district of the Community College District of the Mineral Area). Students may contact Admissions or the Business Office with questions concerning residency classification. Proof of eligibility for taxing district tuition rests solely with the student. A change of address will not automatically change residency to in-district.

#### **QUALIFICATIONS**

Resident of the Taxing District

To qualify for taxing district tuition rates, the student must:

1. Live in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
2. Be a minor whose parents or legal guardian resides in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
3. Be married to a spouse who resides in the taxing district for a minimum of the immediate past 12 consecutive months (Marriage license and paid tax receipt submitted as proof, P.O. Box is unacceptable);

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### **RESIDENCY – CONTINUED**

4. Have attended or graduated from a Missouri secondary school district whose legal address is located in the taxing district during the school year immediately prior to registration at MAC;
5. Be a veteran, or the spouse or child of a veteran, qualifying for residence under P> 113-146 – The Veteran Access, Choice and Accountability Act of 2014, Section 702.

Students may appeal the assessed tuition rate by submitting any one of the following documents to the Business Office:

1. A real estate property tax receipt;
2. A personal property tax receipt;
3. A renter's lease;
4. A property deed.

Mineral Area College adheres to requirements beyond PL 113-146 the Veteran Access, Choice and Accountability Act of 2014, Section 702. Section 702 targets educational assistance through ensuring in-state tuition/in-district rates to uniformed services veterans and their qualified dependents covered under this Section. Mineral Area College adheres beyond the requirement to Section 301 of Public Law 115-251 amended in 38 U.S.C. 3679(c).

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

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill® – Active Duty Program – G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>), change 31 (Vocational Rehabilitation and Employment), or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of the student's formal State of residence) and enrolls in the school after discharge from a period of active duty service of 90 days or more. These provisions extend to a spouse and/or dependent children.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Missouri while attending a school located in the state of Missouri (regardless of the student's formal State of residence) and enrolls in the school after the transferor's discharge from a period of active duty service of 90 days or more. These provisions extend to a spouse and/or dependent children.

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### **RESIDENCY – CONTINUED**

- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of the student's formal State of residence) and enrolls in the school after the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while they remain continuously enrolled other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school following discharge or death described above and must be using educational benefits under either chapter 30, chapter 31, or chapter 33 of title 38, United States Code.

Mineral Area College adheres to Missouri Senate Bill 968 which states:

- Any person currently serving in the Missouri National Guard or in the reserves of the Armed Forces of the United States shall be considered an in-district resident for tuition at a public two-year institution.

#### Members of the Military Forces

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

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

- C. Any individual who is in the process of separating from any branch of the military forces of the United States with an honorable or a general discharge shall have resident, in-district status for purposes of admission and tuition.

## **ARTICLE V - STUDENTS**

### **RESIDENCY – CONTINUED**

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

### **5.02 WITHDRAWAL AND REFUND OF FEES AND TUITION**

#### **A. WITHDRAWAL FROM COLLEGE**

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

Courses dropped during the first 12.5% of the semester are not entered on the student's permanent record. After 12.5% of a semester has occurred and until the time that 75% of the term or semester is completed, regardless of whether the student was passing or failing at the time, a "W" (withdrawal) will be entered on the student's record. A withdrawal submitted after 75% of a term has passed may result in a grade or grades of "F."

For exact dates, see Important Dates on the Mineral Area College website.

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of an "F" for those classes, as well as a possible financial obligation.

## **ARTICLE V - STUDENTS**

### **WITHDRAWAL AND REFUND OF FEES AND TUITION - CONTINUED**

To withdraw from the college, the student must:

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

Any applicable refund will be posted to the bank account on file or issued as a paper check by the Business Office. If a course(s) is dropped after the refund period, no refund will be given. If financial aid was used to pay for the course(s), the Student may be required to return all or a portion of the money received. Students should make certain to understand all the implications when dropping a course(s) by talking to a financial aid advisor prior to dropping a course(s).

#### Refund Policy

Refunds for dropped courses or withdrawal from the college are based on the percentage of the term completed. Refunds vary depending on the length of the term for which a student is enrolled. A regular term is 16 weeks; however, some courses are offered in terms that are less than 16 weeks. The student billing system will automatically calculate the refund due based on the day a drop is submitted. Information regarding specific dates and the percentage of refunds allowed are published each year on the My Account Info tab in MyMAC.

#### B. **WITHDRAWAL FOR STUDENTS MOBILIZED FOR MILITARY DUTY**

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

#### Refunds

The student will be allowed to withdraw without penalty from the college, and a 100 percent tuition refund will be granted upon presenting an original copy of the military orders to the Registrar's Office. If a student has been awarded financial aid, all financial aid will be cancelled by the Director of Financial Aid. Students should contact the Director of Financial Aid for more information. Students withdrawing VA education benefits should notify the VA Certifying Official of their withdrawal and orders to report to duty.



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### **WITHDRAWAL AND REFUND OF FEES AND TUITION - CONTINUED**

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

#### **5.03 INVOLUNTARY MEDICAL LEAVE**

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

Should the student choose to appeal the involuntary medical leave decision, the student will make such appeal in writing, as described within section 5.72C of Article V: Student Policy. The decision of the Dean of Students is final.

#### **5.04 PREFERRED NAME**

Students may choose to be identified by a first name other than their legal name while attending Mineral Area College. A student can add a preferred first name by submitting a preferred name change form, found on MyMAC under the student tab. The college is not required to display the student’s legal name due to business or legal requirements. The preferred name change will be reflected in all Mineral Area College computer systems where technically feasible.

Mineral Area College reserves the right to deny or remove any preferred name, with or without notice, for any reason including but not limited to misuse, misrepresentation, attempting to avoid legal obligation or the use of derogatory language.

## **ARTICLE V - STUDENTS**

### **PREFERRED NAME – CONTINUED**

The student's preferred name will be used in lieu of their legal name on class rosters, College Park rosters, student identification cards, diplomas and other locations where the legal name is not required.

A student's legal name will be used on transcripts, state or federal reports, payroll documents, financial aid, enrollment and degree verification, official lists of students available to the public and other records where the student's legal name is required by law or Mineral Area College policy.

Family Educational Rights and Privacy Act (FERPA) allows for a student's name, including the preferred name, to be disclosed to the public as directory information unless the student submits a FERPA restriction form to the Registrar's Office.

Students may change their legal name used by the college by submitting a Name Change Form along with a copy of court documentation to the Registrar's Office.

#### **5.10 FINANCIAL AID**

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

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### **FINANCIAL AID – CONTINUED**

- D. Mineral Area College shall make specially donated scholarships available to qualified students. Specific provisions of external scholarships and criteria for the selection of recipients shall be administered consistent with the descriptions published in the external scholarship section of the Financial Aid Guide.
- E. Mineral Area College shall make short-term loans available to qualified students on a funds-available basis. Short-term loan funds shall be administered consistent with the description published in the special loan section of the Mineral Area College catalog.
- F. Mineral Area College has a Satisfactory Academic Progress (SAP) Policy for Financial Aid Students. This policy establishes and enforces minimum standards of satisfactory academic progress for students receiving Federal Student Aid Funds.

A copy of the policy (both summary and full policy) is available online under Financial Aid Policies and Satisfactory Academic Progress.

A printed copy of the Satisfactory Academic Progress Policy for Financial Aid Students may be requested from the Mineral Area College Financial Aid Office.

- G. **Return of Title IV Funds Policy**  
Mineral Area College has a Return of Title IV Funds Policy for Financial Aid Students. This policy addresses the required recalculation of Title IV Aid for students receiving Federal Student Aid; AND who officially or unofficially withdraw from classes.

A copy of the policy (both summary and full policy) is available online under Financial Aid Policies and Return of Title IV Funds Policy.

A printed copy of the Return of Title IV Funds Policy for Financial Aid Students may be requested from the Mineral Area College Financial Aid Office.

- H. **Federal/State Tuition Assistance: Return of Unearned Funds Policy (DoDI 1322.25 Requirement)**  
Mineral Area College has a Federal/State Tuition Assistance: Return of Unearned Funds Policy as required by the Department of Defense for Veterans or current active duty military who are receiving those benefits.

## **ARTICLE V - STUDENTS**

### **FINANCIAL AID – CONTINUED**

A copy of the policy (both summary and full policy) is available online under Federal Tuition Assistance Return of Unearned Funds Policy.

A printed copy of the Federal/State Tuition Assistance: Return of Unearned Funds Policy may be requested from the Mineral Area College Financial Aid Office.

#### **5.20 ACADEMIC ADVISING, CAREER SERVICES, AND COUNSELING**

Academic advisement and career counseling services shall be made available to the student or prospective student of Mineral Area College. The student shall be encouraged to confer with their navigator about their educational and career plans. Additionally, the college shall provide free short-term personal counseling services to those students who may have issues impacting their lives.

#### **5.21 HOUSING**

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

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### **5.30 ADMISSION POLICIES**

MAC has an open-door admissions policy. Students should apply to the Admissions Office before their expected start date as registration priority is given to early applicants.

The college reserves the right to refuse admission to any applicant in the best interest of the college. Additionally, the college may hold registration for students who have not completed admissions requirements and/or prerequisites. Admission to the college does not guarantee admission to all courses or programs.

There is no discrimination in the admission or recruitment of students on the basis of race, color, national origin, gender, disability, age, religion, creed, genetic and family medical history as defined by GINA, or marital or parental status. Any person having inquiries concerning Mineral Area College's compliance with the regulations implementing Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975 and Americans with Disabilities Act (ADA) of 1990 is directed to contact the Human Resources Director, Title VI and VII, Title IX, Section 504 and ADA Coordinator, Mineral Area College, P.O. Box 1000, Park Hills, MO 63601- 1000, (573) 518-2378 who has been designated to coordinate the college's efforts to comply with the regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act and the ADA Amendments Act.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act or the ADA Amendments Act.

