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**ADMINISTRATIVE PROCEDURES**

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B GENERAL ADMINISTRATION
This section was intentionally left blank to align with Board Policy.

Reviewed June 1, 2020

B.1 Chancellor
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.1.1 Leadership Team
The Leadership Team will consist of the officers of the College and any other employees so designated by the chancellor. The chancellor is the chief executive officer. The Leadership Team serves as an advisory body to the chancellor and as a coordinative body for administrative procedures.

Reviewed June 1, 2020

B.1.2 Organizational Structure
The organizational structure has been established in order to accomplish the philosophy and mission of the College. This structure may be changed as approved by the chancellor. Organizational charts are available via a link on the human resources web page and will be updated in a timely manner.

Reviewed June 1, 2020

B.2 Officers of the College
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.3 Temporary Delegation of Responsibility
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020
B.4 Internal Governance
To facilitate the decision-making processes of the College, senates at both the local and College-wide levels will be established.

Revised June 1, 2020

B.4.1 Local Senate
Each campus, including the McKelvey location, will have a representative body to address academic and institutional issues. College centers may participate in the local senate associated with their corresponding campus. The local senates collectively are comprised of representatives from all employee groups. Each senate will approve working by-laws and procedures.

Actions of the local senate will be considered by the College senate.

Revised June 1, 2020

B.4.2 College Senate
The College will have a representative body to address academic and institutional issues. The College Senate is comprised of faculty and non-faculty.

The College Senate will address issues related to educational programs, program requirements, and student support services. The manner of decision-making will be collaborative and reflect broad-based input from the College community.

The College Senate will approve working by-laws and procedures and will make recommendations to the chancellor.

Revised June 1, 2020

B.5 College Calendars
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.5.1 College Operational Calendar
The Human Resources department will prepare the College Calendar (list of holidays and work-related schedules) for Leadership Team approval. The College Calendar will be distributed college-wide.
Revised June 1, 2020

**B.5.2 Academic Calendar**
A proposed Academic Calendar prepared by the vice chancellor for academic affairs will be presented to the College Senate for its review, discussion and recommendation. By November 1 of the year preceding the Academic Calendar, the College Senate will forward its recommendation to the Leadership Team through the vice chancellor for academic affairs. The chancellor will recommend a calendar for Board of Trustees’ approval. The Academic Calendar must be approved before January preceding the Academic Calendar effective date.

Following Board of Trustees’ approval, the Academic Calendar will be published online for all employees in the college Catalog, class schedules, newsletters, and Board of Trustees’ minutes by the end of the semester in which it is approved.

Revised June 1, 2020

**B.6 Board Policy and Administrative Procedures**

*Adopted June 1, 2020*

**B.6.1 Board Policy and Administrative Procedures Review**
The Board of Trustees may review Board Policy or delegate the review to the chancellor.

The chancellor will appoint a review committee comprised of employees from the various locations of the college who have expertise in specific areas of policy or procedure. The committee should make an effort to complete the review within a maximum period of two months.

Any recommended changes developed by the review committee will be submitted to the College Senate. The College Senate will take action and submit recommendations to the leadership team for review and approval. Recommended changes to Board Policy will be submitted to the Board of Trustees for approval.

Revised June 1, 2020
B.6.2 Submitting Changes to Policies or Procedures or Recommendations for New Policies or Procedures
A College employee or other member of the College community proposing a change to Board Policy or Administrative Procedures or proposing a new policy or procedure should submit that recommendation in writing to the College Senate and the appropriate College officer.

When a College employee submits a recommendation for change to policy or procedure related to College operations, the employee must confer with their immediate supervisor regarding the recommendation. The employee will submit the written recommendation to the College Senate and the appropriate College officer.

In emergency or unique situations, proposed policies and/or procedures may be submitted directly to the Leadership Team.

Revised June 1, 2020

B.6.3 Maintenance of Board Policy or Administrative Procedures
The appropriate college administrator will submit any recommendation for change to Board Policy or Administrative Procedures to the office responsible for formatting and editing the documents before submitting the recommendation to the Leadership Team for review and approval.

In the case of Board policy, the recommendation will be submitted for Board approval after Leadership Team approval.

After final approval, the Board secretary will update policy on the College’s website. The Chancellor’s office will update procedures on the College’s website. Notification of revisions to board policy or administrative procedure will be communicated via e-mail to all faculty and staff.

Reviewed June 1, 2020

B.7 External Funding/Donations
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.7.1 Corporate Sponsorship
The STLCC Foundation solicits and accepts corporate sponsorships for STLCC
Foundation fundraising events, such as the tee for tuition golf tournament, the falling in love in five courses gala and the bowling for scholars bowling tournament sponsorship benefits are identified on the foundation website and in the event registration brochures prior to each fundraising event. These events, falling in love, tee for tuition and bowling for scholars all take place off-campus.

All other corporate sponsorships, such as pouring rights, signage on campus locations, advertisements in STLCC publications, etc. Will be bid and be handled by the vice chancellor for finance and administration.

*Adopted June 1, 2020*

**B.7.1.1 Corporate Sponsorship Approval Process**
The sponsorship approval process exists to coordinate internal event or program sponsorship and solicitations with the College’s external fundraising efforts.

St. Louis Community College Foundation policies, procedures and guidelines provide sponsorship approval processes.

*Revised June 1, 2020*

**B.7.1.2 Solicitation of Sponsorships**
All proposals related to solicitation of sponsorships must be submitted to the executive director of the STLCC Foundation for approval. The sponsorship or solicitation form must be utilized for this purpose.

Sponsorships can take the form of a single opportunity or a comprehensive package that includes several types of opportunities. Possible types include: pouring rights*, advertisements, publications, promotional items, events, signage, etc.

*Any pouring contracts will be bid and be handled by the vice chancellor for Finance and Administration.

The list of examples of sponsorship opportunities is not all-inclusive.

*Revised June 1, 2020*

**B.7.1.3 Naming of College Buildings, Programs and Endowments**
All proposals for projects involving naming College facilities or endowments must be submitted to the chancellor for review by the College officers. A majority vote of the College officers is required for recommendation of a naming opportunity.
The College may name buildings, programs and endowments to honor those individuals or organizations that have made exceptional contributions to the College, the St. Louis community, state or nation. The naming of buildings, programs and endowments may only be approved by the College’s Board of Trustees following recommendation of the chancellor. Individuals or organizations so honored will have made major contributions to the College by:

- Bringing honor to the College through outstanding service to the community, state or nation; or,
- Providing distinguished scholarly efforts or service to the College; or,
- Donating a significant gift to the College such as gifts covering a portion of the cost of a building or support for endowments and programs.

The College will consider nominations for naming buildings, programs, endowments which fall into the following categories:

- Geographical sites or centers;
- Exterior facilities such as building exteriors, ways, athletic fields, special-use land areas, or sites outside buildings such as plazas;
- Internal facilities such as lobbies, classrooms, lecture halls, lounges, seminar rooms, laboratories, offices, performance areas, etc.; or
- Endowed chairs, professorships and programs.

In all instances where the word “person,” “individual,” or “donor” is used in accompanying guidelines, the same will be deemed to include corporations, organizations, or other appropriate legal entities.

The credentials, character and reputation of each individual for whom the naming of a building or program is being considered will be carefully evaluated and considered with the utmost confidentiality. Recommendations submitted to the College for consideration and action must be accompanied by appropriate support documentation.

Reviewed June 1, 2020
B.7.1.4 Guidelines for Naming Contributions
For a new, approved building project or building renovation where such cost is
determined to be less than $1,000,000, a significant gift is subject to discussion
between the donor(s) and the chancellor, or their designee, but generally it will be
defined as approximately fifty percent of the cost of the project. For a new, approved
building project or building renovation where such cost is determined to be in excess
of $1,000,000, a significant gift is subject to discussion between the donor(s) and the
chancellor, or their designee, but should not be less than $1,000,000.

For renovation of an existing building, a significant gift is subject to discussion
between the donor(s) and the chancellor, or their designee.

Donors who wish to contribute money for a building project not yet approved by the
Board of Trustees will be advised that the College’s consideration will include, but
not be limited to, the following:
• Need for the project in addressing strategies or capital priorities for the College;
• Availability of space or land; and,
• Complete financial feasibility, including not only project costs but also recurring
  operating expenses.

Naming recognition for deferred gifts will be considered on a case-by-case basis.

Naming recognition for buildings may include an appropriate plaque or similar
signage located on or within the building to acknowledge such donor. The chancellor
will insure naming recognition involvement by the executive director of marketing
and communications to maintain college-wide standards in terms of aesthetics and
quality.

Reviewed June 1, 2020

B.7.2 Cash Gifts
All checks or cash gifts must be deposited with the campus cashier or College bursar
no later than the end of the business day on which the donation is received. All gifts
should be reported to the executive director of the STLCC Foundation within a
reasonable length of time to ensure appropriate reporting and acknowledgment.

The following process should be used when reporting all cash gifts.

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/DEPARTMENT</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
</table>
DIVISION B
GENERAL ADMINISTRATION

<table>
<thead>
<tr>
<th>Employee who has initial contact with donor</th>
<th>Forward a copy of check and any written correspondence or other supporting materials to the appropriate department head.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate department head</td>
<td>Review, sign and forward to campus chief academic officer or vice chancellor.</td>
</tr>
<tr>
<td>Campus chief academic officer or vice chancellor</td>
<td>Review, sign and forward to the executive director of the STLCC Foundation.</td>
</tr>
<tr>
<td>Foundation office</td>
<td>Acknowledge the gift on behalf of the STLCC Foundation Board.</td>
</tr>
</tbody>
</table>

It should be noted if a donor wishes to remain anonymous.

**Reviewed June 1, 2020**

**B.7.3 Noncash Gifts**

Only the chancellor, vice chancellors, or their designees, may recommend acceptance of noncash donations to the Board of Trustees. These donations include classroom and departmental operating supplies (consumable), equipment for teaching and administrative use, securities, real estate, works of art, etc. The Leadership Team has approved a formal process for evaluation and acceptance of noncash gifts. It is essential that this process be followed since:

- legally, the College accepts any liability associated with the donated items;
- some donated items may have hazardous waste implications;
- the College may spend funds as a result of the donated items—e.g. electrical, plumbing, structural costs; costs versus benefits assessed;
- some items may have no value to the College; needless spending for transportation, storage, disposal, etc., needs to be avoided.

The following concerns should be considered in evaluating prospective noncash gifts to the College:

- Purpose for which the gift is given. (Must be consistent with the stated goals, objectives and educational philosophy of the College.)
- Estimated costs which the College will incur if the donation is accepted.
- Available space to store or house the donated items.
- Condition and estimated remaining useful life of the donated items.
- Hazardous waste issues.
- Conditions placed on the donation.
- Fulfillment of current or projected College needs.

The nature of the donation, the identity of the donor, and the kind of program which
the donation is intended to support will be evaluated carefully. A prospective donation which could subject the College to criticism and controversy must be weighed in the light of its ultimate value and contribution to the community.

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/DEPARTMENT</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee who has initial contact with donor</td>
<td>Complete Request to Accept Donated Property (Form F2). Sufficient information provided to the Institutional Development office is critical.</td>
</tr>
<tr>
<td>Appropriate department head</td>
<td>Review, sign and forward to campus chief academic officer or vice chancellor.</td>
</tr>
<tr>
<td>Appropriate administrator</td>
<td>Review, sign and forward to the executive director of the STLCC Foundation requesting the gift be placed on Board of Trustees’ agenda.</td>
</tr>
<tr>
<td>STLCC Foundation office</td>
<td>Place on Board of Trustees’ agenda. Acknowledge the gift on behalf of the Board of Trustees.</td>
</tr>
<tr>
<td>Controller’s office and Shipping &amp; Receiving</td>
<td>Tag and inventory donated equipment in accordance with Fixed Assets Administrative Procedure. *</td>
</tr>
</tbody>
</table>

*Equipment approved for acceptance will become the property of the College and is thereby subject to the same controls and regulations applicable to all College-owned property. The donor relinquishes all rights affecting the ultimate disposition or use of the property unless the College specifically agrees to waive this requirement.

Neither the College nor the St. Louis Community College Foundation can act as an appraiser of gifts. The donor has the responsibility of substantiating the value of donated property for tax purposes; therefore, no values for noncash gifts will be given verbally to a donor or appear in acknowledgment letters. If the College determines that it wishes to have an appraisal of donated property, such values will be recorded for accounting or insurance purposes only.

Copies of the Request to Accept Donated Property form may be obtained from the Foundation office or the campus Business office.

Revised June 1, 2020

**B.7.4 Requesting Funds from Public External Funding Sources**
The Institutional Development office has the responsibility for college wide coordination and submission of all proposals to external funding sources following College officer approval of potential private sources (i.e., individuals and foundations).
<table>
<thead>
<tr>
<th>Role</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director</td>
<td>Contact Institutional Development to request an external funding search.</td>
</tr>
<tr>
<td>Institutional Development</td>
<td>Conduct a search to identify funding opportunities. Evaluate the College and project eligibility for funding opportunities.</td>
</tr>
<tr>
<td></td>
<td>Create an executive summary of grant funding opportunity and the application timeline.</td>
</tr>
<tr>
<td>Project Director</td>
<td>Complete Request to Pursue External Funding form, collect required authorization signatures and submit completed form to Institutional Development.</td>
</tr>
<tr>
<td>Institutional Development</td>
<td>Develop a timeline and prepare a letter of intent, if needed.</td>
</tr>
<tr>
<td>Project Director</td>
<td>Solicit letters of commitment or support from partners if needed.</td>
</tr>
<tr>
<td>Project Director and Institutional Development</td>
<td>Prepare a Memorandum of Understanding if needed. Conduct statistical and scholarly research. Write the proposal narrative to include:</td>
</tr>
<tr>
<td></td>
<td>• Need for the project</td>
</tr>
<tr>
<td></td>
<td>• Goals and objectives</td>
</tr>
<tr>
<td></td>
<td>• Method of operation</td>
</tr>
<tr>
<td></td>
<td>• Personnel</td>
</tr>
<tr>
<td></td>
<td>• Evaluation</td>
</tr>
<tr>
<td>Project Director</td>
<td>Work with finance staff and/or business manager to create a budget and budget narrative.</td>
</tr>
<tr>
<td>Institutional Development</td>
<td>Complete the proposal by creating an abstract of summary. Submit the proposal to both the Institutional Development Director and the project director for final review.</td>
</tr>
<tr>
<td></td>
<td>Submit the budget for review by the College’s finance department. Circulate final proposal to authorizing officials for review, edits or approval.</td>
</tr>
<tr>
<td></td>
<td>Obtain approval to submit proposal from the Chancellor. Submit the proposal as designated by the funder.</td>
</tr>
</tbody>
</table>

When an award is made to the College as a result of a successful proposal, the Institutional Development office will conduct a project orientation meeting for the project director and other appropriate individuals involved in the management of the project and will continue to provide assistance throughout the duration of the grant.

*Reviewed June 1, 2020*

**B.7.5 Reimbursement - Vocational Program Equipment**

Equipment acquisitions for approved vocational programs are subject to state reimbursement at a rate of 50 percent of purchase price. In order to receive this support, the College must obtain state approval for each item before the item is purchased. Equipment with a unit cost of less than $200 and consumable supplies do not qualify for support. This procedure should be followed for regular vocational equipment acquisitions only.
<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/DEPARTMENT</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
</table>
| Campuses                                          | Prepare vocational equipment requests concurrently with capital planning request process.  
  • Use approved vocational program name.  
  • Indicate that item(s) is eligible for vocational reimbursement.  
  • Note unit price and quantity.                                                                                                                   |
| Curriculum and Assessment office                  | Gather requests from capital allocation approvals, both general and site-based.  
  Prepare *FV-4* forms for submission to the state.  
  Forward to the Department of Elementary and Secondary Education (DESE) for approval, before July 1 of each year, requests for the next academic year. |
| Curriculum and Assessment office                  | Receive equipment authorizations from DESE in mid to late August (sometimes as late as early September).  
  After assigning capital numbers in conjunction with Finance, distribute approved *FV-4*’s to:  
  • the campus dean responsible for career & technical education,  
  • campus business manager,  
  • Controller’s department, and Purchasing.                                                                                                         |
| Finance/Controller’s department with the director of curriculum and assessment or his/her designee | Assign fund numbers before requisitioning equipment.                                                                                                                                                           |
| Campuses                                          | Requisition items subject to Board approval before November 1.  
  Requisition items not subject to Board approval before December 15.                                                                               |
| Dean where approval resides                        | Submit requisition through Banner.                                                                                                                                                                              |
| Curriculum and assessment office                  | Monitor approved *FV-4* applications to ensure that approved items are being requisitioned and procured in a timely manner.                                                                                       |
| Controller’s department                           | Document all equipment purchases.  
  Request reimbursement from the state before June 30.                                                                                               |

Reviewed June 1, 2020

**B.8 Freedom of Expression**

This section was intentionally left blank to align with Board Policy.

*Adopted June 1, 2020*

**B.8.1 Academic Freedom**

This section was intentionally left blank to align with Board Policy.
B.8.2 Right to Free Expression
St. Louis Community College is committed to upholding the first amendment rights of individuals, including their free speech rights and their right to assemble peaceably on College property. However, such rights are not absolute, and the rights of colleges and universities to regulate time, place and manner of such expressions is well-established. In order to honor the right of free expression to the many entities that wish to communicate with our students while protecting against the intrusion upon or interference with the academic programs and administrative processes of St. Louis Community College (“College”), the following guidelines have been adopted. These guidelines are intended to clarify the rights and responsibilities of the College, members of the College community, and visitors and guests regarding the distribution of materials.

All entities agree to the following rules and restrictions. Failure to follow any of the rules and restrictions can result in loss of privileges to distribute materials in the future.

Reviewed June 1, 2020

B.8.2.1 Definitions
“Application” shall mean the Application for Distribution of Materials reservation form.

“Applicant” shall mean any person submitting an application as defined herein and may include an agent or authorized representative; this definition may include an entity or distributor.

“College” shall mean any campus of the college, including educational centers.

“Designated Areas” shall mean those areas of the campus that have been designated as public areas where distribution of materials will be permitted.

“Distributor” shall mean any person intending to distribute materials on behalf of an entity as defined herein; this definition may include an entity or applicant.

“Entity” shall mean any individual or organization not affiliated with a registered student organization on any campus of the college.

“Materials” shall mean any printed material, including any newspaper, magazine or other publication, and any leaflet, flyer or other informal printed matter intended for distribution or actually distributed on the campus.
“Reservation” shall mean the authorized retention of a calendar date for the distribution of materials.

Reviewed June 1, 2020

**B.8.2.2 Application Process**
Any entity seeking to distribute materials on any campus or education center shall complete an application. This form shall be available at the marketing and communications office for each campus. Upon request, the marketing and communications office will provide a copy of the form by mail, fax or e-mail, and the marketing and communications office will make a copy of the form available on the College’s website.

The application shall contain:
1. The entity’s name and address, phone number, and e-mail address when available;
2. The proposed date and time for each reservation;
3. The name(s) and address(es) when available for the applicant and each of the proposed distributors as well as the e-mail address for the applicant when available; and,
4. The signature of the applicant.

Copies of any materials to be distributed are to be attached to an application and approved, under the guidelines set forth below, before the materials may be distributed.

The fully executed application shall be submitted to the marketing and communications office, either in paper form or via electronic transmission, by noon on the second business day prior to the reservation date being requested (e.g., the deadline for a Monday reservation is noon on the prior Thursday).

*Revised June 1, 2020*

**B.8.2.3 Application Approval**
All applications for a reservation shall be approved on a first come, first served basis unless one of the following conditions exists:
- Applications for a reservation that in the aggregate exceed six (6) distributors on the campus during any given day. Due to the size of their campuses, wildwood and the educational centers may choose to have fewer distributors per day on their campus.
- No single reservation may include more than four (4) distributors and no entity
and/or applicant may have more than one (1) reservation during any given day.

- The entity or applicant is under disciplinary penalty prohibiting distribution of materials based on a prior violation of these guidelines. If any distributor identified on the application is under disciplinary penalty prohibiting distribution of materials based on a prior violation of these guidelines, the applicant will be notified and such distributor will be stricken from the application and the application will be approved without that distributor so long as at least one other distributor is listed on the application;
- The materials attached to the application contain any content in violation of the content of materials section below. If an application is rejected on these grounds, applicant may resubmit an application for the same date with materials that are compliant with the content of materials section below;
- No reservations shall be granted during any official final examination period; or
- The proposed date is unavailable.

Revised June 1, 2020

**B.8.2.4 Distribution Time**
A reservation shall allow distribution of materials from 7:30 a.m. until 7:00 p.m., Monday through Friday. Applicants are not required to utilize the entire allowable time period for a reservation, but the use of any part of the allowable time period is considered a full use of reservation.

Revised June 1, 2020

**B.8.2.5 Distribution Place**
Each campus shall determine the designated areas for distribution of materials. Each campus shall have at least one designated area located inside a building.

Reviewed June 1, 2020

**B.8.2.6 Content of Materials**
No materials shall:
- Contain any writing or visual image that is obscene as defined by local, state or federal law, or is within the definition of obscenity as set forth in decisions of the United States Supreme Court;
- Contain any statement that defames any other person; or
- Contain any statements directed to inciting or producing imminent violations of law under circumstances such that the statements made are likely to actually and imminently incite or produce violations of law; or
B.8.2.7 Behavior of Any Distributor
Materials shall be distributed only within the designated areas. The distributor must not discard any materials in the designated areas except in appropriate receptacles.

No distributor shall, with the intent to harass, annoy or alarm another person:
• Strike, shove, kick or otherwise subject a person to unwanted physical contact; or
• Attempt or threaten to strike, shove, kick or otherwise subject a person to unwanted physical contact; or
• Make an offensively coarse utterance, gesture, or display or address abusive language to any person present; or
• Follow a person in or about the campus in an effort to cause such person to accept material when such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.

No distributor may deliberately impede the flow of pedestrians or vehicular traffic on campus or access to or from the campus, buildings or any official college function.

No distributor may attempt to coerce or intimidate any other person into reviewing or accepting a copy of any materials.

No distributor may persist in requesting or demanding the attention of any other person during a single encounter after such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.

No distributor shall fail to identify oneself to, or comply with the lawful direction of, a clearly identified college official or any other public official acting in the performance of their duties while on college property, or resist or obstruct such college or other public officials in the performance of or the attempt to perform their lawful duties.

No distributor shall use any means of amplification.

No distributor shall be allowed to distribute materials that have not been approved as compliant with the content of materials section of this policy.
B.9 Non-Discrimination as Related to Admissions, Educational Programs, Activities and Employment

Grievance procedures for the prompt and equitable resolution of complaints are set forth in the College’s designated administrative procedures.

Adopted June 1, 2020

B.9.1 Equal Employment/Educational Opportunity Statement of Non-Discrimination

The college does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. The college’s nondiscrimination policies apply to any phase of its employment process, any phase of its admission or financial aid programs, other aspects of its educational programs or activities, and instances occurring in other settings, including off-campus, if there are effects of the conduct that interfere with or limit any person’s ability to participate in or benefit from the college’s educational programs, activities or employment. Notices of nondiscrimination are posted online and in physical locations throughout the college district.

Oversight of Equity Compliance Processes

Districtwide Director Equity Compliance - duties and responsibilities of the districtwide director equity compliance include monitoring and oversight of overall implementation and compliance with the college’s equal employment/educational opportunity and nondiscrimination policy, including coordination of training, education, communications and coordination with the equity resolution processes for faculty, staff, students and other members of the college community and investigation of complaints of discrimination, harassment, and retaliation.

Director of Labor and Employee Relations (or designee) will serve as a primary point of contact for employee related complaints or concerns.

Any person having inquiries concerning this policy should contact the districtwide director equity compliance. Employees are encouraged to contact the director of labor and employee relations.

Retaliation

The College’s board policy and administrative procedures seek to encourage
students, employees, and members of the public to voice freely, responsibly, and in an orderly manner, any problem or complaint of discrimination or harassment. Any act of retaliation, reprisal, interference, restraint, penalty, coercion or harassment against any member of the college community for reporting, complaining of, or participating in the investigation or adjudication of a complaint of a complaint of discrimination or harassment is strictly prohibited and shall be grounds for prompt disciplinary action, up to and including dismissal from the college or termination of employment. Any such act should be immediately reported to the district director equity compliance or, for matters involving employees, the director for labor and employee relations (or their designees).

Adopted June 1, 2020

B.9.2 Definition of Discrimination and Harassment
For purposes of determining whether a particular course of conduct constitutes prohibited discrimination or harassment under this policy, the following definitions will be used:

- Conduct that is based upon an individual’s race, color, national origin, ancestry, religion, sexual orientation, pregnancy, age, disability, protected veteran status, or any other status protected by applicable state or federal law that:
  a. Adversely affects a term or condition or employment, education, or participation in a college activity or program; or
  b. Creates a hostile environment by being sufficiently severe or pervasive and objectively offensive that it interferes with, limits, or denies the ability to participate in or benefit from the college’s educational programs, activities, or employment.

- Sex Discrimination. Sex discrimination is conduct that is based upon an individual’s sex, pregnancy, sexual orientation, gender identity, or gender expression that adversely affects a term or condition of an individual’s employment, education, living environment, or participation in a college activity.

- Conduct that constitutes sex discrimination (including discrimination on the basis of sex, gender identity, and gender expression), sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation.

Revised August 14, 2020
B.10 Americans with Disabilities Act and Rehabilitation Act of 1973
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.10.1 Employee Grievance Procedures for Equity Complaints (Other Than Title IX Sexual Misconduct Complaints)
(See G.8.1 Grievance Process for Student Equity Complaints (Other Than Title IX Sexual Misconduct)

In keeping with the College’s equal employment opportunity policy and affirmative action commitment, St. Louis Community College adopts the following grievance procedure providing for prompt and equitable resolution of complaints by an employee alleging any action prohibited by the Americans with Disabilities Act as amended and the Rehabilitation Act of 1973 and all relevant non-discrimination laws pertaining to protected status. Prior to an employee filing a complaint under this procedure, the employee should try to resolve the problem by first discussing their needs with their direct supervisor but this is not a prerequisite to the filing of a complaint under this grievance procedure.

The director for labor and employee relations (or designee) shall oversee the college’s response to discrimination complaints or grievances, with respect to employment. They will receive all formal complaints covered by this section brought by employees of the college (except for complaints brought by employees on account of having been asked to provide an accommodation(s) for a student which shall be handled under the procedures for student disability grievances) and applicants for employment.

The director for labor and employee relations, in their role as Deputy Title IX Coordinator, (or designee) will work in conjunction with the Title IX Coordinator in determining the appropriate path for resolution of matters involving allegations of sexual harassment.

Grievance Procedure
Complaints related to employment shall be addressed to the director of labor and employee relations (or their designee), St. Louis Community College Corporate College, 3221 McKelvey Road, Bridgeton, MO 63044.

- A complaint must be filed in writing containing the name and address of the person filing it and briefly describing the alleged violation of the regulations.
- A complaint should be filed within 30 calendar days after the
• The director of labor and employee relations (or designee) shall conduct an investigation and shall consult with the district director of equity compliance, as appropriate. Investigations will be thorough, fair to all parties, and completed in a timely manner. Updates as to the status of pending matters may be provided to involved parties if the resolution process takes longer than 60 days to complete.

• The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

• A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the director of labor and employee relations (or designee) and a copy forwarded to the complainant the complainant can request a reconsideration of the case in instances where they are dissatisfied with the determination of the director of labor and employee relations (or designee). Issues that can be raised in a request for reconsideration are limited only to the following: 1) that the grievance process was not conducted in accordance with the procedures established by the college, and that the failure to follow such procedures led to an incorrect result; or 2) new information that was not available during the initial investigation has been brought forward that may alter the outcome of the initial hearing; or 3) that the resolution relief offered is inadequate or inconsistent with those in similar matters.

• The request for reconsideration must be made in writing stating the basis on which the request is being made (as set forth above) and detailed facts that support it within 10 working days of the issuing of the initial decision to the associate vice chancellor, human resources (or designee), St. Louis Community College Corporate College, 3221 McKelvey Road, Bridgeton, MO 63044. Within 15 working days of the receipt of the request for reconsideration, the associate vice chancellor, human resources will render a written decision regarding the complaint and forward that decision to the complainant. This decision is final. All findings and conclusions in such cases will also be forwarded to the district director equity compliance for their information.

• Use of this procedure is not a prerequisite to the pursuit of other remedies. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible governmental agency or an employee filing a formal grievance through any other applicable Board-approved grievance.
procedure or those designated in applicable joint resolution.

- These rules are intended to protect the substantive rights of interested persons to meet appropriate due process standards and to ensure that St. Louis Community College complies with its obligations under federal, state, and local laws.
- The director of labor and employee relations will maintain the files and records of St. Louis Community College relating to the complaints filed related to employment.

Revised August 14, 2020

B.10.2 Service Animals
St. Louis Community College (“STLCC”) generally welcomes service animals in its buildings, classrooms, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained, and provides, a specific service to them that is directly related to their disability.

STLCC may not permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. STLCC will make those determinations on a case-by-case basis.

Adopted June 1, 2020

B.10.2.1 Definitions
This section was intentionally left blank to align with board policy.

Adopted June 1, 2020

B.10.2.1.1 Handler
A handler is a person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

Adopted June 1, 2020

B.10.2.1.2 Service Animals
Any dog* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the
Americans with Disabilities act (“ADA”) regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual’s disability.

Examples of tasks performed by a service animal include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence or the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

*Note: under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as a service animal.

Adopted June 1, 2020

**B.10.2.1.3 Emotional Support Animal**
A therapy or emotional support animal is an animal that is prescribed by a healthcare or mental health professional to an individual with a disability as part of the individual’s treatment plan. A therapy/emotional support animal differs from a service animal in that the animal does not assist the person with activities or daily living nor does it accompany the individual at all time. Furthermore, emotional support animals do not perform work or tasks that would qualify them as “service animals” under the Americans with Disabilities act.

Adopted June 1, 2020

**B.10.2.2 Procedures for Students**
Students who wish to bring a service animal to STLCC are covered by Title II of the ADA, and thus students may bring their service animals to campus, including classrooms, and other college facilities, without prior approval. However, STLCC students are strongly encouraged to reach out to the access office on the campus where they are attending class to ensure that their experience bringing the animal to campus is smooth.
Students are not permitted to bring emotional support animals into classrooms, meetings, or other college facilities.

Members of the STLCC community with questions about the use of service animals by students should contact the appropriate campus access office.

Adopted June 1, 2020

B.10.2.3 Procedures for Faculty, Staff and Student Employees
In general, STLCC allows employees to use service animals in the workplace unless doing so would pose a substantial risk to health or safety. As required by Title I of the ADA, employees planning to bring their service animals to work should discuss the issue with their supervisor and request use of the service animal as a reasonable accommodation because of their disability. In general, supervisors should grant the request to use a service animal unless doing so would pose a substantial risk to health or safety (for example, where the animal would be entering a sterile environment, construction area, or a food preparation area). If the reason the animal is needed is not clear, then the ADA allows the supervisor to ask what tasks the animal performs and request simple documentation that confirms the existence of the employee’s disability. If simple documentation confirming the existence of the employee’s disability is needed, supervisors should consult with the director of employee and labor relations (or designee) in human resources. If either the employee or the supervisor anticipates issues with using a service animal as an accommodation, he or she should contact the director of accessibility and ADA education for guidance as soon as possible.

Emotional support animals are not considered to be reasonable accommodations in the workplace under Title I of the ADA because they do not perform specific tasks that assist a person with a disability.

If either the employee or the supervisor anticipates issues with using a service animal as an accommodation, they should contact the director of employee and labor relations (or designee) for guidance as soon as possible.

Adopted June 1, 2020

B.10.2.4 Procedures for Members of the Public or Visitors
Visitors are permitted to bring service animals into campus buildings, classrooms, meetings, dining areas, recreational facilities, activities and events without prior approval.

Emotional support animals are generally not permitted in campus facilities.
Visitors with questions about the use of service animals by visitors should contact the access office working with the campus or facility they are interested in visiting.

Adopted June 1, 2020

**B.10.2.5 Permitted Inquiries Regarding Service Animals**

In general, members of the STLCC community should not ask about the nature or extent of a person’s disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may be asked:

- If the animal is required because of a disability, and
- What work or task the animal has been trained to perform.

The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. The handler should not be asked about the nature of their disability. Generally, STLCC community members should not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., if the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Adopted June 1, 2020

**B.10.2.6 Responsibilities of Handlers**

Caring for the service animal - the cost of care, arrangements and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times.

Keeping the animal under control - the animal should respond to voice or hand commands at all times, and be fully controlled by the handler.

Being responsible for damage caused by the animal - handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

Being responsible for waste: cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal.
Leash requirements - the service animal should be on a leash at all times, unless the owner is unable to use a leash due to a disability or the use of the leash would interfere with the animal’s ability to perform its duties.

Vaccination – service animals must be immunized against diseases common to that type of animal. All vaccinations must be current, and the animal must wear a rabies vaccination tag.

Observing good service animal etiquette - to the extent possible, the handler should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless part of the service being provided to the handler (e.g. barking to alert the handler of danger).

Adopted June 1, 2020

B.10.2.7 Removal of Service Animals
Animals may be removed from campus facilities or events for the following reasons:

- An out of control animal: a handler may be directed to remove an animal if it is out of control and the handler does not take effective action to control it. If the out of control behavior happens repeatedly, the handler may be prohibited from bringing the animal into university facilities until the handler can demonstrate that s/he has taken significant steps to mitigate the behavior.

- Non-housebroken animal: a handler may be directed to remove an animal that is not housebroken.

- Direct threat: a handler may be directed to remove an animal that STLCC determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of an animal exhibiting aggressive behavior, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a sterile medical treatment room, certain laboratories, or mechanical or industrial areas.

- Illness: any animal with signs of illness, including but not limited to a known zoonotic disease (a disease of animals, such as rabies or psittacosis, that can be transmitted to humans), severe diarrhea, severe vomiting, fever or open sores should not be on campus until deemed non-infectious/contagious by the written statement of a licensed veterinarian.
Where a service animal is properly removed pursuant to this policy, STLCC will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

Adopted June 1, 2020

B.10.2.8 Conflicting Disabilities
Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. STLCC will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the campus access office. Staff requesting allergy accommodations should contact the disability inclusion and ADA compliance manager.

Adopted June 1, 2020

B.10.2.9 Service Animals in Training
A service animal being trained generally has the same rights as a fully trained service animal when accompanied by a trainer and identified as such in any place of public accommodation. However, handlers of service animals in training must also adhere to all of the requirements for service animals above and are subject to the removal policies as outlined in this policy.

Adopted June 1, 2020

B.10.2.10 Appeals and Grievances
Any person dissatisfied by a decision or action concerning a service animal or an emotional support animal may appeal using the procedures outlined below:

- Visitors should contact the disability inclusion and ADA compliance manager.
- Students should file grievances according to appropriate administrative procedure (see AP.G.1 for student grievance procedure).
- Employees should file grievances according to the appropriate joint resolution or administrative procedure (see AP B.10.1).

Adopted June 1, 2020
B.11 Compliance and Employee Responsibility
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.11.1 Equity Compliance
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.11.2 Employee Responsibility
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.11.3 Complaints of Discrimination or Harassment
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.12 Equal Employment Policy and Affirmative Action Commitment
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.12.1 Affirmative Action Commitment
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.13 Title IX Sexual Harassment Policies and Procedures for Employees and Students

Non-Discrimination in Application
The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal, state or local law. All requirements and protections are equitably provided to individuals regardless of such status or status as a complainant, respondent, or witness. Individuals who wish to file a complaint about the institution’s policy or process may contact the Department of Education’s Office for Civil Rights using contact information available at https://ocrcas.ed.gov/contact-ocr.
Covered Sexual Harassment

For the purposes of this Title IX Sexual Harassment Grievance Policy, “covered sexual harassment” includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent; including:
   a. Sexual assault includes but is not limited to, the following acts when they occur without the consent of the victim:
      b. Any penetration, however slight, of the genitals or anus of one person with the genitals of another person.
      c. Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person.
      d. Any sexual act involving penetration, however slight, of the genitals or anus of one person by a finger, instrument, or object.
      e. Touching of another person’s genitals or breasts under or over the clothing.
      f. Touching of one person with the genitals of another person under or over the clothing.
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person:
   a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
      i. The length of the relationship;
      ii. The type of relationship;
      iii. The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has
cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Missouri domestic of family violence laws or by any other person against an adult of youth victim who is protected from that person’s acts under the domestic or family violence laws of Missouri.

6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed to a specific person that would cause a reasonable person to:
   a. Fear for their safety or the safety of others; or
   b. Suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the Student Code of Conduct of through relevant employee processes.

Consent
For the purposes of this Title IX Grievance Policy, “consent” is defined as “affirmative consent” – an informed, conscious, mutually understandable affirmation given freely and actively by words (e.g., saying “yes”) or actions that indicate a willingness to engage in mutually acceptable sexual activity (to do the same thing, at the same time, in the same way, with each other).

Individuals engaging in sexual activity are encouraged to talk before engaging in such activity and to continue communicating with each other throughout the activity to ensure that affirmative consent exists. It is the responsibility of the person who wants to engage in the specific sexual activity to make sure they have affirmative consent from the other individual.

It is important to remember the following regarding effective consent:
- Consent may be withdrawn at any time during a sexual encounter.
- Consent at one time does not imply consent at any other time.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Silence, passivity, or other inactive behaviors (i.e., absence of resistance) do not constitute affirmative consent.
- One cannot presume affirmative consent due to participation in a relationship.
- There must still be a mutually understandable communication indicating a willingness to engage in sexual activity.
- Affirmative consent cannot be gained by force, or threat of force, coercion, fraud, or intimidation.
- Affirmative consent can never be given by minors (in Missouri, under age 18), mentally disabled individuals, or by persons incapacitated as a result of alcohol or
other legal or illegal drug use.

- A person who is unconscious, unaware, or otherwise physically helpless cannot give affirmative consent.

### Education Program or Activity

For the purposes of this Title IX Grievance Policy, St. Louis Community College’s “education program or activity” includes:

- Any on-campus premises.
- Any off-campus premises that the College has substantial control over.
- Any off-campus College sponsored or approved activity that the institution has substantial control over.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the College’s programs and activities over which the College has substantial control.

### Formal Complaint

For the purposes of this Title IX Sexual Harassment Grievance Policy, “formal complaint” means a document – including an electronic submission – filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within the College’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment. An electronic version of the Formal Complaint Form will be available online and linked to the College website.

### Complainant

For the purposes of this Title IX Sexual Harassment Grievance Policy, complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

### Relevant Evidence and Questions

“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior unless:
  - They are offered to prove that someone other than the respondent
committed the conduct alleged by the complainant, or

- They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consistent. 34 C.F.R. § 106.45(6)(i).

- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege.
- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

Respondent
For the purposes of this Title IX Grievance Policy, respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Privacy vs. Confidentiality
Consistent with College policy, references made to confidentiality refer to the ability of identified confidential resources to not report crimes and violations to law enforcement of college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to privacy mean College offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to provide supportive resources, investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. The College will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Confidential Reporting
The following officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

- Title IX Coordinator or designee
- Deputy Title IX Coordinator – Director of Labor and Employee Relations
- Campus Chief Student Affairs Officer
- Title IX Investigators

The following officials may provide confidentiality:

- Counselors working in College counseling centers
- Student Assistance Program Coordinators

Disability Accommodations
This policy does not alter any institutional obligations under federal disability laws
including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the parties, even where the parties may be receiving accommodations in other institutional programs and activities.

Making a Report Regarding Covered Sexual Harassment to the Institution
Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). Employees of the college, except for confidential resources, are required to report information they receive regarding allegations of sexual harassment to the Title IX Coordinator, Deputy Title IX Coordinator (or their designees).

Reports can be made at any time utilizing an online form for this purpose, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, Deputy Title IX Coordinator (or their designees), or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Title IX Coordinator:
Mary Zabriskie, J.D.
Districtwide Director Equity Compliance/Title IX Coordinator
Corporate College, 3221 McKelvey Road, Bridgeton, MO 63044
mzabriskie@stlcc.edu
Telephone Number: 314-539-5345

Deputy Title IX Coordinator (employee involved matters):
Sylvia Edgar, J.D.
Director of Employee and Labor Relations
Corporate College, 3221 McKelvey Road, Bridgeton, MO 63044
Sedgar12@stlcc.edu
Telephone Number: 314-539-5209

Campus Chief Student Affairs Officers on each campus are available to receive reports of sex discrimination. Information regarding supportive measures will be provided to complainants, as will details regarding the Title IX process.

Title IX Investigators – trained employees throughout the district serve as Title IX
investigators. Investigators may receive reports of sex discrimination and will provide information regarding supportive measures available to the complainant as well as information regarding the Title IX process.

Non-Investigatory Measures Available Under the Title IX Sexual Harassment Grievance Process

Supportive Measures
Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from the college regardless of whether they desire to file a complaint, which may include options listed below as appropriate. Supportive measures are non-disciplinary and non-punitive.

As appropriate, supportive measures may include, but not be limited to:

Students
- Counseling (College Counseling Services).
- Referral to community based services.
- Extensions of deadlines or other course-related adjustments.
- Modifications of work or class schedules.
- Campus safety planning support and assistance (including secure escort services).
- Restrictions on contact between the parties (no contact orders).
- Changes in work locations (if employed by the college).
- Leaves of absence.
- Increased security and monitoring of certain areas of the campus.

Employees
- Counseling (Employee Assistance Program).
- Referral to community based services.
- Modifications of work schedules.
- Campus safety planning support and assistance (including secure escort services).
- Restrictions on contact between the parties (no contact orders).
- Changes in work locations (if employed by the College).
- Leaves of absence.
- Increased security and monitoring of certain areas of the campus.

Emergency Removal
DIVISION B  ADMINISTRATIVE PROCEDURES
GENERAL ADMINISTRATION

The College retains the authority to remove a respondent from its program or activity on an emergency basis where it:

1. Undertakes an individualized safety and risk analysis; and
2. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

The process utilized for this purpose will be the same as existing Direct Threat Response articulated in Behavior Intervention Team protocols.

The designated Campus Chief Student Affairs Officer will, in collaboration with other appropriate College officials including but not limited to the District Director of Equity Compliance/Title IX Coordinator, Director of Public Safety, Campus Chief Academic Officer, the Vice Chancellor for Student Affairs, Deputy Title IX Coordinator (or designee for employee involved matters), and Behavior Intervention Team members (as needed) make an individualized assessment based on reasonable judgment that relies on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk posed by the identified individual; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures or, where applicable, the provision of auxiliary aids and services, will mitigate the risk. A recognized threat assessment tool will be utilized for this purpose.

The Campus Chief Student Affairs Officer will determine, in collaboration with College Officials, if interim restrictions, including emergency removal, are appropriate. In matters pertaining to employees, the Deputy Title IX Coordinator (or designee) will determine if interim restrictions including emergency removal of an employee, is the appropriate action.

If it is determined that an emergency removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal.

Appeal Process for Emergency Removal
A student respondent may appeal a decision made by the Campus Vice President of Student Affairs within 10 calendar days after the date of the written decision and notification. Such appeal must be made in writing to the official who made the decision. Consideration of the appeal will be given by the Vic Chancellor for Student Affairs (or designee) of all information utilized in making the initial decision in the matter. The respondent will receive notice of the decision on the appeal, including the basis for it, in writing via US Mail and by email using a College-issued email address. This decision is
Return Requirements
Following a determination that an individual poses a direct threat to the College community necessitating an emergency removal, the Campus Vice President of Student Affairs may require a return-seeking student to provide documentation that the student no longer poses a threat to the College community. The College may request records from the student and request permission to speak to a treating professional. The records and information that will be requested and required are determined on a case by case basis by the Campus Vice President of Student Affairs.

Administrative Leave
The College retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with existing policies for this purpose.

The Title IX Sexual Harassment Grievance Process

Filing a Formal Complaint
The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The grievance process will be concluded within a reasonably prompt manner, and no longer than 120 days after the filing of the Formal Complaint. The process may be extended for a good reason, including but not limited to the absence of a part, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator with a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this policy if they are currently participating in, or attempting to participate in, the education programs or activities of the College, including as an employee.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The Title IX Coordinator will attempt to contact the complainant to discuss their wishes before the Title IX Coordinator signs a Formal Complaint. Serious consideration of the complainant’s interest in proceeding with the formal resolution process will be given. The College will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued as part of this process.
Nothing in the Title IX Sexual Harassment Grievance Policy, the Student Code of Conduct, or other resolution process prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate College process.

Informal Resolution Process
A complainant who files a Formal Complaint may elect, at any time, to address the matter through a designated Informal Resolution Process.

Multi-Party Situations
Formal Complaints may be consolidated when facts alleged include sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Determining Jurisdiction
The Title IX Coordinator (or designee) will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in a College education program of activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, the College will investigate the allegations according to the Grievance Process.

Allegations Potentially Falling Under Two Policies
If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied to investigation and adjudication of only the allegations that constitute covered sexual harassment.

Mandatory Dismissal
If any one of these elements are not met, the Title IX Coordinator (or designee) will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in “Appeals” below.
Discretionary Dismissal
The Title IX Coordinator (or designee) may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by the College; or,
- If specific circumstances prevent the College from gathering evidence sufficient to reach a determination regarding the Formal complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in “Appeals” below.

Notice of Dismissal
Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties.

Notice of Removal
Upon dismissal for the purposes of Title IX, the College retains discretion to utilize the Student Code of Conduct or appropriate employee accountability process to determine if a violation of Board Policies or Administrative Procedures has occurred. If so, the Title IX Coordinator (or designee) will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the student conduct or appropriate employee process.

Notice of Allegations
The Title IX Coordinator (or designee) will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by the institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

Sufficient time will be provided for the parties to review the Notice of Allegations and prepare a response before any initial interview.
The Title IX Coordinator (or designee) may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice
The Notice of Allegations will include the following:
- Notice of the Title IX Grievance Process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv).
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi).
- A statement that the Student Code of Conduct prohibits a student from knowingly giving false or perjured testimony in any college investigation proceeding. Also, no student will knowingly give false information to a college official or show reckless regard for the truth (AP G.18.A Student Code of Conduct – Dishonesty).
- A statement that employees are prohibited from knowingly giving false or perjured testimony and are expected to fully cooperate in the process.

Ongoing Notice
If, in the course of an investigation, the College decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered “sexual harassment” falling within the Title IX Grievance Policy, the Title IX Coordinator (or designee) will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.
The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Advisor of Choice and Participation of Advisor of Choice
Parties will be provided equal access to advisors and support persons of their choice; any restrictions on the role of the advisor and their participation in the process will be applied equally.

The College has a long-standing practice of requiring students and employees to participate in the process directly and not through an advocate or representative. Students or employees participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of the College.

Meetings, hearings or other interactions necessary for the resolution of a pending matter will not be intentionally scheduled on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

The College is obligated to investigate and adjudicate in a prompt timeframe Formal Complaints under Title IX and therefore cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator (or designee). The College will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or, in the case of a hearing, utilize one provided by the College.

Notice of Meetings and Interviews
Written notice will be sent to a party whose participation is invited or expected. This notice will include the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays/Extensions
Parties may request additional time during the grievance process for good cause, and the
Title IX Coordinator, Deputy Title IX Coordinator (or designee) will have the sole discretion to grant extensions of the grievance process. Examples of good cause for an extension are needing additional time to provide evidence to the investigator or a party’s unavailability to attend a hearing on a specific date. Requests for an extension of time should be made as soon as a party knows an extension will be needed to avoid inconveniencing other individuals involved in the grievance process.

**Investigation**

**General Rules of Investigations**
One or more Title IX Investigator(s) will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

The College, and not the parties, has the burden of proof and the burden of gathering evidence, i.e., the responsibility of showing a violation of this policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the College and does not indicate responsibility.

**Inspection and Review of Evidence**
Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint.

All parties must submit any evidence they would like the investigator to consider prior to when the parties’ time to inspect and review evidence begins.

The institution will send the evidence made available for each party and each party’s advisor, if any, to inspect and review through an electronic format or a hard copy. The College is not under an obligation to use any specific process of technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and
submit a written response by email to the investigator. The investigator will consider the parties’ written responses before completing the Investigative Report.

A copy of the parties’ written responses to the investigator will be provided to all parties and their advisors, if any.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review of use such evidence for any purpose unrelated to the Title IX grievance process.

The parties and their advisors agree not to photograph or otherwise copy the evidence.

Inclusion of Evidence Not Directly Related to the Allegations
Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will be included in the appendices to the investigative report.

Investigative Report
The Title IX Investigator will create an Investigative Report that fairly summarizes relevant evidence.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e., tending to prove and disprove the allegations – relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant. See, 85 Fed. Reg. 30026, 30304 (May 19, 2020).

Hearing

General Rules of Hearings
The College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment until there is a finding of responsibility following a live hearing unless
otherwise resolved through an information resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at the College’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through a remote video conferencing program. This technology will enable participants simultaneously to see and hear each other. At its discretion, the College may delay or adjourn a hearing based on technological errors not within a party’s control.

All proceedings will be recorded through audio recording, audiovisual recording or written transcript. That recording or transcript will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this agreement may not be withdrawn.

Continuances or Granting Extensions
The College may determine that multiple sessions or a continuance (i.e., a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, it will notify all participants and endeavor to accommodate all participants’ schedules and complete the hearing as promptly as practicable.

Participants in the Live Hearing
Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)
- The parties cannot waive the right to a live hearing unless done so as part of the informal resolution process.
- The College may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a “statement” by that party.
  - For example: a verbal or written statement constituting part or all of the sexual harassment itself is not a “prior statement” that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute
the conduct alleged to have been the act of sexual harassment under the formal complaint.

- The College will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party’s participation.

- In general, the Hearing Panel cannot rely on any statement by a party or witness who does not submit to cross-examination during the course of the hearing in reaching a determination on responsibility. However, in very limited circumstances, the Hearing Panel may consider statements by Complainants and Respondents that are against the individual’s interest even if that individual does not submit to cross-examination. A statement against interest is a statement that could expose the individual to a finding of responsibility and sanctions, or a statement that tends to invalidate an individual’s complaint against another. For example, if during an interview with an Investigator, a Respondent makes a statement admitting to the alleged conduct that would violate this policy, of a Complainant makes a statement that information in the Formal Complaint was false, then the Hearing Panel may consider those statements even if the individual does not submit to cross-examination.

- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party’s absence from the live hearing or refusal to answer cross-examination or other questions.

- The parties shall be subject to the institution’s Rules of Decorum for Hearings.

**Hearing Panel (The Decision-Makers)**

- The Hearing Panel will consist of a panel of 3 decision-makers.
- No member of the Hearing Panel will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, not may any member of the hearing body serve on the appeals body in the case.
- No member of the Hearing Panel will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The Hearing Panel will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker’s actual or perceived conflicts of interest or bias prior to the commencement of the live hearing.

**Advisor of Choice**

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.

The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor.

The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.

The advisor is not prohibited from being a witness in the matter.

If a party does not attend the live hearing, the party’s advisor may appear and conduct cross-examination on their behalf.

If neither a party nor their advisor appear at the hearing, the College will provide an advisor to appear on behalf of the non-appearing party.

Advisors shall be subject to the institution’s Rules of Decorum, and may be removed upon violation of those Rules.

Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.

If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing.

Witnesses shall be subject to the institution’s Rules of Decorum.

Hearing Procedures
For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

The Title IX Coordinator, Deputy Title IX Coordinator (or designee) will open and establish rules and expectations for the hearing;

The Parties will each be given the opportunity to provide opening statements;

A member of the Hearing Panel will be designated as the Chair;

Members of the Hearing Panel will ask questions of the Parties and Witnesses;

Parties will be given the opportunity for live cross-examination after the hearing panel conducts its initial round of questioning;

During the Parties’ cross-examination, members of the Hearing Panel will have the authority to pause cross-examination at any time for the purposes of asking their own follow-up questions; and any time necessary in order to enforce the
established rules of decorum;

- Should a Party or the Party’s Advisor choose not to cross-examine a Part or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Panel. A Party’s waiver of cross-examination does not eliminate the ability of the panel to use statement made by the Party.

**Determination Regarding Responsibility**

**Standard of Proof**
The College uses the preponderance of evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this policy. This means that the information, testimony and evidence presented in the investigation and hearing determines whether it is more likely than not that a violation of the policy occurred.

**General Considerations for Evaluating Testimony and Evidence**
While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Hearing panel members shall not draw inferences regarding a party or witness’ credibility based on the party or witness’ status as a complainant, respondent, or witness, not shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness’ testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Hearing panel members will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e., tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness’ testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally
be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that the College allow parties to call “expert witnesses” for direct and cross examination. It does not provide for the use of expert witnesses in other proceedings. While the expert witness will be allowed to testify and be cross examined as required by the Final Rule, the hearing panel will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that the College allow parties to call character witnesses to testify. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the hearing panel will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that the College admit and allow testimony regarding polygraph tests (“lie detector tests”) and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be cross examined as required by the Final Rule, the hearing panel will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness’ conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the hearing panel may draw an adverse inference as to that party or witness’ credibility.

Components of the Written Determination Regarding Responsibility
The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;

4. For each allegation:
   a. A statement of, and rationale for, a determination regarding responsibility;
   b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
   c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient’s education program or activity will be provided by the recipient to the complainant; and

5. The recipient’s procedures and the permitted reasons for the complainant and respondent to appeal (described below in “Appeal”).

Timeline of Determination Regarding Responsibility
If there are no extenuating circumstances, the determination regarding responsibility will be issued by the Hearing Panel Chair within ten (10) business days of the completion of the hearing.

Sanctions
When the hearing panel determines that a respondent is responsible for violating College Title IX Sexual Harassment policies, a wide range of sanctions may be imposed depending on the severity of the incident(s).

Student Respondent Sanctions
The potential sanctions that may be imposed on students include, but are not limited to:

- Censure – reprimand for the violation of a specified regulation(s), including the possibility of more severe disciplinary sanction in the event of additional violation of any regulation within the period of time stated in the letter reprimand.
- Disciplinary Probation – exclusion from participation in extra-curricular college activities and/or exclusion from various locations of the campus for a specific period of time.
- Restitution – reimbursement by the student for damage to or misappropriation of property, if offered by the college and accepted by the student.
- Compensatory Service – assignment to perform specific duties for the college for a specified period of time, if offered by the college and accepted by the student.
- Suspension – exclusion from physical presence on the campus or at college-authorized activities up to a maximum of one calendar year. The conditions for readmission will be stated in the order of suspension.
- Dismissal – termination of student status and right of physical presence on any college location or at college-authorized activities for a period of time exceeding one calendar year. The conditions for readmission, if any are permitted, will be stated in the order of dismissal.
Employee Respondent Sanctions
The potential sanctions that may be imposed on employees include, but are not limited to:
- Written warning;
- Suspension; and
- Termination of employment.

Sanctions will not be effective until the resolution of any timely appeal of the decision.

Finality
The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in “Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals
Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within five (5) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:
- Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the institution’s own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals will be decided by the Vice Chancellor of Student Affairs when the respondent
is a student. In cases where the respondent is an employee of the College, the Associate Vice Chancellor for Human Resources (or their designee) will decide the appeal. Anyone serving in this capacity will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing panel member in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

Retaliation
The College will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report of filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of Title IX regulations, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Sexual Harassment Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation by employees may be filed according to the appropriate grievance/employee accountability process.

