

NCMC WELCOMES YOU!

We hope you enjoy this Student Handbook/Planner. Your planner contains current events, important dates and much more. Please stop by any of our offices if you have questions. We are here to help you succeed!

Dr. Kristen Alley, Dean of Student Services

660-359-3948, Ext. 1400

STATEMENT OF MISSION

NCMC—WHERE LIFE-LONG LEARNERS EMERGE!

The mission of NCMC is to assist individuals in our educational/business community to attain their goals through open admission, reasonable costs, progressive curriculum and services—delivered by a caring, competent staff in a safe, technology-rich learning environment.

STATEMENT OF ETHICS

As representatives of North Central Missouri College, we share the responsibility to conduct ourselves with integrity, to act in a fair, consistent, and equitable manner. We value the potential of individuals, care about their success and recognize the need for openness and reliability in what we say and do. We are committed to addressing issues in a forthright and professional manner and to separating people from issues as we engage people in problem solving without prejudice.

As representatives of North Central Missouri College, we are committed to personal and academic excellence in all that we do and to adhere to the principles of ethical behavior established in this statement. The conduct of each member of North Central Missouri College is expected to be consistent and comply with the principles contained in this statement and with the Board of Trustees Manual. We expect each employee to model the responsibility and integrity within the college community and will never tolerate demeaning or endangering behaviors. All members of North Central Missouri College are expected to engage in the following:

- Practice personal and academic integrity;
- Respect the dignity of all persons;
- Respect the right and property of others;
- Discourage bigotry, learn from diverse differences in people, ideas, and opinions;
- Demonstrate concern for others, their feelings and their need for conditions which support their work and development;
- Refrain from and discourage behaviors which threaten freedom and respect all NCMC community members deserve;
- Accommodate students regardless of socioeconomic circumstances

HAVE FUN, STAY INFORMED

Life at NCMC should be more than just classes, studying and books! Extracurricular activities can enhance your college experience and resume.

Make your mark at NCMC by getting involved!

Ag. Club PAS

Intercollegiate Basketball

Intercollegiate Softball

Pre Med Club

Psych/Sociology Club

Student Senate

Ambassadors

Intercollegiate Baseball

Phi Mu Epsilon

Phi Theta Kappa

ADN Student Nurses Assoc.

Student Practical Nurses'

Delta Epsilon Chi

NCMC Players

Phi Beta Lambda

Residence Hall Org.

Student MO State Teachers' Assoc.

SERVICES FOR STUDENTS

Phone (660) 359-3948, ext. . . . or NCMC's Website www.ncmissouri.edu

OFFICE	EXTENSION
DEANS	
Allied Health (Geyer Hall)	1310
Instruction (Geyer Hall)	1329
Student Services (Alexander Student Center)	1400
ACADEMIC RESOURCE CENTER (Barnes Hall)	1334
ADMISSIONS (Alexander Student Center)	1414
ADVISING (Alexander Student Center)	1418
ATHLETIC DIRECTOR (Ketcham Community Center)	1409
BOOKSTORE (Main Street Building)	1506
CAREER SERVICES (Alexander Student Center)	1405
CASHIER'S OFFICE (Alexander Student Center)	1513/1414
COMPUTER ACCESS (Barnes, Freeman & Hoffman Halls & Library)	1311
COMPUTER HELP DESK	1214
FINANCIAL SERVICES (Alexander Student Center)	1402
Default Prevention & Loan Counseling	1513
FOOD SERVICE	
Dining Hall (lower level of Selby Hall)	1248
Cross Hall Coffee Shop	1663
KETCHAM COMMUNITY CENTER	1450
LIBRARY (Geyer Hall)	1335
REGISTRAR (Alexander Student Center)	1206
RESIDENCE LIFE (Ellsworth & Selby)	1412
STUDENT ACCOUNTS (Frey Administrative Center)	1508
STUDENT SUPPORT SERVICES (Barnes Hall)	1332

PIRATE GOLD GSB STUDENT ID CARD

What it is—This card is a personal ID card that has many uses around campus, such as purchasing items at the bookstore or making copies in the library. The card is also linked to a personal bank account that allows you to add funds from any computer with an internet connection. You can even allow parents and other family members access to deposit funds into your account. With your Pirate Gold card you will also receive a Discover card that allows you to use funds from the same bank account off campus anywhere Discover is accepted.