Students who passed the General Educational Development (GED) or HiSET test according to Missouri standards are admitted under the same provisions as graduates from accredited high schools.

- A. Students are admitted to Mineral Area College once they have submitted the following documents:
  1. Application for Admission
  2. Official high school, HiSET, or GED transcript
  3. Official college transcripts (if applicable)
  4. ACT and/or ACCUPLACER placement test scores

Official academic transcripts from any previously attended college or university will need to be submitted to the Admissions Office prior to registering for classes. In order for Mineral Area College to transcript

## **ARTICLE V - STUDENTS**

### **ADMISSION POLICIES - CONTINUED**

previous college credits, an official transcript must be sent directly from the former institution(s) attended to Mineral Area College.

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

- B. Students will be notified when admission requirements are complete.
- C. Degree seeking students who do not have a GED/HiSET/diploma from an accredited high school will be admitted as a regular student. They will not be eligible to receive financial aid until completion of a GED/HiSET/diploma.
- D. Non-degree seeking students will be admitted to the college without having to submit transcripts or test scores. Test scores are required for placement in all English and math courses as well as other selected courses. Students should refer to the course description for any prerequisites.

### **INTERNATIONAL STUDENTS**

Mineral Area College is authorized under federal law to enroll international students. Admission inquiries should be directed to the Admission's Office. Mineral Area College is a participating SEVIS School. Applicants must meet the minimum English language, educational, financial, and health insurance requirements specified by the college.

### **PROOF OF ENGLISH PROFICIENCY**

TOEFL (Test of English as a Foreign Language)

An official score report must be sent to the Admissions Office. Results are considered official only when sent directly from the testing agency. The test should have been taken within the last two years.

A minimum score of:

- 500 paper-based
- 173 computer-based
- 61 internet-based

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### **ADMISSION POLICIES - CONTINUED**

Or a minimum IELTS (International English Language Testing System) band score of 6.

Students who meet or exceed these scores and provide all requested admissions documents will be final accepted and may enroll without restrictions.

Students who do not meet these scores will not be allowed to enroll in classes at Mineral Area College until the scores are met.

#### Communicable Disease Policy

Missouri Revised Statutes 199.290 and 174.335 mandates that all higher education institutions in Missouri implement a targeted testing program for tuberculosis on their campuses for all on-campus students upon matriculation. All MAC students who are determined through the admissions application to be at risk of tuberculosis will be required to be TB tested. Testing can be done at any local county health department. Any student who does not comply with the targeted testing program shall not be permitted to maintain enrollment at the institution until they provide test results to the Admissions Office.

All students residing at College Park Housing will be required to have received the meningococcal vaccine unless a signed statement of medical or religious exemption is on file with the Admissions or College Park Housing Office. A student shall be exempted from the immunization requirement of this section upon signed certification by a physician indicating that either the immunization would seriously endanger the student's health or life or the student has documentation of the disease or laboratory evidence of immunity to the disease. A student shall be exempted from the immunization requirement if he or she objects in writing to the Dean of Students that immunization violates his or her religious beliefs.

Decisions regarding restrictions on modifications of academic activities and/or access to facilities or programs as a result of a communicable disease will be made on a case-by-case basis, when possible, depending upon the type and nature of the communicable disease, the nature of the academic activities, access to facilities or programs, and the risk to the health of the individual or others. Such restrictions or modifications may include, among other things, changes in course format, restricted access to facilities and/or programs. MAC shall make efforts to implement such decisions as discreetly and confidentially as possible, with as little harm as possible to the person, their educational studies and their standing in the community.

## **ARTICLE V - STUDENTS**

### **ADMISSION POLICIES - CONTINUED**

MAC recognizes the importance of protecting, to the greatest extent possible, the confidentiality and privacy interests of all student information. MAC will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of the MAC Community.

#### **5.31 ATTENDANCE**

Faculty may drop a student for excessive absence or lack of participation according to course syllabus or after two weeks of consecutive absences during the first 75 percent of the semester or term. For exact dates, see Important Dates on the Mineral Area College website.

Individual faculty members may define lack of participation differently. The student is responsible for being aware and adhering to the attendance policy for each course as defined in the course syllabus.

The student may receive a “W” on the transcript if they are dropped after 12.5% of the term.

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

For absences due to school-related activities such as athletic games, music performances, field trips, and student conferences, etc., an electronic notice will be posted on MyMAC by the Dean of Students office stating who is to be excused and for what period of time.

#### **5.32 ADDING AND DROPPING COURSES**

##### **Adding a Class**

Students are allowed to add classes online based on the length of the course. For a regular, 16-week semester, students are allowed to add classes through the second class meeting. Students may add web courses during the first two days of the 16-week semester. Enrollment is allowed for accelerated classes, or sub-terms, on a prorated basis. Restricted classes require instructor’s signature.

After the second class day, students must add classes in person in Student Services, or any Outreach Center, and should contact the Business Office the same day the class is added to make payment arrangements for the additional classes. Students are not allowed to sit in classes they have not registered and paid



## **ARTICLE V - STUDENTS**

### **ADDING AND DROPPING COURSES - CONTINUED**

for. Students who attend class without officially registering or following prescribed procedures for adding a class will not receive credit for the class.

#### **Dropping a Class**

Unless otherwise indicated for specific programs, students may officially drop a class, online or in person, up to the time that 75% of the term or semester is completed. After 75% of the term or semester is completed, students will not be permitted to drop a class and will be issued the grade earned. The date of the drop will determine if a refund is due. Refund schedules are published under My Account Info in MyMAC. Courses that are dropped during the first 12.5% of a term are not entered on the student's permanent record. Drop dates/refunds are prorated for terms less than 16 weeks.

Students may drop online by submitting a student drop form electronically. It is strongly recommended that students speak to their instructor prior to dropping a class.

Instructors may drop students for excessive absences or lack of participation. Please see "Administrative Withdrawal" for more information.

If a student drops all classes in a given term, it is considered a withdrawal from the college. Please see "Withdrawal from College" for more information.

It is the student's responsibility to drop a course. Any informal arrangements made with the instructors or other college staff members may result in a failing grade as well as financial liability for all charges incurred for the course. If a student stops attending/participating in a class, it is strongly recommended that they initiate a drop. There is no guarantee that an instructor will drop a student. If entitled to a refund, the refund due will be posted to the student's bank account on record or issued paper check by the Business Office. Students who receive any type of financial assistance or Veterans Affairs benefits should notify the Financial Aid Office before withdrawing from courses.

### **5.33 ADMINISTRATIVE WITHDRAWAL FROM CLASS**

Faculty may drop a student for excessive absences or lack of participation according to the course syllabus or after two weeks of consecutive absences occurring during the first 75% of the semester or term. Individual faculty members may define excessive absences/lack of participation differently.

The student is responsible for being aware of and adhering to the attendance policy for each course. Students who have not contacted their instructor after the

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### **ADMINISTRATIVE WITHDRAWAL FROM CLASS - CONTINUED**

seventh day of a 16-week semester or by the third day of a summer term may be administratively dropped by their instructor. There is no guarantee, however, that a student will be dropped. Therefore, if a student wishes to drop a class or withdraw from the college, it is strongly advised that the student initiate the drop/withdrawal to avoid receiving a punitive grade of "F" for the course(s). In addition, an administrative drop may be processed for a student who fails to meet corequisite or prerequisite requirements for a course.

**Once a student has registered for classes, the student is responsible for paying tuition and fees, even if the student never attends classes. The student must complete the drop/withdrawal process within the refund period of each term in order to receive a refund of paid tuition or remission of indebtedness if tuition has not been paid.**

For absences during school-related activities such as athletic games, music performances, and field trips, an electronic notice will be posted on MyMAC by the Dean of Students office stating who is to be excused and for what period of time.

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

Also, see section 5.31, Attendance.

#### **5.34 COMPLETE WITHDRAWAL FROM COLLEGE**

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

Courses dropped during the first 12.5% of the semester are not entered on the student's permanent record. After 12.5% of a semester has passed, up to the time that 75% of the term or semester is completed, regardless of whether the student was passing or failing at the time, a "W" (withdrawal) will be entered on the student's record. A withdrawal submitted after 75% of a term has passed will result in a grade or grades of "F."

## **ARTICLE V - STUDENTS**

### **COMPLETE WITHDRAWAL FROM COLLEGE – CONTINUED**

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of an “F” for those classes, as well as a possible financial obligation.

Students should refer to the current Important Dates at <https://www.mineralarea.edu/current-students/registrationregistrar/> to determine the exact date when classes may still be dropped with a grade of “W.”

#### **5.35 RELEASE OF ACADEMIC INFORMATION FOR DECEASED STUDENTS**

The academic record of a deceased student may only be released upon receipt of a written request submitted to the Registrar by the next-of-kin, executor of the estate, or holder of power of attorney. The Registrar reserves the right to deny any request based on the merit of that request.

Each request must be submitted in writing which lists the student’s name, social security number or student ID number, date of birth and a copy of the death certificate or obituary notice.

The requestor must provide their name, address, phone number, reason for request, documentation of the relationship of the requester to the deceased, and a physical signature.

#### **5.36 CANCELLATION OF CLASSES**

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

Students who enroll in a class that is later canceled will have an opportunity to add a different class by the deadline as noted on the important dates calendar.