Complaints alleging retaliation by students will be addressed through the Student Code of Conduct.
B.13.1 Educational Programs, Training and Additional Resources

Risk Reduction
Individuals who experience sexual harassment should never be blamed. Unfortunately, a person who is the victim of dating violence, domestic violence, sexual assault, or stalking is more likely to be re-victimized. Below are some tips to help reduce risk, and how to avoid potential attacks.

1. Get help by contacting a campus counselor for support services.
2. Learn how to look for “red flags” in relationships.
3. Consider getting an Order of Protection.
4. Learn more about what behaviors constitute dating and domestic violence.

Preservation of Evidence
Although the college encourages that a victim of dating violence, domestic violence, sexual assault or stalking report the incidents to the campus police or local law enforcement in a timely manner, it is the victim’s choice to do so. It is important to note that as time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining orders of protection related to these incidents more difficult. If a victim chooses not to file a criminal complaint, they should nevertheless consider speaking with campus police or local law enforcement to preserve evidence in the event that the victim changes their mind at a later date.

Preserving Evidence for Sexual Assaults
Physical evidence is crucial in helping to prosecute assailants in cases of rape or sexual assault. Physical evidence must be collected in a timely manner by a certified medical provider. Prior to a medical examination, victims of rape or assault should not bathe, change clothes, douche, use the toilet (if possible), smoke, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that physical evidence may be preserved. If victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.

Preserving Evidence for Victims of Stalking
Victims of stalking should save evidence such as any letters, notes, e-mails, phone calls, videos, photos, texts, social media postings (i.e., Facebook, Twitter, computer screenshots, voicemails, or any other form of evidence that would be helpful).
Orders of Protection
The purpose of an ex parte order of protection and a full order or protection is to restrain a respondent from committing or threatening domestic violence, stalking, communicating, or disturbing a complainant’s peace, and entering a complainant’s place of residence, work, or school. An ex parte order of protection is a temporary order in place until a hearing by a judge occurs. This initial decision is made solely on the determination of an immediate and present danger to the complainant based on what is written in the petition. Court hearings are typically held within 15 days of filing an ex parte order of protection as noted in Missouri law. A complainant must be prepared to present documentation, photos, or other forms of evidence with the paperwork when filing a petition for an ex parte order. At a court hearing, a judge can issue a full order of protection for a period of 180 days up to one year. A full order of protection can be renewed. (See Chapter 455 and specifically 455.020, 455.035, and 455.050 RSMO for more information).

All commissioned STLCC campus police officers possess the same powers on the college’s campus as police officers within their particular city. The college police department shall enforce any violation of an ex parte order of protection or full order of protection by respondent in the same manner as any police officer in any jurisdiction. A violation of either type of order in Missouri is considered a Class A misdemeanor (1-year imprisonment and/or $1,000 fine) for the first offense, and any subsequent offense is treated as a Class D felony (up to 4-years imprisonment and/or $5,000 fine) per Section 455.085 RSMO. Any person who obtains an order of protection from Missouri or any other state should provide a copy to STLCC campus police and/or Title IX Coordinator. Depending on conditions specified in a particular order, the college may make arrangements with both parties that permit access to classrooms, library, the cafeteria, and/or any other public places. These arrangements shall be made to ensure normal access to public areas that do not violate the term and conditions of the order of protection under normal day to day activities.

How to File for an Order of Protection
A petition for order of protection can be filed at the circuit court clerk’s office of St. Louis City, St. Louis County, Franklin County, or Jefferson County.

The Missouri adult abuse act requires that court clerks explain how to file all of these necessary forms and documents. In addition, some counties have victim advocates to assist in the process of filing for an order or protection and may be available to attend court proceedings.
Bystander Intervention
Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved, but have the choice to intervene, speak up, or do something about what they witnessed. A bystander’s presence potentially places them in position to discourage, prevent, or interrupt an incident. Individuals are encouraged to speak out against attitudes that promote sexual misconduct and become more supportive of those who have experienced sexual misconduct. Intervention does not have to be confrontational. It can be as simple as telling a friend when he or she is acting inappropriately, or calling the campus police if someone is aware of inappropriate behavior. Members of the college community who step in to protect others within STLCC are protected by the college’s retaliation policy and may not be retaliated against for such intervention.

Educational Programs and Training
As part of its effort to prevent sexual harassment, the college is dedicated to educating the college community about dating violence, domestic violence, sexual assault, and stalking. The college offers various programs and resources to students, faculty, and staff addressing these important issues. For more information on the college’s primary and on-going efforts at prevention and awareness, please see the college’s annual security report available on the college website.

In addition to the above, investigators, hearing officers, and all other college officials participating in the procedures described herein will receive training on the issues related to sexual assault, domestic violence, dating violence, and stalking, and on how to conduct a fair, impartial and equitable investigation and adjudication process that protects the safety of complainants and promotes accountability. These individuals also receive training on handling complaints of sexual harassment, these policies and procedures, and privacy confidentiality requirements.

Revised August, 2020

B.13.2 Sanctions
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.14 Civility Policy
St. Louis Community College encourages and promotes an environment of civility and mutual respect among its diverse employees and student body. Employees and students should treat one another in a respectful manner with civility, honesty, and courtesy.
Each individual is expected to have regard for the dignity and needs of the people with whom they work and interact. Employees and students are reminded that freedom of expression comes with a responsibility to respect the rights and reputations of others.

College employees and students are expected to avoid behavior on or off campus or during college activities that substantially interferes with and creates an intimidating, hostile college environment (including the use of technology). Examples of these behaviors may include but are not limited to:

- Bullying or harassment—any conduct reasonably perceived as being malicious, intimidating, hostile, humiliating, threatening, disparaging, likely to evoke fear of physical harm or is motivated by bias or prejudice based upon any actual/perceived characteristic. This includes comments, gestures, graphics, written statements, or physical acts (including, but not limited to, the use of electronically transmitted acts to cyberbully by way of cell phone, computer, or wireless handheld device).

- Screaming and yelling with an intent to humiliate or intimidate.

- Insubordination

- Retaliatory actions

Accountability processes set forth in relevant sections of AP pertaining to expectations for student and employee conduct will be used to address behavior of concern.

*Adopted June 1, 2020*

**B.15 Universal Precautions**

It is recommended that reasonable steps be taken to prevent individuals from having direct skin or mucous membrane contact with any moist body fluid from another person. Specifically, direct contact should be avoided with all of the following:

- blood (preventing exposure to blood or blood-contaminated body fluids is discussed in more detail in the following section on universal precautions);
- all other body fluids, secretions and excretions regardless of whether or not they contain visible blood;
- non-intact skin (any area where the skin surface is not intact, such as moist skin sores, ulcers or open cuts in the skin);
- mucous membranes.
If hands or other skin surfaces are contaminated with body fluids from another person, washing with soap and water should take place as soon as possible.

In general, standard medical vinyl or latex gloves should be worn whenever the possibility of direct contact with any body fluid from another person is anticipated. Gloves should be available and easily accessible in any setting where contact with body fluids could take place. Hands should always be washed immediately after removal of gloves. Pocket masks or other devices for mouth-to-mouth resuscitation should be available.

Additional steps to reduce the risk of transmission of communicable diseases include the following:

- Toilet tissue, liquid soap dispensers and disposable towels should always be available in all restrooms.
- Proper sanitation procedures must be followed with regard to food handling and preparation, control of insects and rodents and proper disposal of solid waste.

Universal precautions apply only to blood, body fluids which are visibly contaminated with blood, and certain other body fluids such as semen, vaginal secretions, amniotic fluid and cerebrospinal fluid. These precautions are designed specifically to prevent direct skin or mucous membrane exposure to these particular fluids, as well as to prevent accidents involving sharp instruments such as needles contaminated with these fluids. The term “universal” indicates that these precautions should be taken at all times and in all situations.

Universal precautions involve the following measures:

- Appropriate barrier precautions should be used to avoid skin or mucous membrane contact with any of the above-mentioned body fluids. Such barrier precautions can, based on the given situation, include the use of standard medical vinyl or latex gloves along with gowns, protective eyewear, and/or masks. If potential contact with a significant amount of blood is anticipated, latex gloves are preferred. These items should always be available and readily accessible.
- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated. Hands should always be washed immediately after gloves are removed.
DIVISION B  
GENERAL ADMINISTRATION  
ADMINISTRATIVE PROCEDURES

• If any of the above-mentioned body fluids come into contact with the mucous membrane surfaces of the nose or mouth, the area should be vigorously flushed with water. If the mucous membrane surfaces of the eyes are contaminated, there should be irrigation with clean water or with saline solution or sterile irrigants designed for this purpose.

• Precautions should be taken to avoid injuries with sharp instruments contaminated with blood. Needles should not be recapped, purposely bent or broken by hand or removed from disposable syringes. Needles and other sharp items should be placed in puncture-resistant, leak-proof containers for disposal; the puncture-resistant containers should be located as close as practical to the use area.

• Persons providing health care who have exudative skin lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

Persons who, as part of their assigned occupational duties, may reasonably be expected to have contact with blood should be vaccinated with Hepatitis B vaccine. Vaccination of all employees is neither feasible nor necessary. However, certain employees are assigned duties which could place them at increased risk of infection with Hepatitis B. These individuals should be provided, free of charge, three doses of Hepatitis B vaccine.

Such individuals include those employed in the following areas:

  College Health Services
  Child Care Centers
  Athletic Trainers
  College Police
  Maintenance
  Nursing and Health Sciences
  Housekeeping

A person who has been offered Hepatitis B vaccine but refuses to receive it will be required to sign a statement indicating the vaccine was offered but he/she chose not to be vaccinated.

The Occupational Safety and Health Administration (OSHA) blood-borne pathogens rule 29 CFR Part 1910.1030 does not apply to public schools or other public institutions in Missouri. However, this rule established the current standard of practice with regard to the prevention of transmission of infectious blood-borne agents in occupational settings.
Body fluids which are not associated with transmission of blood-borne pathogens, such as tears, nasal secretions, saliva, urine and feces are not covered by universal precautions. However, since these body fluids can transmit other diseases, the recommendations in the preceding section which state that direct contact with these materials is to be avoided should be followed at all times. Put another way, the use of universal precautions does not eliminate the need to utilize good infection control practices, including careful attention to hand washing, in all situations, regardless of whether there is risk of exposure to blood.

Reviewed June 1, 2020

**B.15.1 Cleaning Spills or Other Body Fluids**

- Absorbent floor-sweeping material should be used to cover larger body fluid spills.
- Wear sturdy, non-permeable gloves and other protective clothing as necessary.
- Use disposable absorbent towels or tissues, along with soap and water, to clean the area of the spill as thoroughly as possible.
- All surfaces that have been in contact with the body fluids should then be wiped with a disinfectant. Any EPA-approved tuberculocidal disinfectant can be used. A 1:10 dilution of household bleach can also be used. This solution should not be mixed in advance because it loses its potency. After the disinfectant is applied, the surface should either be allowed to air dry or else to remain wet for 10 minutes before being dried with a disposable towel or tissue.
- If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water before removal. Disposable gloves should be placed in an impermeable plastic bag. Regardless of the type of gloves used, care should be taken during glove removal to avoid contamination of the hands. However, whether or not any known contamination occurs, the hands should always be thoroughly washed with soap and water after the gloves are removed.
- If the person doing the clean up has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
- If direct skin exposure to body fluids accidentally occurs, the exposed area should be thoroughly washed with soap and water for at least 15 seconds.
- It is necessary to keep one or more clean-up kits on hand for blood/body fluid spills. The clean-up kit should consist of the following items:
  - absorbent floor-sweeping material
  - liquid soap
  - disinfectant
  - small buckets
-- rubber or plastic gloves
-- disposable towels or tissues
-- impermeable plastic bags.
All of these materials should be kept together in one or more central locations so that they are easily accessible.

Caution: Diluted bleach disinfectant solution, if utilized, should not be used for any other purpose than the clean up described above. Mixing this solution with certain other chemicals can produce a toxic gas. Also, any EPA-approved disinfectant that is used should be diluted according to manufacturer’s instructions. It is not appropriate or necessary to add more disinfectant than the directions indicate. Doing so will make the disinfectant more toxic and could result in skin or lung damage to those individuals using it.

Reviewed June 1, 2020

B.16 Code of Ethics
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.16.1 Declaration of Policy
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.16.2 Conflicts of Interest
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.16.3 Disclosure Reports
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.16.4 Filing of Reports
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020
**B.16.5 Reaffirmation of Policy**
This section was intentionally left blank to align with Board Policy.

*Adopted June 1, 2020*

**B.17 Expenditure of College Funds**
The Board of Trustees must approve budgets before expenses can be charged to the operating fund, auxiliary fund, restricted fund, capital fund or agency fund. After the Board of Trustees has approved budgets for the operating, auxiliary, capital and agency funds, the coordinator for budgets will allocate the approved budget amounts to the appropriate fund, organization, account, program, activity and location codes (FOAPALs) in the College’s financial accounting system (Banner).

Contract or grant restricted fund numbers are opened by the grant accounting staff after the board of trustees has accepted the contract or grant. Project directors must submit an approved budget to grant accounting in the appropriate banner format and provide appropriate supporting project documentation. Project directors are responsible for submitting banner authorization request forms to establish banner query and approval queues for the grant or contract.

Management at each College location will identify the approvers for each ORG number in the Banner system for the operating, auxiliary, restricted, capital and agency funds. The Banner finance system leader or Controller’s department will add the approver’s name to the ORG numbers in Banner.

After departments complete and approve their requisitions electronically through Banner, they will submit any required accompanying documents to the Business offices while Corporate College departments will submit them to the Controller’s department.

The campus Business offices and the Controller’s department will review the documents for:
- appropriate accounting codes,
- availability of sufficient budget funds,
- adherence to other policies and procedures (for example, the attachment of required receipts to expense reports), and

The campus Business offices and the Controller’s department will contact and/or return to the originating departments those documents which are not properly signed, lack sufficient funds or are in violation of policies and procedures.
The appropriate supervisor or manager in the Controller’s department must approve transactions which are charged to general ledger account codes.

Revised June 1, 2020

**B.18 Interns**
The College objective in allowing individuals to intern with the College is to enhance the learning experiences and provide individuals in the community a way to fulfill and complete their educational needs and issues.

Internships must be in conjunction with the Director, Recruitment, Learning and Retention and the hiring manager prior to any agreement.

The potential intern must complete the Intern Questionnaire. The questionnaire will let the hiring manager and Human Resources know what experiences/skills are to be gained from the internship.

At the end of the internship, the intern must provide a written summary about the internship and its applicability to his/her career and/or future endeavors.

As part of the internship onboarding, the intern must
- Complete training in SafeColleges
- Work in conjunction with hiring manager and IT for computer access
- Identify hours and days that are agreed upon to be worked
- Log hours and days that are worked and submit to hiring manager on a weekly basis

The hiring manager will develop an intern learning plan for the intern. If specific information is provided from the intern the hiring manager and the intern will ensure the objectives are met.

Adopted June 1, 2020

**B.19 Prohibition of Corporal Punishment, Abuse, or Neglect to Children**
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020
DIVISION B
GENERAL ADMINISTRATION

B.20 Outcomes Assessment
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.20.1 Course Assessment
In course assessment, academic faculty and administrators decide which courses to assess and which assessment measures to use. The goal is to gather information which will allow departments to make college wide changes in courses to increase student learning. These ongoing assessments are necessary to sustain the credibility and transferability of courses and the programs which require them.

Adopted June 1, 2020

B.20.2 Program Assessment
The college offers a number of programs, both academic and career, which are assessed to ensure that they are meeting the standards set both by professionals in the field and various accrediting agencies. Doing so assures students that they are participating in programs whose standards are recognized and accepted by other programs and institutions.

Adopted June 1, 2020

B.20.3 Institutional Assessment
The college assesses its various services and operations on an annual basis. College and student support services are assessed to determine how well they are accomplishing their institutional mission. Various external agencies expect colleges to assess and improve student learning and institutional effectiveness. These agencies include regional accrediting bodies like the higher learning commission, professional accrediting bodies for career programs like nursing as well as government agencies.

Adopted June 1, 2020

B.21 Consensual and Familial Relationships Policy
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.22 Safety
This section was intentionally left blank to align with Board Policy.
B.22.1 Reporting Crimes and Emergencies
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.22.2 Security and Access to College Facilities
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.22.3 College Police and Security Personnel
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.22.4.1 Closing Due to Severe Weather and Unexpected Emergencies
The College will remain open except under very severe weather conditions and during other unexpected emergencies. The decision to close or re-open is the responsibility of the Chancellor, the Campus Chief Academic Officer of each of the campuses, and the Vice Chancellor of Finance and Administration. In the event of severe weather, the decision to close, delay the schedule, or cancel classes will be made as early as feasible and will take into consideration the current weather, the forecasted weather, and the decisions of surrounding educational institutions.

Reviewed June 1, 2020

B.22.4.2 Communications
Announcements will be broadcast as soon as practicable, specifying whether the location is closed; opening is delayed; or classes are canceled for the day or evening only. The communications strategies will include use of local media, the official College website, social media, broadcast e-mail when feasible and location hot lines.

Reviewed June 1, 2020

B.22.4.3 College Closed
If the College closes, all classes are cancelled and no campus or location functions will be permitted.

If the closing occurs during normal school hours, employees on duty, except for those
expected to remain on duty, will be released from work but will be paid their regular daily salary. The departure time will be at the discretion of the Campus Chief Academic Officer and for the Corporate College, at the discretion of the Chancellor.

The same arrangement will apply to employees scheduled to work on shifts which begin subsequent to the closing.

Compensation for physical plant employees and classified office and technical unit employees will be in accordance with their respective Resolution(s).

_B.22.4.4 Delayed Schedule_
If "delayed schedule" is announced, the location will delay opening until 9:30 a.m. Classes beginning before 9:30 a.m. will be canceled for that day. Classes will begin at 9:30 a.m. or the next regularly scheduled time for that day.

Reviewed June 1, 2020

_B.22.4.5 Work Requirements_
Television, website announcements and/or campus chain calls as to delayed openings or closings will constitute authorization for most employees to delay arrival at work or to remain away from work that day, without loss of pay.

Reviewed June 1, 2020

_B.22.4.5.1 Work Requirements for Delayed Schedule_
Employees should report to their location 30 minutes before the stated location opening time.

Reviewed June 1, 2020

_B.22.4.5.2 Work Requirements During College Closed Status_
All full-time non-exempt non-unit classified office and technical employees who are required to work will receive regular pay for the day and also be paid at the rate of time and one-half for any hours of work actually performed on such day when the hours worked would normally fall within the employee’s regular workday.

Administrative/professional employees and exempt classified employees who are required to work may work with the supervisor to arrange an adjusted work schedule.
Employees not scheduled to work for reasons of vacation, medical leave, etc., will be paid according to the provisions of these fringe benefit plans and not on the basis of this procedure.

Any part-time employee scheduled to work will not suffer loss of pay due to closings of College facilities.

Reviewed June 1, 2020

B.22.4.5.3 Work Requirements During Classes Cancelled Status
If classes are cancelled, non-teaching employees are not dismissed from work until notified by the Campus Chief Academic Officer and for the Corporate College, the Chancellor.

Certain personnel, including, but not limited to, those involved in functions such as power plant, maintenance and grounds, will be expected to report to work or remain at work. Additional personnel may be required to report to work at the discretion of the administration at each location.

Reviewed June 1, 2020

B.22.5 Accident or Injury Prevention, Reporting and Notification
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.22.5.1 Accident Prevention Responsibilities
Administration is responsible for the College’s safety policy and will –

• Ensure that employees are provided with a safe and healthy workplace, proper materials and safe equipment.
• Ensure that all employees receive adequate education/training in their respective positions and insist upon safe methods and practices at all times.
• Set a good example by compliance with the College's safety guidelines.

Department Heads and Supervisors are responsible for making safety a part of their daily concern and will –

• Be responsible for the three E’s of safety:
  1. Education and training
  2. Engineering to eliminate hazards
3. Enforcement of the College’s safety guidelines
   • Be responsible for the safety activities of those under their supervision.
   • Ensure that known hazards are reported and corrected immediately.
   • Participate in safety activities and meetings as requested by administration.
   • Set a good example by adhering to the College's safety guidelines.

Employees will have the responsibility for their personal safety and will --
• Report known hazards immediately.
• Participate in safety training programs as requested.
• Cooperate in the promotion of safe work practices and conditions.
• Refrain from any work procedure or personal action(s) that might endanger themselves or fellow workers and report these concerns to their immediate supervisor.

Reviewed June 1, 2020

B.22.5.2 Employee Injuries and Accidents that Occur on College Property
Employees with injuries requiring medical care need to contact college police. College police will prepare an incident report. Employee’s supervisor will prepare appendix A with the assistance of the employee. Both the police report and appendix a will be forwarded to the human resources department and the environmental health and safety specialist. This applies to injuries or accidents that happen on any college property.

Post-accident drug and alcohol testing shall be required by St. Louis Community College for any employee when a work-related accident has occurred resulting in serious bodily injury or significant property/environmental damage. Medical attention will not be delayed in order to conduct testing; however, the employee must promptly, upon request from the College, provide the necessary authorization for obtaining hospital reports and any other document(s) which could indicate whether the employee was under the influence of a drug and/or alcohol at the time the requirement of testing arose.

A certified third party laboratory with which the College has contracted shall administer the controlled substance and alcohol testing in accordance with Missouri and federal law. Urinalysis will test for the following non-prescribed illegal substances:
   • Amphetamines, Benzodiazepines, Cocaine
   • Methaqualone, Phencyclidine, Barbiturates
   • Cannabinoids, Methadone, Opiates
   • Propoxyphene

Each employee who is to be tested, and is undergoing prescribed medical treatment with prescription or other legal drugs, or is taking non-prescription drugs, should notify the
testing facility of any such treatment, and should report the specific drugs or treatment that he or she is receiving. Certain legal non-prescription and prescription drugs can produce changes in persons that might indicate intoxication or illegal drug use, and could result in a positive test result.

Collection of a urine specimen for the purpose of drug testing must be completed using a chain of custody form and a split specimen sample kit. The collector completes a chain of custody form and prepares the specimen and paperwork for shipment.

Test results must be provided to the associate vice chancellor of Human Resources for reporting to the College. Test results reported to the College will be kept confidential. The HIPPA laws require that the College “limit protected health information to the minimum necessary to accomplish the intended purpose” of the information gathered. As such, the associate vice chancellor of Human Resources will only accept results of drug tests administered by a certified third party laboratory with which the College has contracted.

When there is no medical explanation for a positive result and the employee feels there has been a possible mistake, the employee has the option of having the split sample sent to a different laboratory for reanalysis. The initial result is still reported as positive to the College; however, the College is informed that a reanalysis has been ordered. If the report findings from the second test verify a negative result, the initial result is then verified negative also.

Any employee who tests positive for any of the illegal substances and/or alcohol listed above will be directed to the College’s employee assistance provider. Employees who are currently suspended by the College may use vacation or sick leave to cover the period of suspension. The College is not responsible for payment of any charges in conjunction with such treatment. Should an employee engage in conduct that clearly obstructs the testing process, such as leaving the scene of an on-the-job accident or failing to report an injury immediately to his or her supervisor, will be subject to disciplinary action up to and including termination. In addition, any employee who refuses to submit to the testing procedure will be immediately terminated. Successful completion of the recommended treatment shall be necessary for the employee to return to his or her position. In addition, there will be random drug testing on the employee for a period of one year after returning to work to ensure the employee is remaining drug free.

An employee is subject to disciplinary action up to and including termination of employment for a second offense.
Following treatment and drug screening, the Human Resources Department obtains the diagnosis/work statement from the physician and documents status on the accident/injury report form completed by the employee.

NOTE: Injured employees must provide a physician’s written release before returning to work. The release will also state, if any, limitations for job performance. A copy of the release must be provided to the work supervisor.

The environmental health & safety specialist is responsible for initiating an investigation of any hazardous equipment or working conditions that may have caused or contributed to the accident/injury and submitting the employment accident investigation report to Human Resources.

Revised June 1, 2020

**B.22.5.3 Student Injuries and Accidents that Occur on College Property**

College police will be dispatched to all student accident or injury reports. College police will prepare an incident report. If a hazardous condition exists that may have contributed to the accident or injury, college police will contact the appropriate department and notify them of the condition.

College police will forward the completed accident/injury report form to the environmental health and safety specialist.

Revised June 1, 2020

**B.22.5.4 St. Louis Community College Owned Off-Campus Locations**

Notify the site supervisor, instructor, administration or security if present.

Provide first aid or call 911 if injury will require treatment beyond first aid.

If the injured is an employee, employee’s supervisor must be notified.

If the injured is a student, assist in notifying relative or other person requested by student.

Complete an Accident/Injury Report form.

Send the completed accident/injury report:

- Program supervisor
- Environmental health and safety specialist
DIVISION B
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• Human resources (if an employee)

The environmental health & safety specialist will initiate the appropriate investigation.

If at a practicum site the clinical site coordinator/instructor is to be contacted. The College Police are to be contacted, by the student, so that treatment, patient instruction and appropriate follow up can be given.

Revised June 1, 2020

**B.22.5.5 Non-Owned St. Louis Community College Sites**

Notify the Clinic site coordinator/instructor.

Give first aid (if emergency care is not available at the site) or call 911 if the injury will require treatment beyond first aid.

If a student: assist in notifying relative or other person requested by the student.

The College Police are to be contacted so that the Accident/Injury Report can be completed.

College Police forward the Accident/Injury Report form to:
- Program Supervisor
- Environmental health & safety specialist
- Human Resources (if an employee)

The environmental health & safety specialist will initiate the appropriate investigation (if necessary) with the site supervisor.

Revised June 1, 2020

**B.22.5.6 Intercollegiate Athletes**

Intercollegiate athletes injured during practice and/or competition should report injuries to their coach and/or athletic trainer in order to receive treatment, patient instruction and so the appropriate follow up can be given.

Reviewed June 1, 2020

**B.22.5.7 Financial Responsibility**

The College is not responsible for any expenses incurred due to a student injury.
Employee on-the-job injuries’ medical costs will be paid by the College’s workers’ compensation program.

Reviewed June 1, 2020

**B.23 District Wide Tobacco Ban**

Employees, students, visitors and contractors will be informed of the college’s tobacco-free policy through signs posted throughout properties owned and operated by St. Louis Community College.

The college will assist employees who want to quit smoking by helping them access smoking cessation programs and materials.

Any person observed using tobacco products, illegal substances and all forms of electronic smoking or vaping devices will be asked to discontinue in a tactful manner.

Any employee or student in violation of the district wide tobacco ban will be addressed through the standard disciplinary procedure.

*Adopted June 1, 2020*

**B.24 Firearms on College Property**

This section was intentionally left blank to align with Board Policy.

*Adopted June 1, 2020*
B.25 Use of Social Security Numbers

The following are the general guidelines for the College’s handling and use of Social Security Numbers. Nothing in this procedure is intended to prohibit or restrict the collection, use, and maintenance of Social Security Numbers as required or permitted by applicable law.

**Unique Identification Number**

- The College utilizes a college-wide unique identification number (UIN) system which assigns a UIN to each student, employee and other individuals associated with the College, such as contractors or consultants.
- The UIN is designed to be used as the individual’s primary identification number instead of a Social Security Number. The use of the Social Security Number as the primary identification number will be discontinued, unless applicable law requires its use. The Social Security Number may continue to be stored as a confidential attribute associated with an individual.
- The UIN will be assigned at the earliest point of contact between the individual and the College. For example, the UIN will be issued when a student is admitted and when an employee is hired by the College. The UIN shall be used in all future electronic and paper data systems to identify, track, and service individuals to whom it is assigned.
- The UIN shall be considered the property of the College, and its use and governance shall be at the discretion of the College, within the parameters of applicable law.
- The UIN will be a component of a system that provides a mechanism for identification of individuals and a method of authentication.

**Social Security Numbers**

The College shall use and collect Social Security Numbers only as reasonably necessary for the proper administration or accomplishment of the College’s business, governmental, and educational purposes, including but not limited to the following:

- As may be required or permitted by law;
- As a means of identifying an individual for whom a UIN is not known; and,
- For internal verification or administrative purposes, including, but not limited to, the use of Social Security Numbers as a key to identify historical records such as those in student records and payroll/benefits.
- Social Security Numbers will be electronically transmitted only through encrypted mechanisms.
- Paper and electronic documents containing Social Security Numbers will be handled, used and disposed of in a secure fashion.
Records containing Social Security Numbers or other confidential information will not be downloaded or stored on College or personal computers or other electronic devices that are not secured against unauthorized access.

Social Security Numbers will be released by the College to entities outside of the College only:
- As required or permitted by law; or,
- When permission is granted by the individual; or,
- When the entity is acting as the College’s authorized contractor or agent and adequate security measures are in place to prevent the unauthorized disclosure of information to third parties; or,
- On student transcripts unless a specific written request has been made by the student that such information be withheld; or,
- When the Office of General Counsel has approved the release.

This procedure does not preclude the use by College employees, as needed during the execution of their duties for the College, of an individual’s Social Security Number, if another means of identification is not available.

The College shall limit access to records containing Social Security Numbers to those employees who need access for the performance of their job responsibilities.

Reduction in the Public Display of Social Security Numbers
- Grades and other pieces of personal information will not be publicly posted or displayed in any manner by either the UIN or Social Security Number.
- The Social Security Number shall not be displayed on documents that can be seen by the general public (such as time cards, rosters, and bulletin board postings) unless required by law. This section does not preclude the inclusion of Social Security Numbers on transcripts or on materials for federal and state data reporting.

Disclosure When the College Collects Social Security Numbers
Each time the College requests an individual to disclose his or her Social Security Number, the College shall provide the notice required by Section 7 of the Federal Privacy Act of 1974 (5 U.S.C. § 552a), which requires that the institution inform the individual whether the disclosure is voluntary or mandatory, by what statutory or other authority the number is solicited, and what uses will be made of it.
All forms on which persons are required to provide Social Security Numbers must now contain or have appended to them a statement explaining the College’s request, i.e., the legal obligation on which the request is based, if there is one, and the use that will be made of the Social Security Number. Existing stocks of forms need not be reprinted with the disclosure notice; the notice may be appended to the form. Future forms and reprints of existing stock shall include the notice printed on the form.

All College forms and documents that collect Social Security Numbers shall use the language included below. If situations arise that may necessitate different language, the Office of General Counsel will provide an appropriate alternative disclosure statement.

**On Employment Forms:**
SSN ___/___/___ (required) The College is required by federal law to report income and Social Security Numbers for all employees pursuant to the Internal Revenue Service Code. Employee Social Security Numbers are maintained by the College for payroll, reporting and benefits purposes to federal and state agencies or for other benefits purposes. Failure to supply a Social Security Number may result in the withdrawal of an offer of employment and/or the denial of benefits.

**On Student Admissions Application and Other Voluntary Forms:**
SSN ___/___/___ Disclosure of your Social Security Number (SSN) is not required for enrollment unless you are applying for financial aid. Providing a SSN will, however, speed up the processing of your admissions application since the College will not need to manually match your application with other materials such as transcripts and test scores. If you intend on taking advantage of any education-related tax deductions, it is important that the College has your SSN. The College is required by the IRS to supply them with the SSN of each tuition-paying student so that the IRS can certify education-related tax credits on your federal tax return. While providing your SSN is not required, the failure to supply your SSN may cause delays in processing your documents or have other ramifications. Please consult the Student Handbook or Course Schedule for further information.

**For Transcript Requests:**
Disclosure of your Social Security Number (SSN) is not required to order a transcript(s). If you choose not to provide a SSN, the processing of your request may be delayed and may make it difficult to insure that your record is complete. This is particularly true for students who were originally enrolled under their SSN and/or other student number. You also have the option of NOT having your SSN printed on your transcript. However, this may make it difficult for receiving institutions to match your records or they may not accept transcripts without a printed SSN. If you choose this option and/or choose not to supply your SSN, the College is not responsible for any problems that may arise as a result, including but not limited to, problems resulting from the non-inclusion of your SSN on a transcript.

On Student Forms Where Provision of SSN is Mandatory:

Disclosure of your Social Security Number is required pursuant to the Internal Revenue Code. The Social Security Number is required to verify your identity.

General Statement for Student Handbooks and Course Schedules:

St. Louis Community 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 said numbers as confidential information. At times the College will ask for your Social Security Number. Federal and state law requires the collection of your Social Security Number for certain purposes such as relating to employment and student loans. Whenever your Social Security Number is requested, the form used to collect your number will be marked as to whether this request is voluntary or mandatory.

While on some forms the provision of your Social Security Number may be voluntary, the failure to supply a Social Security Number may delay the processing of your documents or the receipt of other requested services from the College or other entities. The College shall not be responsible in any way for problems that may arise as a result of your failure to voluntarily supply a Social Security Number.

If you choose not to provide your Social Security Number when disclosure is voluntary, it may be difficult for the College to provide timely verification of your records for purposes such as:
Licensing agencies such as, but not limited to, nursing, education, and medical boards;
Educational institutions to which you may be applying for admission or transfer;
Potential employers; and,
Governmental and judicial entities.

Where a Social Security Number is Requested on a Third Party Form:
SSN ___/__/___ {if required, state reason} At times, the College may provide you with forms on behalf of third party benefit providers and other non-College organizations. Many of these forms require your Social Security Number. As private companies, it is their right to require you to provide your Social Security Number in order to provide you with the requested service. These services may include, but are not limited to, health and life insurance, retirement benefits, and employment verification. In addition, many state and federal forms also request your Social Security Number.

Compliance
Any employee or student who has breached the confidentiality of Social Security Numbers will be subject to disciplinary action or sanctions up to and including discharge and dismissal.

Reviewed June 1, 2020

B.26 Instructional Resources Records Confidentiality
No employee shall reveal the identity of a library borrower or user to any requestor other than the borrower or user him or herself, or make known in any manner the contents of user or circulation and use records, except in accordance with a lawfully issued subpoena, court order or government investigatory document as provided by law. Receipt of a lawfully issued subpoena, court order or government investigatory document itself by the college must also be kept confidential if law enforcement authorities so indicate.

User records are maintained by the College and exist in the library to establish eligibility to access or borrow materials from the College, the MOBIUS Consortium, and other institutions; to access various electronic resources; and to provide other library operations and services. User information includes but is not limited to name, address and barcode identification.
Circulation and use records include all information that identifies a user as borrowing or accessing particular materials or information.

Any requestor who wishes to access only his or her own records may do so as provided by the online software systems or upon presentation of appropriate personal identification to a staff member. Staff shall refer all other requests to the appropriate Manager of Library Services or Director of Instructional Resources or a designee, who will consult with the office of General Counsel to determine the proper response. Requests for such information about users from other academic institutions should be referred to the user's home institution whenever possible.

Reviewed June 1, 2020

B.27 Care of Payment Card Information
The College shall strive to adhere to the following twelve cardholder data security requirements of the Payment Card Industry Data Security Standard (PCI DSS):
1. Install and maintain a firewall configuration to protect cardholder data.
2. Do not use vendor-supplied defaults for system passwords and other security parameters.
3. Protect stored cardholder data.
4. Encrypt transmission of cardholder data and sensitive information across open, public networks.
5. Use and regularly update anti-virus software.
6. Develop and maintain secure systems and applications.
7. Restrict access to cardholder data by business need-to-know.
8. Assign a unique ID to each person with computer access.
9. Restrict physical access to cardholder data.
10. Track and monitor all access to network resources and cardholder data.
11. Regularly test security systems and processes.
12. Maintain a policy that addresses information security.

The college shall establish and maintain a body representative of areas that process credit card payments and information technology that monitors and reports on PCI DSS compliance on a regular basis.

Revised June 1, 2020

B.28 Granting of Honorary Degrees and Trustee Service Awards
This section was intentionally left blank to align with Board Policy.
B.28.1 Honorary Degrees
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.28.2 Trustee Service Awards
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.29 Marketing and Communications
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

B.29.1 College Identity
Marketing and communications administers both editorial and graphic standards. The College’s logos and signature are approved by the Board of Trustees; currently approved versions should appear on all printed and other visual materials.

Campus marketing and communications coordinators will be responsible for administering the College’s graphic standards at their location. A graphic standards manual, published periodically by marketing and communications, should be used to ensure consistency in logo use; acceptable design standards for print collateral and stationery; and acceptable writing style and internal references. An electronic version of the manual can be found on the intranet at http://intranet.stlcc.edu/cc/communications.htm.

The creation and use of unique department logos is unacceptable so as to preserve the integrity of the STLCC and STLCC/campus logos. Departments must use the STLCC logo with the department name as outlined in the graphic standards manual in the “logos and department names” section.

Exceptions to this directive are logos that are a requirement of an externally-funded grant program, such as Gateway to College, or logos that exist for the centers of excellence, such as the Plant & Life Sciences logo. New logos for the centers of excellence must be created by marketing and communications.
B.29.2 **Statement of Compliance - ADA Regulations and Affirmative Action**

A statement regarding College compliance with the Americans with Disabilities Act, prepared by general counsel, must be included in all official College publications such as catalogs, schedules, program brochures, counseling and admissions materials and financial aid information. In addition, all materials must carry a statement indicating that the College is an equal opportunity employer. Publications and printed materials for public or general distribution must be reviewed by marketing and communications to ensure compliance.

*Reviewed June 1, 2020*

B.29.3 **Missouri’s Open Meetings and Records (“Sunshine”) Law**

As a public institution supported by taxpayers and legislative appropriations, the College has a responsibility to inform the public about programs, services, activities and the disposition of funds. The public has a right to know about any aspect of College operations, except personnel issues, real estate transactions and student information covered by the Buckley Amendment (Privacy of Records).

*Reviewed June 1, 2020*

B.29.4 **Media Relations**

The campus marketing and communications coordinators are responsible for contact with community media; and the district-wide marketing and communications department is responsible for contact with metropolitan and national media. Any employee who is approached by a reporter is encouraged to refer the reporter to the appropriate marketing and communications office. In all cases where employees have media contact, marketing and communications must be informed.

Marketing and communications staff members are responsible for assisting employees in developing responses that are accurate and in compliance with legislation related to privacy of records and open meetings. Marketing and communications staff and general counsel are responsible for providing information regarding libel laws.

*Reviewed June 1, 2020*
B.29.4.1 Crisis Management - Public Information

Accurate Information is vital during a crisis management operation. The collegewide and appropriate campus marketing and communications coordinator, in conjunction with the General Counsel’s office, will designate an official spokesperson for the College when a crisis has occurred involving the College. All staff will refer any and all questions to the designated spokesperson.

Marketing and communications will develop a schedule for press conferences and news releases in conjunction with the chancellor and the crisis management team.

Media will only be given access to the crisis area with the approval of the designated crisis management team. Marketing and communications will provide the appropriate escort.

Reviewed June 1, 2020
C ALL COLLEGE EMPLOYEES

(These administrative procedures are applicable and considered in full force and effect for all employees unless specifically contrary to a provision(s) contained in the following: full-time faculty Joint Resolution, classified office and technical bargaining unit Resolution, and physical plant employees Resolution.)

C.1 Employees’ Job Descriptions (R 06/16)
Job descriptions are prepared and maintained by the Human Resources department. Job descriptions may be accessed through the College Intranet site.

C.2 Employment (R 06/16)
a. All full-time and part-time continuing job vacancies must be listed on the College's job vacancy list for at least 10 working days unless waived by the Manager of Talent Management and/or Associate Vice Chancellor, Human Resources.
b. All job vacancies on the job vacancy list must have a closing date of at least 10 working days from the time of the initial announcement. Job vacancies that are reposted after the initial closing date may be posted on the job vacancy list as “open until filled.”
c. The Human Resources department will be solely responsible for all internal and external advertisements of job vacancies.
d. All applications for employment must be processed and reviewed by the Human Resources department before being considered by the hiring supervisor of the vacant position.
e. The Human Resources department will be responsible for all required testing of applicants except where testing is authorized at campus locations.
f. All persons appointed or promoted to any position must have at least the minimum qualifications required for that position.
g. Internal candidates are responsible for providing a current application, résumé, and any other information advertised as required for the particular position.
h. For all positions except faculty positions, two years of relevant full-time work experience may be substituted for a maximum of one year of academic study or a maximum of 30 credit hours toward fulfilling degree-equivalence. Only relevant full-time work experience above the minimum required for the position will be considered. The Associate Vice Chancellor, Human Resources, or his/her designee, must approve all substitutions.
i. No offer of employment will be made to any applicant before the expiration of at least two working days after the job vacancy announced closing date.
j. The campus chief academic officers and vice chancellors, or their designees, will be
responsible for equating applicants’ qualifications to the minimum eligibility requirements and for minimum salary placement.

k. The Associate Vice Chancellor, Human Resources, or his/her designee, will be responsible for evaluating candidate profiles against the position requirements, and the Associate Vice Chancellor, Human Resources, or his/her designee, will determine the salary recommendations for new hires with consideration being given to internal equity.

Offers of employment for all full-time and part-time continuing positions will be made only after consultation with the Associate Vice Chancellor, Human Resources, or his/her designee.

l. Any offer of employment will be made with the clear understanding that the offer is subject to approval by the Board and that any work period before Board approval is considered temporary.

m. For all full-time and part-time continuing employment recommendations, the following should be submitted in accordance with published timelines:
   • Personnel & Payroll Assignment Status Sheet (PPASS);
   • Applicant Flow Data form;
   • College employment application;
   • Employee Information Sheet;
   • Copy of the recommendation to hire letter sent to the individual;
   • Federal and state withholding forms (W-4);
   • Direct deposit documents;
   • Interview questions;
   • Interview evaluation report;
   • Interview evaluation summation report;
   • Copy of rejection letter sent to unsuccessful candidates;
   • Reference check documentation;
   • Completed form SSA-1945 (statement concerning employment in a job not covered by social security) for full-time faculty and administrative/professional staff only;
   • Transcripts/certifications/licenses for positions with these requirements; and,
   • A completed I-9 must be submitted to Human Resources within 3 business days of employment.

n. All recommendations for full-time and part-time continuing employment are to be submitted to the chancellor for Board approval.

o. Applications for all positions will be retained for two years from the initial date of application.

p. Former employees will be considered for employment as if they were new applicants.
C.3 Starting Date for Employees (R 06/16)
The official Board minutes will indicate the actual first date of continuous employment of all employees, full-time and continuing part-time. All records will agree with Board minutes. Those responsible for employment of College employees will normally plan to have employment starting dates set which coincide with the day following the Board meeting at which the recommendation for employment is to be reviewed, or an alternate date agreed upon by the new employee and hiring manager.

For Part-time employees who are subsequently hired full-time, their "starting date" for calculating employee benefits will be the date the employee is hired as a full-time employee.

C.4 Employment of Members of the Same Family (R 3/98)
[BP C 7]
The College will not condone nepotism, but neither will it discriminate against employees or employees’ families. Careful judgment on the part of all concerned is required at all times. In questionable cases, the Human Resources department will make an analysis and recommendation.

C.5 Wage and Salary Administration (R 10/11)
[BP C 3 & BP E 1, E 1.1 - E 1.8]
(See Joint Resolution for Faculty)
To ensure that the College’s wage and salary rates are fair and competitive, comply with all mandated requirements, and are designed to attract and retain quality employees, the following guidelines will apply:

- The primary goals of the College’s pay plan are to attract and retain quality employees and motivate employees to perform at above-average levels. The plan also is designed to ensure that the organization’s pay policies and practices comply with all applicable federal and state laws and regulations and that employees’ pay rates reflect the relative difficulty of their job duties and responsibilities.
- Employees’ pay rates will be based on several factors, including the duties and responsibilities listed in position descriptions, position evaluation results, and surveys of wage and salary rates paid by other area employers and comparable educational institutions. The College will strive to keep its pay rates equitable and competitive and to administer its pay program in a fair and consistent manner.
The Human Resources department will be responsible for the proper and fair administration of the salary program. In carrying out these responsibilities, the Human Resources department will base its decisions and actions on provisions approved for salary administration and will keep employees informed of the policies and procedures affecting their classification and rate of pay.

Employees should bring their pay-related questions or complaints to the attention of their supervisor and the Human Resources department. The Human Resources department will investigate the matter and try to answer questions or resolve problems quickly and fairly.

Generally, wage and salary increases are effective July 1 of each year.

Position Classification
(See Joint Resolution for Faculty)
To provide a rational, consistent method for measuring the relative worth of jobs with the College, the following guidelines will apply:

• The value, and ultimately the pay rate, or classification of a position with the College will be based on results of job evaluations. The evaluation process is designed to produce a ranked ordering of positions or “position hierarchy” that reflects each position’s relative worth to the organization. These classifications will be used along with other factors, such as survey data on the other employers’ pay practices, to help establish equitable pay differentials between positions with different skill, effort, and responsibility requirements or working conditions.

• The Human Resources department will develop procedures designed to maintain an ongoing position classification effort and prepare and/or update a classification manual that will serve as a guide for future classifications.

A. The general approach used by Human Resources will consist of an examination of the functions and requirements of positions, as set forth in the position description, discussion of the desk audit conducted by the manager, total compensation, or his/her designee, followed by the classification of the position that indicates its relative worth compared with other positions at the College.

B. Employees are encouraged to raise any questions they may have about the classification process with their immediate supervisor and the Human Resources department. Employees who wish to request a review of the results of a classification of their job should notify their supervisor and the Human Resources department.

C. An employee may request a position reclassification once within a 12-month period.
A position description will be prepared and kept on file for all employees.

### CLASSIFICATION REVIEW FOR NEW POSITION

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Complete and sign* St. Louis Community College Proposed Position Description Guide.</td>
</tr>
<tr>
<td>Appropriate Leadership Team Member</td>
<td>Review and sign* completed form.</td>
</tr>
<tr>
<td>Manager, Total Compensation or his/her designee</td>
<td>1. Review proposed description questionnaire.  2. May conduct desk audit.  3. Provide Associate Vice Chancellor, Human Resources with results.</td>
</tr>
<tr>
<td>Associate Vice Chancellor, Human Resources</td>
<td>Review classification package. Assign position to a range on salary schedule.</td>
</tr>
<tr>
<td>Manager, Total Compensation</td>
<td>Notify supervisor in writing of outcome.</td>
</tr>
</tbody>
</table>

* Signatures indicate that the person signing attests to the validity of the information contained on the form.

### RECLASSIFICATION REVIEW

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Discuss request with supervisor. Complete and sign* the St Louis Community College Proposed Position Description Guide.**</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Review and sign* completed form.</td>
</tr>
<tr>
<td>Appropriate Leadership Team Member</td>
<td>Review and sign* completed form.</td>
</tr>
<tr>
<td>Manager, Total Compensation or his/her designee</td>
<td>1. Conduct desk audit.  2. Discuss findings of desk audit and recommendations with the supervisor.  3. Provide Associate Vice Chancellor, Human Resources with results.</td>
</tr>
<tr>
<td>Associate Vice Chancellor, Human Resources and/or his/her designee(s)</td>
<td>1. Review reclassification package.  2. If reclassification is recommended, but no new salary range is assigned, then provide written notification to supervisor and employee of the recommended outcome and matter is completed.  3. If reclassification is recommended, and a new range on the salary schedule is assigned, forward recommendation to Chancellor for review by the Leadership Team.</td>
</tr>
<tr>
<td>Leadership Team</td>
<td>Review recommendation.  1. Recommend that reclassification be submitted to the Board for approval***, or  2. Request additional information.  3. Deny request for assignment of new salary range.</td>
</tr>
<tr>
<td>Manager, Total Compensation</td>
<td>Provide written notification to supervisor and employee of the recommended outcome and publish.</td>
</tr>
</tbody>
</table>

* Signatures indicate that the person signing attests to the validity of the information contained on the form.  ** Required if there has been a significant increase in performance responsibilities since the last position evaluation.
*** The range and salary change are effective the day after Board approval.

The reclassification review will be completed in a timely manner.

**C.6 Transfers (R 06/16)**

Generally, position vacancies are filled on an open and competitive basis in accordance with established College employment procedures; however, the College reserves the right to transfer a qualified employee to another position, department, campus or site when it is deemed to be in the best interest of the College.

An employee may submit a transfer request to the manager of talent management whenever a vacant position is advertised or when the administration announces a transfer opportunity.

When the administration determines that a transfer is necessary, the administration will identify the departments, campuses or sites to be involved and notify employees of the qualifications required for consideration whenever a transfer opportunity is announced. In the event no transfer requests are submitted, subject to functional continuity, the least senior qualified employee based on hire date seniority within the affected classification will be transferred.

An employee who is transferred will retain his/her hire date seniority.

Transfer can occur to an equal or lower classification. Transfer of administrative and professional employees to a lower classification may result in a reduction in salary. A classified employee transferring to a lower classification will retain his/her current rate of compensation.

Transfers will be recommended by the appropriate College officer and require approval of the chancellor and the Board.

**C.7 General Grievance Procedure (R 06/16)**

(This procedure is not applicable to employees who have another grievance procedure available to them.)

The College recognizes, pursuant to Board policy, the right of individual employees to seek redress of grievances. This grievance procedure is available to College employees who are not covered under the available grievance procedures within Resolutions approved by the Board of Trustees or otherwise do not have a grievance procedure available to them under any other College policy or procedure. Using the procedures set
forth as follows, such employees may seek redress from a claim that the employee has suffered injury or damage, including termination of employment, because of a misinterpretation, misapplication or violation of any College policy, procedure, rule or regulation applicable to such employee.

Purpose
The purpose of this procedure is to secure at the lowest possible administrative level a prompt and equitable solution to an individual grievance for an employee who claims that he/she has suffered injury or damage because of a misinterpretation, misapplication or violation of Board policy and/or administrative procedures applicable to that employee.

Grievance Format
A grievance will be in written form and will contain the following information:

a. Name, position title, department and location of the grievant;
b. Date of occurrence or event on which grievance is based;
c. Provisions of Board policy or administrative procedures which have been misinterpreted, misapplied or violated;
d. The injury or damage suffered by the grievant;
e. A statement of the facts surrounding the occurrence or event;
f. The remedy or relief sought;
g. Date of the initial submission of the grievance in writing.

General Provisions
a. "Workdays" as indicated in this procedure will mean calendar days but will not include Saturday, Sunday, College-designated holidays or semester breaks.
b. An employee may use an adviser to provide advice, assistance, consultation and support at any point during the grievance.
c. A grievance not appealed to the next step within the specified time limits will result in a termination of the grievance.
d. The time limits specified in this process may be extended only by mutual written agreement between the grievant and the appropriate party at each step of the process.
e. The grievance and all related records will be maintained in a grievance file separate from the grievant's personnel file.
f. All conferences which occur according to this procedure will not be conducted in public and will include only those individuals whose participation is required or necessary to the consideration of the grievance.
g. There will be no retaliation by any College employee toward any individual who initiates a grievance or who participates in the grievance process.
h. A copy of the grievance and responses will be sent to the manager of employee and labor relations at each step of the process.
i. This grievance process will be applicable for resolution of allegations of discrimination as prescribed under local, state, and federal mandates applicable to the College and/or Board Policy and Administrative Procedures unless other applicable grievance procedures exist.

Grievance Procedure
Step 1
Within 30 working days after the incident giving rise to the alleged grievance or within 30 working days of the date on which the employee should have reasonably known of such event or occurrence, the employee must submit in writing to his/her immediate supervisor the complaint and remedy requested.

Within five working days following receipt of the grievance, the supervisor will hold a conference with the grievant and make a good faith effort to resolve the grievance.

Within 10 working days following the conference, the supervisor will provide a written response or decision to the grievant.

Step 2
In the event the grievant is not satisfied with the response or decision at Step 1 and wishes to appeal the grievance, he/she must submit the grievance to the appropriate dean or director or equivalent location administrator within five working days following receipt of the response or decision given by the supervisor at Step 1.

Within five working days following receipt of the appeal, the administrator will hold a conference with the grievant and will provide a written response or decision to the grievant within 10 working days following the conference.

Step 3
In the event the grievant is not satisfied with the response or decision at Step 2 and wishes to appeal the grievance, he/she must submit the grievance to the appropriate campus chief academic officer or vice chancellor within five working days following receipt of the response or decision given by the administrator at Step 2.

Within five working days following receipt of the appeal, the campus chief academic officer or vice chancellor, or his/her designee, will hold a conference with the grievant and will provide a written response or decision to the grievant within 10 working days following the conference.

Step 4
In the event the grievant is not satisfied with the response or decision at Step 3 and wishes to appeal the grievance, he/she must submit the grievance to the chancellor within five working days following receipt of the response or decision given at Step 3.

Within 10 working days following receipt of the appeal, the chancellor, or his/her designee, will examine the record, conduct an investigation and may hold a conference or render a decision upon examination of the record. The chancellor, or designees, will render the decision to the grievant in writing within 10 working days following the conference or examination of the record.

Step 5
In the event the grievant is not satisfied with the response or decision at Step 4 and wishes to appeal the grievance to the Board of Trustees, the grievant must submit the grievance to the Board Chair within five working days following receipt of the response or decision given at Step 4.

The Board of Trustees will consider the grievance at its next regularly scheduled executive session and take such appropriate steps to review the grievance that it deems advisable which may, at the Board's discretion, include providing the grievant with a hearing at the earliest practicable executive session of the Board. However, when a grievance would otherwise constitute a contested case as defined by section 536.010(2), RSMo, the Board of Trustees will conduct a hearing on the grievance. The Board will notify the grievant of its decision in writing within 10 working days from the conclusion of its action.

C.8 Reimbursement for Permissible Expenditures (11/14)

C.8.1 Local Travel and Expense Reimbursement (R 12/09)

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/OFFICE</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>Complete <em>Local Expense Report:</em></td>
</tr>
<tr>
<td></td>
<td>(1) For the convenience of the traveler, establish e-mail reimbursement notification;</td>
</tr>
<tr>
<td></td>
<td>(2) Before attending any local conference, complete the <em>Request for Travel Authorization</em> form and obtain funder and supervisor approval;</td>
</tr>
<tr>
<td></td>
<td>(3) Evaluate the choice of rental or personal vehicle usage.</td>
</tr>
<tr>
<td></td>
<td>(4) Specify local mileage within the consolidated Metropolitan St. Louis area;*</td>
</tr>
<tr>
<td></td>
<td>(5) Specify meal and mileage reimbursement for additional required work;</td>
</tr>
<tr>
<td></td>
<td>(6) Specify class supply reimbursement;</td>
</tr>
<tr>
<td></td>
<td>(7) Specify any other reimbursement for local business expenditures including college recruiting expenses and business meals; and</td>
</tr>
</tbody>
</table>
** DIVISION C ADMINISTRATIVE PROCEDURES **

** ALL COLLEGE EMPLOYEES **

<table>
<thead>
<tr>
<th>Designated Approver</th>
<th>Review, sign, date and forward paperwork to Business Office within appropriate time frame. **</th>
</tr>
</thead>
</table>
| Business Office/Controller’s Office | (1) Audit local expense report.  
(2) Generate Banner invoice.  
(3) File local expense report. |
| Bursar | Run a direct deposit report that includes e-mail notice. |

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* The consolidated Metropolitan St. Louis area includes the following: the city of St. Louis; the counties of St. Louis, Jefferson, Franklin and St. Charles in Missouri; and the counties of Madison, St. Clair and Monroe in Illinois.

** Local travel and expense reimbursement must be requested within 120 calendar days of the completion of the travel or the procurement of the non-travel related goods or service or by the official year-end, whichever comes first. Only those reimbursement requests that are filed in a timely manner will be reimbursed.

- ** Local Mileage **
  The College will reimburse employees for local mileage in the following two instances:
  -- when travel is required between two or more work locations in the same day and exceeds your normal commute;
  -- when traveling from one’s residence to a temporary work location requires mileage greater than the mileage between one’s residence and one’s regular work location.