Getting started—To use your Pirate Gold card, it will first need to be activated. Go to www.onecardgivesback.com/ncmissouri and click the “activate your card” link or call 1-866-979-9016. Review the Cardholder Agreement <https://www.onecardgivesback.com/Resources/Documents/NCMC%20CHA%2022SEP2010.pdf>.

Card uses—Bookstore purchases, bookstore buybacks, cafeteria meal plans, coffee shop purchases, KCC access, library checkouts, financial aid refunds, student worker payroll, and copying/printing. A \$20 printing credit will be provided by the NCMC IT Department at the beginning of each semester to all students. This credit is non-refundable, non-transferable and doesn't carry over to the next semester. Once this credit is used up, you will need to deposit funds into your Pirate Gold account to continue printing.

Accessing/Transferring funds—An ATM is provided in the front lobby of the Ketcham Community Center where both cards can be used to withdraw funds. You can go to www.onecardgivesback.com/ncmissouri to add money, transfer money to another bank account, or request a paper check by mail.

Reporting lost or stolen cards—If you are unable to find your Pirate Gold card or believe it may have been stolen, report it immediately to student accounts in the business office 660-359-3948 x1508. If you need to report your Discover card lost or stolen, call 1-866-400-8627.

RIGHTS & REGULATIONS

STUDENT EDUCATIONAL RECORDS

Complete information and regulations governing records are available in the Office of Records & Enrollment. These regulations include the student right to:

1. Authorize in writing the disclosure to others of personally identifiable information from their educational records;
2. Challenge the accuracy of their educational records and request the College to amend them;
3. Refuse in writing to permit the designation of any or all categories of personally identifiable information as directory information available to the public;
4. File complaints with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 330 "C" Street, S.W., Washington, DC 20202, telephone (202) 245-0233.

DISCLOSURE OF DIRECTORY INFORMATION

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

Certain items of student information have been designated by North Central Missouri College as public or directory information. The college may provide the following information:

- Your name
- Address
- Telephone number
- E-mail address
- Date and place of birth
- Major field of study
- Full- or part-time enrollment status
- Participation in official activities
- Sports - weight and height of an athletic team member
- Photograph
- Dates of attendance
- Degrees
- Awards received
- Most recent previous educational institution attended

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing, before the end of the published Add/Drop period, that he or she does not want the directory information released. North Central Missouri College assumes that unless a student specifically requests each semester of enrollment that directory information be withheld, he or she is approving this information for disclosure.

Questions concerning the FERPA should be directed to the Registrar's Office or the Dean of Student Services located in the Alexander Student Center.

SCHOLASTIC STANDARDS

To maintain good standing, the student must achieve a grade point average (GPA) corresponding to the total hours attempted as follows:

0-14 hours:	1.50 GPA	30-44 hours:	1.83 GPA
15-29 hours:	1.66 GPA	45+ hours:	2.00 GPA

A student falling below these standards is placed on academic probation. At the end of the probationary period, the student may be subject to academic suspension unless significant progress has been achieved.

CLASS ATTENDANCE

Students are expected to attend all class sessions of the courses in which they are enrolled. Each instructor may set his or her own policy relative to attendance as it

pertains to being permitted to continue in the course and grade received. Absences reduce the value of the learning experience and also reduce the probability of passing the course successfully. Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs associated with classes that they have withdrawn from after the published Add/Drop date.

APPEAL PROCEDURES

Students have the right to appeal decisions regarding admissions, credits transferred, course withdrawals, residency status, financial aid eligibility, discipline and other areas concerning admissions, registration, transcripts and College policies. See the Academic Catalog for guidelines or contact the Dean of Student Services.

NON-DISCRIMINATION POLICY

The College does not discriminate on the basis of race, color, religion, national origin, gender, age or handicap in the administration of its educational policies, admissions policies, scholarship, grant or loan programs and College activities.

Anyone having inquiries concerning the College's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Business Office, North Central Missouri College, 1301 Main, Trenton, MO 64683, (660) 359-3948, Ext. 1500.

Persons with print-related disabilities may request this publication in an alternate format by contacting Student Services at (660) 359-3948, Ext. 1418.

STUDENT CODE OF CONDUCT

I. General Policy

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

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

The Vice President of Instruction and Student Services, Dean of Student Services, Dean of Allied Health, and Dean of Instruction, through authority delegated by the President of the College, have the responsibility and authority to protect the College's educational purpose and objectives through the establishment of a Student Conduct System. The system incorporates procedural safe-guards that allow for proper action, while protecting the rights of students to a fair and timely hearing and decision.