#### **5.37 CONFIDENTIALITY OF STUDENT RECORDS**

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

## **ARTICLE V - STUDENTS**

### **5.38 DEGREE AND CERTIFICATE TIME LIMITS**

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

### **5.40 GRADING SYSTEM**

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

A	Superior
B	Above average
C	Average
D	Passing, below average
F	Failing
W	Withdrawal
I	Incomplete
AU	Audit
P	Pass
NP	No Pass
CR	Credit
WIP	Work in progress
WC	Withdrew in Crisis

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

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

## **ARTICLE V - STUDENTS**

### **GRADING SYSTEM – CONTINUED**

An “R” indicates the student has retaken a given course, and the grade received is the one that is used to calculate the student’s cumulative grade point average and fulfill degree requirements.

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

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

#### Computing Grade Point Average

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

#### Incomplete Policy

The grade of “I” (Incomplete) may be assigned by an instructor when a student is doing passing work but has not completed a small portion of the required course work by the conclusion of the term, due to extenuating circumstances. The Incomplete Grade Request form must be signed by both the student and instructor and filed with the Provost. Requirements for completing the course to receive a grade are specified in detail by the instructor on the Incomplete Grade Request form. A grade of Incomplete may not be assigned in order to give a student a chance to do more work or improve a grade. An “I” may not be used to permit a student to repeat a course or to improve a grade. Students may not re-enroll in courses in which they have received an “I” grade.

The deadline for removal of an Incomplete is one year from the first day of the term in which the Incomplete was recorded, unless a shorter period of time is specified by the instructor. The deadline determined by the faculty member must be specified on the Incomplete Grade Request form, which is available on MyMAC. A copy must also be provided to the student. No extension will be granted for more than a full calendar year from the deadline. Requests for extension of time should be submitted in writing to the Provost. If an Incomplete is not cleared within the specified period of time, the Incomplete grade will be converted to the grade of “F.” This is a manual conversion process by the Registrar’s Office. Incomplete grades are not eligible for withdrawals.

## **ARTICLE V - STUDENTS**

### **5.42 SEMESTER HOUR LOAD**

The maximum course load for the fall and spring semesters is 20 credit hours. The maximum course load for the summer term is 9 credit hours. Students with a superior scholastic record may be permitted to register for more than the recommended maximum with the Provost's approval.

### **5.43 TRANSCRIPT OF CREDIT**

A fee, established by the Board of Trustees, is required for officially produced transcripts.

Letters of recommendation, certificates of attendance, and other official documents, excluding transcripts, will not be made available to any student who is financially indebted to the college.

Due to the confidentiality of records, official transcripts will be released only upon the student's electronic request found on the Mineral Area College website.

### **5.44 CLASSIFICATION**

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

#### **Full-Time Classification**

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

#### **Part-Time Classification**

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

#### **Freshman**

A student who has 0-30 semester hours of course work.

#### **Sophomore**

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

## **ARTICLE V - STUDENTS**

### **5.45 TEXTBOOKS**

Students are required to purchase textbooks and other resources assigned in the course. Textbooks and resources can be purchased through the MAC Store. Additional textbook information is included in the course syllabi and found online at the MAC Store website.

### **5.50 COURSE REPETITION**

A student who has received a grade of “B” or below in a given course may repeat the course to raise their grade point average. When a course is repeated, the first grade remains on the transcript, and all grades for each attempt are recorded on the record. Only the latter grade will be counted for graduation or in computing grade points. Students may not repeat a lower level course that serves as a prerequisite for a course that was already completed by the student with a “B” or better. For financial assistance eligibility, all attempts will count towards maximum hour limits and completion ratio.

### **5.51 AUDITING COURSES**

Students who choose to audit a course must enroll and pay for the course. However, audits carry no credit hours. Students must declare or enroll as an audit on or before the first day of the semester or term. Once registered, students may not change their registration status to credit. An “AU” grade appears on the transcript and does not count in the computation of the GPA. Students auditing a course must meet course prerequisites.

Audited courses do not count toward graduation requirements or satisfy prerequisites for other courses. Normally, an auditor attends the course on a regular basis but is not required to take examinations or complete homework assignments. Fees are the same for audited courses as for credit courses. Financial assistance does not apply to audited courses and audited courses do not count towards full- or part-time enrollment status. Students, including auditing students, are not allowed to sit in classes they have not registered and paid for.

### **5.60 OPTIONS FOR RECEIVING COLLEGE CREDIT**

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

## **ARTICLE V - STUDENTS**

### **5.61 COLLEGE CREDIT BY EXAMINATION OR OTHER EDUCATIONAL EXPERIENCES**

#### A. Types of Credit by Examination or Other Educational Experiences

1. Credit by Examination: Procedure for granting credit by examination will be determined by the departments in consultation with appropriate administrators. Only currently enrolled students are eligible to receive credit by examination.
2. Credit for Educational Experience in the Military: The basis for awarding college credit for education experiences in the armed services will be determined by reviewing A Guide to the Evaluation of Educational Experiences in the Armed Services.
3. Credit for Work Experience: Procedures for granting college credit for educational experiences in business or industry are to be determined by the departments in consultation with appropriate administrators.

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

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

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

#### B. College Level Examination Program (CLEP)

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



## **ARTICLE V - STUDENTS**

### **COLLEGE CREDIT BY EXAMINATION OR OTHER EDUCATIONAL EXPERIENCES - CONTINUED**

#### C. Concurrent Course Credit

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

1. The policy for granting college credit under these guidelines will be administered by the Registrar with cooperation from the Provost.
2. College credit hours equivalent to a normal college semester may be granted under these guidelines.
3. Appropriate registration fees will be charged at the time credit is requested and approved.

#### D. Advanced Placement Program (AP)

MAC accepts advanced placement (AP) scores of 3 or higher for credit. Students who successfully completed the Advanced Placement Examination may receive credit in their programs of study in history, biology, chemistry, math, English, physics, and foreign languages. Students should forward the results of the AP exams through the College Entrance Examination Board to the registrar at MAC. A grade of CR will be assigned for AP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom. There is no assurance that another institution of higher learning will accept advanced placement credit.

A list of accepted exams is published at [www.MineralArea.edu](http://www.MineralArea.edu)

### **5.63 DEAN'S LIST**

The Dean's list will be made public and noted on the student transcript at the end of each semester (excluding summer) for which a student qualifies and is based on the semester institutional statistics (transfer work is not included). Students meeting the following semester requirements may qualify for the Dean's List:

1. Academic course load of 12 semester hours or more for credit.
2. GPA of 3.25 or higher.
3. No grade below a 'C' earned during the semester.
4. No "I" (Incomplete) grades received during the semester.

## **ARTICLE V - STUDENTS**

### **5.64 DUAL CREDIT**

Students must meet the following eligibility criteria to enroll in dual credit courses:

- Freshmen – 3.0 GPA (on 4.0 scale) AND minimum of 90% percentile on ACT or SAT, AND signed letter of recommendation from Principal **and** counselor, AND written permission from a parent or legal guardian.
- Sophomores – 3.0 GPA (on 4.0 scale) AND signed letter of recommendation from Principal **and** counselor, AND written permission from a parent or legal guardian.
- Juniors – 3.0 GPA (on 4.0 scale) OR 2.5-2.99 GPA, AND signed letter of recommendation from Principal or counselor, AND written permission from a parent or legal guardian.
- Seniors – 3.0 GPA (on 4.0 scale) OR 2.5-2.99 GPA AND signed letter of recommendation from Principal or counselor, AND written permission from a parent or legal guardian.

Students wishing to enroll in dual credit or dual enrollment courses must complete the online High School Student Application and meet the same course requirements as those required of on-campus students.

### **5.65 GENERAL EDUCATION BLOCK**

Core 42

In accordance with the transfer policy of the Missouri Coordinating Board of Higher Education, Mineral Area College offers the CORE 42 block of general education classes that is part of the Associate of Art degree. If the student graduates with the Associate of Art degree and then transfers to another participating school in the state, the receiving institution should accept the Mineral Area College CORE 42-hour block as equivalent to their own 42-hour general education block. In a similar manner, if a student transfers to Mineral Area College with certification of a completed CORE 42-hour general education block from another participating institution, the student will not be required to take any additional general education courses at Mineral Area College unless they are needed to fulfill a requirement of the student's major or degree. Students who transfer before completing the requirements of an associate degree but who have completed the CORE 42- hour general education block will have a notation on their transcript as having completed the General Education Block.

## **ARTICLE V - STUDENTS**

### **GENERAL EDUCATION BLOCK – CONTINUED**

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

#### **5.68 PETS ON CAMPUS**

##### **Pets on Campus Properties**

Pets are defined as any animal that is not a service animal or an emotional support animal and are not allowed on the Mineral Area College campuses.

#### **5.69 SERVICE/EMOTIONAL SUPPORT ANIMAL POLICY AND PROCEDURES**

The presence of service animals and emotional support animals assisting students with disabilities at Mineral Area College's campuses is consistent with the provisions of this policy. It is in accordance with the Americans with Disabilities Act (ADA), and in compliance with the U.S. Department of Housing and Urban Development (HUD).

##### **A. Service Animals**

Mineral Area College has adopted the following definition of a service animal from the U.S. Department of Justice. "A service animal is defined as a dog or miniature horse individually trained to do work or perform specific tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders, pulling a wheelchair for a person, or fetching dropped items for a person with limited mobility." Animals that meet this definition are considered a service animal regardless of whether or not they have been certified by a training program. The college may not insist of proof of certification before permitting the service animal to accompany the person with a disability. Service animals must be permitted to accompany a person with a disability to college activities and programs. A service animal is generally permitted to be on college property in any place where the animal's handler is permitted to be. In certain limited situations, a service animal may be prohibited for safety and health

## **ARTICLE V - STUDENTS**

### **SERVICE/EMOTIONAL SUPPORT ANIMAL POLICY AND PROCEDURES - CONTINUED**

reasons. If it is not readily apparent that an animal is trained to help, the college may ask whether the animal is required because of disability and what work or task the animal has been trained to perform.