  A temporary work location, which is irregular or short term, can be another campus, training/seminar or other business-related location. Those employees who elect overload, summer or part-time assignments or any paid assignment outside the scope of the employee’s regularly assigned position will not be reimbursed for local mileage when traveling to or from the locations of such voluntary assignments. The College does not reimburse its employees for commuting expenses. Commuting is the travel between one’s residence and one’s regular job location or to and from voluntary assignments.

  College employees are required to use the most cost effective choice: personal vehicle or College-contracted rental vehicle. Reimbursement for the College-contracted rental vehicle will be for the cost of the rental plus actual fuel costs. Insurance coverage is provided through the College’s insurance contract, please waive coverage with the College-contracted provider. Should an employee elect the more expensive mode of travel, the reimbursement will be limited to the more affordable option. Receipts are required where appropriate. Reimbursement for use of personal automobiles for College business will be at the rate established by
the Internal Revenue Service. The College website provides the trip optimizer tool necessary to evaluate the most cost effective option.

Administrative/professional employees and exempt classified employees may submit requests for travel reimbursement if they are required by their supervisor(s) to work beyond the ordinary workweek and if such additional work involves extra travel to the place of work.

Non-exempt classified employees will not receive such mileage reimbursement since they are paid for overtime work.

Local travel and expense reimbursement must be requested within 120 calendar days of the completion of the travel or the procurement of the non-travel related goods or service or by the official year-end, whichever comes first. Only those reimbursement requests that are filed in a timely manner will be reimbursed.

- **Meal Reimbursement**
  A meal allowance of $5 will be provided for classified employees who are required by their supervisor(s) to work in excess of 10 hours per day.

  A College employee may be reimbursed up to $10 for a lunch meal incurred within the consolidated Metropolitan St. Louis area when attending a conference or workshop not held on College property, and when a meal is not provided by the conference or workshop. This is not a meal allowance item and requires an itemized receipt for reimbursement.

  Employee recruiting and business meals that are a responsibility of the job are reimbursable with approval by an appropriate budget authority. An itemized receipt is required that includes a statement of the business purpose for the meal and a list of the attendees.

  A student athlete prospect’s on-campus meals may be reimbursed to the recruiter for actual meal expenses not to exceed $10, in accordance with NJCAA bylaws Section (2)D.

Provisions of employee resolutions and classified unit agreements will be applicable to the respective unit employees.
LOCAL TRAVEL MEAL ALLOWANCE

<table>
<thead>
<tr>
<th>Location</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>On College Property</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Off College Property</td>
<td>$0</td>
<td>Actual up to $10</td>
<td>$0</td>
</tr>
<tr>
<td>On College Property – 10 Hour Day *</td>
<td></td>
<td></td>
<td>Meal Allowance of $5</td>
</tr>
<tr>
<td>Off College Property – 10 Hour Day *</td>
<td></td>
<td></td>
<td>Meal Allowance of $5</td>
</tr>
</tbody>
</table>

* Classified Employees Only

C.8.2 Non-local Travel and Expense Reimbursement (R 06/16)

[BP C 8 & BP C 17]

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/OFFICE</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>(1) For the convenience of the traveler, establish an e-mail reimbursement notification;</td>
</tr>
<tr>
<td></td>
<td>(2) Complete the Request for Travel Authorization form, and obtain funder and supervisor approval before actual travel;</td>
</tr>
<tr>
<td></td>
<td>(3) Complete Banner transmittal document and enter as a requisition for the following prepaid expenses:</td>
</tr>
<tr>
<td></td>
<td>(a) Conference and registration fees (attach conference itinerary to reimbursement request);</td>
</tr>
<tr>
<td></td>
<td>(b) Hotel;</td>
</tr>
<tr>
<td></td>
<td>(c) Cash advance (if needed).</td>
</tr>
<tr>
<td></td>
<td>(4) Complete Non-local Expense Report within 14 working days after travel concludes or by the official year-end closing date. Attach a copy of the Request for Travel Authorization, conference itinerary, and all receipts for related business expenses. Reimbursement will not be made for unauthorized travel.</td>
</tr>
<tr>
<td></td>
<td>(5) Forward to designated approver.</td>
</tr>
<tr>
<td>Designated Approver</td>
<td>Review, sign, date and forward the non-local expense report to the Business Office.</td>
</tr>
<tr>
<td>Business/Controller’s Office</td>
<td>(1) Audit non-local expense report and match with Request for Travel Authorization form.</td>
</tr>
<tr>
<td></td>
<td>(2) Generate Banner invoice for expense reports except those with cash advances, and file.</td>
</tr>
<tr>
<td></td>
<td>(3) Forward non-local expense report with cash advances to payroll.</td>
</tr>
<tr>
<td>Payroll</td>
<td>(1) Generate Banner invoice for expense reports with cash advances.</td>
</tr>
<tr>
<td></td>
<td>(2) Pay Banner invoices for travel reimbursement.</td>
</tr>
<tr>
<td></td>
<td>(3) File the non-local expense report with cash advance document.</td>
</tr>
<tr>
<td>Bursar</td>
<td>Run a direct deposit report that includes e-mail notice.</td>
</tr>
</tbody>
</table>

Timely requests for travel authorizations and reservations that provide for access to conference hotel rates and reduced air fare are encouraged. Late travel requests may be denied because of increased costs.
Non-local travel and expense reimbursement are charged to staff development, presidential/strategic initiative funds, agency, restricted accounts or other funds designated for travel, i.e., field trips, athletic travel. If any other funding source is proposed for non-local travel, the request for reimbursement must be approved by the Chancellor, Campus Chief Academic Officer or Vice Chancellors.

Non-local travel and expense reimbursement must be requested within 14 working days of return or by the official year-end, whichever comes first. Only those reimbursement requests that are filed in a timely manner will be reimbursed. Failure to file in a timely manner will be cause to deduct the full cash advance from the employee paycheck and will result in the loss of the right to future cash advances.

No expenses will be paid for an accompanying spouse, family member or friend. Any arrangement and expenses for personal, spouse, family or friend travel should not be charged to any of the College’s accounts.

All reimbursed travel must be by the most direct route. Should a person travel by an indirect route for personal convenience, additional costs will be borne by the employee and reimbursement for expenses will be calculated accordingly.

- **Air Travel**
  All employees are expected to travel by the most economical mode of transportation. All airline travel may be arranged through the College’s approved contract vendor for travel or the traveler may use official airline websites to make travel reservations once a traveler has identified the most economical flights. Reimbursable air travel may include the cost of one (1) checked bag that complies with the airline weight limit. Airline reservations may be made only upon receipt of the completed and approved Request for Travel Authorization form. **Receipts are required.**

- **Travel by Automobile**
  College employees are required to use the most cost effective choice: personal vehicle, College-contracted rental vehicle, or calculated tourist air fare. Reimbursement for the College-contracted rental vehicle will be for the cost of the rental plus actual fuel costs. **Receipts are required.**

The College website provides the trip optimizer tool necessary to evaluate the most cost effective option. The contracted rental rates are most favorable in Missouri and the border states. Should an employee elect the more expensive mode of travel, the reimbursement will be limited to the more affordable option.
Receipts are required where appropriate. All other incidental mileage incurred is not reimbursable. Mileage to and from the commercial transportation site is reimbursable. College business travelers should utilize the least expensive combination of travel and accommodations.

- **Ground Transportation**
  Commercial ground transportation between the traveler’s home/work site and the commercial transportation site, and between the commercial transportation site and the destination is reimbursable. **Receipts are required.** Some forms of mass transit may not provide a receipt. In this circumstance, the published fare schedule may be used as supporting documentation for the reimbursement.

- **Automobile Rental at Destination**
  Rental of a mid-size or smaller vehicle is permissible with prior approval and signature of a College officer on the Request for Travel Authorization form. Automobile rental may be authorized when the traveler has multiple destinations, there are multiple travelers on College business, or when conference site lodging facilities are not available. The selection of the appropriate optional insurance coverage should be confirmed with the environmental health & safety specialist prior to travel. However, the College-contracted vehicle rental program includes appropriate insurance coverage and may provide the most affordable option within Missouri and the border states. Only rental days related to business will be reimbursed except when the weekly rate is less expensive; whichever rate is less should be used. **Receipts are required.**

- **Lodging**
  Reasonable actual amount will be reimbursed. Reimbursement cannot exceed single occupancy rate. If actual amount exceeds the single occupancy rate, the employee must attach to the Non-local Expense Report a statement provided by the hotel/motel showing the single occupancy rate. **Receipts are required.**

  Employees who prepay lodging will be reimbursed upon return from the trip.

- **Meal and Incidental Allowance (excludes alcoholic beverages)**
  A meal allowance payment will be made to travelers in overnight travel status for actual meal and incidental expenses. In cases where a meal(s) is provided as part of the conference or registration cost, the meal(s) allowance expense will be disallowed. Actual breakfast expense up to $10 may be reimbursed for travel commencing before 9:00 a.m.; actual lunch expense up to $10 for travel commencing before 11:00 a.m.; and actual dinner expense up to $30 for travel
commencing by 5:00 p.m. Receipts are NOT required.

Non-local travel that does not include overnight accommodation will be reimbursed in accordance with local meal reimbursement guidelines. Receipts are NOT required.

- **Conference Attendance**
  All employees desiring to attend conferences must first complete the Request for Travel Authorization with approval of their immediate supervisor and other signatures as required by the site, in accordance with established travel procedures or other Board Policy. The decision regarding the number of individuals from a given department/division who may attend a particular conference will be made by the appropriate administrator. Meals included in conference registration are deducted from the meal allowance at the per meal rate.

Employees who prepay conference registration will be reimbursed upon return from the conference.

Employees attending conferences that offer a participant stipend for attendance and/or for making a presentation must apply the stipend to the travel costs associated with attending the conference and will be eligible for reimbursement of only those costs not covered by the stipend but eligible for reimbursement through these administrative procedures.

Employees who are not under contract with the College and attend conferences that offer a participant stipend will be eligible for travel reimbursement in accordance with the College’s travel guidelines and in accordance with the appropriate travel authorization.

- **Other Business Expenses**
  Other business expenses may be reimbursed for actual dollar amount when receipts accompany the Non-local Expense Report. These expenses include long distance business calls, fax charges or required publications during non-local travel. Receipts are required.

**C.8.3 Cash Advances** *(R 2/07)*

Cash advances are issued only to College employees.

Cash advances must be approved by the dean/director level or higher. The cash
advance may be picked up in conjunction with a specific event no more than seven business days before the event. A Non-local Expense Report must be prepared and submitted within 14 working days following the event. Failure to submit the Non-local Expense Report within 14 working days will be cause to deduct the full cash advance amount from the receiving employee’s paycheck. Non-local travel and expense reimbursement must be requested within 14 working days of return. All fiscal year reimbursement must be filed by the official year-end closing date. Only those reimbursement requests that are filed in a timely manner will be reimbursed.

Cash advances for non-travel, when there is a legitimate business need, will be administered in the same fashion as cash advances for travel.

C.8.4 Special Regulations (R 7/96)

[BP C 8]
At no time will any individual have the authority to establish special rates or certify for payment any expenses which do not conform with these procedures and/or in no case will the amount allowed be in excess of the maximum established by these procedures.

C.8.5 Compliance (R 7/96)

[BP C 8]
Compliance with these procedures is the responsibility of each individual. The appropriate authorization and reimbursement forms are available in the campus Business office or the Controller’s department. Any questions regarding the completion of the forms or the accounting should be directed to the campus Business office or the Controller’s department.

C.9 Requests for Chartered Transportation (Surface and Air) (R 1/01)

When chartered vehicles are required by the College, the following will occur:

- All current College blanket order/contract agreements will be checked to determine if the services required can be provided by one or more of the College’s contract vendors. If there are multiple providers under contract able to provide these services, the originating office may contact the contract vendors to determine which can best meet its needs. Once a contract vendor has been selected, a requisition stating all requirements for the charter and referencing the blanket order/contract number should be initiated by the originating office after obtaining all appropriate approvals.

- If the College’s current blanket order/contract agreements are unable to provide the services required and the estimated cost of services exceed the College’s bid threshold, a requisition stating all requirements of the charter should be initiated after obtaining all appropriate approvals. This requisition will be electronically forwarded to Corporate College Purchasing for bidding.
Once the bidding process is complete, Corporate College Purchasing will advise the originating office of the selected bidder and convert the requisition into a purchase order confirming all arrangements related to the charter.

C.10 Operation of College Vehicles

- All drivers of College-owned/leased vehicles must have a valid operator's license.
- The operator and passengers of the vehicle must wear seat belts.
- The maximum driving time for one driver during a 24-hour period will be five hours.
- Drivers must not drive when the driving conditions are hazardous. This includes, but is not limited to, fog, heavy rain, snow or ice conditions. Essential vehicles (college police and maintenance) are exempt from this regulation.
- Team members who are approved to operate a College-owned/leased vehicle and who have participated in a competition or practice may not operate a College-owned/leased vehicle for a period of 24 hours after the event. An exception is granted for events within 20 miles of the campus of origin.
- If College-owned/leased vehicles are already on the road and weather conditions become hazardous, the coach/sponsor must stop the trip, delay or cancel travel planned and ensure the safety of all passengers and drivers.
- Picking up hitchhikers is not permitted.
- A driving record check of all operators of College-owned/leased vehicles will be performed annually by the environmental health & safety specialist. Driving records will be reviewed, and driving privileges will be granted in accordance with the following guidelines:
  a. A maximum of three occurrences in the previous 36 months will be permitted. An occurrence is defined as a moving violation.
  b. Any driving record reflecting any one of the following in the previous 36 months will result in immediate revocation of driving privileges:
     - DWI
     - DUI
     - a maximum of two accidents in which the College driver has contributed to or has been at fault (in accordance with the police report)
     - any administrative alcohol/drug suspension
     - failure to stop and report when involved in an accident
     - homicide or assault arising out of the operation of a motor vehicle
     - operation of a motor vehicle during revocation or suspension of a license
     - operation of a motor vehicle without a valid license or permit
     - active warrant for arrest (36-month rule not applicable).
  c. Driving privileges will be reinstated when the following conditions are met:
     - When the driving record meets the normal review criteria, the driver will be
placed on a 12-month probation. At the conclusion of the probationary period, the driver will be subject to the standard review procedures.
- If during the probationary period, there are any occurrences or violations as stated in item b above, the driving privileges will be permanently revoked.

In the event of an accident:
- Check for injuries.
- Notify the police.
- Do not admit fault.
- Complete the “In Case of Accident” form.
- Exchange driver and insurance information.
- All accidents involving a College vehicle are to be reported to the Risk Manager of the College within 24 hours of the occurrence. This is to include accidents involving pedestrians, other vehicles or stationary objects.

The information to be reported will include the time, date, the location of the accident, the names of other drivers, any passengers, and any other parties involved. If there are injuries, include the name of the injured party, type of injury, names of any witnesses, and the circumstances of the accident.

This notification is to be by phone or by e-mail.

Failure to report an accident may result in the loss of driving privileges and/or other disciplinary action.

The following will apply for the operation of College-owned/leased vehicles with a capacity for 15 or more passengers:
- Operation of vehicles will be in compliance with the Missouri Uniform Commercial Drivers License Act where applicable.
- The campus logo will appear on both sides and rear of College-owned vehicles.
- College-owned vehicles will carry the proper College license plates.
- Regularly scheduled safety and maintenance inspections, in addition to the state inspection, will be performed. Records of these inspections will be maintained at the vehicle location and reviewed by the environmental health & safety specialist.
- Drivers of vehicles designed to carry more than 15 passengers will have a valid commercial drivers license.
- Vehicles will not be operated in regular competition with public and commercial carriers.
• Students and non-employee passengers will be required to sign the appropriate release form.
• When vehicles in this category are acquired, the environmental health & safety specialist will be given written notice to ensure proper insurance coverage.
• Fifteen passenger vans will not carry more than nine passengers, including the driver. For every 150 pounds of cargo, the passenger capacity is reduced by one passenger.
• Seating will be limited to a maximum of nine by the removal of unnecessary seats.
• Students will not be permitted to operate 15-passenger vans.
C.11 **Financial Responsibility** *(3/98)*  

Employees are responsible for payment of their financial obligations to the College. These financial obligations may include, but are not limited to, travel advances, parking fees, book charges and personal checks returned from the bank. Failure to pay financial obligations will constitute authorization to withhold the amount due from the employee’s payroll check.

When checks are submitted which are not honored by the bank, the College is obligated to require proper payment from the employee concerned. This added service is a cost to the College; therefore, an employee who presents a check within the College in payment of any financial obligation which for any reason is not honored by the bank upon which it is drawn will be assessed a fee of $10 for processing services.

C.12 **Solicitation of Donations** *(R 06/16)*  

All solicitation of donations and official College endorsement of related activities for the benefit of a non-employee or for an outside organization will be forwarded to the location’s marketing and communications department. Marketing and communications will attempt to discern the appropriateness of the request within one week. General Counsel may be consulted in this determination. Once the request is deemed appropriate, the marketing and communications department will forward the request to the campus chief academic officer or vice chancellor for approval or denial. All donations for these purposes will be made through the campus Business office or the Corporate College Bursar’s office.

All requests for the solicitation of donations for the benefit of an employee will be forwarded to the location’s marketing and communications department. Marketing and communications will attempt to discern appropriateness of the request within one week. Once the request is deemed appropriate, the marketing and communications department will forward the request to the campus chief academic officer or vice chancellor for final approval or denial. All donations for these purposes will be made through the Business office or the Corporate College Bursar’s office.

C.13 **Copyrights** *(R 11/07)*  

Faculty and staff routinely create new written scholarship, course materials, literary works, computer software, artistic works and create other items of copyrightable work. Copyright is a narrow form of intellectual property protection. It protects only the fixed
expression of an idea, not the idea itself. The federal copyright law provides that original works of authorship are protected by copyright automatically when they are fixed in tangible form. Often issues arise as to the ownership of copyright. The following procedures govern ownership of copyright of such works.

Ownership
Generally, under copyright law, the copyright to works created by persons in the course of their employment belongs to their employer rather than to the individual creator. Therefore, absent other agreements or institutional policies, works created by faculty members in the course of their teaching and research, or by staff members in the course of their jobs, are the property of the College.

However, as a matter of fundamental principle, the College encourages wide dissemination of scholarly work produced by members of the College community, including copyrightable works. Therefore, the copyright policy at the College—and most peer institutions—is that, except as provided for below, scholarship, literary works, computer software, artistic works and other items of copyrightable work created by faculty or staff are deemed to be the property of the writer/developer, who is entitled to determine how the works are to be disseminated and to keep any net income they produce.

In recognition of this long-standing practice, the College disclaims ownership of works by faculty and staff, or others participating in College programs, including visiting faculty, whether in traditional or nontraditional forms, except in the following cases:

a. **Assigned Tasks** – For materials developed as the result of an assigned project with total funding by the College, rights of ownership abide with the College, although title to such materials may be assigned to the author at the option of the College. The word “funding” as used in this section means funds from the College’s resources and also funds from outside sources administered by the College.

b. **Outside Agreements** – Where copyrighted materials are developed in the course of sponsored research funded by government contract, a grant or an outside agency approved by the College, ownership of the copyright will be determined by the terms of the agreement.

c. **Special Circumstances** – Where the College makes an extraordinary investment in the development of copyrighted material (by way of either financial or resources commitment) or the College enters into a written agreement with the writer/developer and that agreement makes provision for copyright ownership, the College will own
the copyright of the works unless the parties agree otherwise.

**Rights and Obligations of Faculty and Staff**

Where there are no costs to the College associated with the production of creative works owned by a faculty or staff member, for example, leave, overtime costs, hiring of extra secretarial help, costs of tape, film, or other expendable materials and income accrues as a result of the commercialization or exploitation of work, no income shall accrue to the College. In the event that the College experiences costs as a result of the commercialization or exploitation of the product, the income shall accrue to the College until the College has recovered its costs.

Unless specifically covered by an agreement, assignment, contract, or grant entered into before initiation of the work, title to such materials remains with the author; but the author must grant the College a royalty-free right to reproduce and use such works within the College.

It is the responsibility of the author to make prompt disclosure of any copyrightable materials with commercial value to the College. The disclosure should be made to the appropriate dean, vice president or College officer.

**Rights and Obligations of the College**

In instances where title to the copyright rests with the College, the College, in recognition of the author’s input, will provide to the author, upon written request, a copy of the material and the right of duplication for the author’s own use.

**Settlement of Disputes**

Irreconcilable differences shall be referred for final disposition to a three-member panel consisting of the author or his/her representative, the vice-chancellor of education, or the chancellor if the vice-chancellor of Education is the author, or his/her representative, and a mutually agreed upon third member to be selected from the College community by the first two members.

**C.14 Telephone Use (R 06/16)**

Telecommunications will annually review all telephone charges and make such changes in service as may be necessary by changing circumstances. Critical evaluation is necessary to determine actual requirements for telephony service.

Each month Telecommunications will distribute long distance reports to those employees who have placed long distance calls using their assigned long distance authorization code. Personal long distance calls must be reimbursed to the College. Payment can be
made to any campus Cashier office or the Bursar office at the Corporate College. It is suggested that cash or checks not be sent through intercampus mail.

Although a reimbursement process is in place, the College encourages employees to obtain personal long distance calling cards or find other means for making these calls, such as a pay phone.

C.14.1 Cellular Phones (R 06/16)

• Individual requests for cellular instruments and services will be approved by the appropriate supervisor and administrative channel and must include approval by a member of the College Leadership Team.
• All cellular acquisitions will be coordinated by Corporate College Telecommunications.
• Monthly billings for cellular service will be authorized for payment by Telecommunications. This authorization does not verify the validity of any calls or whether these calls constitute college business.
• All billing statements require call detail. This detail will be reviewed by departmental administration for appropriateness and validity.
• College Cellular Reimbursements – All employee personal calls made from College cellular equipment that generate call charges will be reimbursed by the employee to the College. The reimbursement amount will equal the charge as noted on the call detail listing that accompanies monthly billing. Calls shown with no charge will be reimbursed to the College at the average rate of fifteen cents per minute.
• Personal Cellular Reimbursements – Reimbursements for College business use of a personal cellular phone will be made on a per call basis. Calls made under the user’s base plan (free calling) are not subject to reimbursement. The per minute reimbursement (for both peak and off-peak) will not exceed the average per minute rate charged for College-provided cellular phones. Telecommunications will update this rate annually based on rates charged by the College’s current cellular service provider. Reimbursements for personal cellular service will require submission of the actual detail call listing provided by the cellular service company. This detail will show the date and time of the call, an identification of the call (either the number dialed or incoming call designation), call length, and the cost of the call. Reimbursement approval will be performed at the administrative level of the employee.
No personal reimbursements will be allowed for any other charges on the cellular service bill. This includes taxes, fees, special service charges and features. Roaming charges and long distance charges are eligible for reimbursement if documentation is submitted showing that regular phone service was not available and immediate calling was necessary.

Guidelines for Determination of Need

• Use must be productive and cost effective.
• A cellular phone should be used only when necessary to conduct College business.
• Use of personal cellular phones for College business should be reviewed and evaluated based on the position’s need.

This procedure applies to cellular phones and those instruments used as portable, two-way communication devices.
C.15 Computer Use (R 3/06)

In keeping with the mission of the College to be an institution of teaching and learning, the College provides access to computing and information resources to students, employees and other authorized users. Access to the College’s facilities and information technology resources is a privilege granted by the College and may be granted based on the following factors:

- relevant laws and contractual obligations,
- the requester’s need to know,
- the information’s sensitivity,
- the risk of damage or loss on the part of the College, and
- derived educational benefit.

All members of the College are bound by local, state and federal laws relating to copyright security and other statutes regarding media, as well as College policies and procedures. The College reserves the right to extend, limit, restrict or deny computing privileges and access to its information resources to students, faculty, staff and the general public.

C.15.1 Levels of Access (R 06/16)

Employees with a need to access the College’s computers and various networks, including the LAN with Internet and e-mail access, must seek access approval through the immediate supervisor.

Students may have a need to access the Internet and various campus networks. This access is governed by St. Louis Community College Computer Systems and Network Use Policy Student Guidelines.

C.15.2 College Responsibility - System Administrators (R 06/16)

System administrators will:

- Provide adequate security measures to protect the College’s information resources;
- Treat information about and stored by the system’s users as confidential, subject to section 5, Enforcement Guidelines;
- Inform users of all current guidelines and procedures governing the use of College information technology;
- Maintain LAN network and may adopt additional guidelines and procedures for use of these systems. (Any additional guidelines and procedures adopted by
system
administrators must be consistent with policy and procedures and must be
approved by the chief information officer, or a designee, before adoption.)

The College may keep automated logs of user activity.

C.15.3 User Responsibilities (R 06/16)

• Adhere to all relevant college and information technology operating guidelines.
• Each user will be issued a system user identifier and is required to establish a
  confidential password. It is the user’s responsibility to maintain the password’s
  security. The user is accountable for all system access which occurs through the
  use of the user identifier and password.
• The user is to take appropriate steps to ensure the protection, confidentiality and
  security of the systems or any related materials and to satisfy the obligations of the
  access agreement. The appropriate steps include, but are not limited to, the non-
  disclosure of student information as defined by the Family Education Rights and
  Privacy Acts (FERPA) or confidential College information.
• The College has purchased certain software products which are licensed to the
  institution. In situations where that license allows off-site use and that use will be
  to benefit the College, as determined by a College officer, employees will be
  extended the privilege for off-site use pursuant to the license agreement. (Refer to
  Board policy entitled “Conflict of Interest.”)
• The College reserves the right to determine what constitutes misuse of the
  College’s information technology and resources. Misuse of information
  technology and information resources includes, but is not restricted to, the
  following:
  - plagiarism
  - invasion of privacy
  - harassment
  - unauthorized on-line service use
  - copyright violations (loading or downloading software)
  - violations of state, local or federal laws.

C.15.4 Enforcement Guidelines (3/98)

The College reserves the right to monitor and record the usage of all information
technology. The College has the right to use information gained in this way in
disciplinary procedures in accordance with Board policies/administrative procedures
and/or in criminal or civil actions. Misuse may result in revocation of access privileges and may be subject to appropriate disciplinary action up to and including termination of employment. The College may pursue criminal or civil action as it deems necessary.

C.16 Staff Exchanges (R 3/98)

An exchange employee will remain the employee of the sending organization.

- Such employee will receive the scheduled salary and fringe benefits to which he/she is entitled as an employee of that organization.
- Liability insurance agreements between the exchanging organizations will be established before any exchange.
- The calendar of the receiving organization will be totally followed by the exchange employee. The effective date of assignments will be determined by each organization's calendar.
- The effective date of administrative exchanges will be agreed upon by the participating organizations.
- The exchange employee will be expected to serve the full term of exchange agreement.
- The employee exchange will be limited to permanent employees.
- The exchange employee will be expected to return to the sending organizations at the end of the exchange assignment.

C.17 Staff Development - International Experiences, As Well As Alaska and Hawaii (R 3/06)

The administration recognizes that international experiences in staff development will be funded as other travel for staff development. The following are guidelines and criteria for the use of staff development funds for international experiences and travel to Alaska and Hawaii.

- The request will be formalized with a proposal, including the purpose and value of the international experience. (Generally, a travel request form or basic Article XXXII plan will not be sufficient.)
- The proposal will show clear links to the individual’s job responsibilities.
- The proposal will include a plan indicating how the applicant will apply the experience in his/her position with the College.
- A report will document the experience and its contribution to the College. A suggested format for the report and instructions on the required documentation of expenses are available from the International Education office.
Funds allocated under Article XXXII of the faculty Joint Resolution are subject to this same process.

All travel requests outside the 48 contiguous United States must be approved by a College officer and the chancellor and sent to the International Education office for appropriate reporting.

International Education programs of the College are subject to the guidelines and operation of the particular program, and they are not based on staff development funding. As such, the above criteria do not apply.

C.18 **Employee Evaluation** (R 3/98)

C.18.1 **Faculty and Administrative/Professional Employees** (R 3/98)

Evaluation of faculty and administrative/professional employees will be administered in accordance with published guidelines and procedures.

C.18.2 **Classified Employees** (R 3/98)

Each classified employee's progress will be reviewed upon the completion of the first three months after the Board-approved effective date of employment and thereafter between May 1 and June 15 of each year. The appropriate form will be prepared by the supervisor and reviewed with the employee.

C.18.3 **Probationary Period** (R 3/98)

The probationary or working test period will be regarded as an integral part of the evaluation process and will be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for dismissing any employee whose performance does not meet the required work standards. During the probationary period, an employee does not have the right to appeal dismissal or other disciplinary action.

C.18.4 **Department Chairs** (06/16)

Evaluation of department chairs will occur at a minimum of every three years. The campus chief academic officer at Florissant Valley, Forest Park, Meramec and Wildwood will make recommendations to the vice chancellor for academic affairs. Faculty will be included according to published guidelines. Faculty members may request that the dean institute the process if they present a need to do so.
C.19 Complaints from Students Concerning Employees (R 3/98)
The College believes it important that student complaints about any employee made to a supervisor be promptly communicated to the accused employee. In order that student concerns may be appropriately addressed and in order that employees may be aware of perceptions about their performance, the following steps should be followed:

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<tr>
<th>RESPONSIBLE PERSON</th>
<th>ACTION</th>
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| College employee hearing complaint     | 1. Advise student to make concerns known to the accused employee or to the accused employee’s supervisor.  
                                           | 2. Provide the student with the information and the appropriate procedures necessary to go forward with the complaint:  
                                           |     Names  
                                           |     Phone Numbers  
                                           |     Room Numbers  
                                           | 3. Advise student to prepare written complaint should he/she wish to go to the supervisor. |
| Supervisor                             | 1. Review the written complaint (or verbal if written is not presented) with the student, assuring him/her that the issue will be discussed with the accused employee.  
                                           | 2. Discuss complaint with the accused employee. |

C.20 Confidentiality of Personnel Files (R 3/06)

One official master personnel file on each active employee will be maintained at the Corporate College by the Human Resources department. Employees will have the right to inspect their file and to obtain a copy of the contents with the exception of placement records. The file review will be conducted in the presence of administrators, or their designees, responsible for the maintenance of the personnel file.

The official personnel file will contain applications for employment and records relative to compensation, payroll deductions, evaluations and other such documentation as may be considered pertinent for responding to inquiries from the Board of Trustees and from state and federal authorities. Records and documents maintained in employees' personnel files should be signed and dated by the originator of the record or document.

Employees may place materials which are relevant to their employment in their personnel file. However, voluminous materials may not be placed in the personnel file. A summary sheet referencing such material may be placed in the file.
Supervisors and administrators, or their designees, having direct responsibility for an employee's performance are entitled to inspect the employee's personnel file. No other persons or agencies may have access to information in the personnel file unless authorized by the employee, state or federal mandates or if subpoenaed or ordered for release by a court of law.

Personnel files for inactive employees will be maintained by the Human Resources department and will be kept at the Corporate College. The personnel files of inactive employees will, at a minimum, contain the documents specified for retention under the state's record retention guidelines.

**C.21 Paid Leave** *(R 3/98)*

In order to receive compensation while absent for purposes authorized without salary deductions, the employee must notify his/her immediate superior of his/her absence within the first two working hours, if possible.

Compensation herein provided to be paid during absence will be paid only when the administrative head of the department certifies on the time report that such absence was due to illness, injury, acute bereavement, quarantine or other purpose specifically authorized. Deductions will be made for all time absent from work unless such absence without loss of salary is specifically provided for in the personnel regulations covering absence from duty.

**C.21.1 Full-time 12-Month Administrative / Professional Employee Vacation** *(R 3/06)*

Vacation must be taken within the context of the needs of the College and will be scheduled in advance for times approved by the appropriate College officer, or his/her designee. Requests for more than a normal year's vacation accrual to be taken consecutively must be approved by the appropriate College officer. Vacation may be taken in increments of no less than two hours. Employees who are employed as part of a restricted grant or project must utilize all accrued vacation earned during the grant or project period unless the costs of vacation are included in the funding of the grant or project.

**C.21.2 Classified Employees Vacation** *(R 5/98)*

Vacation must be taken within the context of the needs of the institution and will
normally be scheduled in advance at times approved by the appropriate College officer. Vacation should be taken each year except in extenuating circumstances.

In case of severance, accrued vacation pay will be included in the last check and will be limited to not more than the aforementioned maximum vacation accrual.

Additional vacation time may be accrued for 36-week employees who work additional time according to their appropriate rate. Thirty-six week employees may use accrued vacation during the break between the fall and spring semesters and during spring break. Upon completion of the 36-week period, an employee may request payment for any remaining vacation accrued.

C.21.3 Medical Leave (R 06/16)

Supervisors will report any medical absence exceeding 3 consecutive days to human resources.

Medical Certificate
A medical certificate may be required by the employee’s immediate supervisor or College officer to validate a person's absences charged to medical leave. A medical certificate may be required to assure the College that an employee is able to perform his/her duties after a paid or unpaid medical leave.

Medical Leave Accrual
Full-time faculty and administrative/professional employees will accrue medical leave at the rate of 1.2 days or 9.6 hours per pay period worked. For new employees or part-time employees commencing full-time service, employment on/or before the 15th of the month is required for accrual to begin.

Full-time classified employees will accrue medical leave at the rate of 4.44 hours per bi-weekly pay period worked. For new employees or part-time employees commencing full-time service, employment on or before the first Friday of the bi-weekly pay period is required for accrual to begin.

Thirty-six-week Classified Employees Medical Leave
Medical leave will accrue at the rate of 1.2 days or 9.6 hours for each month of employment. Additional medical leave may be accrued for 36-week employees who work additional time. Medical leave may be accumulated to no more than 100 days or 800 hours for 36-week employees.
Faculty Medical Leave

- The day will be divided into three blocks of time -- morning, afternoon, evening.
- If a full-time faculty member has a responsibility only in one block and is absent for that block -- one day of medical/personal leave will be charged (8 hours).
- If a full-time faculty member has responsibilities during two of the three daily blocks and misses one of the two -- one-half day of medical/personal leave will be charged (4 hours).
- If a full-time faculty member has responsibilities during two of the three daily blocks and misses both of the blocks -- one day of medical/personal leave will be charged (8 hours).
- If a full-time faculty member has responsibilities during all three blocks -- medical/personal leave will be charged for 1/3, 2/3 or 3/3 day, depending on block(s) missed (2.6 hours, 5.3 hours, 8 hours).
- For medical leave reporting purposes, the College recognizes that full-time faculty members have a normal workweek of a minimum of 35 hours and that a significant part of the full-time faculty member's responsibilities to the College may occur off campus and, as a result, outside of the "blocks of time" indicated above. Therefore, whenever a medical/personal leave is reported for a full-time faculty member, eight hours will be charged for each full day of absence and a prorated amount for each partial day. If a full-time faculty member, for example, is absent for an entire five-day workweek, the faculty member will be charged five full days of leave.

C.21.4 Personal Leave (R 3/98)

A written request for personal leave must be submitted and approved by the requesting employee’s immediate supervisor at least 24 hours in advance of taking the leave. Such days will be deducted from the employee’s accumulated medical leave.

Thirty-six-week Classified Employees Personal Leave

Three days or 24 hours per year for 36-week employees may be used as personal leave, charged against medical leave accumulation. An employee who has completed at least 10 full consecutive years of service may use one additional day per fiscal year for personal reasons; such day will be deducted from accrued medical leave.

C.21.5 Professional Development Leaves – Administrative / Professional Employees (R 3/98)

a. Short-term Leaves
Short-term leaves may be granted for professional growth and development activities such as professional conferences, institutes, workshops, short courses, training programs, institutional studies/investigations, external work exchanges and seminars which extend longer than one week but not more than six weeks.

Leaves will be granted only for an appropriate purpose when the interests of the College will be served and when approved by the chancellor, or his/her designee.

General Procedures for Short-term Leaves
- Short-term leaves at full pay for up to six weeks may be granted to eligible administrative/professional employees who are regular full-time employees of the College and who have completed at least two years of service.
- Eligible applicants will normally submit a separate detailed written proposal for each leave requested, normally at least 45 days in advance (60 days in advance if submittal of registration fees, motel reservations, etc., are required).
- Employees on short-term development leave will be considered the same as employees on regular assignment for purposes of placement on the salary schedule for administrative/professional employees and for accrual and maintenance of eligibility of all applicable conditions of employment and fringe benefits.

Application, Review and Approval of Short-term Leaves
- Each application will completely describe the professional activity, including the following information:
  - Title of project or activity
  - Location
  - Start and end dates
  - Registration fees, and such other costs for which reimbursement is being requested.
- The leave application will describe the expected benefits to the College and to the applicant.
- The application will be submitted to the immediate supervisor, who will forward it through normal management channels to the College officer with recommendations by the intermediate supervisor.
- The appropriate College officer will approve or disapprove the request, in whole or in part, and with such stipulations or modifications as said officer may deem proper, after consultation with the chancellor.
- Approval or disapproval of such leaves is at the complete discretion of the College, and denial of such leaves is not subject to the grievance procedure.
Short-term Leave Report
- A report and an abstract summarizing the results of the professional development activity will be presented to the employee’s immediate supervisor within 30 days after return from the leave.
- The activity report, together with evaluative comments, will be routed through normal management channels to the applicable College officer for review/evaluation and transmittal to the Chancellor's office.
- The chancellor will provide the Board of Trustees with an annual summary report concerning short-term professional development leave results.

b. Long-term Leaves
Long-term leaves may be granted for such professional growth and development activities which extend beyond six weeks duration.

Stipulations
- The eligibility requirement for six years of service is interpreted as contracted service and includes periods of medical leave or personal leave not in excess of three months. It does not include periods between formal termination and re-employment but may include years before a termination and subsequent to a re-employment.

After the first long-term leave, another long-term leave will not be granted until the recipient has completed six additional years of service beyond the fiscal year in which the long-term leave was taken.

- Those employees who have been recipients of short-term leaves are not eligible for any type of leave until at least one year from the date of return from the short-term leave. Administrative/professional employees who have been awarded a long-term leave of any time period normally will not be eligible to apply for a short-term leave until at least one year from the date of return from the long-term leave.

General Procedures for Long-term Leaves
- An invitation to apply will be announced on an annual basis. Institutional priorities may be included with this announcement.
Approved requests from the campuses or Corporate College will be submitted by the vice chancellors to the chancellor for final review and approval on or about December 30th of each year. Normally, recommended leaves will be submitted to the Board of Trustees for consideration and action during its regularly scheduled meeting in February.

Each request will stand on its own merit and the number of leaves for the College will not be allocated on a location basis.

Employees on long-term leave will be allowed to continue their present group insurance coverage when permitted by the insurance carrier, under the same conditions as though they were not on long-term leave.

Medical leave days will accrue under the same conditions as though employees were in residence.

A long-term leave will be considered the same as a regular assignment for placement on the salary schedule.

Normal contributions to the Public School Retirement System (PSRS) will be continued for the employee who is on leave for up to six months at full pay. An employee on long-term leave exceeding six months may elect not to make PSRS of Missouri contributions. Before this election is made, he/she should carefully review his/her personal situation and fully understand any loss of benefits that might occur as a result of this election.

Generally, the state retirement system does not apply during a leave of absence except where compensation is paid during the leave. However, special consideration may be requested from the Public School Retirement System by an employee on an unpaid leave of absence to continue participation in the PSRS with corresponding contributions being made by the College.

**Application, Review and Approval of Long-term Leaves**

- Each application will contain the following information:
  - A complete description of the proposed long-term leave activity, including:
    - Title of project
    - Location
    - Start and end dates
    - Anticipated compensation beyond College contractual obligation.
  - A statement of how the leave will benefit the College and the applicant.
- An application will be submitted to the immediate supervisor who will forward it through normal management channels to the applicable College officer with evaluative comments by supervisors.
- The College officer may recommend to the chancellor approval or disapproval
of the request, in whole or in part and with such modifications as such officer may deem necessary.

- The chancellor may make appropriate recommendations to the Board.
- Approval or disapproval of such leaves is at the complete discretion of the College, and denial of such leaves is not subject to the grievance procedure.
- A calendar to be published annually will include institutional priorities and the deadline dates for submission of applications and the review process. Normally, the chancellor's recommendations will be submitted to the Board of Trustees at the March meeting.

Long-term Leave Report

- A full and complete report of the long-term leave, including an abstract written to the activities and objectives outlined in the application, will be presented to the appropriate College administrator 30 days after return to regular assignment.
- The long-term leave report will be evaluated by the immediate supervisor who will forward it through normal management channels to the applicable College officer with evaluative comments by intermediate supervisors.
- The College officer, after review of the report, abstract, critique and recommendations, will forward one copy of all materials to the chancellor. An abstract of each report will be routed to all administrative/professional employees. A record copy of the complete report will be maintained for review by interested employees.
- The chancellor will provide the Board of Trustees with an annual summary report concerning the results of long-term leave activities.

C.21.11 Parental Leave

St. Louis Community College will provide up to six (6) weeks of paid parental leave to employees following the birth of an employee’s child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with family and medical leave act (FMLA) leave and medical leave, as applicable. This policy will be in effect for births and adoptions.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the college for at least six (6) months.
- Must be a full-time employee.
In addition, employees must meet one of the following criteria:

- Is the legal parent of a newborn child
- Have adopted a child. The adoption of a spouse’s child is excluded.

**Amount, Time Frame and Duration of Paid Parental Leave**

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave.
- In no case will an employee receive more than six (6) weeks of paid parental leave in a rolling 12-month period.
- Multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the six (6) week total amount of paid parental leave granted for that event.
- Each week of paid parental leave is compensated at 100 percent of the employee’s regular, straight-time weekly pay.
- Approved paid parental leave may be taken at any time during the six (6) month period immediately following the birth or adoption of a child.
- Employees must take paid parental leave in one continuous period of leave.
- Any unused paid parental leave will be forfeited at the end of the six (6) month time frame.
- Upon termination of the individual’s employment at the college, the employee will not be paid for any unused paid parental leave for which he or she was eligible.

**Coordination with Other Policies**

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption of a child, will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.

- After the paid parental leave is exhausted, the balance of FMLA or medical leave will be compensated through employees’ accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the family and medical leave policy for further guidance on the FMLA.

- The college will continue to provide the college portion of benefits for
employees during the paid parental leave period just as if they were taking any other approved college paid leave.

- Employees will continue to contribute toward their own insurance premiums.

- If a college holiday occurs while the employee is on paid parental leave, such day will be recorded as a holiday or in accordance with the applicable joint resolution.

- If the employee is on paid parental leave when the college offers administrative leave, that time will be recorded as paid parental leave.

- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

C.22 Unpaid Leaves (R 3/98)

[BP C 22.1 - C 22.3]
Short-term unpaid leaves are leaves of absence for periods of less than two consecutive weeks. They can be recommended by an appropriate administrator and granted by an officer of the College.

C.22.1 Unpaid Leaves of Absence - Certificated Employees (R 3/98)

[BP C 22.1 - C 22.3]
At the beginning of each academic year, a determination will be made as to the
number of weeks certificated employees are expected to be on duty. When a
certificated employee goes on an unpaid leave of absence, the number of weeks in the
leave will be determined and will be subtracted from the total of such weeks to
determine the fractional part of the annual salary due the certificated employee.
A full-time employee on an unpaid leave, whether partial or full leave, may continue
to carry group insurance coverage by paying the full premium for the period of the
leave.

C.22.2 Unpaid Leaves of Absence - Classified Employees (R 06/16)
[BP C 22.1 - C 22.3]

a. Notification of Leave
Supervisors will report any medical absence exceeding 3 consecutive days to
human resources via a leave of absence notice, indicating the last day worked and
the period of time during which the employee is requesting a leave of absence
without pay.

b. Employee Benefits During Unpaid Leaves of Absence
An employee may continue group insurance plans for which eligible for a period
up to one year by paying the full cost subject to the provisions of the plan. The
employee must make arrangements with the College’s Insurance office for making
such payments in advance of the date premiums are due. All other employee
benefits, such as medical leave, vacation leave, maintenance fee waiver and
holidays, will not accrue to the employee during a leave of absence without pay.

A full-time employee on unpaid leave, whether partial or full leave, may continue
to carry group insurance coverage by paying the full premium for the period of the
leave. Only full-time employees are covered under the Non-certificated
Employees Retirement Plan.

c. Reinstatement on Termination of Leave
At the termination of a leave, the employee immediately will be offered a position
of status equal to the one held at the commencement of the leave. The
responsibility of offering such a position will be that of the Corporate College or
the campus where the person was employed before the leave. Each campus and the
Corporate College will establish its own procedures for such reemployment.

d. Salary on Returning from Leave
Classified personnel who return from an approved leave of absence will return to
the College at the same classified range and step, rather than at the same dollar
amount that they were receiving when they went on leave of absence.
C.23 **Lump-sum Payment of Vacation Upon Termination of Employment** *(R 3/98)*

a. **Full-time Probationary and Non-probationary Employees (Excluding 36-Week Administrative/Professional Employees and Probationary Office and Technical and Physical Plant Employees)**

When an employee leaves the College's employment, his/her annually allocated personal leave and/or accrued vacation days may **not** be used to extend his/her termination date. Except under extenuating circumstances, the last day worked is the date of termination, and the dollar value of any unused vacation due, in accordance with applicable Board policies/administrative procedures and/or bargaining agreement provisions, will be paid the employee in a lump-sum payment in his/her final paycheck.

b. **Full-time Temporary Externally-funded Employees**

Externally-funded employees, upon termination of employment with the College, will not be eligible to receive a lump-sum payment for any unused accumulated vacation unless vacation costs are included in the project grant. Accumulated vacation days must be used before the date of separation.

C.24 **Termination of Benefit Contribution** *(3/98)*

Upon separation from employment with the College, the College will cease to make contributions on behalf of the employee for all benefits, including insurance coverage, i.e., medical, dental, life, etc., unless otherwise authorized under provisions of Board policies/administrative procedures or state and federal laws.

C.25 **Educational Benefits for Employees and Employees’ Families** *(R 06/16)*

Educational benefits are limited to maintenance fees. All other educational costs are the responsibility of the enrollee.

**Current Benefit-Eligible Full-Time Employees and Retired Full-Time Employees With 10 or More Years of Service:** All current and retired full-time employees of the College and certain immediate family members may attend credit and non-credit courses offered by the College without payment of maintenance fees. This benefit is also available to the surviving spouse of a deceased full-time employee.

**Part-Time Continuing Employees and Adjunct Credit Faculty:** All part-time
employees of the College (except short-term substitutes, continuing education teachers of non-credit courses, student employees and College work study employees) who have an active work assignment in Banner for a spring, summer or fall term will be entitled to participate in the maintenance fee waiver program for that term. The maintenance fee waivers may be used by any combination of oneself, one’s spouse or one’s dependent children.

**Family Members Defined:** Immediate family members will include the spouse and any dependent children. For purposes of a dependent child, the current Internal Revenue Code tests for dependency apply and must be met. For purposes of a retired employee and a deceased full-time employee’s surviving spouse, such employee must have served with the College for at least 10 years. For eligible employees/dependents who are receiving scholarship funds, grant or veterans’ educational benefits, the College waiver would be applied only to the unpaid balance not covered by these sources.

**Continuing Education Faculty:** Continuing education teachers of non-credit courses who are employed during a semester or summer session may enroll in that session for up to four credit hours, with a waiver of maintenance fees.

**Temporary Employees:** Part-time temporary employees who work more than 60 hours in a semester may enroll in that session for up to four credit hours with a waiver of maintenance fees. The waiver cannot be applied until 60 hours have been worked.

**Benefit Administration:** The College will administer the maintenance fee waiver form as a controlled numbered document available only from the Human Resources department and the campus Business offices. Employees will certify on the maintenance fee waiver forms: (a) that dependent(s) using the waiver will be claimed as dependent(s) for federal income tax purposes and (b) if it is later determined that is not the case, the employee will agree to reimburse the College and be subject to disciplinary action.

The Business office and the Human Resources department are responsible for certifying on the maintenance fee waiver form whether the employee is full-time, part-time or temporary. The Human Resources department is responsible for monitoring any abuses in the maintenance fee waiver program.

All individuals applying for waiver of fees will be subject to the same rules, regulations and entrance requirements governing regular students admitted to the College.

**C.26 Retirement System** *(R 4/03)*

[BP C 24.1 - C 24.3]
Full-time Certificated Employees
Full-time certificated employees are required to participate in the Public School Retirement System (PSRS) of Missouri during the regular contractual year. They are also required to participate in PSRS for summer sessions, intersession, overload and extended time. Non-certificated classified employees who become certificated or move to a certificated position may elect to either remain in the Non-certificated Employee Retirement Plan (NCERP) or to participate in the Public School Retirement System of Missouri (PSRS).

Full-time Non-certificated Classified Employees
All full-time non-certificated classified employees of the College will participate in the Non-certificated Employee Retirement Plan following the completion of 13 full bi-weekly payroll periods of employment.

Thirty-six-week Non-certificated Classified Employees
Thirty-six-week non-certificated classified employees will become members of the Non-certificated Employee Retirement Plan; however, those 36-week classified employees who already have membership in the Public School Retirement System of Missouri will continue in that plan.

C.27 Group Insurance (R 3/98)

C.27.1 Active Employees (R 4/03)

Enrollment - Full-time employees are eligible to enroll in any of the College’s group insurance plans within the first 31 calendar days following the initial date of Board-approved full-time employment or during annual election periods. The employee’s effective date of coverage will be governed by the terms of each insurance plan in which the employee enrolls. New employees will be provided with applications and plan descriptions on the first day of work. Completed enrollment applications must be submitted directly to the Human Resources department by the employee within the required application time period.

An employee’s premium payments will be made through payroll deduction and in accordance with the College’s Internal Revenue Code, section 125, Salary Reduction Program. Salaried employee deductions will be made on a monthly basis; hourly employee deductions will be made twice each month with one-half of the monthly premium deducted each time.
C.27.2 Employees on Leave of Absence (R 4/03)

During any period of a paid leave of absence, including sabbaticals, an employee’s insurance coverage will automatically continue in effect, and premium payments due for such coverages will be collected through payroll deductions.

Employees on an approved unpaid leave of absence may elect continuation in any insurance plan in which the employee is enrolled; however, continued coverage in the long-term disability plan is limited to three months. An employee must pay the full monthly premium costs, including that portion of the premium normally paid by the College for any plan(s) elected for continuation. Employees should elect continued coverage before the beginning of the unpaid leave of absence when possible. In any case continued coverage must be elected no later than 10 calendar days after the unpaid leave of absence period begins. If a timely continuation election is not made, plan coverage(s) will terminate at the end of the month in which the unpaid leave of absence begins.

If an employee does not elect continued coverage in a plan(s) during an unpaid leave of absence, the employee must request reinstatement of coverage for such plan(s) within 31 days following return to work from the leave of absence. Upon return to work and a request for reinstatement, evidence of insurability from the employee may be required for certain plans depending upon the duration of the unpaid leave of absence.

The College will resume cost-sharing of insurance premiums at the point when the reason for an employee’s unpaid leave of absence no longer exists. In the case of a leave of absence due to an on-the-job injury or work-related illness covered by Workers’ Compensation, the College will continue to cost-share insurance premiums with the employee.
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C.27.3 Terminated Employees (R 3/98)
[BP C 27]

Effective Dates - All insurance coverages automatically terminate on the last day of
the month in which an employee’s full-time employment terminates.

Continuation Privileges - Health insurance coverage which includes medical, dental
and vision coverages may be continued in accordance with various federal and state
statutes, Public School Retirement System of Missouri regulations and College
policies.

A full-time employee whose employment terminates due to disability, following at
least 10 years of full-time employment, and at the time of termination is receiving
long-term disability benefits may continue to participate in the College’s medical plan
only until the earlier of (1) attainment of age 70 or (2) long term disability benefits
cease.

Premium Payments - The former employee must pay the full premium costs, including
any applicable administrative costs, for continued medical coverage in accordance
with any applicable statutory or regulatory requirements or College policy or
procedure.

Insurance contracts will at all times govern with regard to insurance benefits.

C.28 Workers’ Compensation (R 06/16)
[BP C 27]

An employee drawing Workers’ Compensation income benefits may exercise either of
the following options:

- The employee's normal College payroll check may be adjusted so that the total of the
  Workers’ Compensation benefits and the payroll check will be equal to the employee's
  normal pay. This will continue until all medical leave and vacation days accrued to the
  employee have been used.
- The employee may take an unpaid leave of absence and not use accrued medical leave
  or vacation days.

Workers’ Compensation income checks are prepared by the College’s third party
administrator and mailed to the Human Resources department for the signature of the
associate vice chancellor of human resources or the controller. The checks are then
mailed to the employee by the Human Resources department. The employee’s
supplemental vacation or medical leave checks (if applicable) are processed by the
College Payroll department.
C.28.1 Transitional Work Program (6/03)

[BP C 27.1]
When an employee’s work-related injury also meets the criteria for a “serious health condition” under the Family and Medical Leave Act (FMLA), the employee may be placed on FMLA leave under Board Policy C.21.6, to run concurrently with a worker’s compensation absence. In appropriate circumstances, an employee may be able to return to work in his/her regular position or an equivalent position, using available FMLA leave on a reduced leave schedule or an intermittent leave basis.

When an employee with a worker’s compensation injury is unable to return to his/her usual position but has been certified by an authorized medical provider as capable of returning to a transitional duty assignment, but declines such an assignment when it is offered, the employee may remain on FMLA leave, but may lose worker’s compensation payments. In addition, an employee not on FMLA leave who has been certified by an authorized medical provider as capable of performing an available transitional duty assignment but elects not to participate may be subject to disciplinary action, up to and including termination of employment.

In accordance with Board Policy 27.1, for a work-related injury, the employee’s supervisor or other appropriate department representative, in conjunction with the Human Resources department, shall consider and attempt to provide a transitional duty assignment for an injured employee whenever practicable. An effort will be made to retain as many of the normal functions of the position to which the employee is assigned as possible, while allowing the employee to work within the restrictions identified by the authorized medical provider.

Determinations as to whether it is appropriate and practicable to offer a transitional duty assignment must be addressed on a case-by-case basis. Such factors as the employee’s physical restrictions and limitations, work availability and demands, flexibility in scheduling and other interests of the College will be considered when reviewing the possibility of a temporary transitional duty assignment.

C.29 Moving Expenses (R 1/01)

[BP C 30]
Payment for moving expenses will not be an entitlement; in all cases, it will be an option to be agreed upon between the Board of Trustees and the new employee.

- The Human Resources department should provide the new employee with a copy of the agreement which specifies the terms of the approved moving expenses.
- Included in the terms of the agreement should be the following:
  - the dollar limit of the approved moving expenses,
- the types of approved expenses,
- whether expenses of family members are covered, and
- clarification of any special conditions or limitations.

- The Human Resources department should also provide the new employee with a copy of the IRS publication regarding moving expenses so that the new employee understands that the payments may be considered taxable income and subject to payroll withholdings.
- The Human Resources department will send a copy of the agreement to the payroll supervisor so that the Payroll department is made aware of potential payroll transactions.
- The Human Resources department will ask the General Accounting department to prepare a requisition for the moving of household goods. The requisition will be charged to the new employee's organization code and account code 6225.
- The Human Resources department will ensure that arrangements for moving of household goods will be coordinated through the College's Purchasing department in compliance with applicable Board policies/administrative procedures.
- The new employee will prepare a Non-local Expense Report for the reimbursement of any other moving expenses. The employee will send the completed Non-Local Expense Report to the Associate Vice Chancellor, Human Resources for approval.
- The Human Resources department forwards the Non-local Expense Report to the Payroll department for processing. The Payroll department will withhold, if necessary, payroll-related taxes per the current IRS regulations.
- The Payroll department will follow the current IRS regulations to report moving expenses after the end of the calendar year as a part of the W-2 process.