The term "student" includes all persons taking courses at North Central Missouri College, both full-time and part-time, for continuing education, personal development, adult basic education or professional development, whether or not pursuing any degree or program offered by North Central Missouri College. This

includes persons who are not officially enrolled for a particular term, but who have a continuing or established academic relationship with the College.

II. Offenses

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

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

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

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

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

1. Misuse of documents or identification. Any forgery, alteration or misuse of documents or records; knowingly furnishing false information, written or spoken, to the College; or withholding of necessary information in connection with a student's record or status.
2. Intentionally, recklessly, or negligently causing physical harm to any person on College property or at College-sponsored functions. This includes engaging in any form of fighting.
3. Intimidation, harassment or threat of physical violence. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment, sexual harassment, hazing, stalking, intimidation, threats, cyber bullying, or other conduct which threatens or endangers that person's emotional, mental, or physical well-being.
4. Criminal sexual behavior, including but not limited to, the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person.
5. Theft of or willful destruction, damage or misuse of any College property or that of any person on the campus. This includes theft, misuse or alteration of computer or other electronic services offered by or owned by the College.
6. Disruptive/disorderly conduct. Disorderly, excessively noisy, lewd, indecent, or obscene conduct or behavior on College owned or controlled property or at College-sponsored functions. Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order.

7. Possession, consumption, public intoxication or distribution of alcoholic beverages is strictly prohibited on all College property or at any college-sponsored student activity. This includes possession of alcoholic beverage containers.
8. Possession, use, manufacture, sale or distribution of illegal drugs and/or possession of drug paraphernalia.
9. Possession and/or use of firearms, fireworks, explosives, other weapons or dangerous chemicals.
10. Unauthorized possession, duplication or use of keys to any College facility or unauthorized use of or entry into any College facility.
11. Activation of a fire alarm without cause; destruction or misuse of fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on College property; or setting any fire on College property.
12. Violations of federal and state law, respective county and city ordinances and all College and Board of Trustees rules and regulations.
13. Failure to heed an administrative summons.
14. Failure to comply with the instructions of any College official or law enforcement officer acting in the line of duty and/or failure to identify oneself to these persons when requested to do so.
15. Assisting anyone in the commission of any acts in this section.

III. Sanctions

A. Warning

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

B. Probation

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

C. Restriction

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

D. Restitution

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

E. Fines/Fees

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

F. Discretionary Sanctions

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

G. Grade Reduction

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

H. Suspension

The President or designee may at any time temporarily suspend or deny read-mission to a student pending a formal hearing when the President or designee believes that the presence of a student on campus poses a danger to the health, safety or welfare of any member of the College community, including them-selves; or that the student poses a danger of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction.

I. Expulsion

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

IV. Disciplinary Administration

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

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

1. Student meets with their instructor;
2. Student appeals to appropriate dean;
3. Student appeals to Vice President of Instruction/Student Services;
4. Student appeals to Student Appeals Committee;
5. Student makes final appeal to College President.

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

1. Provide timely written notice to the student of the suspected academic misconduct and invite the student to discuss the matter. Advise the student in writing within ten (10) business days, after such notification and/or personal meeting, of the decision and penalties imposed and the student's right to appeal, in writing, to the Dean of Instruction/Dean of Allied Health within ten(10) business days. Copies of this action shall be sent to the Dean of Instruction/Dean of Allied Health.
 2. Submit a written appeal to the Dean of Instruction/Dean of Allied Health for adjudication. The Dean or designated agent shall investigate the charges. In conducting the investigation, the agent shall discuss the charges with the student(s) in question and with others who have personal knowledge of the alleged misconduct to determine whether it is reasonable to believe the charges are true. The Dean of Instruction/Dean of Allied Health shall provide a timely, written notice to the student of the decision and penalties imposed.
 3. Subsequent appeals should follow the procedures outlined in C, "Appeals for both Academic and Non-Academic Misconduct"
- ### B. Non-Academic Misconduct (Dean of Student Services' Office)