#### **B. Emotional Support Animals**

Emotional support animals are recommended by licensed doctors or therapists to promote the well-being of their clients and are not covered by the ADA. Emotional support animals are covered under the Fair Housing Act. Emotional support animals are not service animals. The student will be asked to provide documentation from a licensed doctor or therapist showing a link between the student's disability, "that substantially limits one or more major life activities," and the need for the animal. The documentation will be given to the Access Office for approval as an accommodation. In certain limited situations, an emotional support animal may be prohibited for safety and health reasons. Emotional support animals must be contained in the handler's residence.

#### **C. Handler Requirements**

- The handler shall be in full control of the service animal or an emotional support animal at all times.
- The service animal or emotional support animal must be on a leash at all times unless the handler is unable to use a leash or if the animal must perform a task without the use of a leash. The service animal or emotional support animal must be under voice control.
- The service animal or emotional support animal must be housebroken. Food and care of the animal is the responsibility of the handler.
- Service dogs and emotional support animals shall wear a vaccination tag. All animals must have current and appropriate vaccinations for that type of animal, as well as, necessary medications to prevent insects. The college reserves the right to ask for proof of vaccinations and/or receipts of preventative medications.

#### **D. Service/Emotional Support Animal Accommodation Requests**

Students are strongly encouraged to reach out to the Access Office to ensure their experience in bringing the animal to campus goes smoothly. Advance notice of a service or emotional support animal for College Park

## **ARTICLE V - STUDENTS**

### **SERVICE/EMOTIONAL SUPPORT ANIMAL POLICY AND PROCEDURES - CONTINUED**

may allow more flexibility in meeting a student's needs. The Access Office can be contacted by phone at 573-518-2152 or email at [access@mineralarea.edu](mailto:access@mineralarea.edu).

- E. Appeals and Grievances  
Each situation will be considered on an individual basis. Appeals and grievances may be made using college grievance procedures. Information about and copies of all applicable college procedures may be obtained by contacting the Dean of Students:

Mineral Area College  
5270 Flat River Road  
Office AS119  
Park Hills, Missouri 63601  
573-518-2262  
[deanofstudents@mineralarea.edu](mailto:deanofstudents@mineralarea.edu)

If the service or emotional support animal's behavior fundamentally alters the college's programs, activities and services, poses a direct threat to the health or safety of others, or displays threatening behavior toward others, the college may ask that the service animal be removed.

#### **5.70 STUDENT ACTIVITIES**

- A. Mineral Area College shall sponsor a variety of student activities ranging from cultural and social to recreational events.
- B. All clubs and/or organizations must be approved by the Dean of Students.
- C. Such sponsored student club and/or organizational activities must be under the direction of faculty or staff personnel appointed by the appropriate administrator.
- D. All student club and/or organizational activities should be consistent with the club or organization's stated philosophy, purposes, and objectives on file.
- E. All student club and/or organizational activities/fundraisers must be approved by the Dean of Students.

## **ARTICLE V - STUDENTS**

### **STUDENT ACTIVITIES - CONTINUED**

- F. Policies and procedures for student activities, events, and fundraising guidelines are available upon request from the office of the Dean of Students or the Recruitment and Student Life Specialist.

#### **5.71 STUDENT CONDUCT**

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

The student due process procedure is administrative in nature. As such, a student may choose at their own expense to consult with an attorney outside the parameters of any administrative due process meeting or hearing, but legal representation may not actively participate within such student due process meetings or hearings. When the misconduct stems from a violation of College Park policies or procedures, it will be processed in accordance with Section XVIII, Resident Due Process Policy for College Park, and section 5.72(D) of this article. Violation of College Park policies or procedures may result in disciplinary action by the college, referral to the criminal justice system for prosecution, or both, as these functions are not mutually exclusive.

- C. Disciplinary action may be imposed on a student for:
1. Conduct that represents a violation of college rules, regulations, policies, or procedures, or otherwise jeopardizes the safety and good order of college and its students and staff and/or
  2. Conduct that represents a probable cause violation of criminal law.

## **ARTICLE V - STUDENTS**

### **STUDENT CONDUCT - CONTINUED**

- D. Provisions related to disciplinary action shall be published and available to students, faculty, and staff.
- E. A student's misconduct may result in disciplinary action by the college, or referral to the criminal justice system for prosecution, or both, as these are not necessarily mutually exclusive. In instances where the student misconduct represents a violation of one or more criminal laws, as well as a violation of college rules, regulations, policies or procedures, the college may elect to provide temporary student due process, withholding finalization of student due process until the adjudication of criminal charges through the criminal justice system.

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

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

- F. **Forms of Disciplinary Action**  
The following represent the range of disciplinary actions available to the college when a determination has been made that one or more students has committed an act or acts of academic and/or behavioral misconduct.

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

1. Verbal counseling;
2. Partial or complete suspension of participation in extracurricular events, clubs, and/or athletic practices/competitions;
3. Letter of Reprimand (with or without components of suspension as defined above);
4. Removal from College Park residency (if applicable);

## **ARTICLE V - STUDENTS**

### **STUDENT CONDUCT - CONTINUED**

5. Issuance of a Notice of Trespass (either specific to a particular premise of the college, or campus-wide). This may occur in conjunction with a suspension or expulsion as described in this section;
6. Suspension from the college, ranging from one day up to and including one calendar year. This suspension may take the form of a physical suspension from college property with privileges to utilize distance learning courses or total suspension from the college with no academic availability during the suspension period. At the end of the suspension, the student may reapply for admission in writing to the Dean of Students;
7. Expulsion from the college. This discipline represents complete removal of the student from the college for a period of no less than 3 calendar years, at which time the student may reapply to the Dean of Students for readmission to the college.

#### **G. Forms of Student Misconduct**

##### **1. Academic Misconduct**

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

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

##### **2. Behavioral Misconduct**

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

- a. Knowingly furnishing false information to the college or its stakeholders, or intentionally omitting or withholding information from the college that is required as part of any administrative or procedural process or report;



## **ARTICLE V - STUDENTS**

### **STUDENT CONDUCT - CONTINUED**

- b. Forgery, including but not limited to alteration, altering or issuing college documents or records of identification with intent to defraud;
- c. Intentional obstruction or disruption of college functions or activities, including but not limited to the following: teaching and standards of classroom conduct as established by the instructor, research, administration, disciplinary proceedings, or other college activities, including public service functions and other authorized activities on college premises;
- d. Use of slander or libel in any way so as to cause or attempt to cause defamation of character;
- e. Conduct which threatens or endangers the health or safety of any person on college property or at college-sponsored events;
- f. Unauthorized possession or use of property or equipment owned by the college or a member of the college community on college premises, including but not limited to defacing property;
- g. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or college official; use of computing facilities to interfere with a college computing system.
- h. Failure to comply with the directions of college officials acting in performance of their duties, including but not limited to directions deemed necessary to ensure the safety of the student or others. Failure to identify oneself to any college official requesting such identification;
- i. Unauthorized entry to, possession of, receipt of, duplication of, or use of the college's name, insignia, or seal;
- j. Engaging or attempting to engage in conduct which is defined as a violation of criminal or traffic law within the revised statutes of the State of Missouri, or violations of the traffic and/or parking regulations of the college;

## **ARTICLE V - STUDENTS**

### **STUDENT CONDUCT - CONTINUED**

- k. Participating in any activity which might be classified as a hate crime, including but not limited to verbal or written slurs or threats or physical attacks or other acts of discrimination;
- l. Mineral Area College and its campuses are tobacco-free. Use of tobacco products including cigarettes, smokeless products, e-cigarettes, vaping devices, and any other innovative products allowing for tobacco consumption are prohibited;
- m. Use of, being under the influence of, possession of, distribution of alcohol, or narcotics or other restricted drugs on any of the colleges campuses, at college-sponsored events, or away from the college and which are not directly related college activities, when it is determined by the college that the student's use of, being under the influence of, possession of, distribution of alcohol, or narcotics or other restricted drugs materially disrupts the educational process, or as otherwise is permitted by law. This prohibition shall also apply to paraphernalia associated with the use, possession, or distribution of alcohol, narcotics, or other restricted drugs;
- n. Participation in, or the commission of any act of hazing, which is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including
  - i. Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another;
  - ii. Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts.
- o. Bullying, defined as the systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying also includes unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage discomfort or humiliation or unreasonably interfere with the individual's school performance or participation, which is carried out repeatedly and is often

## **ARTICLE V - STUDENTS**

### **STUDENT CONDUCT - CONTINUED**

characterized by an imbalance of power. Bullying may involve, but is not limited to the following examples:

- i. Teasing;
  - ii. Threats communicated by written, verbal, and/or physical means;
  - iii. Intimidation;
  - iv. Cyber-stalking and/or cyber-bullying;
  - v. Any conduct or behavior which is defined as a violation of criminal law within the revised statutes of the State of Missouri;
  - vi. Sexual, religious, or racial harassment;
  - vii. Any conduct, behavior, or communication reasonably intended to cause public humiliation;
  - viii. Knowingly spreading falsehoods and/or rumors that reasonably intend to cause harm or public humiliation to any student, faculty, staff, or person present at the college, regardless if such harm occurs;
  - ix. Persistent public use of vulgar and/or offensive language.
- p. The operation on campus of student organizations not properly recognized and registered with Student Activities.
  - q. Violation of any college or College Park rules and regulations, campus policies, or procedures as stated in the Board of Trustees Policy Manual, or other college publications such as, but not limited to, the College Park Student Policies and Procedures, College Catalog, Student Handbook, or the Athletic Code of Conduct.
  - r. Attempting, aiding, and abetting, conspiring, hiring, or being an accessory to any act prohibited within this section shall be considered the same as a completion of that/those violation(s).