C.30 Reporting Fraud, Abuse or Misuse of the College’s Resources or Assets (N 3/11)

The college provides channels through which concerns regarding fraud, abuse or misuse of the college’s resources or assets can be voiced. It is important to address concerns at the lowest possible level. Employees are encouraged to report concerns to their immediate supervisor. If the employee feels it is inappropriate or they are uncomfortable with reporting their concerns to their immediate supervisor, the employee should raise the issue with their manager, department chair, dean, or director. An employee who is unsure to whom they should voice their concern should contact the director of the human resources department.

When you contact any one of the above, you can expect that:

- you will be treated with dignity and respect
- your communication will be protected to the greatest extent possible
• your concerns will be seriously addressed

All reports involving a violation are treated seriously and will be fully investigated to determine the facts and resolution appropriate under the circumstances.

Examples of fraud, abuse or misuse of assets include, but are not limited to:

1. Forgery or unauthorized alteration of documents or computer records;
2. Falsification or misrepresentation of reports internally to management or externally to regulatory agencies;
3. Falsification or misrepresentation of time sheets, travel claims for reimbursement or other expense reimbursement claims;
4. Authorizing or receiving compensation for time not worked;
5. Misappropriation of funds, supplies or other assets;
6. Engaging in unauthorized activity that results in a real or apparent conflict of interest;
7. Unauthorized use or disclosure of confidential, proprietary, or protected information to unauthorized individuals;
8. Removal of St. Louis Community College property, records or other assets from the premises without supervisory approval;
9. Unauthorized use or destruction of college property, records or college assets, and
10. Taking information and using it or providing information to others that would lead to identity theft.
D FACULTY

D.1 Initial Salary Placement for Full-time Faculty

In an effort to maximize internal equity and ensure salary rates which are fair and competitive, the initial salary step placement recommendation for full-time faculty will be based on rank assignment and years of related work experience.

A 1.5 percent salary increase above the minimum salary for the rank will be recommended for each year of related experience which exceeds the minimum required for the rank up to a maximum of 10 percent. In all cases, salary placement will be on a step in the appropriate rank which is closest to, but does not exceed, the percentage credit given for work experience above the minimum required.

This procedure will be followed in all cases except in instances where prevailing market conditions clearly indicate an undersupply of qualified human resources in the relevant field.

D.2 Faculty Promotion in Academic Rank

a. Certification of Eligibility for Consideration for Promotion in Academic Rank

Joint Resolution, Article XX, states that a full-time faculty member may be considered for promotion if he/she meets the minimum qualifications for the next higher academic rank and if he/she has served or will have served at least three years in his/her current academic rank. These minimum academic and/or experiential qualifications are listed for each academic rank in three categories in the Joint Resolution, Article XIII. Minimum academic and/or experiential qualifications for Specialized Career Fields may be used only where faculty responsibilities are in clearly recognized programs aimed at immediate job entry at the technical or paraprofessional level.

Faculty Application

All full-time faculty who intend to apply for promotion in rank must submit by October 1 a statement indicating their eligibility for consideration for promotion, based upon the specific categories of minimum qualifications for the next higher academic rank. If an individual faculty member does not meet a specific minimum requirement, but plans to seek a waiver (as is provided for in the Joint Resolution, the reasons for request of a waiver should be included).
The statements submitted by faculty members will be reviewed and transmitted by the department chair (where applicable) and verified by the appropriate dean or director before transmittal to the campus chief academic officer.

**Campus Chief Academic Officer Certification**

Certification of eligibility or approval of waiver will be made by each campus chief academic officer by November 1 and is required before a faculty member may submit an application for promotion to the Division Promotion Committee.

**Waiver Requests**

These definitions and guidelines will be used in consideration of waiver requests:

- **Years in Rank**
  
  Years in rank will be interpreted to mean the years of full-time experience in a particular rank in the College, including the current year.

- **Years of Experience**
  
  1. College teaching experience includes experience from St. Louis Community College and other colleges on a one-for-one basis; other teaching experience on a one-for-three basis except for initial placement of teacher education faculty for which other teaching experience will be counted on a one-for-two basis;* part-time teaching equivalency on a one-for-thirty credit hour basis.
  
     Not more than one year of college teaching experience may be credited for any 12-month period. Up to one-half of the teaching experience requirement may be fulfilled by related experience on a one-for-three basis.

     * Full-time high school teaching before employment by the College will be converted on a one-for-two basis for faculty members who were employed on a full-time basis before April 13, 1976.

  2. Related experience (business, industry, etc.): Up to one-half of this requirement may be fulfilled by college teaching experience on a one-for-one basis. All related experience must be earned before May 15 of the year in which the faculty member applies for promotion.

  3. Graduate Hours/Degrees: Substitutions are not permitted beyond the in-service provisions allowed in the *Joint Resolution*.

b. **Criteria for Promotion (Explanation)**

The following criteria will be used by the various committees in evaluating the relative merit of faculty who are certified as eligible applicants for promotion in academic rank:
1. Teaching, Instructional Resources, and/or Counseling Effectiveness
   This item is the most central and important of the five criteria. Two components
   will be used to evaluate teaching, instructional resources and/or counseling
effectiveness:
   a. Actual classroom, instructional resources, and/or counseling performance will
      be considered the primary indicator of this criterion.
   b. Other indicators include:
      - course/curriculum/instructional material development and/or services;
      - development and/or improvement of instructional resources and student
        services programs and materials;
      - professional assistance to students and employees beyond normal
        performance of duties;
      - positive and constructive working relationships with others;
      - attendance, punctuality, and reliability.

2. Professional Growth and Development
   Each faculty member should show reasonable success in keeping up with new
   developments in the field. Indicators of professional growth and development
   might include enrollment in professional course work; participation in and
   contributions to seminars, workshops, and conferences related to the subject area;
   independent readings in books and journals; publication of critiques, reviews,
   articles, or books; active participation in professional organizations; and
   consultation.

3. Contributions to Department and Division Activities
   Contributing to the department or division includes more than just membership. It
   involves constructive participation in all aspects of department/division activity.
   While the list below is not all inclusive, it does illustrate the kind of indicators in
   assessing contributions to the department or division:
   - working on departmental or division committees;
   - developing programs and activities which benefit the department or division;
   - accepting teaching schedules that adequately cover departmental or divisional
     needs;
   - responding to departmental or divisional inquiries and requests fully and
     promptly;
   - attending to administrative, record-keeping, and reporting responsibilities;
   - advising other faculty members on work-related problems.
4. Contributions to Campus and Collegewide Activities
Contributing to campus/collegewide activities also includes more than mere membership. It involves active participation and involvement in various campus/collegewide operations. Indicators of campus/collegewide contributions include but are not limited to:
- support and sponsorship of the operation of a student club or activity;
- participation in regional and national professional organizations and conferences as a representative of the campus/College;
- participation on campus/collegewide councils and committees;

5. Contributions to the Community
An important criterion in the promotion process is the contributions a faculty member makes to the community. The primary indicator is participation and leadership in community activities.

Criterion Weighting
For purposes of evaluation, the five criteria will be weighted as follows:

- Teaching, Instructional Resources and/or Counseling Effectiveness* 60%
- Professional Growth and Development 15%
- Contributions to Dept/Div Activities* 10%
- Contributions to Campuses/Collegewide Activities 10%
- Contributions to Community 5%

TOTAL 100%

*Department Chairpersons or Equivalents - Performance of duties and responsibilities as department chairpersons should not be included as part of the faculty promotion process. Evidence in support of criterion (1) should apply only to that proportion of duties associated with teaching instructional resources or counseling activities. Evidence in support of criterion (3) should include contributions to the department/division other than those normally associated with department chairperson responsibility. Recognition of administrative performance will be included in the promotional evaluations and recommendations of the deans or appropriate administrator.

c. Promotion Committees
Two kinds of promotion committees will be established for the purpose of considering the relative merit of the certified applicants for promotion to the rank of associate professor and professor. Applicants for promotion to assistant professor will be considered through normal administrative channels only. Applicants for promotion to associate professor and professor will be reviewed by the appropriate divisional committee and by appropriate administrative staff. In addition, applicants for promotion to professor will be reviewed by the Campus Promotion Committee.

- Division Promotion Committee
  Each Division Promotion Committee will consist of not fewer than three nor more
than five full-time elected faculty members on continuing status to be elected by the full-time divisional faculty for one-year terms. The appropriate dean or director will convene the first meeting of the committee at which time a chairperson will be selected from the committee.

To the extent possible, the committee should be representative of the various disciplines, and every reasonable effort should be made to ensure diverse representation. If necessary, each campus chief academic officer may add one or two members to any division committee in order to accomplish this purpose. These committees will be constituted by the end of the fourth week of classes each fall semester.

Function of Division Committees
The charge to each of the Division Promotion Committees is to review the applications to the rank of associate professor and professor.

After whatever study, review and discussion the committee deems necessary and appropriate, each member of the committee is to complete a confidential evaluation for each applicant. The committee will then develop a composite evaluation summary for each applicant based upon these confidential forms, including a list of the applicant's most significant strengths and weaknesses. Upon the completion of this task, the applications, the confidential evaluation forms, the composite evaluation summaries, and the strengths and weaknesses will be forwarded to the appropriate dean or director. Copies of the strengths and weaknesses of applicants for rank of professor will also be forwarded to the Campus Promotion Committee.

Campus Promotion Committee
The Campus Promotion Committee for Florissant Valley, Forest Park and Meramec will consist of the campus chief academic officer, who will serve as non-voting chairperson; two other administrators appointed by the campus chief academic officer; one full-time faculty member on continuing status to be elected by the full-time faculty of each division, and one NEA representative. The Campus Promotion Committee for Wildwood will consist of the campus chief academic officer, who will serve as non-voting chairperson, three full-time continuing professors, and one NEA representative. If there are not three professors available, one may be chosen from another campus. The term of office of the committee members will be one year.

Every reasonable effort should be made to ensure diverse representation. If necessary, the campus chief academic officer may add one or two members to the
committee in order to accomplish this purpose.

The Campus Promotion Committee will be constituted prior to the end of November of each academic year.

Function of Campus Committee
The charge to the Campus Promotion Committee is to review the applications for promotion and the listing of strengths and weaknesses of candidates for the rank of professor. After whatever study, review and discussion the committee deems necessary and appropriate, each member is to evaluate each applicant on the five criteria.

The campus committee will prepare an evaluation of each applicant for promotion to the rank of professor. The evaluation summaries for professors will be arranged in order of total promotion points with strengths and weaknesses attached and forwarded to the respective deans or administrator.

d. Application by Faculty Member
Each faculty member who is eligible for consideration for promotion must submit an application for promotion to the appropriate dean or director. This application must include a narrative limited to eight single-spaced, typewritten pages which should identify prominent examples and illustrations of the individual's accomplishments in the five criterion areas for the years in current rank.

Faculty members will be responsible for ensuring that the application for promotion includes, as attachments, all evaluation forms, including self-evaluations, student evaluation summaries, peer evaluations, and supervisory/administrative evaluations. Faculty members may also attach such other documents that may have a bearing on the consideration of their promotion.

Applicants for promotion may not add or delete information or exhibits in the application for promotion after the application deadline.

Each campus will retain the packet of information listed below as part of each faculty personnel file:
1. certification of eligibility forms, including effective date in current rank,
2. all administrative letters of recommendation (all ranks) (department chair and appropriate administrator required),
3. division committee evaluation summary signed by the chair (associate professor),
4. campus or College committee evaluation summary signed by the chair (professor), and
5. faculty narrative (associate and professor).

This packet is required for chancellor review and recommendation. Items 1-4 are retained in the faculty personnel file in Human Resources.

All other application materials will be returned to the faculty members by September 1 of the subsequent academic year.
e. **Administrative Review**

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department chair</td>
<td>Prepare letter of recommendation.</td>
</tr>
</tbody>
</table>
| Dean/Campus Chief Student Affairs Officer | 1. Furnish each applicant with division or appointed committee composite evaluation summary.  
2. Forward applications for promotion to rank of professor to the campus committee unless applicant elects to withdraw it within five days. |
| Dean/Campus Chief Student Affairs Officer | 1. Review the committees’ evaluations and prepare recommendations for each applicant with strengths and weaknesses.  
2. Compile packet of certificate eligibility forms, letters from department chairs, evaluation summaries from division and campus committees.  
3. Write recommendation with strengths and weaknesses.  
4. Forward packet to campus chief academic officer. |
| Campus Chief Academic Officer | 1. Review applicant submissions, reports of the division and campus committees and the recommendations of the deans.  
2. Submit a letter for each candidate with the packet (d pages D6-D7) to the chancellor with a cover memorandum containing the campus chief academic officer’s recommendation for the campus, including a summary of recommendations for promotion rank, the name, current rank, effective date and department. |
| Chancellor | 1. Review packet for each applicant.  
2. Consult with the campus chief academic officer.  
3. Submit final recommendations to the Board of Trustees before the regular monthly meeting in May.  
4. Forward to each applicant the composite evaluation summary of the campus committee and the administrative recommendations. |
| Board of Trustees | Consider applicants recommended by the chancellor and make decision with respect to promotion in academic rank. |
### Promotion Time Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week in October</td>
<td>Eligibility applications are due.</td>
</tr>
<tr>
<td>1st week in November</td>
<td>Campus chief academic officer will complete certification of eligibility.</td>
</tr>
<tr>
<td>2nd week in January</td>
<td>All applications for promotion must be submitted to the appropriate dean/campus chief academic officer.</td>
</tr>
<tr>
<td>3rd week in January</td>
<td>Division Promotion Committee begins evaluations.</td>
</tr>
<tr>
<td>1st week in February</td>
<td>Division Promotion Committee completes evaluations.</td>
</tr>
<tr>
<td>2nd week in February</td>
<td>Applicants are furnished with Division Promotion Committee evaluation summary.</td>
</tr>
<tr>
<td>3rd week in February</td>
<td>Last date for applicants to voluntarily withdraw from the promotion process. Campus committee begins evaluations of candidates for promotion to rank of full professor.</td>
</tr>
<tr>
<td>3rd week in March</td>
<td>Campus committee completes evaluations.</td>
</tr>
<tr>
<td>2nd week in April</td>
<td>Dean/campus chief academic officer completes evaluations.</td>
</tr>
<tr>
<td>3rd week in April</td>
<td>Campus chief academic officers make recommendations to chancellor.</td>
</tr>
<tr>
<td>1st week in May</td>
<td>Applicants and Promotion Committee chairpersons are notified of recommendations to be forwarded to the Board of Trustees and are furnished with campus committee evaluation summary.</td>
</tr>
<tr>
<td>May Board Meeting</td>
<td>Decision by Board of Trustees.</td>
</tr>
</tbody>
</table>

#### D.3 Salary and Negotiated Fee Payments for Continuing Education Instructors (R 3/98)

All persons employed to teach non-credit Continuing Education courses will be paid according to the non-credit salary schedule for Continuing Education. Those part-time instructors who teach credit courses will be placed appropriately on the part-time faculty salary schedule for standard credit hour courses.
DIVISION D – FACULTY ADMINISTRATIVE PROCEDURES

Those persons from the community engaged to participate in a special Continuing Education non-credit conference or short course program where the normal salary schedules are not appropriate may be paid on a negotiated fee basis. In each instance, the fee must be reasonable, comparable to the going rate for similar services and must be covered by a contract or letter of agreement.

D.4 Payment of Faculty (R 06/16)
Faculty members on an academic year contract may choose to be paid in either 10 or 12 equal monthly payments. This choice is to be made at the time the contract is signed.
- Payments will be made in accordance with a time schedule published at the beginning of the academic year.
- Changes in the choice made on the contract by faculty members will be made only where there are extenuating circumstances or termination of employment with the College. On termination of employment, the employee on a 12-pay basis may request the payments due at the end of the contract date be made on the termination date of the contract.
  - The request for these exceptions should be sent in writing to the campus chief academic officer or campus chief student affairs officer (counseling) stating the reasons for the request.
  - The request, if approved by the campus chief academic officer or campus chief student affairs officer (counseling), will be transmitted to the campus Business office which will send it to the Payroll department for implementation.
- Payroll checks will be distributed in accordance with the published time schedule.

D.5 Faculty Pay Schedule - Summer Session (R 3/98)
A faculty member who is teaching during the summer session will be paid according to his/her employment status, i.e., part-time or continuing faculty.

A faculty member under initial contract who teaches in the summer session preceding his/her first contract year will be paid at the appropriate part-time rate.

D.6 Department Chairpersons and Program/Curriculum Coordinators or Directors (R 10/19)

D.6.1 Campus Organization – Departments (R 10/19)
Division Deans or other administrators will recommend the make-up of the Department Chairs, Assistant Chairs, Program Coordinators, and Lead Faculty on each campus to provide leadership and oversight of the designated functional unit within each division.
**D.6.2 Department Chair** *(R 10/19)*

A department chair is a faculty member released to serve in an administrative capacity, generally on continuing status, who assumes the leadership role within the assigned department.

Department Chairs provide appropriate leadership for the advancement of academic excellence and effective functioning of the department.

Subject to continuing employment and satisfactory performance as determined by the Division Dean, Department Chairs will typically serve for three (3) year appointments. In the spring before the end of the third year, a survey of the faculty will determine if the department faculty validate the continuation of the current Chair or choose to seek a new Chair through the selection process. Changes may be made on the recommendation of the Dean or other administrators and approval of the Campus Chief Academic Officer or Campus Chief Student Affairs Officer (counseling).

The Department Chair will be given released time hours to provide departmental leadership and perform various administrative duties and responsibilities. Released time hours are determined by college allocations.

**Academic Excellence Leadership**

Responsibilities and duties may include the following:

- Providing leadership in the department to ensure currency and relevance of programs.
- Assisting the Division Dean or other administrators with orientation and in-service training for full-time and part-time faculty, staff, and student workers.
- Assisting the Division Dean or other administrators with staffing needs through consultation with appropriate faculty in the area by screening applications and interviewing candidates for part-time and full-time faculty positions and making recommendations to the Division Dean or other administrators.
- Coordinating review of curriculum in the area of responsibility by:
  - Maintaining discipline curriculum and participating in the curriculum process.
  - Organizing a systematic evaluation and review of curricula with district-wide colleagues and formulating recommendations concerning curriculum.
  - Reviewing and making recommendations for catalog revisions and cooperating in the development of instructional and informational materials for the subject matter area of responsibility.
  - Assisting in professional accreditation of programs where appropriate.
  - Participating in articulation efforts for the area with two- and four-year
institutions and with high school districts.

- Reviewing part-time faculty performance within area of responsibility and preparing evaluation reports for submission to the faculty member and the division dean or other administrators.
- Acting as a communication and coordination link to other instructional areas within the college.
- Facilitating communication between the Division Dean or other administrators and the departmental faculty.
- Assisting with advisory boards in fulfilling and improving programs as needed.

**General Department Leadership**

Responsibilities and duties of the Department Chair may include the following:

- Planning and developing course schedules during the fall, spring, and summer terms for approval by the Division Dean or other administrator.
- Creating teaching assignments and official workloads for all full-time and part-time faculty for approval by the Division Dean or other administrator.
- Overseeing the routine inventory of instructional equipment.
- Assisting the Division Dean or other administrators in the development and management of the budget for the area of responsibility.
- Selecting and supervising classified employees, professional employees, part-time faculty, and student assistants.
- Assisting students and troubleshooting course schedule issues.
- Assisting students with job placement as appropriate.
- Providing oversight of instructional facilities.
- Reviewing prescribed safety procedures, where appropriate, for compliance with college environmental health and safety policies and enforcing as necessary.
- Coordinating textbook selection for all department courses in accordance with bookstore procedures.
- Overseeing assistant chairs, program coordinators, and lead faculty where applicable.

In addition to the responsibilities as specified above, other appropriate duties may be assigned to the Department Chair by the Division Dean and/or other college administrators.

**Selection of Department Chairs**

The selection process for a Department Chair will follow the guidelines in the *Joint Resolution Between St. Louis Community College and STLCC National Education Association* in effect at the time the selection process commences. In addition, these steps will be followed:
• The vacancy will be announced to department faculty by the Division Dean or other administrators.
• Faculty interested in applying for the Department Chair role will submit a letter of application to the Division Dean or other administrators.
• In the absence of at least one candidate acceptable to the supervising Dean or other administrators, faculty from other departments and/or campuses may be encouraged to apply, and/or external candidates may be considered.
• A committee composed of not more than six faculty members will be appointed by the Division Dean or other administrators. One of the members will be appointed chairperson.
• The committee will develop a proposed format and questions to be asked of all candidates for consideration and approval by the supervising Dean or other administrators.
• The Committee Chair will arrange for a private interview with each candidate to discuss the responsibilities of the position.
• After the completion of the interviews, the individual faculty members on the committee will present written statements of their perceptions of each candidate’s strengths and limitations to the committee chair. The Committee Chair will present the strengths and weaknesses to the supervising Dean or other administrator.
• The supervising Dean or other administrator may conduct additional interviews as necessary, and may meet with the committee to review the candidates under consideration. The Department Chair recommendation goes to the CCAO or CCSAO for a decision.
• Notification of the Department Chair selection will follow the Joint Resolution.

D.6.3 Program Coordinator/Director (R 10/19)
A Program Coordinator/Director is a faculty member released to serve in an administrative capacity, generally on continuing status, who assists the Department Chair, Division Dean, or other administrators in the coordinative and administrative responsibilities associated with a specific career and technical education program/curriculum.

Subject to continuing employment and satisfactory performance as determined by the Division Dean, program coordinators will typically serve for three (3) year appointments. In the spring before the end of the third year, a survey of the faculty will determine if the department faculty validate the continuation of the current Program Coordinator or choose to seek a new Program Coordinator through the selection process.

Program Coordinators/Directors provide appropriate leadership for the advancement of
academic excellence and effective functioning of the program.

**Academic Excellence Leadership**
Responsibility and duties of the Program Coordinator/Director may include the following:

- Providing leadership to ensure currency and relevance of the program.
- Assisting the Department Chair, Division Dean, or other administrators with orientation and in-service training for full-time and part-time faculty, staff, and student workers.
- Assisting the Department Chair, Division Dean, or other administrators with staffing needs through consultation with appropriate faculty in the area by screening applications and interviewing candidates for part-time and full-time faculty positions and making recommendations.
- Organizing, coordinating, and completing a systematic evaluation and review of program curricula in collaboration with District colleagues and formulating recommendations concerning curriculum.
- Reviewing and recommending catalog revisions.
- Cooperating in the development of instructional and informational materials for the subject matter area of responsibility.
- Participating in articulation efforts for the area with two- and four-year institutions and with high school districts.
- Reviewing part-time faculty performance within area of responsibility and preparing evaluation reports for submission to the faculty member and the Department Chair, Division Dean, or other administrators.
- Facilitating communication between the Department Chair, Division Dean, or other administrators and the program faculty.
- Organizing twice a year Advisory Board meetings to improve the program and submitting appropriate documentation to the Board of Trustees concerning Advisory Board composition.
- Recruiting students for the program/curriculum.
- Securing external funding through proposal writing when appropriate.
- Acting as a liaison and communication link between faculty, designated employees in other areas of the College, and community agencies for purposes of program development.
- Assuring all accreditation requirements are met and maintaining communication as necessary with the accrediting agency.

**General Department Leadership**
Responsibility and duties of the Program Coordinator/Director may include the following:
• Planning and developing course schedules during the fall, spring, and summer terms for approval by the Department Chair, Division Dean, or other administrator.
• Creating teaching assignments and official workloads for all full-time and part-time faculty for approval by the Department Chair, Division Dean, or other administrator.
• Overseeing the routine inventory of instructional equipment.
• Assisting the Department Chair, Division Dean, or other administrator in the development and management of the budget for the area of responsibility.
• Selecting and supervising classified employees, professional employees, part-time faculty, and student assistants.
• Assisting students with troubleshooting course schedule issues.
• Assisting students with job placement as appropriate.
• Providing oversight of instructional facilities.
• Reviewing prescribed safety procedures, where appropriate, for compliance with College environmental health and safety policies and enforcing as necessary.
• Coordinating textbook selection for all program courses in accordance with Bookstore procedures.

In addition to the responsibilities as specified above, other appropriate duties of the Program Coordinator/Director may be assigned by the Department Chair, Division Dean, and/or other college administrators.

Program Coordinator/Director Selection
The procedure for the selection of Program Coordinator/Director, when more than one full-time faculty is employed in the program, will follow a similar process to that outlined for selection of Department Chairs.

D.6.4 Assistant Chairs (N 10/19)
The Assistant Chair is a faculty member released to serve in an administrative capacity, generally on continuing status, who assists the Department Chair in executing all assigned duties. Responsibilities and duties of the Assistant Chair will vary by department. In the performance of assigned duties, the Assistant Chair supports enhancement of academic excellence, a functional department, and overall student success. An Assistant Chair position may be established at the recommendation of the Division Dean or other administrator.

Subject to continuing employment and satisfactory performance as determined by the Division Dean, Assistant Chairs will typically serve for three (3) year appointments. In the spring before the end of the third year, a survey of the faculty will determine if the
department faculty validate the continuation of the current Assistant Chair or choose to seek a new Assistant Chair through the selection process.

Selection of the Assistant Chair
The procedure for the selection of an Assistant Chair will follow a similar process to that outlined for selection of Department Chairs, with the exception that the Department Chair will recommend the candidate for the Assistant Chair position to the Division Dean or other administrators. It is up to the Division Dean, or other administrator, to accept or reject the recommendation.

D.6.5 Lead Faculty (N 10/19)
Lead Faculty members are generally selected from faculty on continuing status. They serve as discipline/program experts who provide additional coordination and support to the Department Chair, Program Coordinator, Division Dean, or other administrators. Responsibilities and duties of the Lead Faculty will vary by department/program. In the performance of assigned duties, the Lead Faculty support enhancement of academic excellence, a functional department/program, and overall student success.

Subject to continuing employment and satisfactory performance as determined by the Division Dean, Lead Faculty will typically serve for three (3) year appointments. In the spring before the end of the third year, a survey of the faculty will determine if the department faculty validate the continuation of the Lead Faculty member.

Selection of the Lead Faculty
The procedure for the selection of a Lead Faculty will follow a similar process to that outlined for selection of Department Chairs, with the exception that the Department Chair will recommend the candidate for the Lead Faculty position to the Division Dean or other administrators. It is up to the Division Dean, or other administrator, to accept or reject the recommendation.

D.7 Faculty Responsibilities (R 06/16)
Faculty are responsible for instruction; providing for, encouraging and facilitating student learning; college service; and professional development.

Course Instruction
The faculty will provide instruction and appropriate learning experiences in accordance with the stated mission and philosophy of the College and in accordance with the established and approved course profiles. The faculty member should acquaint all students with the course requirements during the first week and provide each student with periodic evaluations of his/her progress. Each member of the faculty is required to post and maintain ten approved hours per week for student consultation, assist in registration,
maintain necessary records and attend all scheduled faculty and committee meetings.

Course Profiles
The teaching faculty is responsible for preparing and maintaining up-to-date course profiles. Refer to district curriculum committee (DCC) guidelines provided on the DCC Blackboard site for all roles and responsibilities associated with the development of curriculum.

College Calendar
Members of the faculty will be on duty in accordance with the College Calendar as established by official action of the Board of Trustees.

Credentials
It is the responsibility of each faculty member to see that his/her personnel file is up to date and maintained in the Human Resources office. This office will handle all employment records for the College. Official evidence is required for advancement on the salary schedule or in rank.

College Service
Each member of the faculty is expected to participate in the committee work or special projects of the College. Committee assignments for the campus will be made by the campus chief academic officer or campus chief student affairs officer (counseling) and appointments for the College will be made by the chancellor.

D.8 Faculty Teaching Loads (R 3/13)
Most workload guidelines are in the Joint Resolution.

Music Formula
- Faculty members involved in presentation of musical programs may be granted two hours of released time per semester providing there are at least two programs per semester.
- For a major production such as an opera, three hours of released time per production may be granted.

Publications Formula (Newspaper, Yearbook, etc.)
- For sponsorship of the newspaper, faculty may be allowed released time each semester and extended time during the summer (the latter for two issues).

Drama Formula
- The director (stage, musical, technical) may be granted up to a total of three credit hours released time for each production.
Other Released Time
At the discretion of the campus chief academic officer or chief student affairs officer (counseling), a faculty member may receive released time up to a maximum of 50 percent for other special activities or projects, for example, other publications or curricular initiatives. The chancellor must approve released time assignments for special projects of more than 50 percent.

Formula for Maximum Assigned Time for Full-time Faculty to Coach

<table>
<thead>
<tr>
<th>Sport</th>
<th>Contact Hours Per Season</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
</tr>
<tr>
<td>Baseball</td>
<td>11</td>
</tr>
<tr>
<td>Basketball</td>
<td>16</td>
</tr>
<tr>
<td>Soccer</td>
<td>9</td>
</tr>
<tr>
<td>Softball</td>
<td>-</td>
</tr>
<tr>
<td>Volleyball</td>
<td>-</td>
</tr>
<tr>
<td>Recreational Supervision</td>
<td>One workload contact hour per 30 hours</td>
</tr>
<tr>
<td>Intramurals and Sports Club Activities</td>
<td>One workload contact hour per 30 hours</td>
</tr>
</tbody>
</table>

Certain assignments will not follow the procedures defined in previous sections, and the actual assignment will be determined by the campus chief academic officer or chief student affairs officer (counseling) upon advice from the appropriate members of the faculty and administrative staff.

Other Workload Guidelines
The following courses will be considered as approved composition/writing courses for workload computation purposes:

- ENG:020 Developmental English
- ENG:030 Introduction to College Writing
- ENG:050 Academic English for Non-native Speakers
- ENG:051 English Grammar
- ENG:060 Academic English for Non-native Speakers II
- ENG:061 English Grammar for Non-native Speakers II
- ENG:070 Academic English for Non-native Speakers III
- ENG:100 Career English
- ENG:101 College Composition 1
- ENG:102 College Composition 2
- ENG:103 Report Writing
- ENG:110 Creative Writing
- ENG:114 Writing Plays and Film Scripts
ENG:224 Fiction Writing
ENG:225 Poetry Writing
ENG:229 Intermediate Writing Workshop
ENG:233 Writing Creative Non-Fiction
MCM:110 Journalism 1: Writing and Reporting
MCM:112 Feature Writing

D.9 Allocation of Faculty Administrative Time (R 3/98)
Normally, department chairs and program coordinators will have no more than half their load assigned for administrative duties, equating to a maximum of 15 credit hours for the academic year not to exceed nine credit hours in any given semester. In areas with other than a normal 30 credit hour academic load, the assigned administrative hours will not exceed one-half of the normal teaching load.

D.10 Extended Time Assignments - Department Chairs and/or Program Coordinators (R 3/98)
Faculty members may serve as department chairs and/or program coordinators during the summer on extended time assignments.

D.11 Faculty Projects - Research and Development (R 3/98)
Faculty may receive released, overload or extended time assignments to conduct special projects. Forty hours of work is expected for each credit hour of released or extended time.

D.12 Textbook Selection (R 06/16)

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/DEPARTMENT</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
</table>
| Department Chair              | • Obtain textbook adoption form from the Bookstore.  
|                               | • Distribute textbook adoption forms to faculty.  |
| Department Chair              | Based on Mo. Rev. Stat.170.132, inform faculty of the need to give preference to educational materials, including textbooks and collateral materials, which are available in either Braille format or electronic format at no greater cost than for regular materials.  |
| Faculty                       | • Ask vendors/publishers if they provide the textbooks and collateral materials in either Braille format or electronic format at no greater cost than for regular materials.  
|                               | • Give preference to materials available in these formats at no greater cost than for regular materials when the quality of such materials is not diminished.  
|                               | • Complete the textbook adoption form for each course and section they are teaching and/or for any courses and sections specifically requested by the department chair.  |
D.13 Sabbatical Leave - Full-time Faculty *(R 06/16)*

a. Sabbatical Leave Application and Evaluative Criteria

- Each sabbatical leave application submitted by a faculty member will include a comprehensive statement which emphasizes the objectives of the proposed leave and the activities which will be carried out to achieve these objectives. The application will demonstrate the professional value of the project and a well-conceived plan for the individual’s professional development. The application should include the reasons why such leave is necessary to complete the objectives and activities effectively.

- Each application will be evaluated by the campus Sabbatical Leave Committee and by the appropriate supervisors in relation to the following criteria:
  1. Does the proposal give promise of increasing the individual’s professional effectiveness?
  2. Does the proposal provide sufficient justification that the College will benefit from the proposed activity?
  3. Does the applicant have a record of quality professional service to the College?
  4. Does the applicant present evidence of professional preparation, achievement and/or experience sufficient to carry out the proposal?
  5. Does the proposal have the support of professional colleagues?
  6. Does the proposed project reflect the equivalence of one semester full-time faculty work?
  7. How will the results be measured?

- The campus Sabbatical Leave Committee will rate each application using the written submission on each of the first two criteria on a scale of one (low) to 20 (high) and items three through six on a scale of one (low) to 10 (high), and will provide evaluative comments on the seventh item.

b. Allocation

- The number of sabbatical leaves available for a specified fiscal year will be allocated to the campuses as prorated for the number of full-time faculty at each campus. Such number will be the base allocation for each campus.

- After the Board of Trustees approves the sabbatical leave awards, if any campus receives and/or recommends fewer awards than its base allocation, the remaining
sabbatical leaves in the base will be carried forward one year only for that campus.

c. Review Process and Timetable

- All faculty eligible to apply for sabbatical leave will be notified by Friday of the first week of class of the fall semester by the campus chief academic officer or chief student affairs officer (counseling) and advised of the collegewide seminar schedule.
- By September 15 the vice chancellor for academic affairs will coordinate a collegewide seminar on the process for developing, evaluating, and awarding sabbatical leaves. Faculty are encouraged to seek advice and mentoring from their supervising dean and colleagues who have taken a sabbatical leave or served on a review committee.
- The date applications are due will be published in the campus newsletters, College electronic mail or bulletin board, and any other appropriate media.
- Sabbatical leave applications may be submitted to the campus chief academic officer up to the end of the first week in October of the year preceding the academic year during which the leave would be taken.
- The vice chancellor for academic affairs will coordinate a collegewide conference for campus sabbatical leave committees. Current College and campus priorities or focus will be clarified and campus practices will be shared.
- Members of the campus Sabbatical Leave Committee will be appointed by the campus chief academic officer for two-year terms such that about one-half of the terms expire each year. The campus chief academic officer will designate the committee chairperson who will convene the committee and facilitate the process. The campus chief academic officer will designate an academic dean to serve as an ex-officio member. Annually, STLCC-NEA will provide nominees in accordance with the Joint Resolution, Article II-G, for one-year appointments.
- The committee will review and evaluate the applications submitted by faculty members. This evaluation will be based on the criteria described in the section of administrative procedures entitled “Sabbatical Leave Application and Evaluative Criteria.” Following committee discussion, each committee member will rank order the applications. In addition to the total evaluation points and rank order for each application, the committee will determine if an application should not be recommended. The recommendation of the Sabbatical Leave Committee will reflect all of these components. It is the responsibility of the committee to inform faculty whose applications are not recommended of weaknesses in the proposal. The committee chair will be available to respond to applicants’ questions about the proposal. The review will be completed no later than the last workday in October.
- Each dean will make a recommendation on application of faculty whom he/she
supervises with consideration of the committee’s report, and such recommendations will be forwarded with applications and the committee’s report to the campus chief academic officer no later than November 15.

- After reviewing the deans’ recommendations and the work of the Sabbatical Leave Committee, the campus chief academic officer will formulate a preliminary recommendation and identify any concerns about applications. The campus chief academic officer will meet with the Sabbatical Leave Committee to discuss concerns about any application(s) or discrepancies among the recommendations. The campus chief academic officer will rank order the applications being recommended for approval. Additional or alternate applications may be approved for the purpose of allowing the campus president to exercise discretion in substituting for up to two of the higher priority applications, if at a later time approved leaves cannot be utilized. The campus chief academic officer will make appropriate recommendations to the vice chancellor for academic affairs by December 1 or the first workday of the month.

- In considering the substitution of alternates, such decisions must be made no later than one month before the beginning of the semester for which the original leave was approved for the faculty member who is not using the sabbatical leave.

- The chancellor will review the recommendations and supportive materials presented by the vice chancellor for academic affairs before submitting appropriate recommendations to the Board of Trustees concerning the proposed granting of sabbatical leave during the ensuing academic year. After review of the recommendations and supportive materials presented by the vice chancellor for academic affairs, the chancellor will meet with the vice chancellor for academic affairs if he/she has concerns about any application(s) or if discrepancies exist among the recommendations.

- The Board of Trustees will consider approval of the recommendations for sabbatical leaves at its regularly scheduled meeting in the month of January, or later if it deems it necessary to do so.

- Sabbatical leave applications which are not approved in any given year do not carry into the following year or years and do not have priority over any new applications which may be received.

- Faculty members who do not use a Board-approved sabbatical leave will not be eligible to apply for another sabbatical leave for three years, unless the reason for failure to use the leave is for medical purposes or for the convenience of the College.

d. **Sabbatical Leave Report**

- A faculty member who is granted a sabbatical leave is expected to carry out the activities and to achieve the stated objectives as presented in the application. If,
after Board approval, conditions change before the start of approved leave, the faculty member has the obligation to notify his/her supervisor of any proposed revisions in activities and/or objectives as promptly as possible. Under these circumstances, the campus chief academic officer either may approve the modified plan or else may cancel the proposed leave before the start of the semester or academic year.

If conditions change after the start of said leave, the faculty member must notify his/her supervisor immediately of any proposed revisions in activities or objectives. The campus chief academic officer may approve the modified plan or else may take such other action as he/she deems to be necessary and proper to protect the interests of the College.

- A full and complete report, including an abstract of the sabbatical leave project written to the objectives outlined in the proposal, will be submitted by the faculty member to the supervising dean within one month from the beginning of the semester after returning from sabbatical leave.
- The report and abstract will be reviewed and evaluated by the supervising dean who will recommend to the campus chief academic officer any action necessary as a result of the sabbatical. Any discrepancies or failures to comply with the proposal objectives and activities will be noted.
- The campus chief academic officer will review each report, abstract, and associated evaluative materials and will forward same to the vice chancellor for academic affairs, together with any comments or recommendations deemed necessary, within seven weeks from the beginning of the semester after return from sabbatical leave. The vice chancellor for academic affairs will provide recommendations to the chancellor.
- By January 1 of each year, or earlier if possible, the chancellor will provide the Board of Trustees with an annual summary report concerning the sabbatical leaves taken during the previous academic year.
- The sabbatical leave reports for the College will be placed in each campus library.

**D.14 Professional Development - Article XXXII (R 06/16)**

(See also Division C administrative procedures entitled “Reimbursement for Permissible Expenditures” and “Staff Development - International Experiences, As Well As Alaska and Hawaii.”)

a. The College budget coordinator establishes a budget under a unique fund and organization number for each dean. The amount of the budget is $1,000 for each full-time faculty member for which the dean is responsible.

b. The faculty member is responsible for completing the professional development plan. The dean is responsible for approving the professional development plans and signing the appropriate payment documents (Purchase Orders, Request for Payments,
division D – faculty administrative procedures

expense reports, Interdepartmental Orders, etc.) being charged to the unique cost center. Purchases of books, subscriptions, software, supplies, and other materials under this program remain the property of the College. Purchases of personal computers or any other capital items are not allowed under this program. Plans including travel covered by the procedure entitled Staff Development – International Experiences, As Well As Alaska and Hawaii require approval of the chancellor.

c. Unused funds will be allocated within the division if a faculty plan is not submitted/approved by December 1 or if a balance from the $1,000 remains. The reallocation may not exceed $1,000 additional to any individual. See Appendix E of the Joint Resolution for process for consideration of funding above $1,000.

d. The dean is responsible for tracking the payments approved for each full-time faculty member reporting to him/her to ensure that each full-time faculty member has access up to the $1,000, but not more than the $2,000 fiscal year limit.

e. The Controller’s office will provide a spreadsheet for the tracking of the $1,000 limit.

f. If the expenditure requires amounts to be charged to other account(s) besides the unique cost center number for this program, then those amounts and corresponding account number(s) must be specified and signed by the appropriate authorized signer on the payment documents.

g. If the payment document involves a tuition reimbursement, the payment document along with a copy of the Professional Development Application must be sent to the Human Resources department after the dean’s approval, but before it is processed for payment, to ensure that any such payments will be in compliance with the Internal Revenue Code.

h. The dean maintains the completed spreadsheet on file in the division for reporting purposes.

i. In July the deans will submit year-end spreadsheets to the vice chancellor for academic affairs, with copy to the Human Resources department, to document Article XXXII compliance and usage.

D.15 Staffing Guidelines (R 3/98)

As a basis for determining the full-time teaching faculty requirements at each campus, the following staffing guidelines will be applied:

• The campus average student credit hour workload for full-time faculty members will be 375 per semester.

• Student credit hours taught by full-time teaching faculty as part of their regular teaching assignment will normally not exceed 75 percent of the total student credit hours generated on each campus.

D.16 Faculty Dismissal (R 06/16)

When it has been administratively determined that sufficient cause has occurred to reasonably warrant dismissal, the appropriate dean will reduce such charges to writing
and will immediately consult with the affected faculty member. Where cause is
determined to be inefficiency or incompetency in the line of duty, evidence must be
available substantiating adequate evaluations and reasonable administrative consultations
with the faculty member in prior attempts to alleviate cause.

After consultation with the appropriate dean and upon the review of the dismissal
charges, the campus chief academic officer/ chief student affairs officer (counseling), or
his/her designee, will furnish the faculty member with a written notice of the intent to
dismiss. This notice will clearly identify the reasons for such action and the dismissal
date.

After receiving notice from the campus chief academic officer/ chief student affairs
officer (counseling) that he/she is being recommended for dismissal, the faculty member
may initiate a grievance appeal.

Seniority
Seniority will be computed on the basis of the most accumulated continuous full-time
service to the College as determined from the initial date of full-time employment.
Seniority will not be broken by unpaid leaves of absence, by employment by the College
in a non-faculty position, or by periods of part-time or pro-rata employment, but such
time will not be counted in computing seniority. In instances where a faculty member
assumes responsibility on an interim basis as an administrator for a period not to exceed
one semester and where they continue to discharge their normal teaching responsibilities,
they will continue to accrue seniority for that time period and be paid for the additional
responsibilities on an overload basis.

- Seniority will continue to accrue during all paid leaves of absence and during periods
  of layoff.
- Seniority will not be accumulated for part-time or pro-rata faculty employment.
- Seniority accumulation will be broken by termination from the College. In such cases,
  the latest appointment date of full-time continuous service will be used for calculating
  seniority.
- Only the two-semester academic year contract appointment will be used to determine
  accumulated seniority.
- Seniority will be computed to the nearest accumulated semester of continuous
  full-time service. Any break in eligible employment during the semester, either in full
  or in part, will disqualify that semester from seniority accumulation.
- While the continuing faculty list is in seniority order by instructional department or
equivalent unit at each campus, seniority accumulation is calculated on the basis of
full-time continuous service to the College.
The December 1 seniority listing will include the fall semester of the year in which the list is published.

Additional seniority ties may result from (a) downward movement on the seniority list or (b) upward movement on the seniority list due to reinstatement of accumulated seniority credit for administrative service performed. In those cases, seniority will be determined as follows:

- Faculty members moving down the seniority list into a tie with a single incumbent of a particular seniority level will be considered tied on the seniority list.
- Faculty members moving down the seniority list into a tie with a group of incumbents of a particular seniority level who had previously developed seniority rank by the drawing of lots will be considered tied with the highest faculty member ranked in that seniority grouping.
- Faculty members moving up the seniority list into a tie with a single incumbent of a particular seniority level will be considered tied on the seniority list.
- Faculty members moving up the seniority list into a tie with a group of incumbents of a particular seniority level who had previously developed seniority rank by the drawing of lots will be considered tied with the lowest faculty member ranked in that seniority grouping.

All seniority ties will remain in effect unless and until the department is subject to reduction in force action. At such time all seniority ties within that department will be broken by the drawing of lots.
E.1 Payment of Administrative/Professional Employees \((R \ 3/98)\)

All administrative/professional employees on a 12-month contract basis will be paid in 12 equal monthly payments on the last working day of each calendar month, beginning in July and ending in June.

The last working day, as defined for payment purposes, is normally the last day of the calendar month or the preceding Friday if the last day of the calendar month falls on a Saturday or Sunday. If this date falls on a scheduled holiday, payment will be made the last working day before the holiday.

E.1.1 Workforce Solutions Group/Corporate Services Temporary Hourly Employee Pay Scale \((R \ 06/16)\)

The Workforce Solutions Group/Corporate Services pay scale will apply only to temporary hourly, externally funded professional employees hired by Workforce Solutions Group/Corporate Services.

a. A College officer, or designee, will authorize all personnel actions under the pay scale. Exceptions to the pay scale will only be made with the approval of Human Resources and a College officer, or designee, and must be justified with supporting documentation. Such exceptions will be submitted to the Board for ratification.

b. Employees will only be compensated for hours worked and will not be eligible for any additional benefits in the form of vacation time, College-paid medical benefits, holiday, medical, bereavement leave, etc. Employees may be eligible for maintenance fee waivers for courses taken at the College with prior approval of Workforce Solutions Group/Corporate Services management. Decisions on maintenance fee waivers will be determined in the best interest of the College.

c. Employees will be classified as non-exempt employees under the Fair Labor Standards Labor Act and will be paid overtime for all hours worked over 40 in a workweek.

d. Employees will be paid the corresponding pay rate for their job assignment and must possess the education, skills and experience required for the assignment as listed on their approved position description. Changes in job assignments will be documented in the employee’s personnel file and the employee will be paid the corresponding pay rate for the new job assignment. Employees with multiple assignments will be paid the corresponding rate for the number of hours worked on each assignment. Multiple assignments will also be documented in the
employee’s personnel file.

e. Employees designated as “lead workers” may be paid a 5 percent hourly pay
differential for lead activities if deemed appropriate for the size and scope of the
assignment. This designation will be considered an exception to the pay scale and
such exceptions will be submitted to the Board for ratification.

f. The Human Resources department, in conjunction with Workforce Solutions
Group/Corporate Services, will periodically advertise for current as well as
anticipated employment opportunities in a variety of approved newspapers,
publication job hot-lines and other appropriate advertisement vehicles and
evaluate applicants to develop a diverse pool of anticipated staffing requirements.

g. Upon employment, the Human Resources department will maintain an official
personnel file of all individuals employed in Workforce Solutions
Group/Corporate Services which will include a completed employment
application, tax forms, personnel assignment forms and all other appropriate
employee documentation.

h. Employees will complete a bi-weekly time sheet reflecting hours worked and
assignments which will be approved and signed by Workforce Solutions
Group/Corporate Services management before submission to Payroll for
processing.

i. For tax purposes, Workforce Solutions Group/Corporate Services will assign the
official work location for employees. In all cases, employee tax liabilities are the
sole responsibility of the employee and not the College.

j. Employees will be compensated for travel time as straight time hours worked for
travel time from one job assignment to another that occurs in the course of the
work day. Employees will not be compensated for travel time to and from their
job assignment to their home. Excessive travel time which is outside the normal
workday and required by the location of the job assignment will be compensated
up to a maximum of two additional hours per day with prior approval of
Workforce Solutions Group/Corporate Services management. Compensation will
be at a straight-time rate for the job assignment.

k. Full-time faculty members of the College may secure approved released time from
their campus chief academic officer, vice chancellor for academic affairs and
chancellor to assume an assignment with Workforce Solutions Group/Corporate
Services that is deemed in the best interest of the College. Faculty members will
continue to be compensated in accordance with the terms of their contract during
the period of their assignment with Workforce Solutions Group/Corporate
Services.

l. Employees hired in accordance with this pay scale will be submitted by the
Human Resources department to the Board for ratification on a semi-annual basis.
Human Resources will work with Workforce Solutions Group/Corporate Services and full-time faculty to develop mutually acceptable procedures for the application of applicable pay scales in the compensation of faculty who assume additional assignments with Workforce Solutions Group/Corporate Services.

E.2 Additional Compensation (R 3/98)

E.2.1 Teaching and/or Coaching Activities (3/98)

When an administrative/professional employee accepts an assignment for teaching and/or coaching activities, he/she will certify in writing to his/her supervisor that the assignment will not interfere with the full discharge of his/her administrative/professional duties.

E.2.2 Interim Appointments (R 3/98)

If an administrative/professional employee position is officially declared vacant and a replacement appointment is not anticipated for 30 or more days, an acting or interim appointment may be made to that position. In addition, such appointments may be made at the discretion of the College in cases involving the temporary absence of an administrative/professional employee for periods of 60 or more days. All interim appointments must be recommended through the appropriate officer of the College and forwarded to the chancellor for approval and recommendation to the Board of Trustees.

If the interim appointee regularly holds a position with a lower classification than the interim position, a salary adjustment will be awarded for the period of the interim appointment. The interim salary will be 10 percent above the current salary of the appointee or the minimum salary for the interim position, whichever is greater, except that the adjusted interim salary of the appointee will not exceed the maximum of the range for the interim position.

If the interim appointee regularly holds a position with an equal or higher classification than the interim position, no salary adjustment will be awarded.

E.2.3 Additional Administrative/Professional Responsibilities (R 06/16)

When administrative/professional employees are requested to assume some of the primary performance requirements assigned to another position for a period in excess of 30 working days, they will be eligible to receive a responsibility factor increase in salary ranging from 5 to 10 percent during the period such duties are assigned. The increase must be recommended by the employee’s immediate supervisor and the appropriate vice chancellor or campus chief academic officer and forwarded to the
Associate Vice Chancellor, Human Resources for review and recommendation and then to the chancellor for approval and recommendation to the Board of Trustees.

**E.3 Administrative/Professional Employee Grievance Process** *(R 06/16)*

**E.3.1 Purpose** *(R 06/16)*

The purpose of this procedure is to secure, at the lowest possible administrative level, prompt and equitable solution to individual grievances of administrative/professional employees.

**E.3.2 Definitions** *(R 06/16)*

Grievance--A grievance is an allegation by an administrative/professional employee that he/she has suffered injury or damage because of a misinterpretation, misapplication, or violation of Board policy and/or administrative procedures.

A grievance will be written and contain the following information:

a. name of aggrieved employee,

b. a statement of facts upon which the grievance is based,

c. identification of all provisions of Board policy or administrative procedures alleged to be violated,

d. the date on which the event first occurred,

e. the date of the initial submission of the grievance in writing,

d. such other information which the grievant deems relevant, and

f. the remedy or relief requested.

Grievant--A grievant is the individual administrative/professional employee filing a grievance.

Days--A day means a calendar day except a Saturday, Sunday, a scheduled holiday, or recess observed by the College.

Advisor--The grievant's advisor will be the person selected by the grievant to provide advice, support and consultation at any point during the grievance process.

**E.3.3 Miscellaneous Provisions** *(R 6/07)*
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ADMINISTRATIVE/PROFESSIONAL EMPLOYEES

a. Extension of the time limits provided in this grievance procedure may be extended only by mutual written consent of the parties.
b. Failure of the administration to render a decision at any step of this procedure within the specified time limits will permit the grievant to proceed to the next step.
c. Failure of the grievant to appeal a decision at any step within the specified time limits will constitute a termination of the grievance.
d. The initial filing of the grievance should occur at the lowest appropriate administrative level at which a recommendation or action has been initiated or occurred leading to the grievance.
e. No reprisals of any kind will be taken by the Board of Trustees or by any member of the administration against an employee because of his/her participation in this grievance process.
f. A grievance may be withdrawn in writing at any time without prejudice or precedent.
g. All meetings and hearings under this process will not be conducted in public and will include only the parties and their designated representatives, if any, as well as necessary witnesses.
h. Consideration will be given to the grievant’s work responsibilities when scheduling grievance conferences.
i. This grievance process will be applicable for resolution of allegations of discrimination as prescribed under local, state, and federal mandates applicable to the College and/or Board policy and administrative procedures unless other applicable grievance procedures exist.
j. All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

E.3.4 Grievance Steps (R 06/16)

Any grievance will be presented through the following procedure although the grievant is urged to discuss the matter informally with the immediate supervisor before filing a formal written grievance.

Step 1
Within 30 days after the event or occurrence giving rise to the alleged grievance, or within 30 days from the date on which the administrative/professional employee should have reasonably known of its occurrence, the grievant will present the grievance in writing to the immediate supervisor; however, the initial filing of the grievance should occur at the lowest appropriate administrative level at which a recommendation or action has been initiated or has occurred leading to the grievance.
The immediate supervisor will hold a conference with the grievant within five days after receipt of the grievance, conduct an investigation and render a decision to the grievant in writing within 10 days after the conference.

**Step 1-A**
In the event that the grievant’s immediate supervisor reports to a director or dean, and the grievant is not satisfied with the decision at Step 1, the grievant may, within five days after receiving the decision, present an appeal in writing to the director or appropriate dean. With this appeal will be included a copy of the original grievance and the reply received in Step 1.

The director or dean will hold a conference with the grievant within five days after receipt of the grievance, conduct an investigation and render a decision to the grievant in writing within 10 days after the conference.

**Step 1-B**
In the event that the director in Step 1-A reports to a second level director and the grievant is not satisfied with the decision at Step 1-A, the grievant may, within five days after receiving the decision, present an appeal in writing to the second level director. With this appeal will be included a copy of the original grievance and the reply received in Step 1-A.

The director will hold a conference with the grievant within five days after receipt of the grievance, conduct an investigation and render a decision to the grievant in writing within 10 days after the conference.

**Step 2**
In the event the grievant is not satisfied with the decision at Step 1, or Step 1-A or Step 1-B, if applicable, the grievant may, within five days after receiving the decision, present an appeal in writing to the campus chief academic officer/chief student affairs officer or appropriate vice chancellor. With this appeal will be included a copy of the original grievance and the reply received in Step 1.

The campus chief academic officer/chief student affairs officer or vice chancellor, or a designated representative, will hold a conference with the grievant within five days after receipt of the grievance. The campus chief academic officer/chief student affairs officer or vice chancellor, or the designated representative, will conduct an investigation and render a decision and the reasons for that decision, in writing, within 10 days after the conference.
Step 3
In the event the grievant is not satisfied with the decision at Step 2, the grievant may, within five days after receiving the decision, present an appeal in writing to the chancellor. With this appeal will be included a copy of the original grievance and the replies received in Step 1 and Step 2.

Within 10 days after receipt of the grievance, the chancellor, or his/her designated representative, will conduct an investigation and may hold a conference with the grievant or render a decision upon examination of the record.

The chancellor, or his/her designated representative, will render a decision to the grievant, in writing, within 10 days after the conference or examination of the record.

Step 4
In the event the grievant is not satisfied with the decision at Step 3, the grievant may exercise one of the following alternatives, depending upon the nature of the grievance.

All grievances may be appealed using Alternative a. Grievances involving dismissal may be appealed using Alternative b only with the written consent of the chancellor.

Alternative a:
The grievant may submit an appeal in writing to the Board of Trustees within five days after receiving the decision in Step 3. With this appeal will be included a copy of the original grievance and the replies received in Steps 1, 2, and 3 and such other statements or information which the grievant deems relevant.

The Board will consider the grievance at its next regularly scheduled executive session and take such appropriate steps to review the grievance that it deems advisable which may, in the Board's discretion, include providing the grievant with a hearing at the earliest practicable executive session of the Board. However, when a grievance would otherwise constitute a contested case as defined by section 536.010(2), RSMo, the Board of Trustees will conduct a hearing on the grievance. The Board will notify the grievant of its decision, in writing, within 10 days from the conclusion of its action.