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

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

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

1. Notice of the Hearing—Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Dean of Student Services, or designee, shall initiate a hearing within ten (10) business days after receiving the incident report. Notice by mail will be addressed to the last address currently on record with the College. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The hearing notification letter shall be sent at least ten (10) working days prior to the hearing, unless a shorter time is deemed necessary by the hearing officer. Notice of a hearing shall include the following:
 - a. Date, time, place and nature of the hearing.
 - b. The particular sections of this Student Code of Conduct involved.
 - c. The fact that the student is entitled to an advisor of his/her choice.
 - d. That the Student may inspect all documentary evidence that will be presented against him/her.
2. Hearing Procedures—The hearing officer shall discuss the charges with the student(s) accused with committing the offense in an effort to determine responsibility. Students charged with a violation are required to attend the hearing as requested. The student shall be given an opportunity to present his/her position, explanations, and evidence concerning the charges. The student may also request the attendance of witnesses by submitting a list to the hearing officer at least three (3) business days before the hearing. The hearing officer may also request the presence of others who have personal knowledge of the alleged misconduct. A student who would like to have an advisor at the hearing must notify the Dean of Student Services, or designee, at least three (3) business days before the hearing. The student may confer with the advisor, but the advisor will not be allowed to address the judicial officer, any witnesses, or speak on behalf of the student. In addition, the advisor should keep the following in mind: The hearing process is not a court of law. It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an advisor to play a different and more limited role than in the court.
3. Findings and Decision—The hearing officer shall issue a decision and impose sanctions if warranted. The hearing officer reserves the right to postpone a decision if additional information is needed. The student will be notified of the decision within ten (10) business days after a decision has been made. A student found responsible for a violation of the Student Code of Conduct is entitled to an appeal and should follow the guidelines provided in the student handbook.
4. Hearings by Mail—The Dean of Student Services or designee has the authority to settle matters via mail, when classes are not in session or when it is determined by the Dean that the student cannot attend due to extenuating circumstances. In this instance, the hearing officer will contact the student via a certified letter within ten (10) business days of receipt of the incident report, and allow the student to respond to the charges within a reasonable time. The student can respond to the charges, either in written form or by scheduling a meeting by the dead-

line provided in the letter. If the student chooses not to respond or a response is provided in written form, a determination of responsibility will be made by the hearing officer based on the information provided.

At that time, the hearing officer may impose appropriate sanctions.

The Dean of Student Services, or designee, shall have the power and jurisdiction to order any student to cease and desist from any activity that is judged disruptive to the institution's operation. If the student fails to cease and desist from such activity, the Dean of Student Services, or designee, after discussing the matter with the student, may immediately suspend the student for a period of time not to exceed ten (10) business days, pending a formal hearing.

Appeals should follow the procedures outlined in C, "Appeals for both Academic and Non-Academic Misconduct"

C. Appeals for both Academic and Non-Academic Misconduct

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

volved. The following process shall apply in all appeals hearings before the Student Appeals Committee:

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

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

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

- c. Committee Recommendations—After hearing the appeal, the Committee shall make its findings and determinations in executive session out of the presence of the primary administrative officer/faculty member and the student charged. The Committee may decide as follows:
 - (1) No cause for disciplinary action: No violation of this conduct code has been proven. In this case, no sanction may be imposed upon the student.
 - (2) Cause for disciplinary action: There is substantial evidence that a violation of the conduct code has occurred. The Committee may recommend new or additional sanctions provided for in this code and/or uphold the initial decision of the administrative/hearing officer/faculty member and their sanctions.
 - (3) No cause for disciplinary action, which results in a grade change for the student. In this instance, the upheld appeal will be remanded to the Dean of Instruction/Allied Health to deter-

mine the final grade. The respective Dean will prepare a Change of Grade Form and submit it to the Registrar. The stated reason for the change of grade will be “the recommendation of the Student Appeals Committee.”

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

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

D. Records

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

1. Academic Misconduct Records: Student files containing record of an offense of such gravity to result in separation from the institution shall be permanent. Student files containing records of offenses that do not result in separation from the institution shall be destroyed after three years.
2. Nonacademic Misconduct Records: Student files must be kept for three years following the publication of the last annual campus security report to which they apply, typically seven years. Student files containing an offense(s) of such gravity to result in separation from the institution shall be permanent.

INVOLUNTARY ADMINISTRATIVE WITHDRAWAL

A student may be subject to involuntary administrative withdrawal from the College or from College housing if it is determined that the student:

- a. engages in or threatens to engage in behavior that poses a danger of causing physical harm to self or others, or
- b. engages or threatens to engage in behavior that would cause significant property damage or directly and substantially impedes the lawful activity of others engaged in pursuits relating to the mission of the institution.

These standards do not preclude removal from College housing in accordance with the residence hall occupancy agreement or other College rules and regulations.