#### **5.72 STUDENT DUE PROCESS**

##### **A. Student Due Process for Academic Misconduct**

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

Should the student contest the charge, the student may appeal within five business days to that department's Coordinator who will conduct

## **ARTICLE V - STUDENTS**

### **STUDENT DUE PROCESS - CONTINUED**

an inquiry and who will issue a decision. Should the student wish to appeal the Department Coordinator's decision, the student may appeal within five business days to the Division Chair.

2. The Division Chair will conduct an inquiry into the alleged academic violation(s) and render a written decision based on those findings. In the event that the Division Chair determines no academic misconduct has occurred, a written notice of that conclusion will be issued to the student, and due process is thereby concluded. In the event that the Division Chair determines that academic misconduct has occurred, the student may appeal within five business days to the Provost.
3. The Provost will conduct an inquiry into the alleged academic violation(s) and render a written decision based on those findings. In the event that the Provost determines no academic misconduct has occurred, a written notice of that conclusion will be issued to the student, and due process is thereby concluded.

In the event that the Provost determines that academic misconduct has occurred, the Provost will determine the appropriate disciplinary action(s) that will be imposed. Any disciplinary decision below the level of suspension or expulsion is at the discretion of the Provost invoking that discipline and represents the completion of student due process.

4. In the event the Provost invokes suspension or expulsion as the disciplinary action, the student may elect to appeal that decision within the guidelines of the appeal process as identified within section 5.72 (C) Appeals within Student Due Process.

#### **B. Student Due Process for Behavioral Misconduct**

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

## **ARTICLE V - STUDENTS**

### **STUDENT DUE PROCESS - CONTINUED**

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

#### C. Appeals within Student Due Process

Only disciplinary decisions involving suspension or expulsion are subject to appeal. All other forms of discipline invoked by a dean

1. Under Article V of the College Board Policy Manual constitute the completion of student due process.

## **ARTICLE V - STUDENTS**

### **STUDENT DUE PROCESS - CONTINUED**

2. When the decision rendered involves a suspension or expulsion, the student may be eligible to appeal that decision in writing as described within section 5.72(C) of this policy.
3. Grounds for Appeal
  - a. All grounds for appeal of disciplinary decisions involving suspension or expulsion must meet one or more of the following criteria. Students electing to appeal under one or more of these grounds bear the responsibility for adequately demonstrating that this requirement has been met within the content of the student's written request for appeal. The filing of this appeal is the responsibility of the student who has elected to appeal the disciplinary decision of the dean, and that appeal must be filed with the dean originating the disciplinary decision within five (5) business days of notice of the disciplinary decision.
  - b. The grounds for appeal of disciplinary decisions involving suspension and/or expulsion are limited to one or a combination of the following grounds for appeal:
    - i. A procedural error has occurred, and if not corrected, will impact the outcome of the sanction.
    - ii. New evidence (not previously considered and germane to the issue) has been uncovered, and if introduced is likely to have an impact on the outcome of the proceeding.
    - iii. One or more of the sanctions handed down are outside the parameters of this policy or are unreasonable in light of the alleged conduct.
4. Student Responsibilities in Filing an Appeal

The student is responsible for articulating in writing the grounds under which the appeal is being filed and must provide information of sufficient content, detail, and scope that justify the grounds for appeal used in this process. This appeal must be filed with the dean invoking the original discipline within five (5) business days of the notice of disciplinary action, or the student is deemed to have waived further right of appeal.
5. Review of Request for Appeal
  - a. In the event the request for appeal involves academic misconduct, the decision of the dean, with respect to the request for appeal, represents the completion of student due process.
  - b. In the event the request for appeal involves behavioral misconduct that has resulted in suspension or expulsion, the Dean of Students will refer the request for appeal to the Chair of the Student Welfare and Conduct Committee (SWCC). The Chair of the SWCC is

## **ARTICLE V - STUDENTS**

### **STUDENT DUE PROCESS - CONTINUED**

charged with the responsibility for determining if a reasonable belief exists that grounds for the appeal have been met, and that sufficient information is provided to justify granting the request for appeal. Dissatisfaction with the discipline invoked by the Dean of Students shall not be grounds for appeal.

- i. In the event the review by the Chair of the SWCC does not find adequate grounds for appeal within the written request, the appeal is denied. In that event, student due process is completed.
- ii. The hearing will be granted at the regular meeting date and time of SWCC as determined by the SWCC chair unless an emergency meeting date is requested by the Dean of Students. If an emergency meeting is requested, the SWCC chair will work in earnest to find a new meeting time that allows all necessary parties to attend as soon as possible.
- iii. The goal of the SWCC is to render a student due process decision that will take one of two forms:
  - The SWCC may find cause for the discipline, thereby upholding the decision of the Dean of Students, or
  - The SWCC may not find cause for the discipline, thereby reversing the discipline imposed by the Dean of Students. In that event, this represents the completion of student due process.
- iv. The appeal will be heard by a minimum of five (5) members of the SWCC committee: one faculty member from Arts and Science, one faculty member from Career and Technology, one full-time member from student services, one administrator other than the Dean of Students, and the SWCC Chair.

#### **D. Student Due Process for Violations of College Park Policy**

1. When the alleged misconduct represents a violation of College Park policies and procedures, the Manager or Assistant Manager of College Park will issue a notice of inquiry within five (5) business days of the misconduct or discovery of the misconduct. This notice of inquiry may take the form of a citation or written letter, at the discretion of the Manager or Assistant Manager of College Park.

## **ARTICLE V - STUDENTS**

### **STUDENT DUE PROCESS - CONTINUED**

2. Definitions of misconduct and/or violations of College Park Policy are found within the College Park Policy manual, available to all residents of College Park through the Manager or Assistant Manager of College Park, and are provided to all residents at the orientation process for new residents.
3. The guidelines and student due process for violations of College Park policy shall generally follow those outlined in section 5.72(B) and (C), with the exception that qualified appeals of College Park discipline shall be referred to the Dean of Students, who will review the appeal for eligibility and merit, issuing a written decision to the student filing the appeal within five (5) business days of receipt of the appeal. Students filing an appeal of College Park discipline must meet the eligibility guidelines and time limits established under section 5.72(C). Only those disciplinary actions involving eviction from College Park are eligible for the appeal process, under the provisions listed in section 5.72(C)3b.i-iii. Appeal decisions by the Dean of Students are final and represent the completion of student due process under this section.
4. In instances where the student misconduct represents a violation of one or more criminal laws, as well as a violation of College Park policies or procedures, the Dean of Students may elect to provide temporary student due process, withholding finalization of student due process until the adjudication of criminal charges through the criminal justice system. This temporary student due process may involve discipline up to and including suspension of a student from residing or visiting the College Park premises, and/or temporary suspension from the college.

#### **5.73 STUDENT COMPLAINT AND GRIEVANCE POLICY**

The purpose of this policy is to provide a means for Mineral Area College students who wish to have a concern resolved regarding a process or person of the college community, not covered by existing policies, both a formal and informal process for doing so. The objective of this policy is to resolve concerns as quickly and efficiently as possible for the student. A complaint should be filed during the semester of occurrence, but no later than 60 days from the first day of the following academic semester.

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



## **ARTICLE V - STUDENTS**

### **STUDENT COMPLAINT AND GRIEVANCE POLICY – CONTINUED**

#### ACADEMIC

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

#### NON-ACADEMIC

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

#### BUSINESS OPERATIONS/STUDENT ACCOUNTS

Complaints in regard to student billing and/or charges should be filed with the Chief Financial Officer.

#### COLLEGE HOUSING

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

#### TITLE IX

All incidents involving harassment, sexual violence and/or discrimination should be filed with the Title IX Director.

#### HUMAN RESOURCE MANAGEMENT

Complaints in regard to Mineral Area College employees should be filed with the Human Resource Manager and/or the Dean of Students.

#### CRIMINAL MISCONDUCT

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

Informal Complaints: A student who is considering submitting a complaint should attempt to resolve the concern directly with the appropriate faculty member, staff member, or student. If the complainant is not satisfied, or not willing to address the issue with the individual, the student may file a STUDENT ISSUE FORM with the Dean of Students, or any college administrator. If the complainant is still not satisfied, a formal process may be initiated.

## **ARTICLE V - STUDENTS**

### **STUDENT COMPLAINT AND GRIEVANCE POLICY – CONTINUED**

**Formal Complaints:** Written or typed complaints signed by a student and provided to one of the above offices, will be considered formal complaints. Complaints can be provided via US mail, Mineral Area College student email, faxed or hand-delivered. For the purposes of this policy, a student is someone who is currently enrolled full- or part-time or who has recently been enrolled in the institution. If the complainant is someone who has not been enrolled during the previous two semesters or academic year, or an alumnus who received a Mineral Area College degree or certificate two or more years ago, they are not considered a student for the purposes of this policy. Complaints received from non-students will not be tracked for the purposes of this policy, including non-student complaints that might relate to a student(s).

**Filing a Formal Complaint:** Write a letter (as indicated above) directed to the Dean of Students containing a brief narrative of the facts of the complaint, including the specific outcome/remedy being sought. Include contact information for future correspondence. There is no complaint form. Sign and date the letter. Attach any supporting documentation.