Alternative b:
The grievant may request the naming of an independent advisory fact-finder only for those grievances concerning dismissal and only with the written consent of the chancellor to utilize this alternative. The grievant and the chancellor will attempt to
find an impartial fact-finder who is mutually acceptable. In the event that they cannot agree on a mutually acceptable fact-finder, they will select one by alternatingly striking names from a list furnished by the Federal Mediation and Conciliation Service with the last name remaining being the fact-finder.

The fact-finder will hold a hearing within a reasonable time after being appointed, but in no event more than 20 days from appointment. The fact-finder will prescribe the hearing procedure, and the hearing will be held as agreed upon by the grievant and the administration or if no agreement can be reached, as specified by the fact-finder.

The fact-finder will issue an advisory recommendation, in writing, no later than 20 days from the end of the hearing. Said advisory recommendation will include findings of fact and separate conclusions and recommendations. The fact-finder will limit the advisory recommendation strictly to the application and interpretation of the provisions of Board policy and/or administrative procedures and will be without power or authority to make recommendations:

1. contrary to, or inconsistent with, or modifying or varying in any way terms of Board policy or administrative procedures, or
2. limiting or interfering in any way with the powers, duties and responsibilities of the Board under applicable law.

At its next regularly scheduled meeting, the Board, in executive session, will consider the grievance and the advisory recommendations of the fact-finder. The Board may accept (in whole or in part), modify or reject the fact-finder's recommendatory findings of fact and conclusions. The Board, at the written request of the grievant, will conduct a hearing at this time and will notify the grievant, in writing, of its decision and the reasons for its decision within 10 days following the date of such hearing.

The fact-finder's fees and other expenses will be payable in equal amounts by the Board and the grievant.
F CLASSIFIED EMPLOYEES

F.1 Part-time Continuing Employees (R 06/16)

Part-time continuing employees are employed on a less than full-time basis and must be scheduled for less than 40 hours per week.
- Part-time continuing employees must meet all requirements as set forth in their job classifications.
- They must complete an online application.

Employment of part-time continuing employees must be recommended by the appropriate College officer and submitted to the Board for approval.

F.2 Full-time Temporary Employees (R 06/16)

Full-time temporary employees are employed for a limited period of time to meet temporary staffing requirements, including externally-funded projects.
- Full-time temporary employees must meet all requirements as set forth in their job classifications.
- They must complete an online application.

F.3 Part-time Temporary Employees (R 06/16)

Part-time temporary employees are employed for a limited period of time to meet temporary staffing requirements, including externally funded projects, and must be scheduled for less than 40 hours per week.

Part-time temporary employees should meet all requirements as set forth in their job classification and must complete an online application.

Such employees should be hired only when the needed services cannot be provided by continuing employees or for externally funded projects.
F.4 Salary Payments for Full-time and Part-time Employees (R 3/98)

[BP F 2 & F 3]
(For full-time office and technical unit and physical plant unit employees, see applicable Resolutions.)

Full-time employees will be paid based on the salary schedule currently in Board policy, and part-time employees will be paid on the hourly rate schedule currently in Board policy. Payments will be made on a bi-weekly basis, every other Friday. The employee will thus receive 26 payments on an annual basis. If a scheduled payment should fall on a holiday, the payment will be made the last working day before the holiday. Classified employees who are required to work on any holiday will receive the pay for said holiday plus one and one half times the hours worked. Payments are normally on a one-week delay basis. The payment when issued is for work performed for the two-week period ending the Saturday before the payment date. Social Security, group insurance, retirement plan and other approved withholdings will be deducted regularly from paychecks.

F.4.1 Workforce Solutions Group/Corporate Services Temporary Hourly Employee Pay Scale (R 06/16)

[BP F 3.1]
The Workforce Solutions Group/Corporate Services pay scale will apply only to temporary hourly, externally funded employees hired by Workforce Solutions Group/Corporate Services.

a. A College officer, or designee, will authorize all personnel actions under the pay scale. Exceptions to the pay scale will only be made with the approval of Human Resources and a College officer, or designee, and must be justified with supporting documentation. Such exceptions will be submitted to the Board for ratification.

b. Employees will only be compensated for hours worked and will not be eligible for any additional benefits in the form of vacation time, College-paid medical benefits, holiday, medical, bereavement leave, etc. Employees may be eligible for maintenance fee waivers for courses taken at the College with prior approval of Workforce Solutions Group/Corporate Services management. Decisions on maintenance fee waivers will be determined in the best interest of the College.

c. Employees will be classified as non-exempt employees under the Fair Labor Standards Labor Act and will be paid overtime for all hours worked over 40 in a workweek.

d. Employees will be paid the corresponding pay rate for their job assignment and must possess the education, skills and experience required for the assignment as listed on their approved position description. Changes in job assignments will be
documented in the employee’s personnel file and the employee will be paid the corresponding pay rate for the new job assignment. Employees with multiple assignments will be paid the corresponding rate for the number of hours worked on each assignment. Multiple assignments will also be documented in the employee’s personnel file.

e. Employees designated as “lead workers” may be paid a 5 percent hourly pay differential for lead activities if deemed appropriate for the size and scope of the assignment. This designation will be considered an exception to the pay scale and such exceptions will be submitted to the Board for ratification.

f. The Human Resources department, in conjunction with Workforce Solutions Group/Corporate Services, will periodically advertise for current as well as anticipated employment opportunities in a variety of approved newspapers, publications, job hot-lines, Internet sources and other appropriate advertisement vehicles and evaluate applicants to develop a diverse pool of applicants to meet anticipated staffing requirements.

g. Upon employment, the Human Resources department will maintain an official personnel file of all individuals employed in Workforce Solutions Group/Corporate Services which will include a completed employment application, tax forms, personnel assignment forms and all other appropriate employee documentation.

h. Employees will complete a bi-weekly time sheet reflecting hours worked and assignments which will be approved and signed by Workforce Solutions Group/Corporate Services management before submission to Payroll for processing.

i. For tax purposes, Workforce Solutions Group/Corporate Services will assign the official work location for employees. In all cases, employee tax liabilities are the sole responsibility of the employee and not the College.

j. Employees will be compensated for travel time as straight time hours worked for travel time from one job assignment to another that occurs in the course of the work day. Employees will not be compensated for travel time to and from their job assignment to their home. Excessive travel time which is outside the normal workday and required by the location of the job assignment will be compensated up to a maximum of two additional hours per day with prior approval of Workforce Solutions Group/Corporate Services management. Compensation will be at a straight-time rate for the job assignment.

k. Full-time faculty members of the College may secure approved released time from their campus chief academic officer, vice chancellor for academic affairs and chancellor to assume an assignment with Workforce Solutions Group/Corporate Services that is deemed in the best interest of the College. Faculty members will continue to be compensated in accordance with the terms of their contract during
the period of their assignment with Workforce Solutions Group/Corporate Services.

1. Employees hired in accordance with this pay scale will be submitted by the Human Resources department to the Board for ratification on a semi-annual basis.

Human Resources will work with Workforce Solutions Group/Corporate Services and full-time faculty to develop mutually acceptable procedures for the application of applicable pay scales in the compensation of faculty who assume additional assignments with Workforce Solutions Group/Corporate Services.

**F.5 Compensation for Additional Services Performed by Exempt Employees for Non-College Functions (R 3/98)**

Certain exempt employees may be scheduled to provide additional services outside of their regularly scheduled workdays when external groups or organizations are using College facilities. Although these employees are not eligible for overtime compensation, they are eligible for additional compensation for services performed outside their normal work schedules for non-College activities or functions. This compensation will be in the form of a flat rate based upon the length and type of service performed by the employee or employees. Additional services will be approved by the employee’s supervisor and the rates of pay approved by the appropriate administrator.

**F.6 Placement on the Office and Technical Salary Schedule (R 3/98)**

It is the College's practice to place office and technical employees at the minimum salary of the range for the position for which they are being considered. However, in some cases, when external market conditions warrant or when the prospective office and technical employee has qualifications clearly above the established minimum requirement, starting salary above the minimum may be justified.

a. **External Market Conditions** - Primary emphasis is placed on the difficulty of placing and retaining qualified personnel due to scarcity posed by extreme external demand. This will fluctuate as economic and technological patterns change. 
   
   **Guideline**: Placement up to the midpoint of the range when documented external market conditions dictate that it is necessary in order to obtain and retain qualified staff. The percentage above the minimum will be on an individual case-by-case basis.

b. **Additional Related Work Experience** in an area whose function closely parallels the area or department where the vacancy is located.
   
   **Guideline**: One percent for each two years of experience beyond minimum requirements up to a maximum of 10 percent.
F.7 **Thirty-six-week Classified Employees** *(R 3/98)*  
[BP F 2 & F 8.2]  
Classified employees who are employed for a 36-week period:  
a. Are placed on the full-time 36-week employee salary schedule currently in Board policies. Payments will be made for the 36 weeks involved on a bi-weekly basis.  
b. Are employed on a full-time basis for 36 weeks per fiscal year, with the College determining the schedule and the weeks that will be worked between July 1 and June 30.  
c. May extend their regular, 36-week assignment if mutually agreed upon by the employee and his/her supervisor and approved by the appropriate College officer. During this extended 36-week assignment, benefits will be prorated in accordance with Board policies.

F.8 **Class Attendance by Full-time Classified Employees** *(R 06/16)*  
Under normal circumstances, attendance in courses offered by the College will fall outside the established working hours for each employee. Under unusual circumstances and when it is in the best interests of the College, employees may be permitted to attend classes during the regular workday provided that they meet a full eight-hour work assignment for that day. Such arrangements must be recommended by the immediate supervisor and approved by the campus chief academic officer or the appropriate college leadership team member.

F.9 **Layoff** *(R 3/98)*  
[BP F 10]  
*(For full-time office and technical unit and physical plant unit employees, see applicable Resolutions.)*  

**F.9.1 Notice of Layoff** *(R 3/98)*  
[BP F 10]  
In every case of layoff for non-unit classified office and technical employees, the College will give at least a 30 calendar day written notice of the action to the employee and will certify therein that the layoff is for reasons not reflecting discredit on the employee. Whenever possible, a 45-day notice of the action will be given.

**F.9.2 Order of Layoff** *(R 6/10)*  
[BP F 10]  
If a layoff is required, the following types of employees will be laid off, subject to functional continuity, in the order as listed:  
- Temporary employees will be laid off first.
• Part-time continuing employees will be laid off before full-time probationary employees.
• Full-time probationary classified employees will be laid off on the basis of seniority before full-time continuing employees in an equal or lower job classification.
• Full-time continuing classified employees will be laid off on the basis of the less senior employee first within equal or lower job classifications.

F.9.3 Seniority (R 1/01)
[BP F 10]
The Human Resources department will maintain a list of full-time continuing employees by job classification and by location within the College. This listing will be used in determining seniority for purposes of layoffs. An employee’s seniority will be based upon the Board-approved date of initial employment, provided, however, that no employee will be placed on the seniority listing until he/she has completed the probationary period of 180 calendar days.

F.9.4 Displacement (R 3/98)
[BP F 10]
Any full-time continuing employee scheduled for layoff may displace the least senior employee in an equal or lower job classification if he/she is qualified to do the work according to the job description. Displacing of the least senior employee by a more senior employee in the same job classification or in a higher job classification may require a transfer to a different department within that location or a change of shift. If the senior employee refuses such transfer or change in shift, he/she will then forego his/her right to displace the less senior employee, and the senior employee will be laid off. A layoff will not result in the promotion of any employee to a higher job classification.

F.9.5 Transfer After Layoff (R 3/98)
[BP F 10]
When a classified employee is laid off, and there are other locations within the College having a full-time opening(s) in an equal or lower job classification, the laid-off employee will be given strong consideration for either temporary or permanent transfer to the location with the job vacancy. Such transfer will be considered only if the laid-off employee meets all qualifications for the vacant position and if the employee has performed satisfactorily in previous College employment.

F.9.6 Recall (R 3/98)
[BP F 10]
Non-unit classified employees will be recalled in the reverse order of their layoff and in accomplishing the recall, and to the extent possible, the College will transfer employees, who, in the process of layoff, have been transferred to different job classifications or different shifts. Notice of recall to laid-off employees will be made by telephone, or if said employee cannot be reached, by certified mail to his/her last known address. If said employee fails to return to work within 10 working days of the postmark date of such letter, all recall rights of such employee will be terminated. It will be the employee's responsibility to keep the College informed of changes in telephone number and mailing address. Employees will be eligible for recall for no more than 18 months.

**F.10 Grievance Process for Non-unit Classified Employees (R 06/16)**

*(For full-time office and technical unit and physical plant unit employees, see applicable Resolutions.)*

**Adjustment**

Good faith efforts will be made to resolve employee grievances at the earliest possible step. Should any difference arise between the College and any employee as to the meaning or application of Board policy or administrative procedures, said grievance will be settled through the grievance procedure.

**Definitions**

A "grievance" is defined as an alleged violation, misinterpretation or improper application of Board policy and/or administrative procedures. A grievance will be in written form, and include the following information:

a. Date and nature of the grievance, location, job classification and employee involved, and identification of the provisions of Board policy and/or administrative procedures under which the grievance is entered.

b. Remedy sought.

c. Date of submission.

A "grievant" is defined as any employee filing a grievance. Multiple grievances filed simultaneously over a common occurrence or event may be processed in a joint action.

**Extension of Time**

The time limits provided in the grievance procedure may be extended only by mutual written consent of the parties.

**Days Defined**

Days as referred to throughout the grievance procedure will be working days but will not
include Saturdays, Sundays, or holidays recognized by the College.

Advancement/Termination of Grievances
Grievances not appealed within the prescribed time limits will be considered settled on the basis of the last decision made by the College and will not be eligible for further appeal. The aforesaid will not apply if the time limits are extended by mutual written consent of the parties.

Grievance Advisor
A grievant may select an advisor to provide advice, support and consultation at any point during the grievance procedure.

Reprisals
No reprisals of any kind will be taken by the Board or by any member of the administration against an employee because of his/her participation in the grievance process.

Grievance Procedure
If a grievance arises, it will be resolved through the procedure described below. However, this procedure does not preclude prior discussions between an employee and his/her supervisor to resolve the difference.

Step 1
a. A grievance, to be timely, must be submitted to an employee's immediate supervisor within 10 days of the occurrence giving rise to the grievance or within 10 days of the date on which the employee should have reasonably known of such occurrence.
b. A conference between the employee and his/her immediate supervisor will be held within five days of the initial presentation of the grievance.
c. The employee's immediate supervisor will issue a written response to the employee and a copy to the Associate Vice Chancellor, Human Resources within three days following the conference.
d. If the employee is not satisfied with the response issued and wishes to proceed with his/her grievance, he/she must give written notice of such intent to the appropriate administrator within three days of receipt of the response or within six days of the Step 1b conference if no response is given by the College.

Step 2
a. The appropriate administrator, or his/her designee, will conduct a conference with the employee and his/her immediate supervisor within three days following receipt of written notice.
b. The appropriate administrator, or his/her designee, will issue a written response to the employee within three days following the conference.

c. If the employee is not satisfied with the response received and wishes to proceed with his/her grievance, he/she must give written notice of such intent to the appropriate college administrator within three days following receipt of the response or within six days of the Step 2a conference if no response is given by the College.

Step 3

a. The appropriate college administrator, or his/her designee, will conduct a conference with the employee within three days following receipt of written notice from the employee.

b. A written response will be issued by the College to the employee within three days following the conference.

c. If the employee is not satisfied with the response and wishes to proceed with his/her grievance, he/she must give written notice of such intent to the Associate Vice Chancellor, Human Resources within three days of receipt of the response or within six days of the Step 3a conference if no response is given by the College.

Step 4

a. The Associate Vice Chancellor, Human Resources, or his/her designee, will conduct a conference with the employee within three days following receipt of written notice from the employee.

b. A written response will be issued by the College to the employee within three days following the conference.

Step 5

If the employee is not satisfied with the decision received at Step 4b, he/she may exercise one of the following alternatives:

a. The employee may submit an appeal in writing to the Board of Trustees within three days from receipt of the response or within six days of the Step 4a conference if no response is given by the College. With this appeal should be included a copy of the original grievance, the decisions previously received under this procedure, and such other statements or information which the employee deems relevant. The Board will consider the grievance at its next regularly scheduled executive session and take such appropriate steps to review the grievance that it deems advisable, which may, in the Board's discretion, include providing the employee with a hearing at the earliest practicable executive session of the Board. However, when a grievance would otherwise constitute a contested case as defined by section 536.010(2), RSMo, the Board of Trustees will conduct a hearing on the grievance. The Board will notify the employee of its decision, in writing, at the conclusion of its action.
b. The employee may request the naming of an independent advisory fact-finder only for those grievances concerning dismissal. Such a request must be made in writing to the Board at the time of filing of the appeal set forth in Step 5a and within the time limits there specified. The employee and the chancellor, or his/her designee, will attempt to find an impartial fact-finder who is mutually acceptable. In the event that they cannot agree on a mutually acceptable fact-finder, they will select one by alternately striking names from a list furnished by the Federal Mediation and Conciliation Service with the last name being the fact-finder.

The fact-finder will hold a hearing within a reasonable time after being appointed but in no event, more than 20 working days from appointment. The hearing will be held on a date and time as agreed upon by the employee, the College, and the fact-finder or, if no agreement can be reached, as specified by the fact-finder.

The fact-finder will issue an advisory recommendation, in writing, no later than 20 days from the end of the hearing. Said advisory recommendation will include findings of fact and separate conclusions and recommendations. The fact-finder will limit the advisory recommendation strictly to the application and interpretation of the provisions of Board policy and/or administrative procedures and will be without power or authority to make recommendations: (1) contrary to, or inconsistent with, or modifying or varying in any way terms of policy or procedures; or (2) limiting or interfering in any way with the powers, duties, and responsibilities of the College or its Board under applicable law.

At its next regularly scheduled meeting, the Board, in executive session, will consider the grievance and the advisory recommendations of the fact-finder. The Board may accept (in whole or in part), modify or reject the fact-finder's recommendatory findings of fact and conclusions. The Board, at the written request of the employee, will conduct a hearing at this time and will notify the grievant, in writing, of its decision and the reasons for its decision at the conclusion of such hearing. The fact-finder's fees and other expenses will be payable in equal amounts by the College and the employee.
G.1 Credit Programs
This section intentionally left blank to align with Board Policy.

Adopted June 1, 2020

G.2 Non-credit Programs
Requirements, development, and approval of non-credit programs and courses are distinct and separate from credit programs. Such courses will appear on the official transcript upon student request.

Students enrolled in non-credit courses will not be required to meet the college’s admission criteria for credit programs. Students enrolled in non-credit courses may be awarded grades as follows:
- SC – satisfactorily completed or
- NC – not completed

Awards of completion may be granted to students completing a single course, seminar, conference, workshop or similar instructional activity. Awards of completion are presented to those who have satisfactorily met the attendance requirements for that activity.

Revised June 1, 2020

G.3 Curriculum Development and Review

G.3.1 Exploratory Phase
a. The apparent need for a new curriculum/program comes to the attention of College personnel. This information may develop as the result of suggestion by an existing advisory committee, from faculty members or from direct contact from the community or potential employers.

b. Interested faculty member(s) and/or an academic administrator will conduct a study to determine the feasibility of offering a particular curriculum. Using methods such as a needs assessment, tech scan or discussions with potential employers, such a study should include the following kinds of information:
   • appropriateness of this type of curriculum for the College as determined by the skill level required of graduates and by evidence, if it exists, of similar programs successfully offered by other community colleges;
• the estimated additional cost (staff, facilities, equipment) required;
• the relationship of this program to existing and proposed curricula;
• Benefit in wages and improved quality of life for graduates;
• Exploration of modes of delivery.

c. Those investigating the possible program should consult with relevant faculty and administrators at the other campuses and with the Vice Chancellor for Academic Affairs.

Revised June 1, 2020

G.3.2 Proposal and Approval
All curriculum-related proposals are submitted to the Campus Curriculum Committee for ultimate submission to the District Curriculum Committee. The faculty will initiate curriculum changes. These proposals are then approved/disapproved by the department chair and the dean responsible for that academic area. Appropriate faculty, department chair(s), dean(s) and curriculum committees from the other three campuses review the curriculum proposal and approve/disapprove. The proposal then is forwarded to the District Curriculum Committee for its deliberation and action.

Following internal review/approval/processing, all program-related proposals will be submitted to the Board of Trustees for approval and then to the Coordinating Board for Higher Education, the Department of Education, and the Higher Learning Commission when appropriate.

Revised June 1, 2020

G.4 Advisory Committees

G.4.1 Function
Each committee has the responsibility to do the following:
• provide counsel to the faculty and the administration of the College concerning an appropriate career program;
• suggest types of educational and technical services needed by the community and offer advice for the maintenance and development of the program;
• share in periodic program evaluation, revision and updating as required;
• serve as community and professional representatives in assisting the College in maintaining programs that meet both student and community needs;
• provide the vital link needed to keep career programs relevant to the needs of the student and to the ever-changing needs of society;
• keep the College informed of the need for curriculum and course evaluation and revision, equipment replacement and expansion, and professional development of the instructional staff;
• represent the College’s program to the community and the relevant industry;
• assist the College in identifying part-time instructors from the field.

Revised June 1, 2020

G.4.2 Membership
The number of members appointed to any one committee is flexible; however, there will normally be no fewer than six members nor more than 12. The faculty of the program, the division dean responsible for the program, the dean responsible for career programs, and the campus chief academic officer and the district director of curriculum and assessment will serve as ex-officio members of the committee. If the Advisory Committee serves programs at more than one campus, faculty and administrators from those campuses also will serve as ex-officio members.

Committee members should possess current knowledge in their fields of specialization. Committee members will work with the department and the College to ensure that the curriculum keeps pace with the employment requirements and new trends. In addition, committee members should be drawn from a wide variety of industrial settings; excessive numbers of graduates of our program should not serve on the committee; and committees should reflect ethnic and gender diversity.

All members are appointed by the Board upon the recommendation of the Chancellor for a period of two years. Committee members may be reappointed by the Board for additional terms.

Revised June 1, 2020

G.4.3 Meetings
The dean will ensure that the program coordinator/director calls committee meetings as often as needed, but at least once a year. Committees that serve programs located on more than one campus will rotate on a two-year cycle to each of the campuses. Advisory committees for programs offered at only one campus will be coordinated by that campus.

Revised June 1, 2020
G.5 Academic Calendar
By November 1 of the year preceding the Academic Calendar, the College Senate will forward its recommendation to the Leadership Team through the Vice Chancellor for Academic Affairs. The Chancellor will recommend a calendar for Board approval.

Following Board approval the academic calendar will be published online for all employees in the college Catalog, class schedules, newsletters, and Board minutes by the end of the semester in which it is approved.

Revised June 1, 2020

G.6 Articulation With Other Educational Institutions
Articulations: the vice chancellor for academic affairs or designee will facilitate

- Articulation agreements with secondary schools that define curriculum criteria and standards of student performance, establish student placement, and/or specify transfer credit at St. Louis Community College.
- Articulation agreements with colleges and universities that specify courses and transfer credits into St. Louis Community College programs.
- Articulation agreements with educational agencies and training institutions that provide expanded student options to St. Louis Community College degrees and certificates.
- Articulation agreements with four-year colleges and universities which define or assure how St. Louis Community College credit will be transcribed and counted toward degree completion.

Adopted June 1, 2020

G.7 Admissions Criteria for Credit Programs
Applicants for admission to the college must have met one of the following criteria:
A. Earned a high school diploma
B. Earned the equivalent of the high school diploma as demonstrated by performance on the general education development test.
C. Met the college’s requirements for graduates of non-traditional secondary schools
D. Received approval for “early graduation” from high school
E. Received approval for the college’s dual enrollment program
F. Received approval for the college’s dual credit program
G. Demonstrated through assessment the ability to benefit from the college experience when the applicant:
   i. Is without a high school diploma or equivalent
   ii. Is at least 18 years old, and
iii. Has been separated from the last school attended for a minimum of six months (see G.7.2 - Assessment)

H. Under extenuating circumstances, received approval for admissions from the Administrator responsible for admissions.

a. Applicant Status

- **Degree-Seeking Student**
  - As a degree-seeking student you may
  - Work towards a degree or certificate or apply for a selective admissions program.
  - Apply for federal and state financial aid, or veteran’s benefits.
  - Participate in intercollegiate athletics (if eligible).
  - Apply as an international student with F-1 student visa status.

To apply as a degree-seeking student:
- Submit an application for admission.
- Submit transcripts from high schools and/or colleges attended; if applicable, submit High School Equivalency (HSE) test scores. High school transcripts or HSE scores are not required if a student has earned 15 or more hours of transferable college credit.
- Students seeking to transfer credit from other colleges, and/or receive financial aid must submit transcripts from all colleges or universities. Transcripts must be submitted directly to St. Louis Community College by the transfer institution.

- **Non-Degree Seeking Student (Excluding Dual Credit and Dual Enrollment)**
  - As a non-degree seeking student you:
  - Need no transcripts.
  - Cannot be processed for federal or state financial aid, or veteran’s benefits.
  - Cannot be awarded a degree or certificate or apply for a selective admissions program.
  - Cannot participate in intercollegiate athletics.
  - Cannot apply as an international student with F-1 student visa status.

To apply as a non-degree seeking student:
- Submit an application for admission (no transcripts required.)

- **Dual Credit and Dual Enrollment**
  - As a dual credit or dual enrollment student you:
  - Cannot be processed for federal or state financial aid, or veteran’s benefits
- Cannot apply as an international student with F-1 student visa status

To apply as a dual credit or dual enrollment student:
- Submit an application for admission

**Admission Criteria for Selective Admissions Career and Technical Programs**
With the approval of the relevant dean(s), the campus chief academic officers, and the vice chancellor for academic affairs, career and technical programs may develop and apply additional requirements for admission.

b. **Entry Status**
- **New College Student**
  Students must complete an application that includes such information as former academic experience, educational goal, and intention to earn a certificate or associate degree and intended degree program. After an absence of three consecutive academic terms (excluding summer), applicants will be required to apply to the college.

- **Transfer Student**
  Transfer students must complete an admissions application that includes such information as former academic experience, educational goal, intention to earn a certificate or associate degree and intended degree program. After an absence of three consecutive academic terms (excluding summer), applicants will be required to apply to the college. Transfer students wanting degree-seeking status, and seeking to transfer-in credit from other colleges, and/or receive financial aid must submit official transcripts from every college and university attended. Transcripts must be submitted from the other schools directly to St. Louis Community College.

- **Re-entry Student**
  Former St. Louis Community College students not enrolled during the preceding three consecutive academic terms (excluding summer) will be required to reapply to the College. Students may be required to resubmit applicable transcripts from high school as well as from colleges or universities if they have not been enrolled in the preceding five years.

c. **Unique Entry Status**
- **Still in High School – Dual Enrollment**
  High school juniors and seniors may attend classes through the dual enrollment program, which provides students an opportunity to earn college credit while still
in high school by taking courses through one of the college’s campuses or by receiving instruction at their high school from a college faculty member. Dual enrollees will be required to follow all College policies and procedures and must do the following:

1. have a cumulative high school grade point average of 2.0 or higher (on a 4.0 scale);
2. obtain permission to enroll from a high school official;
3. obtain permission from a parent or legal guardian.

Dual enrollment students who intend to enroll at St. Louis Community College following graduation from high school must update their student record with additional information.

- Still in High School – Dual Credit
  High school freshmen, sophomores, juniors, and seniors may receive college credit for specified classes at high schools participating in the College’s dual credit program. Dual credit students will be required to follow all College policies and procedures and must do the following:
  1. juniors and seniors must have a cumulative high school grade point average of 2.5 or higher (on a 4.0 scale), sophomores must have a cumulative high school grade point average of 3.0 or higher (on a 4.0 scale), and freshmen must have a cumulative high school grade point average of 3.0 or higher (on a 4.0 scale) and a 90th percentile scaled score on the ACT or SAT entrance exam;
  2. obtain permission to enroll from a designated high school official and
  3. obtain permission from a parent/guardian;

Dual credit students who intend to enroll at St. Louis Community College following graduation from high school must update their student record with additional information.

- Early High School Graduate
  High school students who have completed their graduation requirements before their actual date of graduation may be admitted, provided a letter of completion is received from the high school principal or designee.

- Non-traditional High School Graduates
  Applicants for admission who have completed a home schooling or other educational course of study that is not accredited by a state board of education or by one of the accrediting agencies listed in the International Registry of
Accredited Schools are eligible for admission as a non-degree seeking student.

To apply for degree-seeking status, they must meet the following criteria:

- Provide official high school transcripts,
- Meet the federal “ability to benefit” test scores on a placement test, or
- Complete six credit hours of college level (100 level or above) coursework with a “C” or better in each course.

Under extenuating circumstances, applicants who do not meet the above criteria may be considered for admission by the administrator responsible for admissions.

- **Non High School Graduate**
  Students who have not graduated from high school are eligible for admission as a non-degree seeking student.

  To apply for degree-seeking status they must meet the following criteria:
  - Provide official high school transcripts,
  - Meet the federal “ability to benefit” test scores on a placement test, or
  - Complete six credit hours of college level (100 level or above) coursework with a “C” or better in each course.

  Under extenuating circumstances, applicants who do not meet the above criteria may be considered for admission by the administrator responsible for admissions.

*Revised June 1, 2020*

**G.7.1 International Student Admissions**

a. International students, unless admitted under a contract or agreement establishing alternative requirements, must fulfill the following requirements for admission:

- Complete the requirements for admission as a degree-seeking student;
- Request the “International Student” information packet from the campus Admissions and Registration office and follow the procedures outlined;
- Must have completed the equivalent of a 12-year elementary and secondary school program; (An equivalent to the U.S. B average or better is required for courses taken at the secondary school level.)
- Submit transcripts of their high school and college work; (These records must include the following information translated into the English language: descriptive titles of courses studied, final grades in each course and an explanation of the grading system.)
If prospective students are still residing outside of the United States, must have on file 60 days before the start of classes all admission requirements and required documents; (Prospective students presently attending a college or high school in the United States must submit all materials 30 days before the start of classes.)

- Score 500 or above on the written TOEFL (Test of English as a Foreign Language), or 61 on the internet-based TOEFL. The applicant must have taken the test within the last two years;
- Score 6 or above on the IELTS (International English Language Testing System).
- If prospective students are already in the United States, must submit a grade average of 3.0 on all course work completed at English language centers or for intensive English courses completed at other colleges or universities; (Students in degree-seeking academic programs at all other accredited institutions must have earned a cumulative grade point average of 2.0.)
- Must submit a financial statement which certifies that they have adequate funds to carry them under normal conditions through their course of study without the need for federal or state financial assistance. This form must be dated within the previous six months from the first day of the semester.
- Purchase a health insurance plan designed to cover international students in F-1 status. The plan must include repatriation of mortal remains and medical evaluation. Students must submit verification documents to the Admissions office before they can register for classes.

**b. Acceptance** - When the above admission requirements are met, designated student affairs staff on the appropriate campus will review the file, send a letter of acceptance and issue and sign an **I-20** form. Accepted students must sign the *Conditions of Enrollment* form provided by the campus Admissions and Enrollment Services office.
c. **Students with College Degrees** - Normally, international students possessing a degree or degrees from a U.S. college or university will not be considered for acceptance. However, the campus chief student affairs officer or designee will review students’ requests for admission involving exceptional circumstances. Students should explain these in writing for consideration. Transcripts will be evaluated in the same manner as those of other students. (See Administrative Procedure titled “Evaluation of Educational Credit.”) Students must submit a bulletin or syllabus covering the content of college or university courses for consideration of transfer credit.

d. **Part-time Students** - International students on student visas attending another educational institution who plan to enroll as part-time, unclassified students must submit the following:

- Admissions application;
- Proof of English proficiency before enrollment;
- A letter from the international student advisor where the student is currently attending. (The letter must certify that the student is in good standing and has permission to enroll part-time at the College.)

Part-time students on visas other than student visas need to provide the first two items above and a copy of a visa valid for the duration of scheduled classes.

Under extenuating circumstances, applicants who do not meet the above criteria may be considered for admission by the administrator responsible for admissions.

*Revised June 1, 2020*

**G.7.2 Course Placement**

**Enrolling in Courses**

Before enrolling for credit in courses* numbered 100 or above, students will show evidence of having the necessary basic skills in reading in one of the following ways:

- Completion of at least RDG:030 or ENG:070 with a grade of “C” or better.
- Appropriate ACT/SAT scores.
- Appropriate transcripted transfer-level courses. St. Louis Community College does not transfer in developmental coursework from other institutions.
- Appropriate placement test scores,**
- Appropriate high school grade point average.
- Successful completion of an approved, three or more credit-hour course numbered 100 or above with a C or better. For students who concurrently
enroll in RDG 079 and an approved co-requisite course, reading proficiency is attained through this method.

* Exceptions to these requirements may be approved for individual courses by the District Curriculum Committee.

**Scores are valid for three years.

Other course-level prerequisites are identified on course profiles, in Banner and in the College catalog.

Course placement procedures support students in making progress in meeting their educational goals. To ensure correct placement, the college utilizes multiple measures to place students in reading, English, and mathematics. In addition to the student’s high school GPA and/or ACT and SAT scores, the College uses a computerized adaptive placement test to determine students’ placement into courses based on their academic preparedness.

All or part of the placement tests may be waived if a student can provide academic credentials or written documentation for one of the following:

- A college degree from a regionally accredited institution in the United States or a college degree from an educational institution outside of the United States that is deemed by the College to meet standards for awarding degrees that are comparable to accreditation standards.
- A college transcript or grade report documenting successful completion (with a “C” grade or higher) of reading, writing or mathematics course prerequisites.
- An appropriate ACT score earned within the last 3 years.
- An appropriate SAT score earned within the past 3 years.
- An appropriate high school GPA (for reading and English).

Current placement scores, GPA allowances, and other information regarding waiving of placement exams can be accessed through the college’s testing centers.

Students, including dual credit/enrollment students, who do not possess a high school GPA of at least seven semesters may not waive placement testing based on GPA for reading and English, though the GPA may still be used as a multiple measure for placement.

Before enrolling for credit in courses, international students and students with limited
English proficiency will show evidence of having the necessary basic skills in reading and writing by completing the ACT/ESL Compass test with scores greater than 41 on the grammar portion, with above 37 on the reading, and with above 55 on the listening portion. Placement of international students and students with limited English proficiency in credit courses may also be approved by ESL faculty based upon additional review of writing samples and interviews by ESL faculty and/or other qualified staff.

Retesting
Prior to beginning a course in reading, English, or math, students may retake the appropriate portion of the placement test at a cost of $10 per attempt. Before retesting, the student will be encouraged to utilize review materials available online or on campus and must present a receipt for payment of the fee to the Assessment Center.

A student may only retest reading, English, or math sections two (2) total times in a 12-month period and may only test once per day.

If, in the opinion of an instructor or department chair, an additional retest is warranted, a student may be granted permission for appropriate retesting. In the case that a department chair refuses, a student may appeal to the dean for a retest. The dean’s decision will be final. In all other cases, the College’s placement tests may not be retaken to determine course placement once a student has enrolled in a reading, writing or math course sequence.

Revised June 1, 2020

G.7.3 Residency Requirements
A resident student of the district may be any of the following:

a. An unemancipated minor who has not attained the age of 21 and is under the legal care, custody or support of an individual(s) residing within the district.

1. The College will assess in-district fees for this student.
2. If the College requires the student to submit documentation proving dependency upon individual(s) having legal custody, the student must submit such documentation to the Admissions, Registration and Records office before the official semester starting date.
3. Once residency has been established, the student may continue to qualify for resident status so long as they remain continuously enrolled, excluding summer terms, in the College even if the individual(s) having legal custody of the student
ceases to hold resident status. Otherwise, the student will be assessed the prevailing maintenance fee for out-of-district or out-of-state.

b. An emancipated minor residing in the district who has not attained the age of 21 and who is not under the legal care, custody or support of another individual. Emancipation may be documented through:
   • marriage (license required);
   • court action (legal ruling required);
   • abandonment (legal ruling required); or
   • alienation (legal ruling required).

   Emancipation may not be granted for:
   • mere absence of student from domicile of individual(s) having legal custody; or
   • students taken as an income tax deduction by a second party other than the spouse.

c. An adult who has attained the age of 21 and has established residence within the district.

d. A non-immigrant unemancipated minor alien student, holding a visa type B, F, H (except H-1B), J, M, 0-2, P or Q and who is a legal dependent of an individual(s) who holds permanent alien status or who holds a visa in a category other than those specified above and who lives within the district.
e. A non-immigrant alien holding a visa in a category other than those specified above will be assessed in-district fees if they have established residence within the district.

Reviewed June 1, 2020

G.7.3.1 Burden of Proof

The burden of proof to establish eligibility for resident status rests completely with the student. The factual criteria used to determine resident status is as follows:
- Missouri voter registration.
- Missouri domicile lease/deed.
- Missouri automobile registration.
- Missouri driver’s license with current address.
- Missouri personal property tax receipt.
- Marriage license and any of the above documentation identifying district residence of spouse.
- Paycheck from employer with employee’s home address as part of check information.
- Proof of checking account with home address printed on checks.
- Utility bill showing home address.

Reviewed June 1, 2020

G.7.3.2 Change of Residency

Any student who does not meet in-district residency requirements and is assessed out-of-district or out-of-state fees in the first academic term may, after enrollment for the first term, apply to be classified as a district resident and thereafter be assessed the in-district maintenance fee if the student resides within the boundaries of the district and provides adequate proof of residency and emancipation.

The enrollment services office requires the student to complete the standard application form for classification as a district resident.

The enrollment services office may require a standard affidavit of non-support form.

At the time of admission, the student should be notified of the maintenance fee rate, and the rate assessed may be reviewed by the enrollment services office and appealed through normal administrative channels.

Reviewed June 1, 2020

G.8 Students with Disabilities

The college understands the importance of and is committed to creating an environment that is both accessible and welcoming to individuals with disabilities.

As such, the college shall make reasonable adjustments or accommodations in its policies, practices, or procedures in order to provide equal access to persons with disabilities pursuant to the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, and other relevant federal and state laws. Reasonable accommodations, including effective academic adjustments, at the higher education level are designed to provide equal access to classes, programs and activities for students with disabilities.

The college does not have to provide accommodations if it can demonstrate that those accommodations would fundamentally alter the nature of the service, program, or activity in which the student is participating. Determinations as to whether accommodations will cause a fundamental alteration will be made by individuals who are trained, knowledgeable, and experienced in the area. The decision will be a careful, thoughtful,
and rational review of the program, service, or activity and its requirements, requested adjustments, and any appropriate, effective alternatives. The determination and supporting reason(s) will be fully documented by the college.

In addition, academic requirements that the college can demonstrate are essential to the instruction being pursued or to any directly related licensing requirement will not be regarded as discriminatory. The college will engage in a deliberative process for determining whether academic or course requirements are essential, and will focus on the underlying reason for the requirement and whether an appropriate alternative is available that meets the underlying reason for the requirement. A determination will not be based on inaccurate presumptions, prejudices, or stereotypes about disabilities or individuals with disabilities.

A student with a disability may contact any access office to begin the formal request for the accommodation process. The student must present appropriate documentation of disability that supports requested accommodations. Determination of appropriate documentation will be made by the access office. The student will meet with access office staff to complete the access office application for services, discuss needs, arrangements, responsibilities, etc. This meeting may be conducted in person at a campus, training site, or remotely. If, because of the student’s disability, secretarial or other assistance is required in understanding or preparing the application for access office disability support services, this will be provided upon request.

In determining the college’s ability to offer reasonable accommodation to an “otherwise qualified” “student” with a disability, each request for an accommodation will be evaluated on a case-by-case basis by the access office. Factors to be examined include, among others:

- The academic and technical standards required for admission or participation in an education program or service;
- The purpose and nature of the program, course and/or service;
- The precise education-related abilities and functional limitations of the applicant or student and whether the accommodation(s) provide a reasonable opportunity for equal access;
- The nature and cost of the requested accommodation upon the operation and educational mission of the college, course, program, service and/or activity; and other federal, state and local regulatory requirements.

The college is not required to offer or provide an accommodation to admit or to continue to admit an individual with a disability to any particular program, course, service and/or activity or to provide educational opportunities and other services when:
• An accommodation would substantially alter the educational standards or mission of the college;
• An accommodation would fundamentally alter the nature of the program, course, service and/or activity;
• Taking into account the applicant or student’s qualifications along with the requested accommodation, the student is not otherwise qualified to meet the academic, behavioral, and technical standards required for admission or participation in an educational program, course, service and/or activity;
• Reasonable accommodation would not overcome the effects of the individual’s disability;
• Reasonable accommodation would not enable the individual to complete a program, course, service and/or activity;
• An accommodation would cause an undue financial or administrative hardship on the college; or
• Reasonable accommodation would not negate a posed direct threat to the health and safety of others

Reasonable accommodation does not negate the following:
• Requirements for successful completion of a program, course, service and/or activity;
• Adherence to generally acceptable standards of behavior;
• Adherence to the student code of conduct; and,
• Adherence to administrative and faculty/staff directions and instructions.

Request for reasonable accommodation
An otherwise qualified student who identifies as having a disability and requests reasonable accommodation will be required to provide appropriate documentation, which indicates the student’s current disability impacts, and demonstrates a substantial limitation in a major life activity such as learning, seeing, walking, hearing, etc. This documentation may include psycho-educational assessment, medical records, etc., sufficient to establish the existence of a claimed physical/learning/mental impairment and the need for accommodation as outlined.

A student shall complete an application for access office disability support services and provide appropriate documentation as discussed above. A student may submit this application at any time during the program of study, however the college recommends submitting requests as early as possible to allow time to make any necessary arrangements.
Accommodations are not generally provided retroactively.

Accommodation request for events, programs or activities should be made with the identified coordinator at least two working days prior to the event. Documentation of disability may be required.

Providing reasonable accommodation
Determination of whether the college is required to provide accommodations will be made by the access office. Determinations are based upon whether:

- The student has a disability.
- The disability substantially limits a major life activity.
- The documentation presented supports the current need for appropriate accommodations.
- The accommodation(s) have a reasonable opportunity to provide equal access.
- The determination of whether and/or what reasonable accommodation will be provided for a student will be made by the access office in consultation with the student and other necessary personnel, utilizing an interactive process.

Development of a written accommodation plan
Once a student has been determined to have a disability which requires reasonable accommodation(s), the access staff and the student will develop a written accommodation plan which will include the development of instructor notification of accommodations memos. In order to receive accommodations, the student is responsible for delivering the memos and discussing the requested accommodations with appropriate college personnel. Access office staff are available to assist students with submitting memos to faculty and supporting student efforts to put accommodations in place. It is the student’s responsibility to promptly inform the access office of problems with their accommodations. The access office will maintain a confidential file which includes: documentation of the student’s disability, the student’s written accommodation plan, and historical information that documents the college’s response to the student’s request for accommodations.

Provision of support personnel for college activities and programs
If the access office determines that the provision of a support person (interpreter, reader, writer, note taker, lab assistant) is an appropriate and reasonable accommodation, that person must be pre-approved by the access office staff in order to gain admittance to the college classroom, program, activity or service. An exception to this would be a student already enrolled in the course who is acting as a volunteer note taker or lab assistant.
Personal care attendants
An otherwise qualified student who requires personal care attendant services must arrange to provide for their own personal care attendant service. The college does not assume coordination or financial responsibilities for personal care attendant services.

Students using personal care attendants shall follow the access office personal attendant policy contained in the access office student handbook.

Personal care attendants
- Are not responsible for a student’s progress or behavior.
- Shall not carry on conversations with the student during class.
- Shall not participate in class or intervene in conversations between the student and faculty, staff or other students.
- Shall not discuss any confidential information about the student with faculty, staff or students.
- Shall follow the college’s Code of Conduct.

Students using personal attendants shall follow the access office personal attendant policy.

Revised June 1, 2020

G.8.1 Grievance Process for Student Equity Complaints (Other than Title IX Sexual Harassment Complaints)

(See B.13 – Title IX Sexual Harassment Policy and Procedures for Employees and Students).

The college does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. The college’s non-discrimination policies apply to any phase of its employment process, any phase of its admission or financial aid programs, other aspects of its educational programs or activities, and instances occurring in other settings, including off-campus, if there are effects of the conduct that interfere with or limit any person’s ability to participate in or benefit from the college’s educational programs, activities or employment. Notices of non-discrimination are posted online and in physical locations throughout the college district.

The college is committed to the elimination of arbitrary or unreasonable practices
which result in discrimination. This grievance process provides for prompt and equitable resolution of complaints by a student alleging any action prohibited by the Americans with Disabilities Act as Amended and the Rehabilitation Act of 1973 and all relevant non-discrimination laws pertaining to protected status with the exception of allegations of sexual misconduct where procedures set forth in G.17.1 apply.

a. Purpose and scope
This procedure provides students an opportunity to resolve complaints alleging discrimination in matters as described above.

Students with disabilities - this procedure also provides students with disabilities with an opportunity to resolve complaints regarding accessibility concerns including but not limited to academic accommodations.

It is the intent of this procedure that complaints should be resolved, when possible, in the area or department where the alleged violation occurred. Because each grievance must be judged on a case-by-case basis, it would be impossible to state or limit within this procedure the type of relief which might be afforded.

This procedure does not apply to the following types of student complaints as other appeals procedures exist:
- Administrative withdrawal
- Employee grievances
- Grade appeals
- Student discipline
- Student record challenges
- Title IX Sexual Harassment

b. Definitions
- Districtwide Director Equity Compliance/Title IX Coordinator - the individual designated to oversee the investigation, mediation and processing of complaints brought under this procedure. They will act as a resource to the employment and campus equity officers by researching necessary information, providing awareness and establishing consistent policies throughout the college. They will also serve as the college ada coordinator. Contact information for the districtwide director equity compliance can be found on the college website.
• **Campus Equity Officers** - the individual(s) designated to receive the formal complaints and grievance forms. The campus equity officer will meet with the complainant, necessary employees, and witnesses to conduct an investigation and attempt to resolve the grievance as set forth herein. The campus chief student affairs officer or designee will serve as the campus equity officer. In matters involving students taking courses exclusively online or those who are involved with workforce solution or continuing education programs, the districtwide director equity compliance will appoint a campus equity officer to oversee the case. Contact information can be found on the college website.

• **Student** - an individual who has been accepted to the college and is enrolled in classes or taking appropriate action to enroll in classes. In matters involving complaints of discrimination based on disability, the definition of student also includes someone with a disability or a perceived disability.

**Informal Complaint Process** – the complainant should first attempt to resolve the matter informally by requesting a conference with appropriate employees; i.e., this includes the instructor if the complaint is about a classroom accommodation or other academic equity concern, a member of the access office, etc. The campus chief student affairs officer is available as a resource to any student regarding how to navigate this task. If the matter is not resolved, a request for reconsideration may be made through the normal administrative channels (department chair, dean, campus chief academic officer/chief student affairs officer, as appropriate). Complainants are encouraged to use the informal complaint process but the informal complaint process is not a prerequisite to the filing of a formal grievance.

**Formal Grievance** – a complaint must be filed in writing by filing an formal equity grievance form (available on the college website) with the appropriate campus equity officer (or their designee) within 15 working days of the date of the occurrence giving rise to the complaint. The complaint shall contain the name, address, telephone number and e-mail address (if applicable) of the person filing it, and describe the alleged violation with as much detail as possible, including the date of the occurrence complained of, the person(s), and department involved.

• The campus equity officer shall advise the district director equity compliance of the filing of the complaint.

• The complaint shall be forwarded by the campus equity officer to the appropriate campus department for conference and resolution efforts with the complainant, using normal administrative channels (department chair, dean, campus chief academic officer, work force solutions/continuing
education leadership, etc., as appropriate) which resolution efforts shall not exceed 20 working days after the filing of the complaint.

- Within 10 working days after the conclusion of the 20 working day period or the date of the final departmental resolution effort, whichever date is earlier, the dean, campus chief academic officer, etc., as appropriate, shall render a written decision and forward a copy to the complainant.

- If the complainant is not satisfied with the decision and wishes to file an appeal, the complainant shall notify the campus equity officer within 10 working days of the date of the decision.

- The campus equity officer will conduct an investigation and attempt to resolve the grievance. The investigation will afford all interested persons and their advisor, if any, an opportunity to submit information relevant to a complaint. The campus equity officer will notify the complainant and district director equity compliance of their decision within 15 working days after receipt of the appeal. The student need not be present at any conference. An advisor (friend, colleague, attorney, etc.) May attend meetings or other proceedings with the complainant. The role of the advisor is to offer moral support to the complainant not to speak on their behalf. Notice from a student planning to bring an advisor to a conference or meeting should be provided to the ada compliance officer no less than 48 hours in advance and include the name of the individual who will be serving in that capacity.

If the complainant is dissatisfied with the campus equity officer’s decision, they may appeal to the appropriate college officer. In cases where the complaint pertains to academics, the vice chancellor of academic affairs (or designee) will hear the appeal. In all other complaints, the vice chancellor of student affairs (or designee) will hear the appeal. The decision of the college officer responsible for the appeal will be final. The complainant must deliver a written appeal to the appropriate college officer within 10 working days of issuance of the campus equity officer’s decision. The appeal must contain detailed information regarding the reason it is being filed, facts that support it, and what relief, if any, is being sought.

The appropriate college officer (vice chancellor of academic affairs or vice chancellor of student affairs) will conduct review within 10 working days after receipt of the appeal request, which may include a conference. The college officer will render a decision and the reasons for it in writing within 20 working days following the receipt of the appeal request. The college officer may affirm, reverse or modify the campus equity officer’s decision in whole or in part.
Dates may be extended with the permission of all parties concerned.

Revised August 14, 2020

**G.9 Academic Standards for Credit Courses**

**G.9.1 Attendance**

The matter of attendance and the way attendance affects a student's grade is essentially to be determined by the instructor, who in turn may be guided by department guidelines where applicable. For example, some departments which offer programs requiring structured clinical instruction also have more strict attendance requirements. The important considerations are:

a. Students will be notified in writing at the outset of a course (i.e., the course Syllabus, outline, or other handout) of attendance requirements and how attendance relates to grading. Valid grading practice may vary from class to class, but the need to communicate whatever grading practices apply is imperative in all classes.

b. Attendance requirements relative to students' grades should be reasonable, capable of being supported by the department or division, and able to withstand review if grieved by a student.

c. Instructors will maintain adequate attendance records to document student grades reflecting attendance considerations.

d. Caution will be used in awarding I (Incomplete) or a PR (Progress Re-enroll) to students with attendance problems. (See section in administrative procedures entitled “Grades”).

All full- and part-time faculty must submit to the Registrar’s office by the specified deadlines the following:

- **An official attendance report for each course taught.** The faculty member must indicate on the attendance roster which students enrolled in their course(s) have and have not been in attendance, documenting at least one day of attendance. At the end of the second week of classes (first week for summer and interim sessions), students who have registered and paid for a class and are reported by the instructor as never having attended will be withdrawn. Classes less than 16 weeks in length may have different administrative withdrawal dates, representing the same percentage of class time. The class will be shown on the transcript with a grade of W and students will not be eligible for a refund of fees. It is always the student’s responsibility to initiate a withdrawal.

- **An end-of-session grade roster for each course taught.** In cases where students have earned end-of-session grades that do not convey credit (F, U, I or PR), a last date of attendance must be indicated on the attendance roster based upon the
instructor’s attendance records.

• Dual enrollment students are required to have an official attendance report recorded for each course meeting time for the entirety of the semester.

Distance Learning: Every course must have a record that a student engaged in academic activities. Student engagement in the online course may be defined by instruction and assignments which address a variety of learning styles and utilize a variety of resources. The resources may include lecture, discussion, research, blogs, at-home labs, group work, and other tools available for instructional delivery. Instruction and assignments in the online course should engage the student in active learning through synchronous and/or asynchronous methods. Student engagement opportunities should be developed to meet the weekly credit hour seat time requirements as set forth by HLC.

All records described above will be kept in accordance with federal requirements.

Religious Accommodations
The college is committed to creating an inclusive campus community that fosters a culture of equity and inclusion and also cultivates an understanding of different cultures. Moreover, the college is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment. This commitment to equal opportunity is evident in how the college supports students regardless of religious affiliation or non-affiliation, in accordance with both state and federal laws and regulations. As part of this commitment, the college makes good faith efforts to accommodate a student’s religious practice or belief unless such accommodation would create undue hardship.

Definitions
1. A "reasonable accommodation" is any change in an academic course or program of study with respect to the way tasks or responsibilities are customarily done that enables a student to observe his or her religious practice or belief without creating undue hardship.

2. A "religious practice or belief" is a practice or observance that includes moral or ethical beliefs as to what is right and wrong and that is sincerely held with the strength of traditional religious views.

3. “Undue hardship” occurs when granting a requested accommodation would require significant expense or difficulty for the college, or would result in the inability of the student to perform an essential function of their course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.
4. A “creed” is an authoritative formula of religious beliefs or set of fundamental beliefs.
5. An “essential function” is a fundamental academic element of a course or program of study for a student.
6. “Good faith” is more than a negligible effort to accommodate the student’s request for religious accommodation. If the proposed accommodation does not eliminate the student’s religious conflict, the college demonstrates that any further accommodation would cause “undue hardship,” as defined above.

Guidelines
The college may provide a reasonable accommodation based on a student’s sincerely held religious belief. In making this determination, the college reviews a variety of factors, including whether the accommodation would create an undue hardship. A student requesting an accommodation is obligated to make the college aware of the need for a religious accommodation in advance. An accommodation request imposes responsibilities and obligations on both the college and the student requesting the accommodation. Faculty are required, as part of their responsibility to their students and the college, to adhere to these guidelines to ensure full and fair implementation of our equal opportunity and diversity policies by reasonably accommodating individual religious practices or beliefs. Regardless of any accommodation that may be granted, students are responsible for satisfying all academic objectives, requirements and prerequisites as determined by the college.

Once an accommodation request is made, the college will explore reasonable accommodations to address the student’s religious belief or practice unless the request creates an undue hardship. The student requesting the accommodation is obligated to cooperate with the college’s attempts to accommodate the request. When more than one accommodation is possible, the college may select among any of the accommodations, provided the accommodation will effectively eliminate the religious conflict. It may be necessary for the college to request the employee or student to provide documentation or other authority to support the need for an accommodation based on the student’s religious practice or belief. The college may also need to discuss with the student the nature of the religious belief(s), practice(s), and accommodation with the religion’s spiritual leader (if applicable) or religious scholars to address the request for a religious accommodation.

An example of a list of religious observances and holidays can be found on the college website. Faculty members may also verify dates by consulting published calendar of religious holidays and dates. Be aware that some observances begin the evening prior to the date listed.
Procedures

Students who expect to miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a request for accommodations for religious observance form to their instructor early in the semester and no later than two weeks prior to the need for the accommodation. A student who submits a late request for accommodations for religious observance form must show good cause for the late submission, and the late submission itself may be taken into account in determining whether the student has a religious practice or belief requiring accommodation and whether granting the request would create undue hardship.

1. The instructor and the student should discuss what a reasonable accommodation should include in a given case. At a minimum, reasonable accommodations must provide that students who are absent on days of examinations or class assignments due to a religious observance have an opportunity to make up the work, without penalty, unless granting the make-up opportunity would create undue hardship.

2. Instructors reserve the right to insist that course work to be missed should be completed prior to the anticipated absence, and in no way shall this policy be construed to relieve students from responsibility for any part of the course work required during the period of absence.

3. If the instructor and student agree upon a reasonable accommodation, the accommodation is then documented and implemented.

4. If there is no consensus on a reasonable accommodation, either party or both should seek the advice of the department or division chair. In those cases where a request for a religious accommodation is denied by the instructor, and there is no resolution through discussion with the unit chair, the student may request consideration of the matter by the appropriate academic dean. Where a timely request is made by the student but denied by the instructor, the resolution process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious accommodation is not unduly disadvantaged by the passage of time.