IMMUNIZATION RECOMMENDATIONS

North Central Missouri College encourages all college students to follow the American College Health Association recommendations for immunization, which

can be found at www.acha.org. We also advise that you check with your current health care provider or local public Health Department for their specific recommendations. Students living on-campus are required by Missouri State Law to be informed about meningococcal disease and the benefits of vaccination.

CRIME AWARENESS AND CAMPUS SECURITY REPORT

The security of all members of the campus community is of vital concern to North Central Missouri College. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security, campus disciplinary procedures, and campus crime statistics for the most recent three-year period can be found on-line at <http://www.ncmissouri.edu> under Services/Public Safety Report or may be requested from the Dean of Student Services, North Central Missouri College, 1301 Main, Trenton, MO 64683, (660) 359-3948, Ext. 1400.

PROHIBITION OF HARASSMENT

Harassment is prohibited, whether on the basis of race, color, religion, sex, national origin, age, physical handicap, marital status or veteran status. Harassment is defined as conduct that unreasonably interferes with an employee or student's status or performance by creating an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined as unwelcome or unsolicited sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Any student believing that he or she has been aggrieved may bring a complaint under this procedure to the Dean of Student Services. Copies of the College's Sexual Harassment policy are available from Student Services.

ELECTRONIC INFORMATION SYSTEMS ACCEPTABLE USE POLICY

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

Network Definition

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

Criminal or Illegal Acts

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

Copyright Law

Digital Millennium Copyright Act—North Central Missouri College working with the Federal Copyright Office and copyright holders has agreed to comply with federal laws regarding copyright infringements. The college acting as an

Internet Service Provider is required to block access or take down any copyrighted material being shared on its network. Material covered by the DMCA includes printed material, movies, songs and software. Report any copyright infringements to the registered DMCA agent listed below.

DMCA Agent, North Central Missouri College, 1301 Main Street, Trenton MO 64683, 660-359-3948, fax 660-359-2211, DMCA@mail.ncmissouri.edu

Acceptable and Unacceptable Uses

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

Acceptable Uses

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

Unacceptable Uses

- Any commercial or for-profit use
- Attempting to gain or gaining unauthorized access to the computer system or files of another
- Including use of another individual's identification, network, email or other College-based account and/or related passwords
- Any use that causes unauthorized network disruption, system failure, or data corruption
- Any use related to achieving, enabling, or hiding unauthorized access to network resources, College-owned software, or other information belonging to North Central Missouri College
- Unauthorized or excessive personal use
- Use of computing facilities or network resources to send obscene, harassing, abusive, or threatening messages or computer viruses or worms

User Responsibility and Account Ownership

Users may not allow other individuals to use their College-assigned network, email, or other College-based account. Employees and students are individually responsible and accountable for the proper use of their assigned accounts. Users should take proper security measures to ensure the integrity of their accounts and should also report any notice of unauthorized access. All network shares on an individual's computer must be properly password protected.

Additional Policies

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

User Conduct and Sanctions

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

DRUG POLICY

The manufacture, distribution, sale, possession or use of marijuana, narcotics, controlled substances, intoxication substances including alcohol, or dangerous drugs on campus or at college-approved events off campus is strictly prohibited. Disciplinary sanctions for students found responsible through institutional disciplinary procedures or convicted of an offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs will face disciplinary sanctions, which may include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution.

ALCOHOLIC BEVERAGES

Students are expected to comply with local and state laws pertaining to alcoholic beverages. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. The manufacture, distribution, sale, possession, use or transportation of alcoholic beverages by any student on campus or at college-approved events off campus shall be strictly prohibited. No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a college-approved event off campus.

TOBACCO USAGE

Tobacco usage is prohibited at NCMC.

Enforcement of Tobacco Usage Policy

1. The monitoring and enforcement of tobacco usage regulations are the responsibility of every employee, faculty member and student. It will be the responsibility of every employee, faculty member and student to politely bring this tobacco usage policy to the attention of persons observed violating the regulations.
2. Faculty, staff and students refusing to abide by these policies should be reported to their Dean or immediate supervisor for appropriate action. Anyone violating this policy shall be subject to the applicable disciplinary procedures as stated in the Faculty, Student and Classified Employees Regulations.
3. Visitors in violation of this policy should be politely informed of this fact; if they persist, they may be reported to an appropriate official.