Mail, send via Mineral Area College email, fax, or hand-deliver the formal complaint to the Dean of Students: 5270 Flat River Road, Park Hills, MO 63601. Staff email addresses are found on the MAC website under directory information. Fax for the Dean of Students: 573-518-2359. Office: Arts and Sciences 119.

If the complaint is against the Dean of Students, the complaint should be sent to the Director of Human Resources: 5270 Flat River Road, Park Hills, MO 63601. Contact the office of the Human Resource Director for email and fax address information: 573-518-2378.

The Dean of Students or the Human Resource Director will initiate the resolution process by investigating the complaint with ten business days. The Dean of Students or the Human Resource Director will either make appropriate changes/follow-up to resolve the matter or uphold the initial process/policy. A response to the complainant will be sent within ten business days of the receipt of the complaint. If a longer time is needed to investigate and make a decision, a reasonable extension of the deadline will be made and the complainant will be notified of the deadline extension.

If the complainant is not satisfied with the resolution, an appeal can be made to the President's Cabinet within ten business days from the receipt of the decision. A decision regarding the appeal will be conducted within ten business days of the receipt of the complaint appeal. The decision on the appeal is final.

## **ARTICLE V - STUDENTS**

### **STUDENT COMPLAINT AND GRIEVANCE POLICY – CONTINUED**

Written, formal complaints signed by a student, along with all supporting documentation, will be tracked for reporting purposes. The Institutional Record of Student Complaints will be maintained on a record for a period of three years. The report will contain the total number of complaints, the nature of complaints received by generic category, and a summary record of each complaint received and the action taken, and will be reviewed annually by the Board of Trustees.

Mineral Area College Student Due Process and other grievance policies as published by the College should be followed for all complaints. All informal and formal institutional processes must be followed, and exhausted prior to filing a formal complaint with the Missouri Department of Higher Education (MDHE).

The complaint must be submitted in writing, using the MDHE complaint form available on the department's website along with instructions on how to proceed. A copy of the Mineral Area College Student Due Process policy may be obtained from the office of the Dean of Students or on the MAC website at [www.mineralarea.edu/consumer-information/](http://www.mineralarea.edu/consumer-information/)

#### **5.74 SOCIAL MEDIA**

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

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

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

## **ARTICLE V - STUDENTS**

### **5.75 FREEDOM OF EXPRESSION**

Mineral Area College values the freedoms of speech, thought, expression and assembly as part of our mission. The college is a place where all ideas may be expressed freely, and only limited where legal restrictions, dictated by law, are necessary to protect the rights of other members of the college community. This policy is written for implementation on all Mineral Area College campuses. For purposes of this policy the following terms are defined:

Event/Activity Sponsor: Any approved Mineral Area College student club or organization, department or division, college stakeholder or community member responsible for an event or activity.

Event/Activity: Any approved event or activity held on the college campus that allows for Freedom of Expression through peaceful, non-threatening, non-violent means that does not interrupt the normal operations of the college.

#### **Rights**

Anyone may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations outside the college buildings. All such activities must be peaceful, avoiding acts or threats of violence and preserving the normal operation of the college. No event shall infringe upon the rights or privileges of anyone who does not agree with it, and no one will be permitted to harm others, damage or deface property, block access to college buildings or disrupt classes. The enforcement of these conditions will not depend in any way on the message or sponsorship of the act or event. When guests are invited by a recognized campus organization, they may express their ideas not because they have a right to do so, but because members of the campus community have a right to hear, see, and experience diverse intellectual and creative inquiry. Controversy cannot be permitted to curtail the freedoms of speech, thought, expression or assembly.

#### **Responsibilities**

Freedom of expression must be taken very seriously. Those who exercise their freedom of expression, and their invited guests to events by college sponsored organizations are expected to uphold the college's educational mission by planning carefully to create safe and thoughtful experiences for those involved. Event sponsors are responsible for the behavior of their guests and should exercise due care to ensure that all participants abide by relevant college policies.

## **ARTICLE V - STUDENTS**

### **FREEDOM OF EXPRESSION - CONTINUED**

#### Planning Campus Events

Consistent with the rights and responsibilities outlined in this policy on Freedom of Expression, event sponsors must follow all applicable policies related to space reservation, use, safety and security, keeping in mind the responsibility to have campus police present for any event with 150 or more persons in attendance.

Event sponsors should consider the items below as guidance in planning campus events, recognizing that not all of the items below will apply to all events:

1. Approval of the event, its purpose, the identification of sponsors and co-sponsors, and contact information for those seeking further information should be sought from the office of the Dean of Students by completing the Request for Fundraiser/Activity Form. The form can be found on MyMAC.
2. A plan must be in place for promoting the event, including advance notice to relevant members of the community who may wish to co-sponsor, protest, or sponsor other events in response to the planned activity.
3. Where appropriate, a clear and detailed contract with outside speakers, artists, or suppliers of services must be provided to the Dean of Students, to ensure continuity of purpose and the ability of the event sponsor to reasonably control the event, consistent with the sponsors intent.
4. A plan for access to the event must be provided to the Dean of Students, including notifying the campus and college community of reserved seats, ticketing, queuing protocol, or other relevant details or restrictions well in advance of the activity.
5. A request for security before, during, and after events, managed in coordination with Department of Public Safety is required.
6. A plan for participation at the event must be provided to the Dean of Students that clearly outlines the planned ground rules for the event.

The Dean of Students office may assist in, or directly coordinate, some aspects of campus events, such as meeting with the sponsors preceding or following an event, or accommodating an opposing view at an alternative event. It is assumed that the spirit of campus community, both among people and groups with opposing views, as well as between event sponsors and staff, will foster communication and cooperation in the planning of campus events. Whenever possible, Student Services will work with the Department of Public Safety to notify occupants of buildings in advance of any potential disruption caused by such events.

## **ARTICLE V - STUDENTS**

### **5.80 ACADEMIC RENEWAL POLICY**

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

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

- Students must not have been enrolled at Mineral Area College in any course work, excluding Continuing Education courses, for a period of at least four or more consecutive years.
- Academic Renewal will apply to Mineral Area College course work only; this excludes all transfer credits.
- Students must not have graduated from Mineral Area College with an associate degree or certificate. Students will not be granted Academic Renewal after an application for graduation has been submitted. This policy does not apply to students who have already transferred to another college or university.
- Students must have no outstanding debt to the college.

Students must either:

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

The minimum of 15 credits must be college level courses at the 1000 or 2000 level. The minimum 15 hours must be courses earning a letter grade (A-F).

## **ARTICLE V - STUDENTS**

### **ACADEMIC RENEWAL POLICY – CONTINUED**

#### Conditions

Academic renewal is based on the following conditions:

- All courses and credits taken during the chosen terms will be removed from consideration for GPA and degree requirements. The student may not combine individual courses from multiple terms to comprise the semester(s) dropped. All courses and grades for the chosen terms will remain on the student's academic record.
- Renewal may be applied only to academic terms completed prior to the student's extended absence.
- Students may be granted only one academic renewal. Once elected, academic renewal is irrevocable.
- Students who choose academic renewal must meet the degree requirements of the College Catalog at the time of their readmission.
- Degree requirements met during the dropped terms must be repeated.
- Credit hours selected for Academic Renewal cannot be used to meet any requirements (i.e. graduation, prerequisite, certification). Academic renewal may not be used to obtain athletic eligibility.
- To be eligible for a degree, students must complete a minimum of 15 credits at the college after the granting of academic renewal.

#### Procedures

- Students should discuss their desire to pursue academic renewal with a navigator.
- Students should contact the Registrar's Office for an application for Academic Renewal. This application should be returned to the Registrar's Office.
- The student's transcript will retain all academic work from all institutions attended. The grades received in the courses selected for Academic Renewal remain on the student's transcript but are removed from the calculation of the overall grade point average with an appropriate notation on the transcript indicating Academic Renewal.
- Upon approval by the Registrar and the Provost, the student will be granted Academic Renewal. The student will receive an updated copy of the transcript once the Academic Renewal process has been completed.
- Academic Renewal is a policy of Mineral Area College and may not be recognized by outside agencies or other institutions. Academic Renewal may impact financial aid eligibility.

## **ARTICLE V - STUDENTS**

### **5.82 STUDENT EDUCATIONAL RECORDS**

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

- A. Does maintain the following educational records for each student:
1. Permanent transcript records with name and address of student, birth date, admission date, high school attended and year of high school graduation, dates of attendance at Mineral Area College, student ID, courses taken, semester hours attempted, grades and grade point average, date of graduation if applicable, and honors received;
  2. Cumulative folder which contains personal data and other information deemed necessary as it pertains to and is available about the individual student;
  3. Enrollment records which list the name and address of the student, name of parent, guardian, or spouse, telephone number, date of birth, last high school attended and year of graduation, receipt of high school transcript, test scores, transcript requests, whether or not the student has attended Mineral Area College before and if so, the last date of attendance, names and date(s) of other colleges attended, whether or not college transcripts have been sent to Mineral Area College, total college credits earned to date, and student ID number. In addition, the classification of student, tuition fees charged, courses and semester hours for which the student is enrolled are listed.
- B. Designates the Registrar as the official responsible for the maintenance of said records. These records are accessible to:
1. The above-named person and the professional staff of Student Services, for the purpose of maintenance of said records and honoring written requests of the eligible student and other parties as allowed under FERPA;
  2. Other school officials including faculty and administrators of Mineral Area College who have legitimate educational interest;
  3. Officials of other schools in which the student seeks or intends to enroll on condition that the eligible student be notified of the transfer and receive a copy of the record if desired and have the opportunity for a hearing to challenge the content of the record;



## **ARTICLE V - STUDENTS**

### **STUDENT EDUCATIONAL RECORDS – CONTINUED**

4. Authorized representatives of
    - a. the Comptroller General of the United States,
    - b. the United States Secretary of Education,
    - c. the Attorney General of the United States,
    - d. the Commissioner of Education,
    - e. the Director of the National Institute of Education and/or
    - f. the Assistant Secretary for Education (the information provided for these representatives is used for evaluation and audit of federally supported programs); or
  5. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to federal and state laws.
- C. Maintains records permanently through scanning of records and expunges the contents of the cumulative folder after a period of five (5) years.
- D. Does, upon the written request of an eligible student, allow the student to inspect and review the content of his/her educational record.
- E. Does, upon student request, explain and interpret educational records to the eligible student.
- F. May release, without a release signature, the following information designated as directory information:
1. Student's name;
  2. Address;
  3. Telephone number;
  4. Date of birth;
  5. Major or field of study;
  6. Dates of attendance;
  7. Full-time or part-time enrollment status;
  8. Participation in officially recognized activities and sports;
  9. Weight and height of members of athletic teams;
  10. Degree(s) or certificates awarded (including dates);
  11. Awards received;
  12. Most previous educational institution attended by the student;
  13. Photograph
  14. MAC Email
- The student may, in writing to the Registrar's Office, refuse to permit dissemination of designated directory information.