5. Excused absences from classes or examinations for religious observances will not be counted against any mandatory attendance requirements, but they do not relieve students from responsibility for any part of the course work required during the period of absence. The instructor may appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.

6. If an accommodation of religious practice is denied, a student may appeal the decision in writing to the vice chancellor of academic affairs whose decision will
be final. An appeal should be filed no more than 5 business days after the student receives notice of the denial of their request. Where a timely request is made by the student but denied by the instructor, the resolution process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious accommodation is not unduly disadvantaged by the passage of time.

Revised June 1, 2020

G.9.2 Final Examination
The registrar’s office will formulate and publish a final exam schedule for the final exam or culminating experience for the standard format, semester-length courses. Courses with non-standard formats, or courses that do not meet on the standard semester schedule, will have examinations scheduled at times that are appropriate for their format and duration.

Online courses follow the standard academic calendar. Final exams for online courses should be available for a minimum of 48 hours to allow students with non-standard work schedules the opportunity to participate. Final exams that require a proctored experience must have fully-at-a-distance options for students who are unable to travel to a St. Louis Community College campus.

Revised June 1, 2020

G.9.3 Grades
All students will be awarded letter grades for course work undertaken in which the student was enrolled as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

Transfer credit is not computed in the overall GPA, but may be reviewed when instrumental in satisfying prerequisites for admission into an academic program.

Other grades include:
I - Incomplete
This grade will normally indicate a situation in which the student has satisfactorily completed a major portion of the work and for reasons considered by the instructor to be beyond the student’s control is prevented from completing required course
work during the regular College term. If the faculty member and student will be using the college’s learning management system to complete the outstanding work, the faculty member must make a formal request to online education requesting course access with a definite start and end time. At the end of one year, access to the LMS will be terminated. The student must complete the outstanding course work in a time frame established by the instructor, up to one calendar year, in order for the I to be changed to a letter grade. Student and instructor must enter into a written agreement describing the work to be completed, the grading criteria, and the time frame for completion. If an extension is granted, the faculty member must submit a formal request to online education to have access to the LMS extended. Upon satisfactory completion of all work by the student, the instructor will initiate an appropriate grade change. After one year, if all requirements are not met, the I will automatically change to a permanent grade of F on the student’s academic record. With the consent of the instructor, the one-year limit may be extended by the instructor, the department chair, or the dean. The written agreement must be given to the department chair, who, if an instructor leaves the employ of St. Louis Community College, will assure evaluation of any work that might be completed.

W - Withdrawal
A grade of W will be issued if a student initiates and completes the course withdrawal process by the end of the 12th week of the regular semester or corresponding times during other terms. Under rare and extenuating circumstances, the instructor or appropriate administrator may initiate a withdrawal on the student’s behalf.

T - Audit
A symbol indicating enrollment with no intent to earn credit and with no implication concerning class attendance or skill accomplishment.

R - Credit-by-examination
A symbol to signify that credit has been earned by examination in situations in which the awarding of letter grades seems inappropriate.

S - Satisfactory
A symbol indicating the award of credit. U and S grades may be awarded only in courses approved for this purpose under guidelines developed by the College. The earned credit(s) counts toward graduation but is not used in grade point average calculations.
U - Unsatisfactory
   A symbol indicating the award of no credit and no grade points.

PR - Progress - Re-enroll
   Students making progress but not successfully completing course material may be
   awarded a grade of PR at discretion of the instructor. A PR grade represents no
   credits earned and will carry no grade point value. Students receiving PR grades
   may be permitted to re-enroll in the course or courses involved but must pay
   maintenance fees again. The pr grade is only available to courses below 100-level,
   PRD courses, and skills courses specifically approved by the district curriculum
   committee.

NG - No grade assigned by the instructor
   This is a temporary designator used to indicate that the instructor has not assigned
   a grade.

TR – transferable credit earned at another institution that has earned a grade of C or
   better.

TD – transferable credit earned at another institution that has earned a grade of D.

Revised June 1, 2020

G.9.4 Grade Points
   Cumulative grade point average (GPA) is determined by multiplying the number of
   grade points for each grade (A, B, C, D) in a course at the College by the number of
   semester hours for that course, then dividing the total by the number of semester hours
   attempted. Transfer coursework is not included in the overall GPA.

Revised June 1, 2020
G.9.5 **College Credit Hours**
Credit hours are normally assigned to lecture courses according to the number of minutes a week for the 15 weeks a course meets. Typically 50 minutes per week corresponds to one (1) credit hour. Refer to the district curriculum committee (DCC) guidelines on the DCC LMS site for additional information. Courses that have a lab or studio usually grant one credit hour for two to three hours in the lab or studio each week during the 15-week semester. For courses that meet less than 15 weeks, the number of hours a week spent in class will increase proportionally. Hybrid courses must meet on campus at least once each week during their scheduled part-of-term, and the combination of on-campus and online instruction should follow the same guidelines for instructional time requirements by ensuring appropriate amounts of student engagement in both modalities. Exceptions to this standard must be approved by the dean.

Student engagement in the online course may be defined by instruction and assignments which address a variety of learning styles and utilize a variety of resources. The resources may include lecture, discussion, research, blogs, at-home labs, group work, and other tools available for instructional delivery. Instruction and assignments in the online course should engage the student in active learning through synchronous and/or asynchronous methods. Student engagement opportunities should be developed to meet the weekly credit hour seat time requirements as set forth by HLC.

*Revised June 1, 2020*

G.9.6 **Honors**
Academic honors and dean’s list honors will be conferred in congruence with Board policy.

**Honors Program**
The honors program promotes scholastic excellence in students who are academically well-prepared and highly motivated. It stimulates creativity, encourages discipline, requires research and invites originality.

Students are eligible for the honors program on the basis of high school and college academic achievement, SAT or ACT scores, placement test scores, special aptitude or talent or permission of the program coordinator. The program brochure gives specific details of eligibility.

Courses students have taken for honors appear on the transcript with the notation
“Honors Program Credit” if an A or B credit is earned in these courses.

Upon graduation, students who have completed 15 or more credit hours of honors program work and maintained a cumulative GPA of 3.5 or better will be designated “Honors Program Scholar.” Their transcripts will show a notation and their degrees or certificates will show a seal to that effect.

Revised June 1, 2020

G.9.7 Maximum Course Load
This section intentionally left blank to align with Board Policy.

Adopted June 1, 2020

G.9.8 Repeated Courses
When a student repeats a course, the latest grade will be used in computing the cumulative GPA. Neither the credit hours attempted nor the grade points earned from the previous course(s) will be included in the cumulative GPA. If a student withdraws from the course(s) being repeated, the grade(s) received at the previous enrollment(s) will be used in calculating the cumulative GPA. All enrollments and grades will appear on the transcript except for those from which a student is withdrawn and receives a 100 percent refund. This requirement may be waived by the Vice Chancellor for Academic Affairs.

A student may not repeat a course more than once unless they consult with an advisor to determine measures the student can take to improve their performance in the course. The advisor must give authorization for a student to repeat a course more than once. There are some courses noted in the catalog that students may repeat without authorization, such as performance courses.

For students wishing to enroll for more than a second time in the same course, advisors may refer students to a designated academic department representative. The department may use strategies such as an interview or placement testing to determine if the student can repeat the course for more than a second time, enroll in another course, or be denied entry into a course. In the case of a dispute regarding course placement, a student may appeal the decision through the academic appeals process.

There could be ramifications to student financial aid when repeating courses.

Revised June 1, 2020
G.9.9 **Satisfactory Academic Progress**

Academic probation will be in strict accordance with the standards listed in the section of Board policy titled “Satisfactory Academic Progress.”

**Academic Probation/Restricted Probation/Suspension**

- Students on probation will not be allowed to self-advis. Once placed on probationary status, a student must achieve a cumulative GPA of 2.0 in the next academic term in which they are enrolled.
- Students who do not raise their cumulative GPA to 2.0 after one term on probation will be placed on restricted probation which requires the student to sign a contract stipulating the conditions for remaining enrolled in the College. The Academic Advising department will direct the development of the restricted probation contract.
- Students on restricted probation will have two terms in which to raise their cumulative GPA to 2.0. If they fail to do so, they will be suspended from the College for one calendar year. Students on restricted probation who achieve a term GPA of 2.0 or higher will not be suspended but will remain on restricted probation until their cumulative GPA reaches 2.0. However, students on restricted probation will be suspended after any term in which their semester GPA falls below 2.0.
- Students who return following the suspension year will continue on restricted probation and will be expected to achieve a 2.0 cumulative or term GPA during that first session, or they will be suspended from the College again for one year.
- Students may appeal decisions regarding restricted probation and suspension to the campus Probation/Suspension Appeals Committee.
- The College will notify students in writing that they have been placed on academic probation at the end of an academic term. The letters to the students will identify a specific individual or office to which all student inquiries are to be directed.
- The College informs students of how to avail themselves of a process designed to assist them in improving their academic performance.
- Students on academic probation may be allowed to participate in athletics subject to NJCAA regulations or College policies and procedures.
- Students who wish to appeal their probation or suspension status must notify the campus chief academic officer in writing no later than five working days before the first day of class of the term in which they wish to enroll. The student should explain their reason for the appeal and why the probation/suspension should be rescinded.
Campus Probation/Suspension Appeals Committee
Each fall semester, the campus chief academic officer will appoint a Probation/Suspension Appeals Committee consisting of one instructional faculty member and one representative from Student Affairs to be chaired by the campus chief academic officer or their designee. The term of service for this committee will be one calendar year.

The chair of the Probation/Suspension Appeals Committee will convene meetings as necessary to consider student appeals within the time frame outlined below. The committee will consider student appeals of academic contracts and appeals of suspension. In reviewing appeals, the committee will weigh all submitted evidence and review all prior academic progress. The decision of the committee will be final. Students will be notified promptly of the decision of the committee in written form within two weeks of receipt of the letter requesting an appeal.

Revised June 1, 2020

G.9.10 Satisfactory Academic Progress for International Students with F1 Visas
International students with F-1 visas register for and complete a full course load each semester. A full course load is typically 12 credit hours per semester. Some programs may determine that a full course load is less than 12 credit hours.

Immigration regulations limit the number of online courses a student can count towards the 12 credit full-time requirement. Only one course or three online credit hours can be counted towards the full-time requirement.

F-1 visa students are required to make normal progress towards completing their program of study. Making normal progress includes, but is not limited to, enrolling in the proper courses required for degree completion, maintaining satisfactory academic progress, and continually meeting all institutional enrollment requirements.

If the F-1 visa student has a valid academic or health reasons for requiring more time to complete the program which is authorized on the form I-20, they must request a program extension through the campus DSO at least 30 days before the program completion date on the I-20.

Adopted June 1, 2020
G.9.11 Satisfactory Academic Progress for Students Receiving Federal Higher Education Act (HEA) Title IV Financial Aid

For specific requirements and procedures and forms, the student should contact the Financial Aid office on one of the campuses.

a. A student pursuing an associate degree that requires 60 or more credit hours for completion, must be able to complete that degree within a maximum of 96 credit hours. A student pursuing a certificate of proficiency that requires 30 or more credit hours for completion, may attempt up to a maximum of 48 credit hours. At the end of each semester or summer session, the student must have earned a passing grade in at least two-thirds of all credit hours transcribed through that semester or summer session.

b. A student receiving Title IV aid is required to meet the standards of satisfactory academic progress as defined in the Board policy “satisfactory academic progress” (BP G.9.11).

c. A student who fails to meet the above criteria will be placed on financial warning for the next semester of enrollment. Title IV aid eligibility may be continued during the financial warning semester. However, a student who fails, withdraws, or receives an I, PR or U grades for all courses in a given semester will not be eligible for Title IV aid the next semester.

d. A student on financial warning must meet the criteria in items A and B. Failure to do so will result in ineligibility for Title IV aid in the next semester of enrollment.

e. A student who fails to meet the standards for Title IV aid eligibility may continue to enroll at their own expense. A student may become eligible again for Title IV aid when the criteria in items A and B have been satisfied.

f. A student may receive Title IV aid for a one-time repeat course in which a required grade was not attained. (Refer to Board policy “repeated courses” (BP G.9.8).

g. A student receiving Title IV aid must enroll in courses that fulfill their educational goals. These courses should follow published degree/certificate requirement as either general education requirements, program requirements, electives or prerequisite developmental courses.

h. A student may appeal the denial of Title IV assistance by writing the manager of student aid documenting all extenuating circumstances. The appeal will proceed through normal administrative channels ending with the administrator responsible for student financial aid.

Revised June 1, 2020

G.9.12 Satisfactory Academic Progress for Students Receiving Veterans’
Benefits
For specific requirements, procedures, and forms, the student should contact the veterans’ services representative on one of the campuses.

a. A veteran may be certified for not more than one semester as an unclassified student. During this semester, the veteran must change to a regular student status. Official transcripts from other institutions must be received and evaluated for the veteran to be certified for the second semester of enrollment.

b. A student receiving veterans’ benefits will not be certified by the college for continuation of benefits if they/their cumulative grade point average falls below the standards defined in the board policy “satisfactory academic progress” (BP G.9.12).

c. Any veteran receiving all grades of \(F\), \(U\), \(PR\), or \(I\) will not be recertified for benefits.

d. Any grades issued, including \(W\), \(PR\), and \(U\), that do not earn credit toward meeting graduation requirements or are not computed into the GPA will be reported to the veterans’ administration. (An \(I\) grade will be reported to the Veterans’ Administration if it is not changed to a letter grade by the end of the following semester.) The veteran will be responsible for any resulting overpayment.

Revised June 1, 2020

G.9.13 Satisfactory Academic Progress for Students in Selective Admissions Career and Technical Programs
With the approval of the relevant dean(s), the campus chief academic officer and the Vice Chancellor for Academic Affairs, selective admissions career and technical programs may develop and apply appropriate program-specific standards and procedures for determining satisfactory student progress. Further, these programs may develop and apply standards and procedures that will allow students to be dismissed from and to apply for readmission to the program.

Reviewed June 1, 2020

G.9.14 Transfer Credits from Post-secondary Institutions
The College will evaluate courses, experiences, and military experience for acceptance as transfer credit only for degree-seeking students who are accepted, enrolled, and attending classes at the College.

A transfer student may invoke the college’s transfer appeals process to challenge institutional decisions on the acceptance of credit(s) from regionally accredited
Missouri public colleges and universities or those that have been advanced to candidacy status by the Higher Learning Commission.

Revised June 1, 2020

G.9.14.1 Credit from Other Institutions
The College adheres to the recommendations established by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and will accept earned college-level credit hours from colleges and universities accredited by the following agencies:
- Middle States Commission on Higher Education (MSCHE)
- Higher Learning Commission (HLC)
- New England Commission on Higher Education (NECHE)
- Northwest Commission on Higher Education (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)
- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges

The College will evaluate and accept as they apply to the general education requirements established by the College courses from colleges and universities accredited by the following agencies:
- Association for Biblical Higher Education (ABHE)
- Association of Independent Colleges and Schools.

Students may submit courses from institutions accredited by the following agencies directly to the appropriate academic department for course evaluation and possible credit on the basis of experience.
- Association of Theological Schools
- Distance Education Accrediting Commission (DEAC)
- Accrediting Commission of Career Schools and Colleges

Revised June 1, 2020

G.9.14.2 Evaluation Process
The College will evaluate transcripts on an individual basis for courses that are applicable to St. Louis Community College’s programs. Accepted credits will be converted into St. Louis Community College course equivalencies.
The College will evaluate these transcripted courses:
- Courses with letter grades A, B, C and D from regionally accredited institutions.
- Courses with P for passing and/or S for satisfactory.
- Correspondence/distance learning with acceptable grades.
- Credit by exam.
- Credits for advanced standing in math and English based on appropriate postsecondary institution’s transcript notation.
- Credit from the College Level Examination Program (CLEP), which includes:

Courses with different credit hour values but within one hour of the equivalent St. Louis Community College course will be transferred with the credit hour value of the St. Louis Community College course. A course that carries two or fewer credit hours than the St. Louis Community College requirement may be considered for general elective credit, but not course equivalency. A course that carries two or more credit hours above the St. Louis Community College requirement will be considered for equivalency on a case-by-case basis.

For international students, the College will collect appropriate documentation to evaluate transcripts. This evaluation will include academic department assistance when appropriate. International students requesting evaluation will be required to provide a syllabus and/or course descriptions translated into English.

The College will complete transcript evaluations in a timely fashion upon receipt of requested documentation. Students will be notified that the transfer credit will be placed on their record after they enroll at the College. Central Student Records will be notified at the appropriate time to place transfer credit on the student record.

Transcripts will be evaluated utilizing course description information from transfer institutions to determine if the College offers a course as described.

College-level courses with D grades will be posted as TD (transfer D) on the student’s internal record to be used for advising purposes. TD grades will appear on the student’s academic transcript.

The college will accept courses from accredited institutions in the college catalog.

Revised June 1, 2020
G.9.14.3 Credit Not Evaluated for Transfer Credit

- Credit indicated on transcripts as accepted from other institutions - The student must submit copies of transcripts from all institutions attended for individual institution evaluation.
- Credit awarded by another institution for experience - The student must submit required documentation for academic department evaluation.
- Courses for which a non-passing grade was earned.
- Developmental (non-college level) courses.

Reviewed June 1, 2020

G.9.14.4 Transfer Credit Appeal

The student must meet with and review the transcript evaluation with the evaluator in order to ensure that any points of concerns have been addressed. A student may appeal alleged unfair treatment in the evaluation of transfer credit by following the appeals procedure in the Student Handbook.

**Step 1**
Within 10 working days of an alleged unfair treatment in the evaluation of transfer credit, the student must make a verbal or written request for an individual conference with the supervisor of Admissions/Registration to clarify the alleged unfair treatment and request a remedy. Within 10 working days of receipt of the student’s request, the supervisor must hold a conference with the student.

**Step 2**
To pursue Step 2 if the matter is not resolved at Step 1, within 10 working days of the receipt of the written response from the supervisor of Admissions/Registration, the student must file a written request with the responsible dean (department chair at Wildwood) to clarify the alleged unfair treatment and request a remedy.

Within 10 working days of the receipt of the student’s request, the dean must hold a conference with the student.

**Step 3**
To pursue Step 3 if the matter is not resolved at Step 2, within 10 working days of the receipt of the written response from the dean, the student must file a written request with the campus chief academic officer (transfer articulation officer). Within 10 working days of receipt of the student’s request, the campus chief academic officer (transfer articulation officer) must hold a conference with the student. The campus chief academic officer (transfer articulation officer) will conduct a review and within
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five working days notify the appropriate parties of the decision.

The decision of the campus chief academic officer (transfer articulation officer) will be final.

Reviewed June 1, 2020

G.9.14.5 Other Sources of Credit
A student may request that the College evaluate experience for credit to be awarded. The appropriate academic department is responsible for such a review, including how the student should demonstrate the value of the experience and how much credit, if any, should be awarded. Credit from non-accredited institutions and/or credit for work experience may be granted for appropriate courses on the basis of examination (written and/or oral). The campus chief academic officer will approve the granting of such credit upon recommendation of appropriate faculty members in accordance with College policy. The credit will appear on the academic transcript in the form of St. Louis Community College course(s) with the symbol $R$.

The College may develop special agreements with training agencies other than higher education institutions that will award students credit for certain prior experiences.

Credit for military training may be granted according to the American Council on Education Military Guide to the Evaluation of Educational Experiences in the Armed Services. Other non-transcripted military experience may be evaluated using the same processes as non-military learning experiences. Industry credentials and other published guides may be consulted for the evaluation of learning experiences.

The following procedures will be followed in accordance with the recommendations set forth by the Missouri Credit for Prior Learning Model, 2013:

A. Academic credit will be awarded only for those courses that satisfy graduation requirements for a student’s declared certificate or degree program as outlined in college publications. The primary program is declared in Banner. If a student pursues a secondary program, it may be declared in the department of the program.

B. Some mandatory institutional requirements (for example, capstone or other specific programmatic requirements) may not be satisfied through the use of credit by examination or non-collegiate education or experience.

C. If a national exam (i.e., CLEP) is available, students should first pursue that route for earning credit. Students should consult with personnel in the Assessment Centers to determine if national exams are available.
D. Students must be currently enrolled and at least one credit hour must be successfully completed and transcribed into the students’ record before any evaluation of non-collegiate or prior learning experiences are awarded.

E. In the event that a new student needs preliminary evaluation of prior learning before committing to enrollment, the student must show a good faith effort to demonstrate he/she is capable of success in seeking prior learning approval. The department chair or academic dean may use discretion to review materials prior to enrollment or to override a prerequisite if viable credit for prior learning approvals are pending. Credit for prior learning will be awarded after at least one credit hour has been transcripted subject to a favorable evaluation of assessed work.

F. All work assessed must meet or exceed “C” level work when evaluated against the existing course profile. “C” level work criteria shall be determined by department chairs and/or administrative deans.

G. Students must initiate all requests for evaluation of non-collegiate or prior learning experiences. Students should obtain the Credit for Prior Learning Self-Assessment Form, available online and from advisors and department chairs, and should submit the completed form with all pertinent information to the appropriate department chair or program coordinator, who will conduct or delegate to an appropriate faculty member the assessment of prior learning.

H. Additional documentation may be requested. Documentation of prior learning may include, but not be limited to, certificates of training, portfolio of work, self-attestation, demonstration of competency, oral interview, awards and honors, and information from employers including job descriptions, performance evaluations, and letters from supervisors.

- A portfolio is an assessment method that documents learning acquired outside of the traditional classroom and presents information that systematically validates experiential learning. Each course for which credit is requested by portfolio evaluation must be in the college curriculum and must be part of the student’s certificate or degree requirements.

- Preparation and content of the portfolio are the responsibility of the student. The content must be of sufficient breadth and depth to validate the student’s knowledge of the subject matter.

I. Proof of assessment should be maintained according to institutional document retention policy for final examinations.

J. The total amount of non-collegiate or prior learning experiences applied toward graduation may not exceed the level required to meet residency requirements. For students seeking an associate’s degree or certificate of
proficiency, 15 credit hours must be completed at STLCC. For students seeking a certificate of specialization, 9 credit hours must be completed at STLCC.

K. Students planning to transfer to another college or university should contact the receiving institution to determine the acceptability of transferred credit for prior learning.

L. A signed form denoting the approved credit for prior learning will be submitted to the office of the registrar for final transcript entry.

Reviewed June 1, 2020

G.9.15 Grade Point Average Recalculation

Program Change - To petition for a program change with grade point average calculation, a student must submit an application to the Registrar’s office. The requirements and instructions for submitting an application and the criteria used for the GPA adjustment are available in the Advising office. The student is strongly advised to consult an advisor since a GPA adjustment can be done only once for a student.

Prolonged Absence from the College - Following an absence from the College of five calendar years, a student may apply for a recalculation of grade point average with academic forgiveness. The student must apply for recalculation during his/her first year of enrollment after the five-year absence. The recalculation will be made only once in a student’s academic career at the College. All course work below C will be removed from calculation of the grade point average. Course work removed from grade point calculation will not be used to meet degree requirements; however, all courses will remain on the student’s transcript.

Reviewed June 1, 2020

G.10 Other Sources of Credit

Credit by Examination

Students enrolled at the College may earn credit for courses offered by the College through an examination. The limit of credit given by examination is subject to the residency policy and may not exceed the number of credit hours the student actually earns at the College. Students are to be advised that the College cannot guarantee that credits earned by exam at St. Louis Community College will be accepted by other institutions to which the students might transfer.

College credit may be granted in specific St. Louis Community College courses when a
student achieves a passing score on any one of the following:

- A college-level examination while in high school.
- A College Level Examination Program (CLEP) examination. The minimum required score is determined by the chair(s) of the department which offer(s) the relevant course.
- A test constructed by the department offering that course.
- Another standardized test.

College-level Examinations While Still in High School
A student who has successfully completed college-level courses while still in high school may be eligible for advanced standing or placement if he/she makes satisfactory scores on the Advanced Placement Examinations administered by the Educational Testing Service of Princeton, New Jersey. The results of these tests should be sent to the college registrar. Advanced Placement credit is awarded to students earning a minimum score of 3 on any of the CEEB advanced placement examinations, subject to departmental approval. A complete list of CEEB advanced placement examinations for which advanced placement credit is awarded is maintained in the office of the registrar and available at any campus Assessment Center and on the college’s website.

College Level Examination Program (CLEP)
Scores of CLEP exams taken may be considered for credit. A complete list of both general and subject CLEP exams for which credit is awarded is maintained in the office of the registrar and available at any campus Testing Center and on the college’s website.

International Baccalaureate (IB)
Students with IB coursework should submit a transcript to the registrar’s office to receive credit for that work. A list of IB courses accepted for transfer are maintained in the registrar’s office.

Subject Matter Examinations
Designation of courses for which credit may be earned, selection or construction of subject matter tests, grading of the tests, and evaluation of scores are disciplinary responsibilities across the district.

The procedure for administration of all discipline credit-by-exam tests must be coordinated by subject-matter experts across the district. The agreed upon exam must be submitted to the Testing Centers to become a part of the official STLCC credit-by-exam test bank. All credit-by-exam tests shall be administered through the Testing Center. If a credit-by-exam test is changed after it is initially developed and submitted to the Testing Centers, all department chairs must agree to the new exam and must resubmit the credit-
by-exam test to their respective Testing Center. The official list of credit-by-exam tests will be housed in the Central Student Records office and all updates and changes will be coordinated by the Managers of Testing and the college registrar. The fee for examination is the current resident maintenance fee plus the College activity fee for one semester hour assessed; the fee is waived in applied music courses. Credits earned by subject-matter examination will appear on transcripts with the symbol $R$.

The College and its personnel are under no obligation to tutor or assist in any other way a student to prepare for a subject-matter examination.

Department examinations are not provided when national exams are available. Students should consult with personnel in the Testing Centers to determine if national exams are available.

Revised June 1, 2020

G.11 Classification of Students in Credit Programs

This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

G.12 Academic Awards for Credit Programs: Degrees, Certificates and Requirements

G.12.1 Associate Degrees and Certificates

The College will issue associate degrees at the end of each academic term to students who meet applicable requirements.

a. The Associate in Arts degree represents a minimum of 60 credit hours in a program designated to transfer to four-year institutions.
b. The Associate in Science degree represents a minimum of 60 credit hours in a program designated to transfer to four-year institutions.
c. The Associate in Fine Arts degree represents a minimum of 60 credit hours in a program designated to transfer to four-year institutions.
d. The Associate in Applied Science degree represents a minimum of 60 credit hours in a career and technical education program.
e. The Associate of Arts in Teaching degree represents a minimum of 60 credit hours in a program designed to transfer to four-year institutions.
Revised June 1, 2020

G.12.2 General Degree Requirements
Approved programs are listed in the College Catalog. Satisfactory completion requires degree-seeking student status and a cumulative grade point average of 2.0 or higher.

The state of Missouri requires that, as part of this degree, students complete courses that satisfy requirements in federal and state constitutions and American history. The courses that satisfy this Missouri requirement are listed in the College’s Catalog each year.

Satisfactory completion of general education requirements:
A. For the Associate in Arts degree, satisfactory completion of general education requirements in compliance with the guidelines of the Coordinating Board for Higher Education.

B. For the Associate in Applied Science degrees, satisfactory completion of general education courses equal to a minimum of twenty-five percent of the total credit hours for the program, distributed as follows:
   1. College Composition I or Career English: 3 credit hours required;
   2. Civics as defined by the Coordinating Board for Higher Education and included in state-wide guaranteed transfer lists: 3 credit hours required;
   3. Natural Science as defined by the Coordinating Board for Higher Education and included in state-wide guaranteed transfer lists or Mathematics (100-level or higher): 3 credit hours required;
   4. Elective credit hours selected from state-wide guaranteed transfer lists to reach a minimum of twenty-five percent of the total credit hours for the program.

C. For the Associate in Fine Arts degrees, satisfactory completion of a minimum of fifteen (15) credit hours of general education courses. Distributed as follows:
   1. College Composition I or Career English: 3 credit hours required;
   2. Civics: 3 credit hours required;
   3. Natural Science and Mathematics: 3 credit hours required;
   4. Credit hours selected from one or more of the following MOTR categories to equal 25% or more of the total credit hours for the program: Humanities, Communication, Natural Science, Mathematics, and/or Social Science (for example, a program with 60 credit hours must have at least 15 total credit hours of General Education).
D. For the Associate in Science degrees, satisfactory completion of a minimum of fifteen (15) credit hours of general education courses. Distributed as follows:
   1. College Composition I or Career English: 3 credit hours required;
   2. Civics: 3 credit hours required;
   3. Mathematics: Analytical Geometry and Calculus I: 5 credit hours required;
   4. Science: 7 credit hours required;
   5. Credit hours selected from one or more of the following MOTR categories to equal 25% or more of the total credit hours for the program: Humanities, Communication, Natural Science, Mathematics, and/or Social Science (for example, a program with 60 credit hours must have at least 15 total credit hours of General Education).

E. For the Associate of Arts in Teaching degree, satisfactory completion of general education requirements in compliance with the guidelines of the Coordinating Board for Higher Education.

F. Notwithstanding Missouri law, the degree requirements for the Associate of Applied Science – Skilled Trades Industrial Occupations Technology – apprenticeship program agreement degree will be governed by the requirements of the specific apprenticeship program as approved by the program’s managing authority and additional educational requirements as reviewed by appropriate faculty and as outlined in the agreement between the college and the apprenticeship program authority.

Students who wish to receive a second associate degree must complete 15 additional credit hours and meet the College’s academic requirements for the additional program.

Revised June 1, 2020

G.12.3 Restrictions on Unspecified Electives

This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

G.12.4 Certificates/Awards

The Award of Completion is awarded for satisfactory completion of a single course, a seminar, conference, workshop, or similar non-credit instructional activity. Awards of
Completion are presented to those who have satisfactorily met the attendance requirements for that activity. Awards of Completion will not appear on the official transcript.

The Certificate of Specialization is awarded for satisfactory completion of an approved program of credit courses leading to a particular competency or specialization that totals 10 to 18 credit hours.

The Certificate of Proficiency is awarded for satisfactory completion of an approved program that totals more than 18 credit hours but less than 60 credit hours.

*Adopted June 1, 2020*

**G.12.5 Transcripts**

An academic transcript displays all course enrollments at the College except those for which a full refund has been issued. The transcript records grades, overall GPA, honors, and degrees and certificates earned. The transcript also includes any credit at another institution which has been accepted by the College.

A student may request a transcript in person at a campus Cashier’s office, by writing directly to the registrar’s office, or through the National Student Clearinghouse. Written requests should include semester and year of last attendance, name under which enrolled, student identification number or Social Security number, and payment. Complete information as to street address, location and institution, office, or agency to which the transcript is to be mailed is required.

The College charges a fee for each transcript. Transcript requests will not be processed for students with outstanding financial obligations at the College such as library or parking fines or outstanding loans.

*Revised June 1, 2020*

**G.12.6 Grade Requirements**

This space was intentionally left blank to align with Board Policy.

*Adopted June 1, 2020*

**G.12.7 Graduation Requirements**
To receive a degree or certificate, a Graduation Application must be on file with the College by the sixth week of the fall or spring semester or the third week of the summer session. College staff, in consultation with the dean/department chair/program coordinator responsible for the student’s program, will verify that the student has satisfactorily completed all degree or certificate requirements. Degree date reflects the term of application for graduation.

All degree requirements must be completed within two (2) weeks of the official graduation date. Any exceptions must be approved by the campus chief academic officer. Students who do not complete degree requirements within the two-week period will be eligible for graduation for the following term or later depending on when all requirements for graduation have been met.

Reviewed June 1, 2020

**G.12.8 Degree and Certificate Time Limits**  
Students are expected to complete degree and certificate requirements within six years of the date the program of study was declared. At the time of formal application for graduation, the Registrar’s office will notify the student of their eligibility for graduation. If any requirements remain unfulfilled, the Registrar’s office will provide the student an explanation and options for meeting the requirements.

Revised June 1, 2020

**G.13 Academic Appeals Procedure**  
A student may appeal an alleged violation of their academic rights identified in board policy in accordance with the following procedures.

**Step 1**  
A. In appeal cases not involving a final grade, within 10 working days of an alleged violation(s) of academic rights, the student must make a verbal or written request for an individual conference with the faculty member to clarify the alleged violation(s) and request a remedy.

B. In the case of a final grade, the request for a conference must be made in writing no later than ten (10) working days after grades are due from the faculty. Within 10 working days of receipt of the student’s request, the faculty member must hold the conference (in person or via synchronous distance communication technology) with the student.
Step 2
To pursue Step 2 if the matter is not resolved at Step 1, within 10 working days of the conference with the faculty member, the student must file a written notice of the academic appeal and request a conference with the appropriate department chair/program coordinator. The student will present to the department chair/program coordinator in writing the allegations, the student’s position on the facts of the situation and the student’s suggested remedy. The department chair/program coordinator will provide a copy to the faculty member within three working days, confer with the student within 10 working days of receipt of the request, investigate the situation, and respond in writing to the student and faculty member within 10 working days of the conference.

Step 3
To pursue Step 3 if the matter is not resolved at Step 2, within 10 working days of the response from the department chair, the student or the faculty member must submit a signed form through the online system. The form will be forwarded to the appropriate dean. Within five working days, the dean will investigate the situation and confer with the student and faculty member. The dean will respond in writing to the student and faculty member within 10 working days of the conference.

Step 4
To pursue Step 4 if the matter is not resolved at Step 3, one of the two options below must be followed.

a. In appeal cases not involving a final grade, within 10 working days of receipt of the written response from the dean, the student or faculty member must submit a form in the online system to appeal in writing to the campus chief academic officer and provide copies of the original allegations and written responses. The campus chief academic officer will investigate the situation, confer with the student and faculty member within 10 working days, and respond in writing to the student and faculty member within 10 working days of the conference. The campus chief academic officer’s decision will be final.

b. When the appeal involves a final grade, within 10 working days of receipt of the written response from the dean, the student or the faculty member must submit a form in the online system to initiate a meeting with the campus chief academic officer for a hearing of the campus Academic Appeals Hearing Committee. Within 10 working days of receipt of the student’s or faculty member’s request, the campus chief academic officer will designate the Hearing Committee and provide the committee with the original allegations and written responses. The committee will have 15 working days to conduct the hearing. The committee’s decision will be final.
Academic Appeals Committee
Each campus will create and maintain an Academic Appeals Committee from which the Hearing Committee will be designated.

Composition of Hearing Committee
Membership from the campus will consist of four full-time faculty members plus a designated alternate reflecting division representation; two students plus designated alternates; and the campus chief academic officer who will be the non-voting chair. In the event of a tie, the campus chief academic officer will vote. Faculty members will serve staggered two-year terms.

The campus chief academic officer will convene the committee and provide information related to the case. Four members of the committee, or their alternates will constitute a quorum. One member of the quorum must be a student.

Appeal Hearing
The hearing will be conducted in person or through a synchronous distance communication technology. It is advised that the campus chief academic officer meet with the committee (without the student or the instructor present) prior to the official start of the meeting to make certain the committee has all relevant documents and explain the procedure that will be followed at the meeting.

Preliminary Meeting
At the preliminary meeting, the committee must review the relevant sections of the academic appeal procedures

Even though the committee has received the student’s communication, it may be important to review what the student is appealing.

Academic Appeal Meeting Begins
The campus chief academic officer asks for introductions of all participants.

The campus chief academic officer explains the purpose of the academic appeal.

The campus chief academic officer repeats the procedure that will be followed, including the time limits on opening remarks, rebuttals, and the final remarks.

The campus chief academic officer welcomes the guests, reminds the participants that guests are there to offer support, but beyond that, guests are not permitted to participate.
in the process. (This is for the benefit of the guest, who may have been under the assumption that they would be asking questions or offering responses.)

The student is permitted 8-10 uninterrupted minutes (time limit is at the chair’s discretion) to make their case. The instructor is permitted the same amount of uninterrupted time to explain their policies and why the student received the grade. Committee members should take notes in order to ask questions later.

The campus chief academic officer may permit (their discretion) an additional 3 minutes for the student’s rebuttal of the instructor’s remarks. The instructor is also permitted a 3-minute rebuttal.

After both sides have had the opportunity to defend their positions, the committee may begin its questions.

When the committee inquiry is completed, the student is permitted 1-3 minutes to provide final remarks. The instructor is then permitted the opportunity to provide their final remarks.

The committee chair or campus chief academic officer concludes the hearing by thanking the student and the instructor for their participation. They explain that the committee’s deliberation is final. The committee then deliberates privately.

Committee Decision
The committee will render its decision after completion of the hearing. A decision requires at least three affirmative votes. The committee may accept or reject, in whole or in part, or may modify the findings and conclusions of the dean. Within three working days of the hearing, the campus chief academic officer will make a written report of the committee’s decision to the student, the faculty member, the department chair, and the dean (where appropriate). The decision of the committee will be final.

Implementation
The campus chief academic officer will implement the decision of the committee within 10 working days of receipt of the decision.

Steps 1, 2, 3 and 4 will involve the identification of the right, or rights, allegedly violated, the specification of circumstances, and the presentation of evidence. Steps 2, 3 and 4 may involve a joint meeting with the faculty member, the student and others.
Only under compelling circumstances may a student omit one or more steps. In such circumstances, the administrator at the next higher level will provide written notice to the faculty member and the appropriate subordinate administrator that the procedural exception has been authorized.

Time lines in this procedure may be extended by mutual written consent. If a prescribed response does not occur within the designated time period, the requesting party may proceed to the next step in the process.

Revised June 1, 2020

**G.13.1 Academic Integrity Violations**

**A. The Importance of Academic Integrity**
Effective learning and teaching depend upon the ability of the academic community to trust one another and to trust the integrity of work submitted for academic credit. In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Faculty, students, and administrative staff share the responsibility of ensuring the honesty and fairness of the intellectual and academic environment of the college.

**B. Violations of Academic Integrity**
Violations of academic integrity include, but are not limited to, the following:

- Cheating on an examination (or other form of assessment) – a student must not receive or provide any unauthorized assistance on an examination or other form of assessment;
- Receiving help from others in work to be submitted, if contrary to the stated rules of the course;
- Plagiarizing; that is, the intentional or unintentional taking and passing as one’s own the ideas, writings, or work of another without correctly citing the sources;
- Submitting work from another course without the express written permission from both instructors to do so;
- Submitting work from the same course in a previous semester without the express written permission from the instructor to do so;
- Stealing examinations or course materials;
- Assisting anyone to do any of the above.

**C. Student Rights and Responsibilities Concerning Academic Integrity**
A student accused of an academic integrity violation is entitled to:
- Receive prompt notification that a violation of academic integrity has occurred.
- Review the written evidence in support of the charge.
- Ask any questions.
- Offer an explanation as to what occurred.
- Present any material that would cast doubt on the correctness of the charge.
- Appeal the decision of an instructor in accordance with the appeals process found in AP G.13.

D. College Responsibilities and Procedures Concerning Academic Integrity
Faculty are to report all violations of academic integrity policies in which a penalty is given to a student using an online form associated with a districtwide academic integrity database. This system will allow the college to track violations of the academic integrity policy in order to allow for education of the student, or further sanctions, depending on the severity of the action and at what step in the process the student lies. Encouraging students to be authentic in communication and documentation, and why that authenticity is essential, is built in to this process. This is an opportunity for education first, with further sanctions only needed when required by faculty.

Faculty Level
Violations of academic integrity occurring in the classroom will be addressed by the faculty member who will notify the student in writing of the violation, relevant college academic integrity policy, and an appropriate sanction within 10 working days of discovery, or before final grades are due, whichever is sooner.

Typical sanctions include, but are not limited to, the following:
- Requiring a reattempt of the assignment or assessment in question
- Requiring the completion of an alternative assignment or assessment
- Lowering the score on the assignment or assessment in question
- Recording a “zero” for the assignment or assessment in question
- Referral for further review and disciplinary action

The faculty member is encouraged to educate the student on academic integrity, and connect the student to additional resources as deemed appropriate.

Students will be given a deadline of 10 working days to notify the faculty member in writing of the reasons why the student believes the decision was made in error. The
faculty member will consider the information provided by the student and has the option to stand by the initial decision or revise it.

The student can elect to utilize the academic appeals process if they are still dissatisfied with the instructor’s decision.

Dean Level
Upon the filing of a second violation of STLCC’s academic integrity policy in the college database, the academic dean over the class in which the second violation occurred will schedule a meeting to discuss the violation with the student within 10 working days of the filing, or before final grades are due, whichever is sooner. This is an opportunity to review academic integrity expectations, student violations of policy, and discuss sanctions for any future violations up to and including removal from the college.

The faculty member will carry out the penalty for the second violation in his/her class in accordance with the policies of the syllabus. The student, upon meeting with the dean, will sign a form indicating that the meeting occurred and that the student is aware of the consequences resulting from a third violation. The signed form will be kept in the college database.

Campus Chief Academic Officer (CCAO) Level
Upon a third violation of the STLCC academic integrity policy, in addition to an appropriate sanction within his/her class in accordance with the instructor’s syllabus, the student will also meet with the CCAO of their home campus within 10 working days of the filing, or before final grades are due, whichever is sooner, to determine additional actions.

The CCAO will review relevant information pertaining to academic integrity concerns involving the student, including the reports from each of the three (or more) violations.

The CCAO will meet with the student to determine the most appropriate action for each student situation, with the maximum sanction resulting in suspension or expulsion.

While the student in question is at the CCAO level, they will remain in the class in which the third violation occurred. Withdrawing from the course will not prevent the student from facing sanctions.
E. Appeals
In the event a student wishes to appeal the decision of the CCAO in cases of expulsion or suspension, they have the ability to file an appeal through the academic appeals hearing committee. The appeal request must be made in writing to the CCAO within 10 working days from the issuance of the decision. This appeal process will align with the current academic appeals process. The academic appeals hearing committee will be chaired by a CCAO other than the CCAO who issued the decision to expel/suspend the student.

Adopted June 1, 2020

G.14 Confidentiality of Student Records
The College is committed to protecting students’ rights to privacy in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. This policy governs access to and release of student records. The college also follows General Data Protection Regulation standards.

Definitions
• A student is a person currently enrolled for academic work or who attended the College in the past. This term does not include a person who applied to but never attended the College.

• Data or information is those records, files, documents and other materials which contain information directly related to a student and are maintained by the College and its respective offices.

• Student name, currently admitted, currently enrolled is considered public information and may be disclosed by any employee of the College in response to inquiries concerning individual students, whether the inquiry is made in person, in writing, over the telephone or by other electronic means.

• Class level, full- or part-time enrollment, division, program of study, dates of enrollment in the College, degrees, certificates, awards conferred, and, for athletes, weight and height is considered public information and may be included in appropriate College directories and publications. The dean responsible for student academic records, or designee, not including individual instructors, may disclose this information in response to inquiries concerning individual students whether the inquiry is made in person, in writing, over the telephone or by other electronic means.
College issued student computer electronic mail (“e-mail”) addresses are considered public information and may be included in appropriate College directories. The chief information officer or General Counsel may disclose this information in response to inquiries concerning individual students. A student’s e-mail address shall be composed of a student’s computer username, which may be an altered version of a student’s name, and a College authorized domain name. A student’s e-mail address and/or computer username shall not be used to permanently identify student education records and will not contain and will not be associated with any part of the student’s College unique identification number, Social Security Number, or other government issued identifier in College directories. Student education records shall not be retrievable solely through the use of a student’s computer username or e-mail address.

The protection of student privacy prohibits the public posting of grades in any way (including electronic) that involves personally identifiable information, including institutional or social security identification number, by name or in alphabetical order by name with the names obscured, without the student’s uncoerced, written permission. The student may obtain a grade for a particular course through individual conversation with the instructor, through the student view screen after grades have been recorded, via official St. Louis Community College email, or through a self-addressed, postage-paid envelope or postcard with identifying information pertaining to course number and section given to the instructor for mailing.

Instructors may develop with their students a method of posting grades that does not violate the law. This would require the student’s uncoerced, written permission to do so using code words or randomly assigned numbers known only to the instructor and the student.

Restricted Data/Information
All data/information concerning an individual student which is a part of College records and not defined by the College as “public” is considered restricted and may be released only if the following conditions are met:

a. Student Access to Their Records
   • A student will have access to data/information about themselves which is a part of the College records with the exception of documents containing information concerning other individuals.
   • Access by the student to letters and/or forms containing a recommendation for purposes of admission and placement is permissible if the information was submitted to the College on or after January 1, 1975.
   • A student initiates access to College records concerning themselves by:
-- using security code for electronic access,
-- directly contacting the given office where the records exist, or
-- contacting the campus chief student affairs officer, who will assist the student in identifying the locations where records may be kept.

- When the student appears at a given office and requests access to the College records about themselves:
  -- The student must submit a written request to the campus chief student affairs officer, or their designee.
  -- The student must provide proper identification verifying that they are the person whose records are being requested.
  -- The campus chief student affairs officer, or designee, should review the contents of the record with the student. If this cannot be done immediately, an appointment should be established for the earliest possible date and always within 45 days of the request.
  -- The student is free to make notes concerning the contents; the College will provide copies of the material by request of the student except for transcripts from other postsecondary institutions.

- When a student has challenged certain data/information which they believe is inaccurate, misleading or inappropriate and has requested deletion or modification of the record:
  -- The campus chief student affairs officer reviewing the record with the student may agree to delete or correct selected data/information and do so based on official office practices and procedures.
  -- If the campus chief student affairs officer, or designee, does not concur with the student’s request to delete or modify the data/information, the student may request a review of the campus chief student affairs officer’s decision by the vice chancellor of student affairs (or designee). Such a request must be made in writing to the campus chief student affairs officer within 10 days of the issuance of their decision. The request must include details regarding why the student believes that their request for deletion or modification is appropriate.

  -- the vice chancellor for student affairs will consider information received from the student and may ask for additional information from the campus chief student affairs officer or other relevant employees. A written decision will be issued by the VCSA (or designee). This decision is considered final.

b. Accessibility to Other Students
No student will have access to data/information in the records of another student unless the student involved has given written authorization for the release of the information requested. When a student is also an employee of the College, their
access into another student’s record will be governed by the appropriate office or department.

c. Accessibility to Parents
Parents will not have access to the same data as their child/student if the child/student is attending a postsecondary school and is not financially dependent upon the parent(s). Even then, guidelines subject to Section 152 of the Internal Revenue Code of 1954 will be followed. The College’s policy is to recognize the rights to privacy of its students and not release information to the parents without proof of dependence provided by the parent or the student’s written permission.

d. Accessibility to Spouses
The data/information on a student will not be released to the spouse of a student without written permission of the student involved.

e. Accessibility to Authorized School Officials
   • An authorized school official is a school official with a legitimate educational interest in the information. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law unit and health staff); a person or entity with whom the College has contracted (such as an attorney, auditor, or collection agent); a person performing his or her duties on the Board of Trustees; or a person or entity assisting another school official in performing his or her duties. A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibilities.
   • Data/Information Available includes:
      -- Transcripts
      -- Registration materials
      -- Standardized test scores
      -- Transcripts from other institutions
      -- High school/G.E.D. records
      -- Addresses and telephone numbers
      -- Records associated with committee responsibilities
   • A school official may request access to education records by contacting the dean in enrollment services, or their designee, at each campus.
   • Data/Information Available on a Limited Basis - Medical records describing a physical disability will be made available only to authorized school officials with a legitimate educational interest in the information. The Health Services office and the Access office will file and maintain medical records.
f. Accessibility to Persons and Agencies External to the College
   • No data/information about any individual student will be released without the written permission of the student to any individual, agency or organization unless required by existing federal or state law.
   • Educational and professional accrediting agencies are permitted access upon a guarantee that information gathered will not be personally identifiable.

g. Accessibility for Educational Research
   - This policy is not intended to abridge the freedom of inquiry for educational research purposes.
   • Data/information from College records about students will be released to the researcher only if the anonymity of the individual student is protected and upon appropriate administrative approval.
   • The researcher must guarantee that data/information collected from College records will not result in the disclosure of the student’s name whose records have been examined. The researcher must also guarantee that the particular student(s) involved will not be interviewed as a result of the use of College records. If these stipulations cannot be met, the researcher will not be permitted the use of College records without the written consent of the student(s) involved in the study.

h. Accessibility to College Affiliated Organizations
   • Requests for scholastic information about students will be honored only when accompanied by a written request from the appropriate dean or administrator.
   • Restrictions Accompanying the Release:
      -- Grades and/or grade averages are not to be posted for any reason(s) when the student involved is identified by name or institutional identification number.
      -- Grades and/or grade averages will remain confidential and are only to be used to qualify the student for scholarship money and membership to honorary and/or professional societies.

i. Accessibility by Subpoena
   When disclosure of any data/information from the College records about a student is demanded by judicial subpoena, the employee receiving such a subpoena will immediately notify the Registrar’s office. The Registrar will notify the student, in writing, of the subpoena, unless the subpoena requires otherwise. The Registrar will respond to the subpoena on behalf of the College.

Statistical Summary Information
Statistical summary data/information which is not name-linked may be released to any
person or agency in response to any inquiry judged reasonable to the College administrators responsible for controlling and maintaining such information.

Mailing Lists
- Student mailing lists will not be furnished to non-College organizations.
- Student mailing lists may be furnished to campus affiliated organizations with the written approval of the campus chief student affairs officer.
- Student mailing lists may be furnished to academic and administrative departments as deemed necessary. Release of this information to third parties is not permissible.
- Student mailing lists may be furnished to the U.S. military with approval of the district director of enrollment services/college registrar.

Data/Information Not Available
- Medical records dealing with psychological aspects.
- Financial records and information pertaining to the student’s and/or family’s ability to finance an education will not be made available without the student/parent’s written consent.
- Discipline records, except in the case of significant risk as noted in FERPA.
- Diagnostic information regarding specific disabilities filed in the Access office.
- All letters and/or forms containing a recommendation and submitted to the College before January 1, 1975, will be in confidence. Such information will become part of the College placement records and will not be revealed to the student without written permission of the writer.

Location of Records
Official educational and student records are maintained and are available for inspection in these offices.
- Academic - Admissions, Registration and Records Office
- Advisement - Academic Advising Office or faculty advisor
- Disciplinary - Office of the campus chief student affairs officer.
- Financial Aid - Student Aid Office
- Career and Employment Services - Career and Employment Services Office
- Medical - Health Services Office
- Security - College Police Office

Revised June 1, 2020

G.15 Financial Aid for Students in Credit Programs
In response to changing regulations in the administration of financial aid programs for students, the College annually updates a manual of policy and procedures. This manual is available on campus Financial Aid offices.

**Scholarships**
The financial aid office will manage and maintain a fair and equitable awarding process for all the scholarships awarded at the college.

A limited number of scholarships may be available to students who show potential in academics, leadership, athletics, and in some cases need. The financial aid office will award, certify and process federal, state, and local scholarships based their identified criteria and regulations.

**Grants**
The college will seek participation in various federal and state grant programs. The grants will be administered based on each grants in accordance to their documented rules and regulations.

**Loans**
Loans may be made to eligible students who have been admitted to the college. Loans will be awarded and disbursed in accordance with the terms of the particular loan fund.

**Work-Study Employment**
Available federal, state, local and institutional funds may be used to provide employment to eligible and qualified students. These positions may be on or off campus and will be administered based on the funding source’s documented rules and regulations.

**Fund Management**
The college’s chief fiscal officer will be responsible for disbursement and refunds of all student financial aid monies. All transactions relating to federal financial aid funds will be subject to an annual internal audit and audits by an eternal accounting firm retained by the college.

*Revised June 1, 2020*

**G.15.1 Board of Trustees’ Scholarship Program**
Board of Trustee’s scholarships will be both merit and need based awards and will be utilized for recruitment and retention purposes. The scholarships have been created and fund appropriated to meet the needs of our students, community, and the college.
The amount of the scholarship fund may be subject to change by the Board of Trustees. Funds remaining in the scholarship account during one fiscal year will be carried over to the scholarship account of the next fiscal year, by campus.

**Board of Trustees (BOT) Scholarship Awarding Process**

- Priority deadline for scholarship applications
  - Fall and Summer – April 1
  - Spring – November 1
- Notification to scholarship recipients
  - Fall and Summer – May 1
  - Spring – December 1
- Must complete the FAFSA

Once students have registered for classes and meet the individual institutional and Foundation scholarship criteria the system will match them with the appropriate scholarship fund. The district manager of scholarship and loans will award the scholarship for the student until funds for the awarding period have been exhausted. The athletic scholarships will be offered by the athletic director and then sent to financial aid for awarding and processing. The financial aid office will award, certify and process federal, state, and local scholarships based their identified criteria and regulations.

- All scholarships are posted to students’ accounts starting (10) days prior to the beginning of the semester except for the book scholarships.
- A+ scholarships will be awarded first, external scholarships will be awarded second, and BOT scholarships will be awarded third.

*Note: No institutional funds will be given to students in the form of a refund.*

**Board of Trustees Current Scholarships:**

**Continuing Student Academic Scholarship**

- Scholarship will cover 12 credit hours per semester, automatic renewal if in compliance with scholarship criteria up to two (2) semesters
- Must have completed 24 credit hours with an overall 3.0 GPA
- Two (2) semester award (one time award)

**Emerging Scholars Scholarship**

- Scholarship will cover six (6) credit hours per semester, automatic renewal if in compliance with scholarship criteria up to two (2) semesters.
• Tested into two (2) or more developmental courses
• Must have completed 24 college level credit hours with an overall 3.0 GPA
• Two (2) semester award (one time award)

Honors College Scholarship
• Must be enrolled in the honors college.
• Scholarship will cover up to 12 credit hours per semester, automatic renewal if in compliance with scholarship criteria up to two (2) semesters
• Must have completed 24 college level credit hours a cumulative 3.5 GPA
• Two (2) semester award (one time award)

Summer Boot Camp Scholarship
• Summer semester only
• Compass score of less than 70 in English, less than 46 in mathematics and/or less than 82 in reading.
• Six-week immersion program in English, mathematics, and/or reading

Award amount
• $100.00 per student

Book Scholarship
• Expected family contribution (EFC) requirement of $4,000.00 or higher (per the FAFSA application)
• Ineligible for this scholarship if the student is a:
  ✓ Pell recipient and/or
  ✓ Federal student loan recipient and/or
  ✓ Third party payment recipient
• Students must reapply for each semester

Award amount
• $250.00/award

Returning Adults Scholarship
• One (1) semester award
• 24+ years of age
• No previous college experience (credit courses)
• Student must be enrolled in six (6) credit hours or more. Scholarship will pay for three (3) credit hours.

Student Leadership Scholarship
• One (1) semester award
• Nominated by the campus manager of campus life. The manager must use the scholarship nomination form.

Award amount
• Full-time – 12 credit hours
• Part-time – 6 credit hours

Last Chance Grant
• Must only have nine (9) credits to degree completion
• Must have a cumulative 2.0 GPA
• Ineligible for this scholarship if a student is:
  ✓ Pell recipient and/or
  ✓ Federal student loan recipient and/or
  ✓ Third party payment
• Non-renewable grant

Award amount
• Three (3) credit hours

Funds for the Board of Trustees’ Scholarship program will be administered by the District Student Financial Aid Committee.

Scholarship applicants should be encouraged to apply for federal financial aid.

Revised June 1, 2020

G.15.2 Athletic Scholarship Fund
Athletic scholarships will not exceed the amount of aid as designated by the NJCAA and will be offered by the Athletic Director, awarded by the financial aid office who will maintain records of eligibility and disbursement. The FAFSA must be completed and submitted prior to the awarding of any scholarship or proof that the student is
unable to submit one.