FIREARMS

Except for licensed/accredited police officers, no person shall possess or carry any firearm, visible or concealed, on College property (including college buildings, grounds, leased or owned by the College, College athletic fields, and parking lots, or in any College van or vehicle, or at College-sponsored activities. Firearms for use in artistic expression, academic endeavors, ceremonial purposes, or other purposes related to the College's mission may be allowed with prior approval by the College President.

HAZING

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the College. This includes, but is not limited to, beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others, or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual.

For the purpose of clarity, any activity described above that is directly or indirectly a condition of initiation of admission into a registered College organization shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

College registered student organizations are prohibited from hazing in any form both on and off campus. Every student organization must include the Hazing Policy in its constitution. Any violation of this policy should be reported to the Dean of Student Services.

STUDENT ORGANIZATION COMPLIANCE

The College has determined that the use of alcohol, marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare and academic achievement of students enrolled in the College. Therefore, all student organizations that are affiliated with, recognized by or which use the facilities under the jurisdiction of the College, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

Any such student organization, which through its officers, agents or responsible members knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of alcohol, marijuana, controlled substances or other illegal or dangerous drugs at any affair, function or activity of such student organization, social or otherwise, is hereby declared to be in violation of the College regulations and may have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, may be barred from campus for at least one calendar year from the date of determination of guilt. Such organization may also be prohibited from using any property or facilities of the institution for a period of at least one year.

An appeal shall not defer the effective date of the adverse action against the student organization pending the review unless so directed. Organizational discipline does not preclude disciplinary sanctions that may be imposed on an individual.

STUDENT-FACULTY PUBLIC EXPRESSION AND ASSEMBLY ON CAMPUS

The freedoms of speech and assembly guaranteed by the United States and Missouri Constitutions shall be enjoyed by the students and faculty of North Central Missouri College, which respects the opportunity to exercise public expression and assembly. However, such expressions and assemblies cannot interfere with the lawful and academic missions of North Central Missouri College. Questions regarding assembly and expression on the NCMC campus should be directed to the President's office (Ext 1203).

STUDENT DISTRIBUTION OF WRITTEN MATERIALS

Written materials may be distributed by College students on the campus, either individually or as officials of registered student organizations, pursuant to the following regulations.

1. Distributors are subject to the Code of Student Conduct, as well as local, state and federal laws.
2. Materials distributed must identify the author or publisher and, when necessary for clarification, a statement disclaiming College sponsorship.
3. Materials should be posted on bulletin boards; posting in other locations requires approval of the Office of Student Services. The College reserves the right to remove inappropriate materials.
4. This policy does not apply to officially printed materials of the College.

SELLING, ADVERTISING AND SOLICITING

Only registered student organizations may engage in fund-raising activities to sell products, publications or services and to collect donations. Prior written approval for such projects must be obtained from the Dean of Student Services in accordance with the following regulations:

1. Before approval is granted, the student organization must submit in writing to the Dean of Student Services a description of the proposed project including purpose, schedule of events and financial plans.
2. The student organization must keep accurate financial records and provide to the College, upon request, a full and complete accounting.
3. Fund-raising projects must be conducted in a lawful manner and in compliance with College regulations. State law prohibits raffles and lotteries. Non-college personnel shall not engage in selling, advertising or soliciting on campus unless approved by the President.

PARKING REGULATIONS

The College has several parking lots for students, faculty and staff. Space available in the College parking lots is limited and is provided on a first-come, first-served basis. In order to operate efficiently, these regulations are observed and enforced:

1. Only vehicles displaying special handicapped status license plates or tags may be parked in areas reserved for handicapped persons.
2. Do not park in driveways or turn rows.
3. Illegally parked vehicles on public property are subject to ticketing and towing. On campus, vehicles found improperly parked or abandoned are subject to towing and restriction from campus, if repeated offenses occur. Parking tickets are to be paid in the Cashier Office in the Alexander Student Center.

EMERGENCY EVACUATION PROCEDURES

In the event of a tornado, fire or other emergency, students should follow the emergency procedures outlined for each building. The procedures are prominently posted in each College facility. It is the obligation of each student to be familiar with these procedures.

RIGHT TO REVISE & STUDENT RESPONSIBILITY

NCMC reserves the right to make such changes as deemed necessary in its policies, procedures and regulations including the Student Handbook. The most current policy will be available on the College's website <http://www.ncmissouri.edu>. Each student is responsible for the information contained in the handbook. Failure to read the regulations will not be considered a valid reason for noncompliance.