## **ARTICLE V - STUDENTS**

### **STUDENT EDUCATIONAL RECORDS – CONTINUED**

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

#### **5.83 USE OF SOCIAL SECURITY NUMBERS**

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

#### **5.84 PREGNANT AND PARENTING POLICY**

Mineral Area College seeks to treat all students equitably, regardless of their actual or potential parental or familial status. Mineral Area College, in compliance with Title IX of the Education Amendments of 1972, is dedicated to providing appropriate, reasonable adjustments to educational programs and activities to support Pregnant or Parenting Students. This policy establishes a process for Pregnant and Parenting Students to request and obtain modifications to educational programs and activities allowing them to continue their education at the college.

- A. Definitions for the Purpose of this Policy

Pregnant or Parenting Student: Pregnant or parenting student refers to those applying for admission, admitted, or enrolled in classes who have a qualifying condition.

## **ARTICLE V - STUDENTS**

### **PREGNANT AND PARENTING POLICY - CONTINUED**

Medically Necessary Leave of Absence: An absence from the classroom or co-curricular activities because of a qualifying condition and deemed necessary and documented by an appropriate health care professional.

Qualifying Condition: Conditions covered by this policy are pregnancy, complications related to pregnancy, false pregnancy, miscarriage, childbirth, and recovery from any of these conditions. In some instances, either parent may receive an excused absence for a child's doctor appointments or care during illness.

- B. **Requests for Adjustments for Pregnant and Parenting Students**  
A student in need of an educational modification should submit a written request to the Title IX Coordinator. If a student is unable to submit a request, an appropriate representative of the student may contact the Title IX Coordinator. The student may confirm the request when able to do so. The Title IX Coordinator will consult with the student/appropriate representative and appropriate college officials, including faculty members and the appropriate Division Chair to develop an educational plan that is appropriate for the student.
- C. **Medically Necessary Leave of Absence**  
An educational adjustment under this policy may include an excused leave of absence for as long as medically necessary. To request a leave of absence and accompanying academic adjustments under this policy, a student should follow the request procedure outlined above.

If reasonable, a student will be given extra time to make up course work and tests missed during the leave of absence. Whether or not it is reasonable to grant a student extra time to make up course work and tests missed will be determined by the Title IX Coordinator, appropriate faculty members, and the appropriate Division Chair. This determination will be based on, among other things, the length of the absence requested and the ability of the student to complete coursework outside of the classroom.

1. If it is unreasonable for a student to receive extra time to complete a course, the student will be given the option to withdraw from the class without penalty.
2. Pregnant or Parenting Students who must take a medically necessary extended leave of absence (generally no longer than 180 days) shall be allowed to return to the same academic and co-curricular status as before the leave began.

## **ARTICLE V - STUDENTS**

### **PREGNANT AND PARENTING POLICY - CONTINUED**

A private room is available for students in need of lactation services, and is located in the Cozean Library on the second floor. All Outreach Centers have designated spaces on their campuses.

- D. Reporting Harassment or Discrimination Due to a Qualifying Condition  
Mineral Area College prohibits discrimination and harassment. Pregnant or Parenting Students who believe discrimination or harassment has occurred because of a qualifying condition may file a complaint with the Title IX Coordinator (titleix@MineralArea.edu). Complaints of discrimination or harassment under this policy will be processed in accordance with college policy.

### **5.85 TIMELY WARNING POLICY**

The Clery Act requires institutions to issue a timely warning when there is a serious or on-going threat to the campus community within our Clery geography. Mineral Area College will issue a timely warning when circumstances require the campus community to be informed of a situation that has already occurred, which may aid in the prevention of similar crimes. These alerts will be issued through the emergency text cast system. Messages may come in several formats - text, email, and/or recorded phone message.

### **5.90 ALCOHOL AND DRUG ABUSE POLICY**

- A. All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and college regulations related to the sale and use of alcoholic beverages and other drugs.
- B. No faculty or staff member shall secure or serve alcoholic beverages or illegal drugs to any student engaged in any college related activity.
- C. The consumption, possession, or sale of alcoholic beverages or illegal drugs is strictly forbidden on campus, unless it is at an approved event by the President.
- D. Anyone under the influence of alcohol or illegal drugs, or otherwise violating college policy regarding drug abuse shall be subject to disciplinary action, up to and including expulsion.

## **ARTICLE V - STUDENTS**

### **ALCOHOL AND DRUG ABUSE POLICY - CONTINUED**

- E. Counseling will be available to those who identify themselves as having a drug and/or alcohol addiction to supervisory personnel of the college, leading to appropriate referrals.
- F. Disciplinary proceedings for drug/alcohol related abuses shall be conducted using current policies of Mineral Area College. Remedial drug/alcohol educational programs shall be provided addressing the problems of alcohol and drug abuse. The program will include information services and brochures.
- G. Mineral Area College's Policy for a Drug Free College is as follows:
  - 1. The manufacture, distribution, dispensation, in the college District's workplace, of a controlled substance (as defined by Chapter 195 RSMo) is prohibited. Violations of this shall result in the immediate expulsion of the violating student.
  - 2. The unlawful use of a controlled substance (as defined by Chapter 195 RSMo) is hereby prohibited and shall result in disciplinary action (up to and including suspension and/or discharge) to the violating student.
  - 3. Any student who comes to the college while under the influence of alcohol or who consumes alcohol at the college shall be subject to disciplinary action up to and including suspension.

#### **5.92 ACADEMIC INTEGRITY POLICY**

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

- A. **Plagiarism**  
Plagiarism involves submitting, proposing, or "passing off" someone else's academic work as one's own.
- B. **Failure to credit source**  
The student uses an author's published or unpublished work, in whole, in part, or in paraphrase, without fully and properly crediting the author. This includes reproducing material from a journal, newspaper, encyclopedia,

## **ARTICLE V - STUDENTS**

### **ACADEMIC INTEGRITY POLICY - CONTINUED**

email message, or any other source without proper citation or acknowledgement.

- C. Presenting the work of others as one's own  
The student uses materials obtained from an individual or agency, including papers found or purchased online.
- D. Unauthorized collaboration (collusion)  
This act involves students working together with others when this is forbidden by the instructor and syllabus.
- E. Other forms of cheating:
  - 1. Copying  
Copying others' work or allowing one's own work to be copied on an exam or writing assignment;
  - 2. Unauthorized material  
Taking books, notes, calculators, cheat sheets, or other forbidden tools into an exam;
  - 3. Misrepresenting identity  
Taking an exam for another student; having another student take an exam in one's place;
  - 4. Fabricating information  
Presenting fictitious data or references.

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

#### *Level I Violation:*

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

#### *Level I Consequences:*

- 1. The student will receive a failing grade, or a zero for the assignment, or receives other action as determined by the instructor. The alternative consequence cannot be more severe than a failing grade or zero.
- 2. Copies of the student's Academic Integrity Report will be forwarded from the Dean of Students to the Provost, the Division Chair, and the Department Coordinator of the faculty member making the sanction.

## **ARTICLE V - STUDENTS**

### **ACADEMIC INTEGRITY POLICY – CONTINUED**

#### *Level II Violation:*

A student commits more than one act of plagiarism or cheating, as determined by the instructor.

#### *Level II Consequences:*

1. The student will receive a failing grade for the course.
2. An instructor completes an Academic Integrity report, which is forwarded from the Dean of Students to the Provost, Division Chair, and the Department Coordinator of the faculty member making the sanction.

#### *Appeal Process:*

1. Should a student contest the charge of a violation of academic integrity, the student may appeal within five business days to that department's Coordinator.
2. Should the student wish to appeal the Department Coordinator's decision, the student may appeal within five business days to the Division Chair. Should the student wish to appeal the Division Chair's decision, the student may appeal within five business days to the Provost, following student due process, (ARTICLE V: 5.72 STUDENT DUE PROCESS).

### **5.93 CLASSROOM ELECTRONIC USE POLICY**

In an effort to ensure that Mineral Area College can provide an effective learning environment and maintain a high level of academic integrity, there must be certain limitations placed on specific types of electronic devices, (e.g. cell phones) inside Mineral Area College classrooms. It is understood that some instructors may require usage of these same devices. Students shall find information about allowed electronic devices in the instructors' course syllabi. Students should address any concerns pertaining to this policy with the appropriate Department Coordinator.