Revised June 1, 2020

G.16 Student Life
G.16.1 Student Activities
Student organizations must submit the following information each semester before use of College funds or property:

- Constitution
- Roster of currently enrolled student officers
- Name(s) of current employee advisor(s)
- Names of at least 5 currently enrolled student members (may include officers).

The manager of campus life is responsible for assuring that at least one college employee who has been assigned to advise a recognized club or organization has received training and understands expectations regarding the role of the advisor. This advisor is responsible for ensuring that the club or organization’s activities are consistent with Board policies and administrative procedures.

When, in the judgment of the campus chief student affairs officer, a speaker or program is scheduled, the nature of which may be sufficiently controversial that it may lead to consequences which could be potentially dangerous or harmful to people or property, a procedure for providing an audience will be followed. The procedure could include, but not be restricted to, advance issuance of tickets based on presentation of College identification cards and admission to the event restricted to those who have a ticket and present a College identification card.

The percentage of the College activity fee designated for College activities will be divided into two funds. One fund, called the Campus Activity Budget, will be allocated and administered by the campus chief student affairs officer, or designee. The other fund, called the Student Activity Budget, will be allocated by a committee consisting of at least 50 percent student membership. The students participating on the student activity budget committee will have voting privileges, and other members will serve in a non-voting ex-officio role. This committee will operate under the direction of the chief student affairs officer on each campus, or designee.

Student Activities fees may be allocated for the following: services, travel, supplies, publicity, refreshments (excluding alcohol), and, with approval from the campus chief student affairs officer, capital purchases. Student Activities fees may not be used for
regular salaries; donations to any individual or organization, commercial or non-profit; a political party of candidates; or to a particular religious denomination for religious purposes. Student organizations may conduct fund-raising activities for legitimate charitable causes within College policies and procedures.

Revised June 1, 2020

G.16.2 Committee Service
The chair of each College and campus committee that has student membership will notify the campus chief student affairs officer to obtain the names of student members. In the case of governance committees, the executive board of the campus Student Government Association (SGA) will approve the nomination/election.

Reviewed June 1, 2020

G.16.3 Intercollegiate Athletics
The Director of Intercollegiate Athletics, under the supervision of the College’s chief student affairs officer, assures compliance with all guidelines and procedures involving Intercollegiate Athletics. Student-athletes and athletic department staff at St. Louis Community College shall commit to academic excellence and maintain high standards of conduct at all times while representing the college. All athletic teams and their members will conform to Board policies, administrative procedures, and standards and guidelines set forth by the college regarding intercollegiate athletics. In addition, all athletic teams and their members will conform to the policies and procedures of the National Junior College Athletic Association (NJCAA), NJCAA Region XVI, and the Missouri Community College Athletic Conference (MCCAC).

Revised June 1, 2020

G.16.4 Travel and Off-site Activities
These procedures apply to the following types of travel:

• Long-term field trips which are a substantial part of a course designed around the trip.
• Short-term field trips which occur once, a few times or repeatedly in the conduct of a course and require travel from the site where the course would normally meet to an off-campus site.
• Intercollegiate Athletics, including athletes, cheerleaders, student trainers and fans who travel in transportation provided by the College.
• Trips sponsored by Student Activities.
A College advisor or athletic coach must accompany students for any College-sponsored travel. Participants must sign a release form in accordance with the following:

- The department responsible for scheduling or sponsoring a field trip or travel activity will arrange for completion and collection of the signed release forms.
- The department will retain the signed forms for five calendar years from the date of the field trip or activity.
- Students may sign a single release form for several short-term trips which are part of one course or activity.
- Students who participate in Intercollegiate Athletics, including cheerleaders and student trainers, must sign a release form before the beginning of scheduled practice for the activity.
- Participants should be informed in advance through course or activity announcements, registration materials and course descriptions in published class schedules that a release form will be required. In the event a field trip is arranged after the beginning of the course, participants should be informed of the release form requirements at the earliest possible time.
- Refusal to sign a release form may result in denial of participation in the activity and, in the case of a course-related activity, the failure to participate may affect the grade awarded by the instructor.

Eligible expenses incurred for travel, meals, lodging and awards will be paid from the College Activities account. When the College pays the students’ expenses for College-sponsored travel, students are subject to the policies and procedures that apply to employees. Expenses for lodging will not exceed the double occupancy rate. Expenses for meals may not include alcoholic beverages and will not exceed the meal and incidental per diem rates set by the IRS, published by the General Services Administration (GSA) for conus (continental united states) and may be found at https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup. The applicable rate page must be included in the request for reimbursement. Meals included in conference/program registration are deducted from the meal and incidental allowance at the per diem rate. For groups of students participating in organized student activities such as athletic competitions and student conferences, the Participation Verification/Meal Verification Form (available in the campus Business office) may be used as meal receipts.

In the case of illness, injury or accident, the employee traveling with the group should
immediately contact the relevant dean, chief student affairs officer and the environmental health & safety specialist.

Revised June 1, 2020

**G.17 Student Rights and Responsibilities**
The following items are an extension of those listed in the section of Board policy entitled “Student Rights and Responsibilities.”

**G.18 Title IX Sexual Harassment**

**G.18.1 Procedures for Resolving Reports of Title IX Sexual Harassment**
(See B.13 – Title IX Sexual Harassment Policies and Procedures for Employees and Students).

Revised August 14, 2020

**G.19 Student Code of Conduct**
The college is committed to maintaining an environment that fosters learning and personal development. All members of the college community are responsible for their own behavior and are expected to be familiar with the rules and regulations of the college. Students are expected to uphold these standards of behavior and to respect the rights of others. Each student shall comply with the rules and regulations of the college, including but not limited to those detailed below.

Definitions. This section of the student code of conduct outlines the definitions of words commonly used in the code.

Student:
1. All persons taking STLCC courses including those offered through work force solutions group, continuing education.
2. All persons who have registered for STLCC courses/programs.
3. All persons who are attending an STLCC course although they may be enrolled in another educational institution.

Accused student: any student accused of violating this code of student conduct.

Advisor: an individual who, in the context of a disciplinary matter, may sit in as a support person with a complainant or accused student. This person may be a fellow student, parent, college staff or faculty member, or attorney. An advisor may communicate only
with the individual they are present to support through the process, and shall not otherwise participate in any disciplinary proceeding(s).

College Community: any person who is a student, staff, faculty member, college official or any other person employed by the college.

College Official: any person employed by the college, performing assigned administrative or professional responsibilities.

Complainant: any person who submits a charge or complaint alleging that a student violated this code of student conduct.

Student Group or Organization: any number of persons who have complied with the formal requirements for college recognition/registration or attempts to take action of any kind, in a collective matter on college premises or at any officially arranged college activity.

Policy: written regulations of the college as found in, but not limited to, the code of student conduct, Board of Trustees policies, and administrative procedures.

Respondent: a student accused of violating code of conduct (same as accused student).

Student Conduct Hearing Committee: a group comprised of faculty, staff, and students on each campus responsible for hearing conduct cases when requested as part of an appeal in cases where a sanction of suspension or expulsion has been given in a conduct matter.

Student Conduct Administrator: any person or persons authorized by the college to determine whether a student has violated the code of student conduct and to recommend sanctions that may be imposed when a rules violation has been committed.

Campus Chief Student Affairs Officer: any person who is appointed to the position of oversight of the offices falling under the responsibility of “student affairs” for a designated campus or education center of the college. This person may hold the title of campus vice president of student affairs.

Additionally, the campus chief student affairs officer is the person designated by the college to be responsible for the administration of the code of student conduct for the campus/education center on which they serve in that capacity and, therefore, serves as the primary hearing officer for that campus/education center. Conduct matters involving students enrolled exclusively in online classes will be assigned to a campus chief student affairs officer by the districtwide director equity compliance for resolution.
Jurisdiction
The college has jurisdiction over alleged conduct violations by students or student groups when they occur on a college premises, at college sponsored events/programs/activities, or off campus if they adversely affect a substantial college interest. The chief student affairs officer will make the determination as to whether the alleged conduct affects a substantial college interest. An example of conduct that meets this criteria includes, but is not limited to:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/herself or others.

The Code of Student Conduct may be applied to behavior conducted online, via email, or through social media. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations. The college may take action when such information is brought to the attention of college officials. However, most online speech by students not involving college networks or technology will be protected as free expression and not subject to this code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals;”
- Speech posted online about the college or its community members that causes a significant on-campus disruption.

The college retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If a student is sanctioned, a hold may be placed on the student’s ability to re-enroll and/or obtain official transcripts and/or graduate.

Conduct Violations
The aiding, abetting, inciting of, attempting to commit or committing of any act or behavior by a student which interferes with or otherwise disrupts the educational purpose of the college is prohibited and subjects a student to sanctions under the code of conduct. Such acts and behaviors include but are not limited to the following:

A. Dishonesty - (Improper Payment)
Students will not make and/or deliver any fraudulent or illegal forms of payment to the college including those which are not supported by sufficient funds on deposit or is in any way worthless.
(Providing False Information)
No student will knowingly give false or perjured testimony in any college investigation or proceeding. Also, no student will knowingly give false information to a college official or show reckless disregard for the truth.

B. Forgery, Alteration or Misuse of College Documents, Records or Identification - (Student Identification Cards)
All students are expected to obtain a college student identification card. In order to borrow books or other library materials, use computer labs, or participate in certain activities, students may be required to present a college identification card. Students are required to present the identification card when requested by college officials. Any misrepresentation, alteration or misuse of identification is prohibited.

(Records Falsification)
Falsification of college records, including, but not limited to, admissions, registration, disciplinary and health records, by forgery or other means of deception, is prohibited.

C. Hazing
Missouri statutes prohibit students from engaging in any kind of hazing action or situation on or off campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any student organization.

D. Harassment
Any act perceived to be coercive in nature or intimidating to another person or group is prohibited. Racial, ethnic or religious harassment is defined as any verbal, written or physical contact that is injurious or intimidating to members of a racial, ethnic or religious group. Sexual harassment is defined as unwelcome sexual advances, attempts to coerce any member of the college community into a sexual relationship or to punish such persons for refusing to submit to sexual advances, or conduct of a sexual nature which creates an intimidating, hostile, or offensive academic or work environment.

E. Obstruction or Disruption
(Breach of Peace)
Conduct or expression on college property or at college-authorized activities which disrupts the orderly function of the college is prohibited.

(Disruption)
Disruption includes, but is not limited to:
• being under the influence of alcohol or other drugs;
• physical violence or abuse of any person on college or college-controlled property or at college-sponsored or -supervised functions or conduct which threatens or endangers the health or safety of any person;
• deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by any section of the college community to express his/her views. Forcible interference with the freedom of movement of any member or guest of the college;
• blocking of entryways to buildings, rooms, sections of buildings or of hallways or stairways or of traffic ways in such fashion that people find it difficult or impossible to pass;
• noise-making or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, meeting or any other authorized event;
• congregating in such a fashion as to create a situation which could endanger life or property;
• incitement to any of the above actions or to other violations of college policy which could result in such actions, whether oral or through written materials or pictures.

(Interference with Academic Freedom and Freedom of Speech)
Any act which restricts an individual’s right to speak is prohibited. Any act which disrupts the orderly functioning of a class is prohibited.

F. Sexual Contact with any Member of the College Community or Visitor to the College Without that Person’s Consent, Including, But Not Limited To, Rape and Other Forms of Sexual Assault.

Consent is defined as “affirmative consent” an informed, conscious, mutually understandable, affirmation given freely and actively by words (e.g., saying “yes”) or actions that indicate a willingness to engage in mutually acceptable sexual activity (i.e., to do the same thing, at the same time, in the same way, with each other).

Individuals engaging in sexual activity are encouraged to talk before engaging in such activity and to continue communicating with each other throughout the activity to ensure that affirmative consent exists. It is the responsibility of the person who wants to engage in the specific sexual activity to make sure they have affirmative consent from the other individual.

It is important to remember the following regarding effective consent:
• Consent may be withdrawn at any time during a sexual encounter.
• Consent at one time does not imply consent at any other time.
• Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
• Silence, passivity, or other inactive behaviors (i.e., absence of resistance) do not constitute affirmative consent.
• One cannot presume affirmative consent due to participation in a relationship.
• There must still be a mutually understandable communication indicating a willingness to engage in sexual activity.
• Affirmative consent cannot be gained by force, or threat of force, coercion, fraud, or intimidation.
• Affirmative consent can never be given by minors (in Missouri, under age 18), mentally disabled individuals, or by persons incapacitated as a result of alcohol or other legal or illegal drug use.
• A person who is unconscious, unaware, or otherwise physically helpless cannot give affirmative consent.

G. Stalking, Physical Abuse
No student will engage in stalking, domestic, dating, or interpersonal violence, physical abuse, threatening physical abuse or engage in conduct that threatens the health and safety of any member of the college community or visitor to the college.

(Defamation, Threats and Extortion)
Verbal or written communication which is untrue and unlawfully exposes any individual or group to hatred, contempt or ridicule and thereby injures the person, property or reputation of another or maliciously threatens to expose another to disgrace with the intent to extort money or other advantage whatsoever is prohibited.

H. Theft or Damage to College Property
(Arson)
No student will commit or aid in the intentional commission of an act which results in a fire that causes damage or is intended to cause damage to the property of the college or to the property of any other person.

(Damage or Destruction of Property)
Persons responsible for accidental damage, vandalism or malicious damage to property belonging to the college or to others may be required to make restitution and be subject to disciplinary action.

(Theft, Unauthorized Possession and/or Sale of Property)
Theft or unauthorized possession and/or sale of property by a student of property that does not belong to them. Students in possession of property owned or controlled by the college (i.e., bookstore, library, information technology, athletics) or another person, without authorization or payment for such property will be subject to college disciplinary action.

I. Unauthorized Entry to or Use of College Facilities
   (Emergency Equipment Misuse)
   Fire escapes, ground-level fire doors, fire hoses, extinguishers and alarm equipment are to be used only in emergencies. Tampering with or misuse of these emergency devices or blocking of fire exits or other means of impeding traffic is prohibited.

   (Facilities Use)
   The unauthorized use of or entry into any college facilities, including computer systems or fields, whether by force or not, is prohibited. Use of college facilities must be approved by the appropriate administrator, usually the campus chief student affairs officer or his/her designee.

J. Violation of Law or College Policies
   (Public Laws)
   Any act by a student which constitutes a charge of a violation of a public law, occurring either on or off campus, may establish a cause for legal and/or disciplinary action by the college.

K. Alcohol or Controlled Substances
   (Alcoholic Beverages)
   Students are prohibited from being under the influence of, possessing, distributing, selling or consuming alcoholic beverages on the campuses and centers of the college.

   (Controlled Substances)
   Manufacture, possession, having control over, sale, transmission or use of any narcotic, stimulant or hallucinogenic drug in violation of the laws of Missouri or the United States is prohibited. The college will not protect students from state and federal drug abuse laws.

L. Disorderly Conduct

M. Academic Misconduct
   (See Academic Integrity AP G.13)

N. Failure to Comply with Directions of College Official
(Obeying Reasonable Request from College Officials)
Students are required to comply with reasonable requests or orders by authorized college officials or representatives acting on behalf of the college. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

O. Possession or Use of Firearms
(Weapons, Firearms, Fireworks, Explosives)
Except as authorized by Missouri or federal law, students are not allowed to possess or use a firearm or other weapon on college property (even with a permit), weapons are defined as firearms, knives, flammable materials, explosives or any other items that may cause bodily injury or damage to property.

P. Complicity
A student present during the commission of an act by another student which constitutes a violation of college policy may also be charged if their subsequent behavior constitutes permitting or condoning the violation. Students witnessing any act(s) which constitutes a violation of college policy are required to report such incidents to the proper authorities and constructively participate in conduct or other resolution processes addressing alleged violations of policy

**Additional Areas of Responsibility Related to Conduct**

**Contracting or Representation in the Name of the College**
Students are prohibited from contracting in the name of the college and may not claim to be official representatives of the college for any commercial purposes.

**Distribution or Sale of Literature or Goods**
Distribution or sale of literature or goods must be approved by the campus chief student affairs officer, or their designee, and is subject to college procedures.

**Gambling**
Engaging in or offering games of chance for anything of value or other gain in violation of the laws of Missouri, is prohibited at the college. This includes lotteries and raffles.

**Parking**
Students are required comply with parking directives as established by the college. Failure to do so may result in a citation and fine from college police as well as disciplinary action on the part of the college.
Pets
Service animals for persons with disabilities are permitted in facilities of the college subject to the provisions set forth in administrative procedure B.7, but no other pets or animals are permitted on any of the campuses without specific approval from the appropriate college official.

Probationary Status Violation
A student who is alleged to have violated the code of conduct while subject to disciplinary probation may face more serious sanctions for subsequent violations up to and including suspension or expulsion.

Use of Tobacco
Tobacco use is prohibited on all property and in all facilities owned, leased, or operated by the college. There are no designated smoking areas on such college property. Tobacco use includes all types of tobacco and tobacco-like products including smoke-less tobacco and vaping.

Vehicles
Riding of bicycles, skateboards, scooters or other forms of personal transportation in hallways, in buildings or on walkways is prohibited. Recreational motorized vehicles are prohibited in areas other than designated roadways and parking lots. Skateboarding is prohibited on the campuses and centers of the college in any location or times which, in the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property at college locations.

Student Conduct Process
Procedural fairness is basic to the proper enforcement of college policies and procedures. As such, no conduct action will be initiated or sanction imposed against a student until the student has been notified in writing of the complaints against them, the student has been informed of their rights under this code, and the student has been given the opportunity to be heard.

The following information will be conveyed to any student facing conduct charges when proceedings are first initiated:
- Students will receive a fair and impartial resolution process in accordance with the requirements of this code.
- Students will be notified in writing of the alleged violations against them and the alleged misconduct upon which the charge is based with reasonable access to
information relied on in determining whether or not they are responsible for violating the code of conduct.

- Students may decline to make statements in response to the allegations. Declining to make a statement will not be construed as an admission of responsibility.
- Students may be assisted by an advisor of their choice and at their expense at any time throughout the conduct process. The advisor may be present, but may not speak for or present the case for the student, or otherwise participate directly in any meetings or other proceedings. It is the student’s responsibility to make appropriate arrangements for the advisor to attend scheduled conduct proceedings.
- Students may present relevant information and witnesses.
- Students will be considered not responsible for the alleged conduct violation until found responsible by a preponderance of the evidence presented during the proceedings.
- The right to confidentiality, in accordance with the terms of the Federal Family Educational Rights and Privacy Act (FERPA).
- The accused student will be notified in writing of the campus chief student affairs officer’s decision and the basis for the same.
- The accused student may appeal the determination of responsibility in accordance with the requirements of the Code.

Procedures
This section of the Code describes the procedures for student conduct proceedings at the college.

Initiating Conduct Process
The campus chief student affairs officer (or designee) on the campus where the alleged misconduct occurred or, for incidents that occur away from college premises on the campus where a student is enrolled is the primary administrator in the student conduct process. In matters involving allegations of misconduct by students enrolled exclusively in online classes, a campus chief student affairs officer (or designee) will be assigned to the case on a rotating basis.

Reporting
Any person may file a report against a student for the alleged violation of law or college policies/procedures as set forth in the code. The report should be submitted to a campus chief student affairs officer (or designee) as follows: online using form created for this purpose, via email, in person, via telephone or by mail. Reports should be made within 6 months of the incident or knowledge of the incident. Anonymous reports are accepted but the college may be limited in its ability to respond to anonymous complaints.
Response
The campus chief student affairs officer (or designee) responsible for the oversight of the complaint will determine if there are reasonable grounds to believe that the allegations could potentially constitute a violation of the code.

Informal Resolution
The utilization of informal resolution efforts (including, but not limited to, mediation, and restorative justice efforts) may be undertaken at the discretion of the campus chief student affairs officer and with the consent of involved parties. A written agreement as to the terms of resolution from such efforts will be prepared by the campus chief student affairs officer (or designee) and accepted by mutual consent of the accused student and complaining party. Such disposition will be final and no further action will be taken as to the matter for which the initial complaint was filed. In the event that the terms of the resolution agreement are not met by the accused student, new conduct charges may be raised for failure to comply.

Formal Resolution
If an alleged violation of the code is not addressed through other appropriate channels, is not dismissed, or is not resolved through an informal resolution process then the campus chief student affairs office (or designee) may proceed with conduct process as outlined below.

- Notice of allegations the allegations of charges will be sent to the accused student in correspondence via email to their college email address and will include: the specific student code of conduct violations alleged, a brief description of the conduct on which the violations are based, the student’s rights, and information on a scheduled initial review meeting with the campus chief student affairs officer.
- If a hold on registration is not already in effect, as an interim action, the campus chief student affairs officer may place a hold on registration until final disposition of the complaint.
- Initial review is part of the overall investigation of the student conduct complaint. The accused student will be given the opportunity to respond to the complaint, provide information relevant to the charges including but not limited to documents, emails, texts, photos, the names of witnesses, etc. The accused student may elect to deny the allegations or voluntarily accept responsibility.

If a student accepts responsibility for a conduct violation, the campus chief student affairs officer (or designee) will send correspondence to the accused student within 10 business days detailing what, if any sanctions, have been imposed. The accused student may file an appeal based on limited grounds. Specifically, that the
sanctions given were excessive. This appeal must be made in writing and sent to the campus vice president for student affairs within 10 business days of the transmission of the sanctioning letter. A review of the case and sanctions imposed will be undertaken by the vice chancellor of student affairs who may determine that the sanctions were not excessive. If a determination is made that the sanctions were excessive, then the vice chancellor of student affairs will provide adjusted sanctions to the accused student. Such disposition will be final and no further action will be taken as to the matter for which the initial complaint was filed.

- Investigation – the campus chief student affairs officer (or designee) will consider all relevant information obtained through the investigation of the complaint including the statements of the complainant, the accused student, and any witnesses.

**Determination of Responsibility**

Determination of Responsibility - upon completion of the investigation, the campus chief student affairs officer (or designee) will make a determination as to whether or not the accused student violated the code using a preponderance of the evidence standard (more likely than not). The accused student will be notified via correspondence to their college email address if a determination was made that they were responsible or that there was no finding of responsibility for violation of the code. If a student is found responsible sanctions may be given.

**Sanctions**

(See revision to G.15.3 below sanctions)

**Appeals**

A student has the right to appeal the campus chief student affairs officer’s decision on limited grounds. An appeal can be sought by the accused student for the following reasons:

- A fair process, consistent with published college procedures, was not provided.
- The sanction imposed was excessive.

The appeal must be submitted in writing to the campus chief student affairs officer no later than 10 business days after the transmission of the decision. Details regarding on what basis the appeal is being filed must be included.

Upon receipt of a timely notice of appeal, the campus chief student affairs officer will provide a copy of the appeal and case materials to the vice chancellor of
student affairs who will review the same and issue a decision within 15 business days of the filing of the appeal. The vice chancellor of student affairs may affirm, reverse or modify the initial decision based on limited grounds for appeal. The decision of the vice chancellor of student affairs is final.

**Student Conduct Hearing Committee**

In cases where the sanction(s) imposed on a student includes suspension or expulsion from the college, the accused student may request a formal hearing. This request must be in writing and sent to the attention of the campus chief student affairs officer no later than 10 business days after transmission of the decision letter.

Live hearings will be undertaken with the exception of those involving online only student(s) or if extenuating circumstances make a remote hearing option necessary. With the exception of cases involving students who are enrolled only in online classes, the student filing a request for a formal hearing should indicate an interest in a remote hearing when the initial hearing request is filed. The campus senior student affairs officer will make the determination if such a request will be granted.

Each campus will establish a student conduct hearing committee for the purpose of hearing conduct cases where a sanction of suspension or expulsion has been given to a student in a conduct matter. No fewer than 3 faculty members, 3 staff members, and 3 students will be trained on each campus to serve on the student conduct hearing committee. Faculty members will be nominated to serve by the campus president. Staff will be nominated to serve by the chief student affairs officer and students will be nominated by faculty and staff. Input for student members will be sought from campus life for members of student government and other leadership positions. Online student nominees will be sought from the executive director for online education. Nominations will be directed to the districtwide director equity compliance for consideration and appointment to the student conduct hearing committee.

**Hearing Panel**

A panel of at least 3 student conduct hearing committee members is required to hear a case. A chairperson will be named by the district director of equity compliance.

The districtwide director of equity compliance will provide support and guidance to the hearing panel throughout the hearing process.
Prior Knowledge or Bias: student conduct hearing committee members will be provided with general information regarding any case they may be asked to hear. The campus chief student affairs officer shall exclude from any hearing panel committee members with prior knowledge of the matter, or bias for or against those involved.

If a hearing is to occur, the chairperson will notify the student of the following:
1. Charges against them;
2. Date, time, place and description of the violation;
3. Name of the person or persons requesting disciplinary proceedings;
4. Name of any and all known witnesses in the case; and
5. Date, time and place of the hearing.

The hearing must occur within 15 calendar days from the date of notification to the student.

Whether or not the accused student appears at the hearing, the hearing committee will hear the appeal and render a decision.

Normally, the status of the student will not be changed during the appeal process. However, if, in the judgment of the campus chief student affairs officer, or their , the student poses an immediate threat of disruption and/or serious injury or damage to any person or property, the student may be limited as to access to college programs and facilities or summarily suspended from the college. Any violation occurring during the appeal process also may result in a change of status of the student. In the case of summary suspension where an appeal is pending, the campus chief student affairs officer will initiate a hearing by notifying the chairperson of the hearing committee and notifying the student.

Training Program
The college will provide a training program for those persons who agree to serve on the hearing committee to familiarize them with college regulations, procedural and substantive due process, and the role of the hearing committee. Additional training may be required depending on the nature of the case.

Chairperson:
- sends written notification to all participants in the proceedings as to the exact charges and the time, place and nature of the hearing;
- arranges the hearing calendar and selects a location for each hearing;
- chairs all hearings and deliberations of the committee;
- announces the findings of the committee and communicates in writing the committee's findings; and
- certifies and transmits the appropriate records for future appeals.

**Conduct of Hearing**
A panel consisting of three members, one of whom must be a student, must be present before a hearing can be convened. Hearings normally will be closed and will be conducted according to the fundamental standards of procedural fairness and substantive justice and will not be unduly restricted by court procedures and formal evidentiary rules.

The charges and evidence will be presented by a person acting on behalf of the college, usually the campus chief student affairs officer (or designee) who initiated the disciplinary proceedings. They may have the aid of an advisor or counsel. The accused student also has the right to an advisor or counsel at the hearing. All parties may submit witnesses. All witnesses will give testimony under oath. The college and the accused have the right to question or cross-examine witnesses at the hearing. The hearing will be transcribed by a court reporter and a transcript of the proceedings will be available at the requestor’s own cost.

At the conclusion of the hearing, summation of one or more aspects of the case by the accused student, or the representative of the college will be permitted.

**Student Conduct Committee Panel Judgment**
The panel will render a decision after the hearing. The panel may accept or reject, in whole or in part, or may modify the findings and conclusions of the campus chief student affairs officer’s initial decision.

After the hearing, the panel will make a report to the vice chancellor for student affairs; the campus chief student affairs officer who initiated the disciplinary proceedings; the student appellant; and, in cases of sexual assault and/or harassment, the victim consisting of:
- a statement of charges;
- a statement of the findings of facts; and
- the decision of the committee as to whether a violation has occurred,
- the appropriate sanction, and its reason for the decision.

The hearing committee may not hold a hearing against a student more than once for the same offense.

**Appeal**
Within 10 calendar days after the date of the hearing committee's written decision, the student may appeal in writing to the vice chancellor for student affairs. Issues for appeal are limited to the following:

- College procedures were not followed in the conduct process causing a negative impact on the student or the integrity of the process
- New information that was not available at the time of the initial investigation or during the hearing relevant to the case should be considered.
- The sanction given exceeds what is reasonable for the alleged conduct and as is consistent with similar matters at the college.

If the vice chancellor finds in favor of the accused student on appeal, they may affirm, reverse or modify the committee's decision, in whole or in part. The decision will be rendered within 15 calendar days. The decision of the vice chancellor of student affairs will be final.

Revised August 14, 2020

G.20 Behavior Intervention Teams at St. Louis Community College

G.20.1 Mission
St. Louis Community College Behavioral Intervention Teams (hereafter referred to as the “BIT”) provides a proactive systematic response to identified members of the college community whose behavior is of concern in order to support success and assist in protecting the health, safety, and welfare of the students and members of the STLCC community.

Reviewed June 1, 2020

G.20.2 Purpose
The charge of the BIT is to coordinate the resources of St. Louis Community College to address the needs of individuals in the campus community who are displaying disruptive or concerning behaviors in order to recommend collaborative and purposeful interventions aimed at helping individuals achieve the most successful outcomes possible. The BIT process is also designed to provide members of the college community, who have concerns regarding a person’s behavior, with a centralized, easily-accessible avenue to report these concerns. Following a referral or information submission, the BIT will, when appropriate, identify referral recommendation options to the individual, with the ultimate goals being health, safety, success, and retention.
G.20.3 Goals
The goals of the BIT are:

1. To deter crises before they occur through the provision of outreach and educational programming, consultation, appropriate assessment, and referrals;

2. To ensure that individuals whose behavior is of concern are contacted through follow-up processes and are provided information about appropriate services so that they have the opportunity to improve their welfare;

3. To create a unified reporting and tracking system that will allow members of the BIT to observe patterns of behavior that may elicit threat/risk assessment and provide a documented response to distressed individuals and recommend appropriate interventions.

Note: BIT is not meant to take the place of standard classroom management techniques utilized by faculty.

G.20.4 Team Composition
1. The BIT will meet regularly to discuss non-emergency situations and incidents. When a report is deemed urgent, a team will meet to make an immediate response.

2. The BIT reports to the respective student affairs officer who appoints the BIT team core members and chairperson.

3. Core members of the campus BIT team will include:
   a. A counselor (preferably the department chairperson)
   b. A member of the college police department (preferably an administrative officer)
   c. The Campus Chief Student Affairs Officer
   d. A member of the disability services office (Access)
   e. Additional college officials may be asked by the BIT chair to serve on the team in specific situations as needed as member of an extended BIT team including, but not limited to a representative from the Student Assistance Program.
G.20.5 Reporting Incidents to the BIT
1. Incidents may be entered into the online BIT report system directly or indirectly via a report to a BIT team core member.
2. On-line incident reports may be entered at www.stlcc.edu/BIT
3. Please note, in cases of emergency, reporters must contact college police or 911. A BIT report may be submitted afterwards.

Reviewed June 1, 2020

G.20.6 Response and Follow Through
When an incident reporting form regarding a person of concern is submitted, it is sent to all campus BIT members. In most instances:
1. The report is read by all BIT members.

2. The report is discussed by BIT members and an appropriate nationally recognized threat assessment tool such as the NABITA threat assessment tool may be consulted to determine the level of risk.

3. The actions of members of the BIT may include, but are not limited to:
   a. Contacting the reporter(s) to obtain additional information regarding reported behavior of concern.
   b. Contacting the person of concern via phone or email to extend concern and informally inquire as to his/her well-being.
   c. Meeting with the person(s) involved to discuss:
      i. Needs
      ii. Campus services
      iii. College expectations
   d. Referring the individuals to various programs or services on campus (including, but not limited to counseling services, financial aid services, Access office, disability support services, tutoring and academic support center, human resources, etc.).
   e. Referring the person to the appropriate administrator including the campus chief student affairs officer when the matter involves a student for possible disciplinary action.

4. The BIT team will monitor individuals of concern, and take appropriate and necessary actions.

Reviewed June 1, 2020
G.20.7 Confidentiality of Records
Student BIT records are maintained in accordance with Administrative Procedure G.14.1 – Confidentiality of Student Records.

Revised June 1, 2020

G.21 Student Death

G.21.1 Purpose
In the unfortunate circumstance that a currently enrolled student dies prior to graduation, St. Louis Community College provides a process whereby that student’s work at the College may receive recognition.

Reviewed June 1, 2020

G.21.2 Process
1. When STLCC officials are notified that a student has died, the individual must then notify campus chief academic officer. The CCAO will notify the student’s instructors, online education, assigned advisor, and other pertinent offices of the student’s death.

2. The Registrar’s office must be informed via email with the following information:
   a. Email subject: Student Death Notice
   b. Email body:
      i. Student Name
      ii. Student ID
      iii. Documentation confirming the student’s death (i.e., online obituary, news story, Facebook, screenshot, etc.)

3. Registrar’s office: Registrar’s office will complete the following in the student’s Banner record:
   a. SPAIDEN
      i. Inactivate address types
      ii. Inactivate phone numbers
      iii. Inactivate email addresses
      iv. Flag the deceased indicator
   b. SPACMNT
      i. Copy/paste the text of the email into a note
      ii. Identify the next step to be taken so that campus
officials are aware of the process

iii. “All contact information has been removed and deceased indicator has been flagged. Registrar’s office will notify Student Accounts and Foundation.”

4. Notification for the Foundation/Student Accounts: Registrar’s office to send email notification to Foundation office and copy Chancellor with the following information:
   a. Email subject: Student Death Notice
   b. Email body:
      i. Student name
      ii. Are they a current student?
      iii. Academic honors earned
      iv. Most current major
      v. Number of hours away from a degree
   c. NOTE: Student Accounts must be notified to determine if there is a balance due (either for current semester enrollment or past due fees). Once the registration is updated in SFAREGS (all courses removed), then Student Accounts will be able to write off any remaining charges so that the student’s account does not go into collections.

5. Acknowledgment from STLCC: The family will be notified via condolence letter from the Chancellor that a memorial book donation was made in their student’s name for current student use. There will be a dedication bookplate on the inside cover of the book; this process is handled by the STLCC Foundation. If the student is eligible for a degree (per Option 1), the following step will take place in the same notification.

Revised June 1, 2020

G.21.3 Conferring a Posthumous Credential
1. Option 1 – STLCC Reaches Out to Student’s Family
   a. To be eligible for a posthumous credential, the student must have been in good academic standing with STLCC with a GPA of 2.0 or above per current graduation requirements.
   b. Students who were pursuing an Associate’s degree program must have completed all but 18 credit hours or one semester plus one summer term of the degree requirements.
   c. For students who were pursuing certificates of proficiency or specialization, it is expected that they have completed at
least one semester at STLCC prior to the current semester of coursework in progress.

d. If the student meets the eligibility requirements and upon approval by the Chancellor, the following steps will be taken:

i. The family of the student will be notified by the Foundation that a posthumous degree may be awarded.

ii. The family will decide if they want this degree to be awarded.

iii. If the family does want this degree to be awarded, then the degree will be conferred at the next regularly scheduled commencement ceremony. The Chancellor or VCAA, in consultation with the family of the deceased, will determine the manner in which the degree is conferred.

1. The Coordinator of Graduation will be notified to include the student in the graduation program and diploma order.

iv. The degree will appear as follows (example below):

1. AA General Transfer Studies, May 18, 2017
2. Degree conferred posthumously

v. NOTE: Since this is a ceremonial degree, it will not be posted to the student’s academic record unless the student truly met all degree requirements.

2. Option 2 – Student’s Family Reaches Out to STLCC

a. Family member contacts a campus official regarding the awarding of a posthumous credential. Campus representative will refer the family member to the Dean. The Dean will communicate with the CCAO and the Registrar. Registrar will work with the Coordinator of Graduation.

b. The Coordinator of Graduation will be notified to include the student in the graduation program and diploma order.

c. The degree will be conferred at the next regularly scheduled commencement ceremony. The Chancellor or VCAA, in
consultation with the family of the deceased, will determine the manner in which the degree is conferred.

d. The degree will appear as follows (example below):
   i. AA General Transfer Studies, May 18, 2017
   ii. Degree conferred posthumously

e. NOTE: Since this is a ceremonial degree, it will not be posted to the student’s academic record unless the student truly met all degree requirements.

3. Option 3 – Faculty Requests that a Credential be Awarded
   a. Faculty receives permission from the family of the deceased that a posthumous credential may be awarded.
   b. Faculty will request via a letter to the Dean, CCAO and Registrar that a posthumous credential be awarded.
   c. The Coordinator of Graduation will be notified to include the student in the graduation program and diploma order.
   d. The degree will be conferred at the next regularly scheduled commencement ceremony. The Chancellor, VCAA, or the faculty member, in consultation with the family of the deceased, will determine the manner in which the degree is conferred.
   e. The degree will appear as follows (example below):
      i. AA General Transfer Studies, May 18, 2017
      ii. Degree conferred posthumously
   f. NOTE: Since this is a ceremonial degree, it will not be posted to the student’s academic record unless the student truly met all degree requirements.

Reviewed June 1, 2020

G.22 Animal Care and Use

This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

G.23 Online Education

The online education department is charged with researching and remaining current on emerging best practices and technologies for online education and facilitating the implementation of those across the college.
Advisory Committee
The vice chancellor of academic affairs (or designee) shall establish an advisory committee consisting of not less than 6 and not more than 12 voting members. The membership shall consist of faculty and staff highly knowledgeable in distance learning practices and technological needs. The online education advisory committee shall be a resource for the executive director of online education for research and investigation into distance learning best practices and provide recommendations and feedback in regards to online education policy changes.

Functions:
- To serve as an advisory body for the establishment and/or revision of existing distance learning best practice policies for instruction and student support
- To provide feedback through the lens of research and evaluation for distance learning instructional methods and recommend future initiatives
- To serve as faculty liaisons for distance learning methodologies
- To work closely with the College Instructional Delivery Technology Advisory Group (CIDTAG) in researching and recommending district-wide instructional technologies
- To provide insight and recommendations for distance learning specific technologies, messaging, and faculty and student support
- To serve as a review body for request to move a program or course to an online format

Request to Move Program/Course to Online Modality
Disciplines wishing to request a program or course be offered in a fully online format should submit a formal request to online education. Online education and the Online Education Advisory Committee (OEAC) will review each request and the executive director of online education will provide a recommendation to the Academic Affairs Leadership Team (AALT). The AALT will review the requests/recommendations and make the final decision regarding the program/course modality. Online education will notify the requesting department of the final decision. Upon approval to move fully online, the program and/or course must move through the formal online course development process prior to being placed on the schedule for delivery.

Course Development Process
Online education uses researched best practices to inform and guide the course development process. Course development teams when feasible will consist of discipline faculty (at least one being certified to teach online at STLCC), a learning experience consultant, a librarian, and an academic support team member. Course development
includes research, pre-planning, course building/testing, and quality review. The entire course development process must be complete prior to a course being scheduled for delivery.

Course-of-record content is developed to deliver high-quality, engagement rich content across all sections of an online course. This content is developed using Faculty Course Development teams (FCD) using a modular sequence to ensure adaptability to any part of term offering. Online education will facilitate the creation of FCD teams each semester and communicate membership with the AALT and academic deans.

STLCC Faculty Online Lead Developer/Mentor
Faculty online lead developer/mentors will be full-time faculty members, when possible, who are expert in the subject area for which they will provide leadership. The lead will work with a Learning Experience Consultant (LEC) and oversee the course-of-record master shell for his or her specified subject area to ensure content remains current, links remain active, and courses are ready for delivery prior to each term offered.

The lead will also provide course/instructional mentoring to faculty assigned to teach course-of-record courses ensuring instructional faculty are familiar with the course content, technology requirements, delivery, and college processes/policies.

Faculty online lead developers/mentors must be certified to teach online with STLCC and have current online teaching experience (within the past three semesters) in the subject for which they are assigned.

Responsibilities of the lead include:
Review the course-of-record master content prior to each semester of delivery to ensure:
- Text and instructional resources are accurate and current (updates text information and resources when edition changes occur; if major changes are required due to an updated or outdated instructional resource the FOLD will notify online education of a needed course redevelopment)
- Hypertext links within the course are accurate and current
- Videos, images, and other course artifacts display and continue to be compliant with accessibility standards
- Policies, forms, etc. Contained within the course are current and updated, as required (e.g., proctored testing policies, syllabus templates, etc.)
- Notes to instructional faculty are updated as needed to provide clear information
- Master change document for course updated and shared with LEC as appropriate
- Orient faculty members assigned to teach the course-of-record to the content, technology, associated resources, and college policies/processes as required
Reviews and updates for the course-of-record master content must be completed four weeks prior to the start of each semester to allow time for instructional faculty to review the materials, and update dates and syllabi as appropriate.

The lead will work closely with a learning experience consultant to ensure that needed edits/changes to the course preserve alignment and any existing Quality Matters certifications. Leads will serve one-year terms (summer, fall, spring).

Online education will invite all eligible faculty members to volunteer to serve as the faculty online lead developer/mentor for specific subject specialties and work with the deans and AALT to make final selections.

Certification/Recertification to Teach Online
Faculty members must complete online training and certification prior to teaching an online or hybrid course. Certification requirements include the Applying the Quality Matters Rubric (APPQMR) course, training on the learning management system, and training on distance learning best practices. The college will periodically offer the APPQMR course through quality matters resources free of charge to faculty who are interested in becoming certified and provide formalized training for LMS and best practices through college portals.

Following initial certification, faculty members will participate in APPQMR updates as they are released through quality matters. Updates to the APPQMR are free of charge during specified periods (usually 6 months after the release) faculty members who fail to update their APPQMR certification during the specified update time will be responsible for payment directly to quality matters for applicable charges.

Additionally, faculty will participate in updated learning management system and technical training for new tools and resources and updates to distance learning best practices as presented by online education to maintain current certification.

Online content access
Board policies govern the use and ownership of all works created by faculty including course materials for online classes.

Faculty members who wish to use content created and owned by another faculty member must secure permission from the content owner and complete a formal request to online education. Upon duplication/distribution of the course content online education will notify both parties of the course copy. Online education is considered the owner of
course-of-record content and may distribute this content across multiple sections/faculty without additional processes.

Faculty and administrators wishing access to an online course for which they are not the instructor of record must submit a formal request to online education. The request must include the reason for access to determine the appropriate access permission/role type. Supplemental instruction leaders, tutors, librarians, and other support staff must gain permission from the faculty of record and submit a formal request to online education before being enrolled in a course. Appropriate permission/role levels will be applied to provide needed access while maintaining student privacy.

*Adopted June 1, 2020*

**G.24 Children on Campus**

This section was intentionally left blank to align with Board Policy.

*Adopted June 1, 2020*
H.1 Fiscal Year
The Controller’s department will establish a schedule for closing the financial systems for the current fiscal year as well as opening those systems for the new fiscal year. The Controller’s department will issue deadlines for College departments to submit documents and transactions to close the fiscal year.

The vice chancellor for finance and administration is responsible for an independent audit each fiscal year by an auditing firm retained by the Board. The Controller’s department will schedule the external audit which involves periods of time before the fiscal year end as well as after the fiscal year end.

Reviewed February 1, 2020

H.2 Fiscal Budget
The chancellor will delegate the completion of the budget process to the vice chancellor for finance and administration. The budget process includes the following procedures:

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/OFFICE</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chancellor for Finance and Administration</td>
<td>1. Prepare a completion timeline to be presented to the Leadership Team and the chancellor for approval.</td>
</tr>
<tr>
<td></td>
<td>2. Prepare the revenue portion of the budget.</td>
</tr>
<tr>
<td>Leadership Team</td>
<td>Each member will: 1. Gather input from their departments and cost centers, 2. Develop expense budgets for the next fiscal year for their areas of responsibility, and 3. Base their expense budgets on the strategic goals and plans of the College.</td>
</tr>
<tr>
<td>Chancellor and Leadership Team</td>
<td>Approve the revenue and expense budgets before presentation to the Board for final approval.</td>
</tr>
</tbody>
</table>

The Board of Trustees secretary will arrange for a Board of Trustees budget planning workshop no later than May 1 each year. The secretary will coordinate this meeting with the vice chancellor for finance and administration.

Budget amendments impacting the total approved budget will be submitted by the vice chancellor for finance and administration to the Board of Trustees for approval.

Transfers of budget that do not exceed the total Board of Trustees approved budget will
be submitted to the college’s budget coordinator through the college’s accounting system using established approval queues. Transfers between budget categories (salaries, supplies and services, etc.) or unrestricted budget types (operating, capital, etc.) which would alter the allocation of the budget approved by the Board of Trustees, but not the total approved budget, need approval from the vice chancellor for finance and administration. Budget transfers including restricted or agency funds are not permitted.

Budgets are for one fiscal year. Surplus budgets do not carry from year-to-year except for scholarship budgets, agency budgets and capital budgets. Other surplus budgets may carry to the subsequent fiscal year with permission from the vice chancellor for finance and administration.

*Revised February 1, 2020*

**H.2.1 Fiscal Stability**

The external audit shall identify and include the unrestricted undesignated general operating fund balance amount.

*Revised February 1, 2020*

**H.2.2 Fiscal Exigency**

This section was intentionally left blank to align with Board Policy.

*Reviewed February 1, 2020*

**H.3 Payment of Expenses**

Goods or services may not be ordered before a purchase order is issued by the college. Vendor invoices may not be paid without a purchase order, appropriate receiving documents and a correct vendor invoice. Payroll, expense reimbursements and utility payments are exceptions to this process.

The procedures for paying vendor expenses are as follows:

<table>
<thead>
<tr>
<th>Responsible person/office</th>
<th>Action required</th>
</tr>
</thead>
</table>

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DIVISION H
BUSINESS AND FINANCE

| Originating department | 1. Identify purchase requirements.  
|                        | 2. Verify budget funds available.  
|                        | 3. Use vendors with established college contracts that satisfy purchase requirements.  
|                        |   If there are no vendors with an established contract, select vendor and verify price, delivery, and payment terms.  
|                        | 4. Prepare requisition in banner.  
|                        | 5. Submit the requisition for approval in banner.  
|                        | 6. Forward any required documents to business office.  |

| Business Office/Controller’s Office | 1. Verify that requisition is properly completed and approved.  
|                                   | 2. Ensure compliance with policies and procedures.  
|                                   | 3. Convert requisition to purchase order.  
|                                   | 4. Issue purchase order to vendor.  |

| Vendor | 1. Comply with terms provided on the purchase order.  
|        | 2. Send invoice to the college’s accounts payable department. Invoice needs to include the purchase order number.  |

| Receiving | 1. Enter receipt of goods in banner.  |

| Accounts payable | 1. Enter invoices in banner.  
|                 | 2. Distribute payment to vendors.  |

| All responsible persons and offices | 1. Resolve open issues.  |

Adopted February 1, 2020

H.4 Purchases of Less Than $75,000

All purchases made for the benefit of the college shall be evidenced by appropriate documentation which shall include, where applicable, an approved purchase requisition and purchase order. The purchasing department shall be responsible for the establishment of qualified vendors that the college may utilize. Each qualified corporate vendor shall be required to submit evidence of valid, in-force worker’s compensation insurance. The purchasing department shall be responsible for obtaining and updating valid worker’s compensation binders from each vendor or supplier.

The department/cost center initiating a purchase requisition is responsible for ensuring that the purchase is not split into components for the purpose of circumventing the college’s bidding requirements and that the purchase is expensed to the correct budget. Fixed assets or projects with a cumulative value over the fixed asset dollar threshold may be expensed to capital budgets or restricted budgets.

The originating department is responsible for ensuring purchases for institutional,
instructional, and educational software are accessible and compliant with Section 508 of the Rehabilitation Act of 1973. To fulfill responsibilities, departments should:

- Obtain a completed Voluntary Product Accessibility Template (VPAT) for software purchases.
- Complete a request for proposal that includes confirmation the contracted vendor either meets WCAG 2.0+ standards and/or has a written and expressed plan (including timeline) indicating when standards will be achieved.

Requests for “no substitute” will be reviewed and approved by the college’s purchasing agent on a case-by-case basis before the letting of any bid. In those instances where the request for restriction is not supported, the requesting department will be provided the reason for denial.

When a purchasing transaction exceeds $5,000 and involves materials which will primarily be used in classroom instruction, academic program personnel may request that a product be specified on a “no substitute” basis to the exclusion of functionally equivalent items when any of the following circumstances exist:

- College-wide standards are developed for item(s) which will be used by all related programs, for a specified period of time, when provisions are made for periodic review and update of said standards.
- A particular program is so unique as to make the development of college-wide standards unworkable, but it can nevertheless be demonstrated that certain students would derive additional benefit from the purchase of that specific item.
- A particular program requires that students receive training in the use of certain items as a precondition of professional licensing or certification.
- A particular item has such a pervasive market penetration in the area as to present an employment or academic admissions advantage to students who have direct experience in use of that item.

In all instances cited above, Board approval will be obtained for each exemption before the initiation of the acquisition process.

*Adopted February 1, 2020*

**H.4.1 Purchases of Less Than $5,000**

Purchases of less than $5,000 for goods and services must be requested using the Banner requisition process, authorized payment document or College procurement card. Requisitions are processed through the campus business office/controller’s office.
Revised February 1, 2020

**H.4.2 Purchases in Excess of $5,000 But Less Than $25,000**

The college’s purchasing agent or purchasing agent’s staff will contact vendors offering goods or services that satisfy the purchasing requirements. M/WBE suppliers will be actively sought for this requirement. The vendor response that best satisfies college requirements will be awarded the purchase/contract.

Adopted February 1, 2020

**H.4.3 Purchases in Excess of $25,000 But Less Than $75,000**

The college’s purchasing agent or purchasing agent’s staff will contact vendors offering goods or services that satisfy the purchasing requirements. M/WBE suppliers will be actively sought for this requirement. The opportunity will be made publicly available through the college’s website and other websites as appropriate. The vendor response that best satisfies college requirements will be awarded the purchase/contract and will be submitted to the Board of Trustees for ratification at the next Board of Trustees meeting.

Adopted February 1, 2020

**H.5 Purchases in Excess of $75,000/Formal Bids**

All purchases made for the benefit of the college shall be evidenced by appropriate documentation which shall include, where applicable, an approved purchase requisition and purchase order. The purchasing department shall be responsible for the establishment of qualified vendors that the college may utilize. Each qualified corporate vendor shall be required to submit evidence of valid, in-force worker’s compensation insurance. The purchasing department shall be responsible for obtaining and updating valid worker’s compensation binders from each vendor or supplier.

The college’s purchasing agent or purchasing agent’s staff will advertise the bidding opportunity in two papers of general circulation for no less than two weeks. Additionally, the opportunity may be sent directly to vendors that have previously expressed an interest in providing the goods or services described in the bid. The list of certified M/WBE businesses will be reviewed to ensure inclusion in the bidding process. Bid documents will be publicly opened as directed in the bid document. Responding bids are scored based on criteria scoped within the bid document. A list of bid respondents,
their scoring and a recommendation for award is submitted to the Board of Trustees for approval. The originating department is responsible for entering requisition(s) to make purchase(s) against an awarded contract.

The originating department is responsible for ensuring purchases for institutional, instructional, and educational software are accessible and compliant with Section 504 of the Rehabilitation Act of 1973. To fulfill responsibilities, departments should:

- Obtain a completed Voluntary Product Accessibility Template (VPAT) for software purchases.
- Complete a request for proposal that includes confirmation the contracted vendor either meets WCAG 2.0+ standards and/or has a written and expressed plan (including timeline) indicating when standards will be achieved.

Revised February 1, 2020

**H.6 Purchases In Excess Of $5,000 Involving Restricted Bid Lists**

The originating department is responsible for ensuring purchases for institutional, instructional, and educational software are accessible and compliant with Section 504 of the Rehabilitation Act of 1973. To fulfill responsibilities, departments should:

- Obtain a completed Voluntary Product Accessibility Template (VPAT) for software purchases.
- Complete a request for proposal that includes confirmation the contracted vendor either meets WCAG 2.0+ standards and/or has a written and expressed plan (including timeline) indicating when standards will be achieved.

Adopted February 1, 2020

**H.7 Minority-Owned Businesses And Women-Owned Businesses**

St. Louis community college is committed to providing equal opportunities for business growth and development to minority and women business enterprises (M/WBEs). St. Louis community college will ensure that M/WBEs are given the opportunity to do business with the college by increasing the amount of business placed with such enterprises when possible. The goal is to ensure supplier diversity is part of both the pool of suppliers and part of the supply chain in all areas of the college's sourcing activities in its procurement and engineering and design departments.

The diversity supplier office, purchasing and engineering and design will develop annual goals for M/WBE purchases to be presented to the Board of Trustees before June 1.
DIVISION H  ADMINISTRATIVE PROCEDURES
BUSINESS AND FINANCE

The diversity supplier office will:
- Score bids for supplier diversity.
- Review contract performance to assure compliance with college M/WBE goals.
- Recruit new, diverse suppliers.
- Participate and attend St. Louis airport authority M/WBE meetings and meetings of other certifying agencies, using them as a platform to announce the college’s supplier diversity objectives.
- Use certifying agencies as a conduit for connecting potential MBE and WBE members to opportunities with the college.
- Attend M/WBE certifying classes to develop business relationships with newly certified M/WBE businesses.
- Maintain an active M/WBE preferred vendor list.
- Communicate with faculty, staff and end-users and have them identify areas of opportunity for M/WBE participation.

The purchasing office and engineering and design will:
- Publish bids and proposal opportunities in local minority-owned publications.
- Post supplier diversity program documentation on the college’s website.
- Attach the college’s supplier diversity program with every bid and proposal.
- Include a status request for M/WBE participation with every bid and proposal.
- Emphasize at every pre-bid conference the college’s supplier diversity program standards and objectives.
- Communicate opportunities directly with certified MBEs and WBEs.
- Vendor registration form located on the college’s website includes MBE/WBE status.
- Actively promote non-contractual opportunities under bid threshold to certified M/WBEs.
- Accept MBE/WBE vendor certifications from Missouri Regional Certification Committee (MRCC), in addition to the current agencies the district recognizes.

St. Louis Community College is committed to ensuring that its programs and services are accessible to everyone. This includes an expectation that all products and services purchased through the college procurement process will be accessible.
H.8 Exempted Purchases

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.8.1 Emergency And Time-Sensitive Purchases

The process for emergency and time-sensitive purchases is as follows:

<table>
<thead>
<tr>
<th>Responsible person/office</th>
<th>Action required</th>
</tr>
</thead>
</table>
| Originating department    | 1. Identify emergency or time-sensitive need.  
                             | 2. Provide justification to purchasing for the need. |
| Purchasing                | 1. Verify that the justification supplied by originating department supports an emergency or time-sensitive need.  
                             | 2. Provide result of verification to originating department.  
                             | 3. Complete purchase expeditiously for verified emergency or time-sensitive purchases.  
                             | 4. Place summary of emergency and time-sensitive purchases and justification for the purchase to the Board of Trustees for ratification. |
| Vendor                    | 1. Comply with terms provided on the purchase order.  
                             | 2. Send invoice to the college’s accounts payable department. Invoice needs to include the purchase order number. |
| Receiving                 | 1. Enter receipt of goods in banner. |
H8.2 Purchase And/Or Lease Of Instructional Materials

All purchases of instructional materials must comply with the college’s conflict of interest policies and procedures.

Faculty should initiate the purchase of instructional materials by using the textbook/supply adoption form, a memorandum or an approved syllabus. The textbook/supply adoption form must contain the signature approval of the department chairperson before being processed by the bookstores. Auxiliary Services will consult with the department chair before reducing the quantity of orders; however, Auxiliary Services management will make the final determination of order quantity and order timing.

The bookstores order instructional materials through the Point of Sale (POS) system while using the Banner requisition process or properly approved payment documents to generate payments and record financial transactions.

Auxiliary Services management will select and order retail items that have not been adopted for instructional purposes based on their marketability in a college environment as long as the retail items are purchased in compliance with College policies governing all other purchases.

The Central Library Acquisitions department will place orders while using the Banner requisition process or properly approved payment documents to generate payments and record financial transactions.