#### **A. Penalties for any infraction may include:**

1. Dismissing a student from the room and/or counting such student absent or tardy for the class period;
2. Deducting points from current assignments;
3. Following procedures outlined in the Academic Integrity Policy (these actions would be subject to appeal in accordance with the policy);

## **ARTICLE V - STUDENTS**

### **CLASSROOM ELECTRONIC USE POLICY – CONTINUED**

4. Requiring a student to discuss this behavior with the appropriate Department Coordinator, Student Conduct Office, or Dean or Students before returning to class;
  5. Dropping a student from the course as a result of multiple infractions.
- B. Instructors may, but are in no way obligated to, make exceptions at their own discretion when;
1. Health-related or family circumstances exist and the student requests permission prior to a specific class period;
  2. Use of the device has educational value;
  3. A simultaneous MAC Alert is sent.

### **5.94 COMPUTER SYSTEMS AND NETWORK USE POLICY**

#### Objective

To ensure Mineral Area College (MAC) and all MAC users are protected from illegal and/or harmful actions that may result from inappropriate use of MAC computer resources; and to inform users of their responsibility in the use of MAC computer resources.

#### Use of Computer Facilities

The use of MAC computing resources is for purposes related to the college's mission to deliver a quality education and support technology that meets the needs of all users and the organization. Users are entitled to use the college's computing resources only for purposes related to their studies, instruction, the discharge of their duties as users, their official business with MAC, and other college-sanctioned activities. Users are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, users should consult IT Services personnel for clarification.

#### User Responsibilities

Violation of the MAC Computer Use Policy may result in suspension and/or termination of computer privileges.

1. Users assume personal responsibility for the use and security of their accounts. Users may not disclose their passwords or otherwise make MAC's facilities available to unauthorized individuals.
2. Users are responsible for the security, privacy, and control of data in their care, access privileges entrusted to them, and their username and password.



## **ARTICLE V - STUDENTS**

### **COMPUTER SYSTEMS AND NETWORK USE POLICY – CONTINUED**

Users must use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.

3. The possession or collection of passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information belonging to other users is prohibited.
4. Use of any MAC-owned computer or network for private, commercial, non-MAC business purposes without explicit authorization is a violation of these terms and conditions of use and could result in the termination of computer privileges.
5. Computer facilities have tangible value. Attempts to circumvent accounting or information systems or to use the computer accounts of others (e.g., use of rogue wireless access points) will be treated as forms of attempted theft.
6. Users are prohibited from installing, storing or using unlicensed software on MAC computers. Transmission of such software over the MAC network is prohibited.
7. The introduction of data or programs which in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program), or which infringes upon the rights of other MAC users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.
8. Users may not attempt to circumvent security systems or to exploit or probe for security holes in any MAC network or system, nor may users attempt any such activity against other systems accessed through MAC's facilities. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance.

#### Privacy and Monitoring

The use of MAC computing resources is not completely private. It is the policy of the college not to monitor individual usage of computing resources. However, MAC reserves the right to monitor and record the usage of all computing resources as necessary to evaluate and maintain system efficiency, and may further monitor and record usage, including the disclosure of individual files. If MAC has reason to believe that activities are taking place contrary to this policy, or to MAC policy, or state or federal law or policy to respond to an administrative court or judicial court order to respond to a request for discovery in the course of litigation to respond to a public record request for files which are deemed public records under public records laws MAC may use information gained in this manner in disciplinary or criminal proceedings. In addition, state or federal law may require disclosure of individual computer files that are deemed public records under public records laws. Communications made by means of MAC computing resources are also generally subject to Missouri's Public Records law to the same extent as they would be if made on paper.

## **ARTICLE V - STUDENTS**

### **COMPUTER SYSTEMS AND NETWORK USE POLICY – CONTINUED**

#### Legal Standards

All users are expected to abide by all Federal and State laws as outline below. All users of MAC computing resources must comply with all federal, state and other applicable laws; all generally applicable Board of Trustees and college rules and policies; and all applicable contracts and licenses. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses. MAC neither sanctions nor censors individual expression of opinion on its systems. However, the same standards of behavior are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore, electronic mail, like telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately to large numbers of individuals. This prohibition includes unauthorized mass electronic mailings. For example, email on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such email.

#### Who May Not Use Computer Facilities

Entry into the computer system, including use of the infrastructure, by individuals not specifically authorized, or attempts to circumvent the protective mechanisms of the systems and files, programs, or any electronic information, is prohibited and may result in disciplinary, criminal or civil sanctions. Deliberate attempts to degrade system performance or capability, or attempts to damage systems, software, or intellectual property of others are strictly prohibited.

#### Prohibited Uses

It is prohibited to use MAC's computing resources in ways that:

1. infringe on another individual's right to privacy or otherwise adversely affect members of the user community;
2. are inconsistent with the academic mission and not-for-profit status of the college, and violate usage restrictions required by MAC's software, hardware, ISP, or other technology licenses;
3. violate college policies or local, state, or federal statutes;
4. allow unauthorized access to someone else's account, use of someone else's username and password, or unauthorized access of remote computers via MAC's network facilities;
5. enable unauthorized reading, copying, deleting, or modification of someone else's electronic materials including email;
6. cause intentional damage to hardware, software, network equipment, security devices, or other technology resources;
7. intentionally create or distribute viruses, worms or other forms of electronic malware;

## **ARTICLE V - STUDENTS**

### **COMPUTER SYSTEMS AND NETWORK USE POLICY – CONTINUED**

8. abuse printing privileges, such as printing under a false or someone else's username;
9. send obscene, abusive, harassing, or threatening messages;
10. excessively use network bandwidth or CPU cycles;
11. allow unauthorized use, duplication, or sharing, of copyrighted materials, such as music, images, text, multimedia, commercial software;
12. are for profit-making activities, such as development and sale of software or digital materials, unauthorized work undertaken to support a for-profit company, or other contract work unrelated to MAC's academic mission;

#### Email and Communications Prohibited Uses

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding chain letters or other pyramid schemes of any type.
6. Use of unsolicited email originating from within the department or network.
7. Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam).

#### Confidential Data

Users have varying access to electronic information that is sensitive and confidential. MAC considers the protection of such information and its electronic infrastructure from unauthorized use to be a key responsibility of all users. Failure to act in accordance with college guidelines may result in disciplinary and/or legal action.

- By law, certain institutional data may not be released without proper authorization. You must adhere to all applicable federal and state laws concerning storage, retention, use, release, and destruction of data. Users are encouraged to seek guidance from an appropriate supervisor, senior officer, or the chief information officer if it is unclear whether or not specific information is confidential.
- Users are responsible for the security, privacy, and control of data in their care, access privileges entrusted to them, and their username/password. Users must take every reasonable precaution to prevent unauthorized access to confidential data.

## **ARTICLE V - STUDENTS**

### **COMPUTER SYSTEMS AND NETWORK USE POLICY – CONTINUED**

- Users must understand the definition of confidential information in the context of their job responsibilities and take steps to ensure that co-workers, staff, and student users understand existing statutes and policies (such as FERPA, HIPAA, Donor Bill of Rights, Digital Millennium Copyright Act, and college departmental guidelines that may supplement this agreement). Before granting access to confidential information you should be satisfied that a "need to know" is clearly demonstrated.
- Confidential or otherwise sensitive MAC information must not be stored, shared, or otherwise processed by a cloud computing service, unless the service enters into a legally binding agreement with MAC to protect and manage the data according to standards and procedures acceptable to the college.

#### **Illegal Copying of Software and Other Copyrighted Materials**

Copyright infringement and unauthorized access to digital materials may be grounds for legal action. MAC prohibits the illegal use of copyrighted materials as stated in the Digital Millennium Copyright Act (DMCA). MAC is committed to respond to lawful requests for information. MAC will not protect or defend a user against criminal investigations or lawsuits resulting from intentional copyright infringement.

#### **Failure to Comply and Discipline**

Faculty and staff users found to have violated this policy may be subject to disciplinary action for cause, up to and including termination of employment. Additional civil and/or criminal actions may be taken by governmental, law enforcement or private entities.

A student accused of violating this policy will be referred to the Dean of Students for action under the Student Code of Conduct, which may result in sanctions that include suspension or expulsion from MAC.

## **ARTICLE V - STUDENTS**

### **5.95 ASSURANCES POLICY OF NON-DISCRIMINATION**

#### Non-Discrimination Policy

As per Board of Trustees policy updated August 15, 2019, applications for admission and employment, students, parents, employees, sources of referral of applications for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender identity, disability, age, religion, creed, sexual orientation, genetic and family medical history as defined by GINA, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Mineral Area College's compliance with the regulations implementing Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disabilities Act (ADA) of 1990 is directed to contact the Dean of Students' office, Title VI and VII, Title IX, Section 504 and ADA Coordinator, Mineral Area College, P.O. Box 1000, Park Hills, MO 63601-1000, (573) 518-2262 who has been designated to coordinate the college's efforts to comply with the regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act, and the ADA Amendments Act.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act, or the ADA Amendments Act.

*Article 5 Revised and Approved by Trustees – 9-13-18*

*Removed section 5.66 – 10-11-18*

*Article 5 Revised to include 5.30K; Approved by Trustees – 03-07-19*

*Section 5.95 Revised and Approved by Trustees – 08-15-19*

*Sections 5.72A and 5.92 Revised and Approved by Trustees – 08-10-23*

*Section 5.42 Revised and Approved by Trustees – 08-15-24*

*Article 5 (Excluding 5.71, 5.72, and 5.73) Revised and Approved by Trustees – 02-13-25*