Requests for instructional materials may be initiated by faculty, students and library employees as defined in the “Collection Development Statement.”

In those instances where Instructional Resources chooses to use book jobbers and subscription agencies, contracts will be established in compliance with the College policies governing all other purchases.
Corporate Services and Continuing Education will use the Banner requisition process for instructional materials. All requisitions will require approval by Corporate Services or Continuing Education management.

*Revised February 1, 2020*

**H.8.3 Ratifications With And Without Prior Board Approval**
The process for ratifications with and without prior Board approval is as follows:

<table>
<thead>
<tr>
<th>Responsible person/office</th>
<th>Action required</th>
</tr>
</thead>
</table>
| Originating department or purchasing                    | 1. Notify appropriate college officer that following normal bid process would compromise the college’s interest.  
2. Provide justification of compromise to the college officer. |
| College officer                                         | 1. Verify that the justification supplied by originating department supports purchase outside of the normal bid process.  
2. Present verified justification to vice chancellor for finance and administration. |
| Vice chancellor for finance and administration           | 1. Notify chancellor of need to use non-normal bid process.  
2. Provide determination and rationale to Board of Trustees within 24 hours of approval. |
| Purchasing/controller/college officer                   | 1. Issue an informal bid.                                                        |
| Purchasing                                             | 1. Make award to successful bidder.  
2. Request ratification of award at the next Board of Trustees meeting. |
| Vendor                                                 | 1. Comply with terms provided on the purchase order.  
2. Send invoice to the college’s accounts payable department. Invoice needs to include the purchase order number. |
| Receiving                                               | 1. Enter receipt of goods in banner.                                             |
 Accounts payable
1. Enter invoices in banner.
2. Distribute payment to vendors.

All responsible persons and offices
1. Resolve open issues.

Adopted February 1, 2020

**H.9 Cooperative Contracts For Purchases**
Purchasing will review cooperative contracts when new college bids are requested and will use appropriate cooperative contracts whenever practical.

Adopted February 1, 2020

**H.10 Failure To Obtain Three Competitive Bids**
When fewer than three competitive bids are received, purchasing will review the bid process and interview potential bidders to understand the lack of bids. The bid may then be reissued to expand the bidder pool.

Adopted February 1, 2020

**H.11 Notification to Formal Bidders**
The College’s purchasing agent will be responsible for notifying all responding bidders of the College’s preliminary recommendation for bid awards requiring Board approval. This notice must be provided in a timely manner.

In the event any bidder has a question or concern regarding the recommendation, they will be afforded an opportunity to discuss the basis of the College’s decision and to bring forward additional information pertinent to the situation. If the College decides to modify its recommendation pursuant to this meeting, all responding bidders will be provided with said revision. If the College declines to modify its recommendation, the complaining bidder will be provided with an explanation of the College’s position.

In the event a bidder wishes to challenge the College’s recommendation to the Board, they must be advised of the location, time and date of the Board meeting, as well as the petitioner sign-in process. The College’s purchasing agent will prepare a summary of the challenging bidder’s concerns and the review process afforded to said bidder to be submitted to the Board before the Board’s consideration of the award recommendation.
DIVISION H
BUSINESS AND FINANCE

Revised February 1, 2020

**H.12 Change Orders**
Purchasing or the Controller’s office will prepare *Change Orders* requested by departments. The *Change Order* is used to notify the vendor, Controller’s office, the campus Business office, Receiving and the requisitioner of any changes of price or terms and conditions of purchase before the receipt of goods and/or services specified in the body of the *Purchase Order*. Change orders may not be used on standing purchase orders.

*Change Orders* involving Board-approved items must be ratified by either the chancellor or vice chancellor for finance and administration, if the dollar amount does not exceed 10 percent of the original amount approved, or by the Board of Trustees.

Revised February 1, 2020

**H.13 Payments For Services Rendered**
For those vendors (independent contractors) that are not corporate entities such as individuals, limited liability corporations and partnerships that provide services to the college, the controller’s office shall be responsible for annually filing IRS Form 1099 for each vendor in accordance with IRS regulations. Employees of the college, in general, shall not be considered independent contractors and any remuneration in excess of an employee’s w-2 wage compensation paid shall be considered wage income for payroll purposes and subject to withholding taxes and other deductions such as FICA. Expense reimbursements to an employee shall not be considered wages or otherwise reportable income to the employee.

When engaging professional service providers, the following steps should be used.

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/OFFICE</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
</table>
| Requesting Department and College Officer | **Before committing to use a vendor:**  
1. Complete the request to *Engage a Professional Service Provider* form if payment is for $1,000 or more per event. (Note: This form need not be completed if the expenditure has been Board approved.)  
2. Send or fax the form to the Payroll department at the Corporate College. |
| Payroll Department | 1. Track and verify that the vendor has not been paid more than $10,000 in the current fiscal year, including any outstanding College-wide commitments to use this vendor.  
2. Return the form with a confirmation number to the requesting department. |
|-------------------|--------------------------------------------------------------------------------------------------|
| Requesting Department | 1. Enter the expenditure through Banner and approve it in Banner.  
2. Complete the *Statement of Services Rendered* form making sure that a) the Banner requisition is recorded on the form, b) the vendor completes the taxpayer I.D. number section and signs it, and c) the confirmation number from Payroll is included on the form.  
3. Submit *Statement of Services Rendered* form along with the *Engage a Professional Service Provider* form to the campus Business office (or to the General Accounting department for the Corporate College departments). |
| Business Office | 1. Review documents from the requesting department.  
2. Convert the requisition to a purchase order in Banner.  
3. Forward documents to Payroll department. |
| Payroll Department | 1. Process documents for payment.  
2. Review monthly system-generated reports to monitor payment limits.  
3. Prepare semi-annual ratification reports for the Board of Trustees. |

*Revised February 1, 2020*

**H.14 Insurance Consultants**

This section was intentionally left blank to align with Board Policy.

*Reviewed February 1, 2020*

**H.14.1 Insurance Broker**

This section was intentionally left blank to align with Board Policy.

*Reviewed February 1, 2020*
H.15 License and Distribution Contracts

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.16 Continuing Education Programs

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.17 Fees and Fines

The vice chancellor for finance and administration will annually evaluate credit-hour based fees. The vice chancellor for finance and administration will provide recommendation(s) to the chancellor regarding credit-hour fee amounts for the next academic year. The chancellor’s decision will be presented to the Board of Trustees for approval no later than April of each year. The approved credit-hour based fees will be used to develop the following fiscal year revenue projections.

The vice chancellor for finance and administration will develop, or cause to be developed, a schedule of fines and fees imposed by finance and administration not included in other board policy for annual Board of Trustees approval. Fees include, but are not limited to, rental of facility fees, returned check fees, replacement student id fees, transcript fees and credit-by-examination fees.

The vice chancellor for academic affairs will develop, or cause to be developed, a schedule of fees imposed by academic affairs not included in other board policy for annual Board of Trustees approval. Those fees include, but are not limited to, background check fees, certification fees, field trip fees, child care fees, dental clinic fees and international travel fees. The schedule of academic affairs fees will be presented to the board of trustees for annual approval.

The vice chancellor for student affairs will develop, or cause to be developed, a schedule of fees imposed by student affairs not included in other board policy for annual Board of Trustees approval. The schedule of student affairs fees will be presented to the board of trustees for annual approval.
The associate vice chancellor for workforce solutions will develop, or cause to be developed, a schedule of fees imposed by continuing education and workforce solutions group not included in other board policy for annual Board of Trustees approval. These fees include, but are not limited to, continuing education class fees, continuing education material fees and workforce solutions group fees.

The schedules of fees and fines developed by the vice chancellors and associate vice chancellor will be presented as one schedule to the Board of Trustees. The approved schedule will be posted publicly.

Reviewed February 1, 2020

H.17.1 Senior Citizen Fee Reduction

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.17.2 Senior Citizen Scholarship

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.17.3 Delivery Out-Of-District

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.17.4 Dual Credit Maintenance and Service Fee Reduction Policy Statement

- Students must be enrolled as freshmen, sophomores, juniors or seniors at the high school.

- Juniors and seniors must have obtained a minimum, overall grade point average of 2.5 (on a 4.0 scale) and meet the same admissions requirements
to individual courses as the college’s on-campus students; sophomores must have a 3.0 (on a 4.0 scale); freshmen must have a 3.0 (on a 4.0 scale) and a 90th percentile scaled score on the act exam.

• Students must obtain prior written approval from their high school principal or their designee to participate. Furthermore, students must obtain prior written approval from their parents or guardians to participate.

• Students must submit a high school transcript, the principal’s or their designee’s written approval and parental approval to the school and community partnerships office at the college.

Adopted February 1, 2020

H.17.5 Vehicle Registration

A charge will be made for the replacement of a lost parking permit.

Parking permits issued at any one of the College sites will be honored at all College sites.

Parking permits for students will be issued at the four campus Student Life offices or the satellite locations.

Guests and non-College personnel, such as construction workers or tradespeople, may be issued temporary parking permits by College Police.

Vehicles parked in restricted areas will be subject to towing.

A parking appeals system is set up at each campus.

Revised February 1, 2020

H.17.6 Library Instructional Materials Charges

Charges will be made for library books and other instructional materials not returned by the due date or returned in damaged condition. After payment of charges, refunds may be given upon request if the materials are found and returned within one year. Refunds for materials belonging to other libraries will be made at the discretion of that library. Refunds will not be made for any payments collected under a debt collection program where other procedures apply.
Instructional Resources may charge other libraries for photocopies, books and other materials borrowed via interlibrary loan. There will be no such charges for libraries in Missouri, the St. Louis metropolitan area, and libraries with which the College is actively participating in resource-sharing programs.

Reviewed February 1, 2020

H.18 Refunds

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.18.1 Refund Of Fees

Student accounts will refund for-credit fees using the refund schedule approved by the Board of Trustees. The refund method is based on the original payment method used and complies with all regulatory and contractual obligations.

Adopted February 1, 2020

H.18.2 Refund of Fees (Independent Study Courses)

Student accounts will refund fees using the refund schedule approved by the Board of Trustees. The refund method is based on the original payment method used and complies with all regulatory and contractual obligations.

Adopted February 1, 2020

H.18.3 Refund for Exceptional Circumstances

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/OFFICE</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>1. Request an appointment with college personnel to request a refund for exceptional circumstance.</td>
</tr>
</tbody>
</table>
| College personnel           | 1. Verify that the justification supplied by student supports a refund for exceptional circumstances.  
                                    2. Present verified justification to appropriate campus president or chief academic officer. |
Campus president or chief academic officer

1. Review justification provided by student to determine if a refund for exceptional circumstances is appropriate.
2. If refund is appropriate, determine amount to be refunded.
3. Inform student of decision.
4. If refund is appropriate, inform student accounts of the refund amount.

Student accounts

1. Issue approved refund.

Adopted February 1, 2020

**H.18.4 Refund Policy Requirement, Title IV**

Student accounts will refund fees using the refund schedule approved by the Board of Trustees. The refund method is based on the original payment method used and complies with all regulatory and contractual obligations.

Adopted February 1, 2020

**H.18.5 Refund of Fees (Continuing Education Non-Credit Courses)**

Continuing education will refund fees using the refund schedule approved by the Board of Trustees. The refund method is based on the original payment method used and complies with all regulatory and contractual obligations.

Adopted February 1, 2020

**H.19 Tax Rate**

The Controller’s department will receive the property-assessed values from the city of St. Louis and St. Louis, Jefferson and Franklin counties by mid-August of each year. The Controller’s department will advise the vice chancellor for finance and administration of the assessed values so that the vice chancellor can recommend a tax rate to the chancellor and the Leadership Team. The recommendation will be based upon the legal limit which the College can assess as well as the budgeted revenue.

The Controller’s department will post notice announcing the date of the public hearing when the Board is asked to approve the administration’s tax rate recommendation. The public hearing must take place before October 1 of each year to allow the Controller’s department time to file the appropriate documents with the city of St. Louis, St. Louis, Jefferson and Franklin Counties by the October 1 deadline.
Revised February 1, 2020

H.20 **Investment of Funds**
The primary objectives, in priority order, of investment activities will be safety, liquidity and yield:

**Safety**
Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

- **Credit Risk** – St. Louis Community College will minimize credit risk, the risk of loss due to the failure of the security issuer or backer by:
  1. Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which St. Louis Community College will do business.
  2. Diversifying the portfolio so that potential losses on individual securities will be minimized.

- **Interest Rate Risk** – St. Louis Community College will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:
  1. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
  2. Investing operating funds primarily in shorter-term securities.

**Liquidity**
The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

**Yield**
The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk
constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities will not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

The treasurer is responsible for establishing and maintaining an internal control structure that will be reviewed annually with St. Louis Community College’s independent auditor. The internal control structure will be designed to ensure that the assets of St. Louis Community College are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls will address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfers agreement with the lead bank and third party custodian.

All trades where applicable will be executed by delivery vs. payment (dvp) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities will be perfected in the name or for the account of St. Louis Community College and will be held by a third-party custodian as evidenced by safekeeping receipts.

Reviewed February 1, 2020

H.21 College Liability Insurance

This section was intentionally left blank to align with Board Policy.
H.22 Product Endorsement

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.23 Debt Collection

Students must have no outstanding debt with St. Louis Community College in order to register for credit or continuing education classes or programs or engage any new services from St. Louis Community College. Debt for maintenance fees incurred through returned checks, failed payment plans or failed financial aid may cause the student to be dropped from class and refunded in accordance with the college’s published guidelines. Exceptions may be granted in writing by the chancellor or the vice chancellor of finance and administration.

Adopted February 1, 2020

H.23.1 Taxpayer Refund

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.23.2 Third Party Collection

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.23.3 Hearing

The following procedures provide for claimant’s right to a hearing to set forth a claim to an interest in funds received by the College through offset of a tax refund.

Definitions:
Claimant - taxpayer-debtor or non-obligated taxpayer with a property interest in the refund that was subjected to offset and forwarded to the College by the Department of Revenue.

Debt - amount owed to the College by claimant.

Non-obligated taxpayer - taxpayer named in the Missouri tax return against whom no debt is claimed by the College.

Apportionment of the refund - portion of the refund due a non-obligated taxpayer which will be determined by the evidence presented. The College will take into account any determination of apportionment determined by the Department of Revenue.

Procedures:

a. Claimant must send a letter to the College to the attention of the controller at the address below, setting forth the factual issues that support the Claimant’s rights to the funds. This letter must be sent to the College within 30 days of receipt by the claimant of the notice of offset from the Missouri Department of Revenue.

   Controller
   St. Louis Community College - Corporate College
   3221 McKelvey Road
   Bridgeton, MO 63044

b. Claimant must provide any and all evidence to support application for entitlement to the refund.

c. Claimant has a right to request evidence from the College that supports Claimant’s debt to the College.

d. The College will set the hearing within 15 days of receipt of correspondence from Claimant.

e. The claim may be informally resolved by agreement.

f. The Vice Chancellor for Finance and Administration will serve as the hearing officer and will preside over the hearing.

g. Claimant can request that the hearing be recorded by audiotape or have a transcript prepared by a certified court reporter at the cost of claimant.

h. Upon completion of the hearing, the vice chancellor for finance and administration will draft a written determination which will be submitted to the Board of Trustees for approval.

i. Upon approval by the Board of Trustees, the decision of the College will be final.

Revised February 1, 2020
H.24 Surplus Property

The surplus property guidelines are intended to assure that the College, through reallocation, sale, or trade-in is able to maximize the return of value from the goods identified as surplus.

When a College department desires to dispose of furniture, equipment, supplies or book inventories, the College’s Receiving department at the location should be notified and the surplus will be picked up for storage and eventual disposal.

- Surplus fixed assets (defined by administrative procedure as items with an initial cost of $5,000+) will be identified by property tag numbers and a list will be produced and distributed within the College through the intranet, allowing College departments to claim items for College business.

- Surplus computer/IT equipment will be numbered or identified by property tag numbers and a list will be produced and forwarded, along with the equipment, to Information Technology’s facility at the designated location. Information Technology will determine the ultimate disposition of the equipment. Those choices are: reutilization by the College, inclusion in a surplus sale or proper disposal. Because of the hazardous nature of some computer equipment component parts, a preference will exist for proper disposal rather than surplus sale.

- Surplus property other than fixed assets and computer/ITS equipment will be reviewed with the campus business manager and/or the manager of buildings and grounds to determine potential additional value. Property determined by this review to be of no additional value to the College may be disposed of immediately. Property determined to have residual value to the College for use will be numbered and a list will be produced and forwarded, along with the property, to the shipping and receiving department.

- Surplus equipment and supplies funded by an external contract or grant will be disposed per the specifications of the contract or grant. If the contract or grant is silent on the subject, the College project leader for the contract or grant will contact the granting agency to determine if the excess equipment or supplies can remain with the third party for whom the College is assisting through the contract or grant.
Sometimes the College will have the need to dispose of a unique or desirable piece of equipment, e.g., technology, engineering, automotive, culinary arts or scientific items. In order to maximize the recovery on the asset’s original cost, these items will be sold to the general public through the College’s website or a specialized commercial service such as eBay using a confidential bid process.

Remaining fixed assets must be submitted to the Board of Trustees for approval to be included in the next surplus pick-up. Along with remaining computer/ITS equipment, furniture, other equipment, supplies or book inventories will be included in the next surplus pick-up.

Normally, the method of disposal of the surplus property will be through recycling based on contract.

Revised February 1, 2020

H.25 Control and Security of College Assets

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

H.25.1 Internal Audit

The College will have an internal audit function to examine and evaluate College systems, procedures and internal controls to ensure that records and controls are adequate. The appointed internal auditor will check the College’s operations for efficiency, effectiveness and compliance with Board policy, administrative procedures, laws, governmental regulations and generally accepted business practices. All College records will be available to the internal auditor through established channels.

Reviewed February 1, 2020

H.25.2 Financial Relationships

Relationships with banks, investment firms or any financial institution that holds college funds or funds for which the college has a fiduciary responsibility or is a trustee must have college Board of Trustee approval prior to opening. Account signatories should be assigned by the chancellor, primarily to the vice chancellor for
finance and administration and/or the controller.

*Adopted February 1, 2020*

**H.25.3 Cash Processing and Cash Security**

Cash is defined as coins, currency, checks, money orders, credit cards and electronic fund transfers. The campus cashier’s office or bursar’s office should be the primary recipient of cash proceeds.

- Only College departments (example, bursar’s office, cashier’s office, bookstores, etc.), clubs and organizations with implied approval or with specific event approval issued by the College or campus leadership are permitted to accept cash.

- College checks will be secured. All requests for checks should be prepared and processed for payment on a timely basis to ensure that a computer generated check will be processed through the accounts payable/payroll/student systems by the due date. Schedules of check issue dates will be distributed before the beginning of each fiscal year to campus business offices.

- Manual checks will be issued only when it is in the best interest of the College. The bursar will keep records of manual check requests in order to identify those departments submitting frequent requests.

- The request for a manual check will be approved by a College officer and the procedure will be as follows:

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON/DEPARTMENT</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager, Business Services, Accounting Supervisor or Bursar</td>
<td>Direct the request to the Bursar’s office.</td>
</tr>
<tr>
<td>Bursar</td>
<td>Process request and prepare check.</td>
</tr>
</tbody>
</table>

- Except for College-approved petty cash and change funds, departments, clubs and organizations should deliver all cash to the cashier’s office at a minimum on a daily basis.

- Departments that make deposits directly to the bank will deposit all funds on a daily basis. Accumulated cash of less than $100 does not require daily deposit, but should be deposited at least weekly.

- Cash should be turned over to the cashier’s office with a *Cash Deposit Receipt*
Form or similar form.

- After the cash is processed by the cashier’s office, the department, club or organization should reconcile the amounts shown on the Cash Deposit Receipt Form to the transaction receipt provided by the cashier’s office. This reconciliation should be performed by someone other than the person who prepared the Cash Deposit Receipt Form.
- All checks should be made payable to St. Louis Community College.
- Checks should be restrictively endorsed “For Deposit Only” with the College’s name immediately upon receipt.
- All cash should be securely stored during working hours. Cash held overnight should be kept in a locked safe, a locked desk or locked cabinet. When cash cannot be secured, the cash should be delivered to the College Police for storage in their safe until the next business day.

- Cash should not be used to pay expenses or to create a change fund. Do not use cash receipts to cash checks from employees or students.
- Armed College Police officers or armored car services will deliver deposits to the bank.
- The Controller’s division will audit all petty cash and change funds at least annually.
- Payment card industry regulations will be used in the handling of credit card information.

Revised February 1, 2020

H.25.4 Cash Handling for Departments, Activities and Events

- The administrator/professional responsible for the department, club or organization sponsoring the activity/event should ensure that cash is being delivered to the cashier’s office within the timeframe established in this procedure.
- For activities/events where the amount collected is over $5 per transaction:
  - Pre-numbered receipts or pre-numbered tickets should be issued.
  - A reconciliation of the Cash Deposit Receipt Form to the receipts/tickets issued should be performed by someone independent of the cash collection process. An approval signature should be affixed to the reconciliation document.
  - For voided pre-numbered receipts/tickets, the original copy of the receipt/ticket should be marked “void” and retained.
DIVISION H ADMINISTRATIVE PROCEDURES

BUSINESS AND FINANCE

- Used receipt books, voided receipts and the signed reconciliations should be retained for a minimum of two years.
- For activities/events where the amount collected is $5 per transaction or less and it does not seem practical to issue pre-numbered receipts/tickets:
  - It is recommended that two people be involved in collecting the cash and signing off on the Cash Deposit Receipt Form.

Reviewed February 1, 2020

H.25.5 Fixed Assets – Funding, Inventorying and Accounting

Definitions:
- **Fixed Asset** - Land, building, or a component unit of furniture, equipment or fixture costing $5,000 or more (including shipping and installation) that has an expected life greater than one year.
- **Property** - A component unit of furniture, equipment or fixture that is less than the $5,000 fixed asset threshold, but the campus and/or the department needs to track.
- **Capital** - The source of funding for: (a) all fixed assets, and (b) any property or projects not included in the operating budget. Capital is expended from either the plant fund or restricted fund.

Guidelines for Inventory and Accounting:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>TAG</th>
<th>INVENTORY</th>
<th>ACCOUNT CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component unit costing $5,000 or more</td>
<td>College Bar Codes</td>
<td>Banner</td>
<td>7501 through 7525</td>
</tr>
<tr>
<td>Property costing less than $5,000</td>
<td>Campus inventory or department tags</td>
<td>Tracked by departments using spreadsheets, etc.</td>
<td>7124 through 7128</td>
</tr>
</tbody>
</table>

For consistency, tags should be placed on the component units by Shipping and Receiving, or in the case of property costing less than $5,000, by Shipping and Receiving or the appropriate department. Placement should be as follows:
- On the upper left-hand side of the unit,
- On the front side of the unit if it is not possible to tag the upper left-hand side, or
- On the bottom if it is a laptop computer.
H.26 Procurement Card
This section was intentionally left blank to align with Board Policy.

Adopted June 1, 2020

H.26.1 Requesting and Issuing a Travel or Procurement Card
Individuals desiring the use of a college travel or procurement card must complete a procurement card program memorandum of understanding (MOU) which initiates a request for an individual travel or procurement card. The MOU must be approved by requesting employee’s reporting supervisor, business manager, and controller.

Where the request is for a student travel card, approval is required from the appropriate budget manager, business manager, and controller.

MOU requests will be submitted to the college procurement card administrator a minimum of four weeks before the intended first use of a newly issued card.

Procurement or employee travel cards will not be issued prior to the requestor completing and acknowledging college approved procurement card system training. Travel cards holders are not required to complete such system training.

The procurement card administrator will send the newly issued card(s) to the appropriate campus business office by a secure method. The individual cardholder will sign for and acknowledge receipt of card and sign the back of the card. The business office will return the acknowledgement of card to the procurement card administrator.

Adopted June 1, 2020

H.26.2 Use and Funding of Travel or Procurement Card
Use any college issued of travel or procurement cards shall not violate any board policy, college administrative procedure or contract.

The procurement card administrator will establish individual dollar threshold limits, card expiration dates and product purchasing limits according to the cardholder’s MOU and board policy.
Procurement cards will not be funded until a Banner purchase order is approved for the procurement card. Travel cards require a pre-approved request of travel authorization prior funding.

Because open items reduce available funding on procurement cards, each cardholder is responsible for allocating and reporting transactions weekly.

*Adopted June 1, 2020*
Physical Facilities – Engineering and Design is responsible for:

- Engineering and architectural design services;
- Compliance with building accessibility standards and applicable laws;
- Cost estimates for facilities repairs, alterations and additions;
- Planning, design and cost estimates for renovations;
- Construction contract preparation and administration;
- Investigation of facilities and equipment problems;
- Facilities budget planning and estimating;
- Facilities reviews and conditions reports;
- Space utilization studies, including equipment, casework and furnishings;
- Parking lot studies and repairs;
- Preventive maintenance planning, procedures and service contracts;
- Utilities analysis and energy studies.

A department may request services from Engineering and Design through the appropriate dean or director by completing an Engineering Service Request (ESR) and submitting the form to the campus president for approval. The campus manager of facilities will review, assign a number and initial the request. ESR’s for maintenance and repair will normally be initiated by the facilities department. Other departments may submit ESR’s for space studies, remodeling, equipment installation, and budget estimate for planning.

Funding for projects and outside consulting services may be obtained from the capital allocations budget, emergency funds, auxiliary services budgets, general operating funds, parking fee budgets, or other sources as may be designated.

The process for facilities projects involving renovations, repair and maintenance is as follows:
DIVISION I
FACILITIES, CONSTRUCTION AND SERVICES

ADMINISTRATIVE PROCEDURES

Requester Process

• Submit ESR with signatures
• Prepare initial program for project
• Perform preliminary study
• Obtain or verify funding (through capital process if necessary)
• Complete budget request form and indicate a capital project request

Engineering/Design Process

PHASE 1 - Pre-design Services

• Prepare preliminary cost estimates
• Assign project to designer and/or consultant
• Review program and update
• Conduct additional studies and review options
• Develop or update educational program
• Determine final project scope
• Update budget estimate

PHASE 2 - Field Work

• Conduct field surveys/inspections
• Study existing conditions
• Review drawings/records
• Study alternate locations (if needed)
• Compare costs/advantages
• Develop final space location or site

PHASE 3 - Schematic Design

• Develop preliminary architectural plans
• Develop schematic systems design (M,E,P,FP)
• Meet with staff, obtain feedback, and incorporate comments
• Provide schematic cost estimate
• Review plans with code officials
• Submit schematic plan and/or report to campus staff

PHASE 4 - Design Development

• Develop architectural design/engineering systems
• Review/select materials
• Determine interior design requirements
• Review design with campus

PHASE 5 - Construction Documents

• Develop tentative schedule and relocation plan
  Engineering/Design Process (cont.)

PHASE 6 - Bidding Stage

• Advertise (2 weeks minimum)
• Provide final construction cost estimate
• Issue plans/specifications to bidders
• Issue addenda - answer bidders’ questions
• Evaluate and analyze bids and alternates
• Obtain Board approval

PHASE 7 - Construction Services

• Obtain bond - issue contract
• Obtain final code approvals/permits
• Review shop drawings and submittals
• Provide clarification/change orders
• Coordinate and schedule construction work
• Conduct progress meetings and make job-site visits
• Enforce plan/specification requirements through job-site inspection

PHASE 8 - Close-out

• Conduct final inspection
• Obtain as-built drawings, operating instructions, and manuals
• Prepare punch list
• Prepare final certificate of completion

PHASE 9 - Completed Project

Follow-up punch list completion
• Make final payment
• Obtain lien waivers, etc.
• Guarantee items (if any)
• Project close-out
Twenty to 25 weeks will typically be required to plan, design, bid and obtain Board approval for larger projects. If it is necessary for a project to begin in the summer (May through August), the ESR, forms, programs, etc., should be submitted by December. If an outside consultant is needed, two to three additional months should be allowed for selection and approval. The construction phase of a project can be expected to require three to four months (except for bigger projects such as large labs, elevators, new buildings, etc., which can take an entire year). During this period the area to be renovated must be vacated and turned over to the contractor.

All purchases made for the benefit of the college shall be evidenced by appropriate documentation which shall include, where applicable, an approved purchase requisition and purchase order. The purchasing department and/or engineering and design shall be responsible for the establishment of qualified vendors that the college may utilize. Each qualified corporate vendor shall be required to submit evidence of valid, in-force worker’s compensation insurance. The purchasing department and/or engineering and design shall be responsible for obtaining and updating valid worker’s compensation binders from each vendor or supplier.

The department/cost center initiating a purchase requisition is responsible for ensuring that the purchase is not split into components for the purpose of circumventing the college’s bidding requirements and that the purchase is expensed to the correct budget.

Revised February 1, 2020

I.1 Expenditures Under $15,000

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

I.2 Contracts in Excess of $15,000 But Less Than $25,000

The college’s manager of engineering and design, or designee, will contact vendors offering services and/or materials or equipment that satisfy requirements. Diverse suppliers will be actively sought for this work. The vendor response that best satisfies college requirements will be awarded the purchase/contract.

Adopted February 1, 2020
I.3 Contracts in Excess of $25,000 But Less Than $75,000

The college’s manager of engineering and design, or designee, will contact vendors, including research for diverse suppliers offering services and/or materials or equipment that satisfy college requirements. A recommendation of a vendor response that best satisfies college requirements will be made to the chancellor or vice chancellor for finance and administration. The chancellor or vice chancellor for finance and administration will award the purchase/contract.

Adopted February 1, 2020

I.4 Contracts in Excess of $75,000

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

I.4.1 Public Bidding/Final Acceptance

All purchases made for the benefit of the college shall be evidenced by appropriate documentation which shall include, where applicable, an approved purchase requisition and purchase order. Engineering and design shall be responsible for the establishment of qualified vendors that the college may utilize. Each qualified corporate vendor shall be required to submit evidence of valid, in-force worker’s compensation insurance. The purchasing department shall be responsible for obtaining and updating valid worker’s compensation binders from each vendor or supplier.

A recommendation of a vendor response that best satisfies college requirements will be made to the board of trustees.

Adopted February 1, 2020

I.4.2 Advertisements

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020
1.4.3 Contract Forms
This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

1.4.4 Approval
This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

1.4.5 Bid Deposit for Contracts Over $75,000
This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

1.4.6 Bids, Final
This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

1.4.7 Bids, How Deposited and Opened
This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

1.4.8 Performance Payment Bonds
This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

1.5 Minority-Owned Businesses and Women-Owned Businesses
St. Louis Community College is committed to providing equal opportunities for business growth and development to minority and women business enterprises (M/WBEs). St.
Louis Community College will ensure that M/WBEs are given the opportunity to do business with the college by increasing the amount of business placed with such enterprises when possible. The goal is to ensure supplier diversity is part of both the pool of suppliers and part of the supply chain in all areas of the college's sourcing activities in its procurement and engineering and design departments.

The diversity supplier office, purchasing and engineering and design will develop annual goals for M/WBE purchases to be presented to the Board of Trustees before June 1.

The diversity supplier office will:

- Score bids for supplier diversity.
- Review contract performance to assure compliance with college M/WBE goals.
- Recruit new, diverse suppliers.
- Participate and attend St. Louis Airport Authority M/WBE meetings and meetings of other certifying agencies, using them as a platform to announce the college’s supplier diversity objectives.
- Use certifying agencies as a conduit for connecting potential MBE and WBE members to opportunities with the college.
- Attend M/WBE certifying classes to develop business relationships with newly certified M/WBE businesses.
- Maintain an active M/WBE preferred vendor list.
- Communicate with faculty, staff and end-users, and have them identify areas of opportunity for M/WBE participation.

The purchasing office and engineering and design will:

- Publish bids and proposal opportunities in local minority-owned publications.
- Post supplier diversity program documentation on the college’s website.
- Attach the college’s supplier diversity program with every bid and proposal.
- Include a status request for M/WBE participation with every bid and proposal.
- Emphasize at every pre-bid conference the college’s supplier diversity program standards and objectives.
- Communicate opportunities directly with certified MBEs and WBEs.
- Vendor registration form located on the college’s website includes MBE/WBE status.
- Actively promote non-contractual opportunities under bid threshold to certified M/WBEs.
- Accept MBE/WBE vendor certifications from Missouri Regional Certification Committee (MRCC), in addition to the current agencies the district recognizes.
St. Louis Community College is committed to ensuring that its programs and services are accessible to everyone. This includes an expectation that all products and services purchased through the college procurement process will be accessible.

Adopted February 1, 2020

**I.6 Maintenance and/or Repair (M&R) Projects**
All purchases made for the benefit of the college shall be evidenced by appropriate documentation which shall include, where applicable, an approved purchase requisition and purchase order. Engineering and design shall be responsible for the establishment of qualified vendors that the college may utilize. Each qualified corporate vendor shall be required to submit evidence of valid, in-force worker’s compensation insurance. The purchasing department shall be responsible for obtaining and updating valid worker’s compensation binders from each vendor or supplier.

Adopted February 1, 2020

**I.6.1 Expenditures for M&R Projects Under $15,000**
This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

**I.6.2 Expenditures for M&R Projects Over $15,000 But Less Than $25,000**
The college’s manager of engineering and design, or designee, will contact vendors offering services and/or materials or equipment that satisfy requirements. Diverse suppliers will be actively sought for this work. The vendor response that best satisfies college requirements will be awarded the purchase/contract.

Adopted February 1, 2020

**I.6.3 Expenditures for M&R Projects Over $25,000 But Less Than $75,000**
The college’s manager of engineering and design, or designee, will contact vendors offering services and/or materials or equipment that satisfy requirements. Diverse suppliers will be actively sought for this work. The vendor response that best satisfies
college requirements will be recommended to the chancellor or vice chancellor for finance and administration. The chancellor or vice chancellor for finance and administration will award the contract.

*Adopted February 1, 2020*

**1.6.4 Expenditures for M&R Projects Over $75,000**

This section was intentionally left blank to align with Board Policy.

*Reviewed February 1, 2020*

**1.7 Emergency Repairs**

This section was intentionally left blank to align with Board Policy.

*Reviewed February 1, 2020*

**1.8 Change Orders**

This section was intentionally left blank to align with Board Policy.

*Reviewed February 1, 2020*

**1.8.1 Change Order Conditions/Limits**

This section was intentionally left blank to align with Board Policy.

*Reviewed February 1, 2020*

**1.8.2 Change Orders Outside the Scope of Contract**

This section was intentionally left blank to align with Board Policy.

*Reviewed February 1, 2020*

**1.9 Maintenance/Service Agreements**
DIVISION I ADMINISTRATIVE PROCEDURES
FACILITIES, CONSTRUCTION AND SERVICES

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

I.10 Selection of Architectural and Engineering (A/E) Services for Physical Facilities Projects

Most of the services for which the Engineering and Design department is responsible are performed by in-house staff and are covered by the annual operating budget of the department. However, some types of design, such as structural, major reconstruction/realignment, civil engineering, and HVAC, require outside consultants. When selecting outside consultants, the Engineering and Design department will:

a. Gather all available information regarding the general requirements and scope of services for the project.
b. Develop and approve a Request for Qualifications (RFQ) for the project. (A point system is established which will be used in evaluating the proposals.)
c. Distribute the RFQ to all consultants who may be interested and/or qualified. Names of firms are normally obtained from:
   • Advertisements in the newspapers (for larger projects).
   • Facilities A/E files which contain reference materials on all firms who have contacted the College requesting work.
   • References from members of the committee and other employees.
   • Firms recommended by Engineering and Design and approval by the Board of Trustees to participate in an indefinite quantity (open end) consulting agreement.
d. Evaluate the preliminary materials and qualifications submitted by those firms interested in the project. This information is evaluated using the assigned point system.
e. On larger projects, interview three or four of the most qualified consulting firms (i.e., those scoring the most points). All firms are given an updated copy of the design scope, point system, etc. During the interview process, the finalists will be expected to provide additional specific information about the project, and their firm’s capabilities.
f. Select the firm considered to be in the best interests of the College, plus one or two alternates ranked in order.
g. Recommend the successful firm for Board approval.
h. Prepare final agreement for signatures after approval by the Board.
i. Notify the selected firm that arrangements are to be terminated if a problem arises
in developing a satisfactory contract. Contact the next firm on the list.

Negotiations continue in this manner until an agreement is reached.

Revised February 1, 2020

I.11 College Police and Security Personnel

The College will provide a safe and secure environment for its students, employees and visitors to the greatest extent possible.

The facilities department is responsible for the control and security of keys to access college facilities.

Students, employees or visitors who witness a crime on campus should contact the College Police immediately to report the incident and to give a description of the individual(s) involved.

College Police departments will:

- Be staffed with College police officers who have met the state mandated requirements to be certified by the state of Missouri to conduct arrests and investigations of crimes that occur on the campus or College-leased property.
- Work in close cooperation with federal, state and local police agencies.
- Inform employees and students about campus security procedures and practices and the prevention of crime on an on-going basis using a variety of methods.
- Maintain an updated manual outlining departmental procedures. The manual is to be reviewed and updated annually or as circumstances warrant.

At all times when the campuses are closed, a valid I.D. card and a statement of purpose are required for entrance to College-owned or College-leased property.

The College will not be liable for compensation to individuals for loss of their personal property due to theft or damage.

Revised February 1, 2020

I.12 Use of College Premises

This section was intentionally left blank to align with Board Policy.
I.12.1 Facility Usage

College buildings and grounds are intended for use by students, faculty and staff in support of the college’s mission of academic instruction, job training, and life-long learning. College buildings may not be used by individuals, including college employees or emeritus staff, groups or organizations, including those affiliated with employees or emeritus staff, not connected with the college except with written approval signed by a college officer.

Entities may request use of college grounds or facilities for the distribution of information on campus, rentals, leases, athletic recruiting or athletic camps and clinics.

Administrative procedure B.6 – Freedom of Expression guides all use of college property for the distribution of information on campuses.

Facility rentals are short-term usage of college property for a specified purpose. Administrative procedure I.12.2 – Facility Rental further defines the facility rental process.

Lease agreements for long-term use of college facilities are governed by an authorized memorandum of understanding (MOU) or other contractual documentation.

An athletic recruiting event is defined as an event that is held on one of the college’s campuses for the purpose of athletic recruitment.

For an event to be considered a recruiting event, the following conditions must be met:
1. At least one member of the athletic department’s coaching staff must be present.
2. The event’s primary purpose must be the recruitment of prospective student-athletes. An athletic camp or clinic is defined as an event that is held on one of the college’s campuses and involves the instruction of non-St. Louis Community College students.

For an event to be considered a camp/clinic, the following conditions must be met:
1. The teaching/instruction must be performed by St. Louis Community College athletic department staff. St. Louis Community College student-athletes may also assist staff members with the teaching/instruction.
2. The event’s primary purpose must be the instruction of students.
3. Each student must submit proof of insurance and a participation waiver prior to participating.

I.12.2 Facility Rental

A member of the college leadership team must submit a revenue and expense budget for facility rental during the annual budget development process. With a budget in place, the following procedures should be followed when an outside organization or group requests usage of campus facilities:

<table>
<thead>
<tr>
<th>Responsible person/department</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary services</td>
<td>1. Refer rental requests from corporate entities to workforce solutions group.</td>
</tr>
<tr>
<td></td>
<td>2. Identify available spaces for use or rental, identify renter’s needs and determine the nature and scope of rental.</td>
</tr>
<tr>
<td></td>
<td>3. Communicate facility rental requirements with potential renter.</td>
</tr>
<tr>
<td>Service departments</td>
<td>1. Estimate expenses.</td>
</tr>
<tr>
<td></td>
<td>2. Provide estimates of expenses to auxiliary services.</td>
</tr>
</tbody>
</table>
| Auxiliary services | 1. Check rental documents for accuracy.  
2. Prepare a summary sheet and provide it to the college leadership team member on site indicating:  
   - Requested facility to be used and direct costs.  
   - Maximum fee which can be charged.  
   - Amount which will be charged against the rental fund.  
   - Actual amount of the rental fee.  
   - The nature and scope of the rental.  
   - Reserve space for potential renter. |
|--------------------|--------------------------------------------------------------------------------|
| Site leadership team member | 1. Review the summary sheet and contract.  
2. Consider components of the fee which may be waived.  
3. Approve or disapprove.  
4. Return documents to auxiliary services. |
| Auxiliary services | 1. Forward summary sheet and rental contracts approved by site leadership team member to college officer.  
2. Inform potential renter if rental is not approved and release reservation on space. |
| College officer | 1. Review summary sheet and contract.  
2. VCAA and/or VCFA consider fee rate structure or reductions.  
3. Approve or disapprove.  
4. Return documents to auxiliary services. |
### Auxiliary services

1. Send facilities rental contract to potential renter with an invoice for deposit and balance due.
3. Verify receipt of executed contract and certificate of liability insurance and any other required documents including rental deposit.
4. Send certificate of liability insurance to legal.
5. Cancel rental if payment in full is not received before event.

### Service department

Send a list identifying employees, employee identification numbers, payroll numbers and hours worked for the rental to auxiliary services. This list must be submitted within two weeks of time entry or may forfeit the transfer of the expense.

### Auxiliary services

1. Submit redistribution of labor expense for
2. Service department employees that worked on the rental to the rental of facilities account.
3. Prepare and process utility interdepartmental order.
4. Ensure timely, correct recognition and/or redistribution of all rental expenses.

The districtwide schedule of charges and rental fees will be reviewed as necessary and adjusted to reflect current costs. The business managers, in consultation with the college’s controller, will coordinate the review and publication of charges.

The rental rate schedule should provide two tiers of rental rates. The first tier is for external entities. The second tier is for external friends of St. Louis Community College. Renters in both tiers should submit payment in full prior to the rental event. Entities may be identified as external friends of St. Louis Community College if those entities share St.
Louis Community College’s publicly supported status or are organizations that provide reciprocal arrangements to St. Louis Community College. These friends of St. Louis Community College may be eligible for reduced rental rates.

The college’s food service contractor retains the right of first refusal for on-site meal functions for facilities covered by that contract. Food service is a separate contract between the college’s food service contractor and the potential renter.

Any excess revenue over expense for facilities rental is to be invested in the upkeep of public-use spaces and may be used for operating or capital expenditures.

Athletic events’ revenue may accrue to the athletic facility rental account.

Revised February 1, 2020

I.13 Food Service Facilities

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020

I.14 Use of College Employees in Lieu of Contractors

Most of the services for which the engineering and design department is responsible are performed by in-house staff and are covered by the annual operating budget of the department.

Adopted February 1, 2020

I.15 Building Dedication Plaques

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020
J INFORMATION TECHNOLOGY

J.1 IT Standards and Guidelines

Information Technology standards and guidelines impacting the College will be reviewed by the IT Management Team and STLCC Leadership Team for approval. Following approval, standards and guidelines will be documented and communicated appropriately and implemented by IT. Revisions will follow the same approval process.

Board Policy, Administrative Procedures, and IT standards and guidelines pertaining to information systems will be reviewed annually by the chief information officer or designee.

*Revised February 1, 2020*

J.2 Information Security

The goal of St. Louis Community College Information Security is to support the College’s mission by protecting the confidentiality, integrity, and availability of College data.

Various laws govern the data used by the College to fulfill its mission. Though the data and laws are distinct, the protections required can be distilled into several goals.

- Maintain a written Information Security program and assign an individual responsible.
- Develop policies, standards, and guidelines to reduce risk to an acceptable level.
- Develop and implement controls to enforce policies, standards, and guidelines.
- Perform periodic evaluation of security controls for effectiveness.
- Vulnerability management to remediate known weaknesses.
- Information Security awareness training for end-users.
- Maintain incident response capabilities.
- Maintain business continuity plans and capabilities.
- Ensure contracted vendors are meeting data security requirements.

Roles and Responsibilities

The St. Louis Community College Chief Information Officer shall appoint an Information Security Manager (ISM) responsible for the College’s information security program. This individual shall coordinate through the CIO, relevant stakeholders, and the College Leadership Team (LT) to establish criteria for prioritizing data and assets at

J-1
the College. The ISM shall establish policies, standards, guidelines, and procedures for the security of data with respect to these criteria.

The ISM will coordinate with relevant stakeholders, the CIO, and LT to ensure information security initiatives align with the College’s strategic priorities and identify risks to the College fulfilling its mission.

College administrators are responsible for identifying critical College processes and data. Administrators and their staff are responsible for the security, confidentiality, integrity, and availability of data under their stewardship. Information Technology is responsible for implementing security controls to protect College systems and infrastructure.

Definitions

**Information System**
An information system is a set of resources structured to store, transmit, or process College data.

**Information Owner/Steward**
The information owner/steward is an organizational official with statutory, management, or operational authority for specified information and the responsibility for establishing the policies and procedures governing its generation, collection, processing, dissemination, and disposal. In information-sharing environments, the information owner/steward is responsible for establishing the rules for appropriate use and protection of the subject information (e.g., rules of behavior) and retains that responsibility even when the information is shared with or provided to other organizations. At the College, information owners and stewards are administrators and directors in data domains that are subject to statutory compliance.

**Information System Owner**
The information system owner is an organizational official responsible for the procurement, development, integration, modification, operation, maintenance, and disposal of an information system. The information system owner is responsible for addressing the operational interests of the user community (i.e., users who require access to the information system to satisfy mission, business, or operational requirements) and for ensuring compliance with information security requirements. In coordination with the information system security officer, the information system owner is responsible for the development and maintenance of the security plan and ensures that the system is deployed and operated in accordance with the agreed-upon security controls. In coordination with the information owner/steward, the information system owner is also
responsible for deciding who has access to the system (and with what types of privileges or access rights) and ensures that system users and support personnel receive the requisite security training (e.g., instruction in rules of behavior).

Revised February 1, 2020

**J.2.1 Data Classification**
Data classification, in the context of information security, is the classification of data based on its level of sensitivity and the impact to the College should that data be disclosed, altered or destroyed without authorization. The classification of data helps determine what security controls are appropriate for safeguarding that data. The College will classify data according to risk.

St. Louis Community College information owners and stewards shall identify data and assign data classifications based upon risk. System owners shall classify the systems on which this data resides and transits. Information Security shall develop security controls to appropriately and reasonably protect the data for each classification level. St. Louis Community College classifies data into three categories: High Risk, Moderate Risk, and Low Risk.

Revised February 1, 2020

**J.2.1.1 High Risk Data**
Data and systems are classified as High Risk if there are statutory requirements governing its disclosure to third parties. Legal or contractual frameworks exist that outline the steps necessary to protect this data. The loss of confidentiality, integrity, or availability of the data or system could have a significant adverse impact on the College’s mission, safety, finances, or reputation.

**Examples**
- Credit Card numbers and CVV codes
- Bank account numbers/Direct Deposit information
- Personally identifiable information (PII)
- Social security numbers
- Student course schedules
- Student grade reports and transcripts

Missouri legislation defines personal information as an individual's first name, or first initial, and last name in combination with a data element that has not been encrypted,
redacted or otherwise made unreadable or unusable. Data elements include an individual's social security number, driver's license number or other unique identifier created or collected by a government body, financial account numbers with access passwords, unique electronic identifiers and required codes that would permit access to a financial account, medical information, or health insurance information.

**Payment Card Data**
The College does not store payment card Primary Account Number (PAN) or sensitive authentication data. Any PAN or payment card sensitive authentication data detected in the environment shall be immediately destroyed consistent with NIST special publication 800-88 “CLEAR” standards.

*Revised February 1, 2020*

**J.2.1.2 Moderate Risk Data**
Data and systems are classified as Moderate Risk if the data is intended only for internal College use. The loss of confidentiality, integrity, or availability of the data or system could have a mildly adverse impact on the College’s mission, safety, finances, or reputation.

**Examples**
- Research data
- Security information
- Employment data
- Home phone numbers and home addresses
- Spouse’s or other relatives’ names
- Citizenship information
- Birth date

*Reviewed February 1, 2020*

**J.2.1.3 Low Risk Data**
Data and systems are classified as Low Risk if they are not considered to be Moderate or High Risk or the data is intended for public disclosure. The loss of confidentiality, integrity, or availability of the data or system would have no adverse impact on the College’s mission, safety, finances, or reputation.

**Examples**
J.2.1.4 Applying Data Classification
Information owners and stewards determine classification levels. Data stores should be classified based on the highest sensitivity data that they contain. The Federal Information Processing Standards (FIPS) publication 199 (February 2004) published by the National Institute of Standards and Technology (NIST) outlines how to apply data classification through impact data confidentiality, integrity, and availability. As impact escalates, so too does data classification.

Reviewed February 1, 2020

J.2.2 Risk Assessment
Risk assessment is a process identifying potential organizational threats, vulnerabilities and respective impact. The ISM in conjunction with information owners, stewards, and information system owners will conduct period risk assessments of the College data and information system environment. These risk assessments will identify potential information security priorities through a process of enumerating threats and vulnerabilities, and determining the likelihood and impact should one of these vulnerabilities be exploited by a threat actor. Existing controls shall be assessed for effectiveness in relation to these threats and vulnerabilities.

Risk assessments will be conducted within the context of the institution’s risk appetite. The institutions willingness to accept risk will be determined by College administration.

Reviewed February 1, 2020

J.2.3 Develop and Implement Controls
Security controls are safeguards or countermeasures to avoid, detect, counteract, or minimize security risks data or information systems. As part of the risk assessment process, the ISM shall develop and recommend controls to protect against identified risks. Controls will attempt to mitigate vulnerabilities and/or address specific threats that
could leverage the respective vulnerability.

Reviewed February 1, 2020

J.2.4 Vulnerability Management
Vulnerability management is the practice of periodically identifying, prioritizing, and mitigating vulnerabilities in technology. Vulnerability assessments to identify known vulnerabilities, and verify compliance with best practices and data classification levels will be performed on all information systems infrastructure on a monthly basis.

Reviewed February 1, 2020

J.2.5 Information Security Awareness Training
Information Security awareness training is a formal process for educating employees about computer security, and compliance topics. The ISM will maintain a program to educate end-users about information security best practices appropriate for their areas.

All College employees shall accept the College’s Responsible Use of Information and Technology policy at hire and complete annual information security awareness training.

College employees working with high-risk data shall be trained at hire, according to the data they use, and complete annual information security awareness training.

Revised February 1, 2020

J.2.6 Incident Response
Incident response is an organized approach to addressing and managing the aftermath of a security breach or attack. The goal is to handle the situation in a way that limits damage and reduces recovery time and costs. The ISM shall establish and maintain plans to respond to incidents.

St. Louis Community College is committed to the reasonable and appropriate protection of data and systems. As such, the College maintains an Information Security Incident Response Plan (ISIRP) to establish a process to address information security incidents that can be repeated and continuously improved. The goals of the ISIRP are to:
1. Reduce risk at the College by preparing College staff to quickly respond to the inevitability of a data breach.
2. Support the College’s mission by aligning processes with statutory obligations and best practices.
J.2.6.1 Incident Response Definitions

Information Security Events
An event is an exception to the normal operation of IT infrastructure, systems, or services. Not all events become incidents.

Information Security Incident
An incident is an event that, as assessed by Information Security, violates Information Technology policies, or threatens the confidentiality, integrity, or availability of information systems or institutional data.

Complete IT service outages may also be caused by security-related incidents, but service outage procedures are documented in Disaster Recovery procedures.

J.2.6.2 Incident Response Roles and Responsibilities

The information security manager is responsible for establishing and maintaining the Information Security Incident Response Plan. The incident response process extends beyond Information Security staff.

In the course of responding to incidents, it may become necessary to take disruptive actions to protect the College. Incident Response Coordinators, and by delegated authority, Incident Response Handlers, are authorized to take reasonable and appropriate measures to protect the College, including, but not limited to:

- Blocking access to sites and services.
- Introducing changes to the College’s IT environment, and connected systems.
- Taking systems connected to the College’s IT infrastructure offline.
- Confiscating equipment connected to College’s IT infrastructure.

Incident Response Coordinator
The Incident Response Coordinator is the Information Security Manager or other management designee assigned by the Chief Information Officer.

Incident Response Handlers
Incident Response Handlers are staff tasked by the Incident Response Coordinator who gather, preserve, and analyze evidence so that an incident can be brought to a conclusion.

General Counsel
St. Louis Community College is required by law to notify specific agencies in the event of a qualifying breach. General Counsel is the liaison between Information Security and outside law enforcement, and will provide counsel on the extent and form of all disclosures to law enforcement and the public.

**Law Enforcement**
Law Enforcement includes the STLCC Police, federal, and state law enforcement agencies, and U.S. government agencies that present warrants or subpoenas for the disclosure of information. Interactions with these groups will be coordinated through General Counsel.

**Controller’s Office**
The Controller’s office will oversee incidents involving payment cardholder data, and will provide notice to the payment card processor, global payment brands, and acquiring banks, as appropriate, according to each entity’s respective reporting requirements.

**Marketing and Communications**
St. Louis Community College is required by law to notify specific agencies in the event of a qualifying breach. Marketing and Communications is the liaison with external constituencies, including the media.

**Administration**
College administration are the staff designees responsible for regulatory frameworks with which the College must comply.

**Users**
Anyone accessing College information systems.

*Revised February 1, 2020*

**J.2.6.3 Incident Response Procedures**
Incidents will be categorized according to the potential impact of a violation of confidentiality, integrity, or availability using a High-Medium-Low designation. The severity may be adjusted throughout the course of plan execution. These designations have their own reporting and handling responsibilities.

**High-severity Incidents**
High-severity incidents, are incidents which have a significant impact on the College’s mission and/or strategic priorities. The Information Security Manager, or designee, is
responsible for coordinating response to high-severity incidents. An incident report will be generated within 30 days of concluding a high-severity incident. The following stakeholders will be notified and engaged during high-severity incidents:

- CIO
- ISM
- ISIRT representative
- Departmental Supervisor
- Technical support for affected device
- Legal Counsel
- Marketing and Communications

**Moderate-severity Incidents**

Moderate-severity incidents are incidents which have a noticeable and visible impact on the College’s mission and/or strategic priorities. An IT division supervisor or designee is responsible for coordinating response during a moderate-severity incident. An incident report will be generated upon request by College administration. The following stakeholders will be notified and engaged during moderate-severity incidents:

- ISM
- ISRT representative
- Departmental supervisor

**Low-severity Incidents**

Low-severity incidents are incidents which have a minor impact on the College’s mission and/or strategic priorities. An IT technical support representative or designee is responsible for coordinating response during a low-severity incident. An incident report will be generated upon request by College administration. The following stakeholders will be notified and engaged during moderate-severity incidents:

- ISM
- ISRT representative
- Departmental supervisor

**Incident Response Process**

St. Louis Community College follows the information security incident response process is described by NIST Special Publication 800-61r2 (August 2012):

- Preparation
- Detection and analysis
- Containment, eradication, and recovery
- Post-incident activity
Preparation
Preparation entails creating a plan and assigning staff for the purposes of incident response. Steps are taken to understand the threat environment, and put technology in place to identify anomalous activity.

Detection and Analysis
During Detection and Analysis, events are assessed for whether or not they escalate to incidents. Once an incident is determined, further research is done to understand the nature of the incident. Indicators of compromise and methods of operation are identified. Once the threat is understood, the incident is reported to the appropriate institutional stakeholders. The incident is categorized based on impact and a strategy for responding accordingly is formulated.

Containment, Eradication, and Recovery
The first step in containment is to acquire, preserve, secure, and document evidence. Once evidence is preserved and indicators and methods of operation are understood, they can be leveraged to isolate the threat and extricate it from the environment. The environment must be systematically searched for all signs of the threat actor. Once the threat has been eliminated, data and systems can be restored. During containment and eradication, the threat may adjust tactics, which will require further analysis and an adjustment to the containment and eradication plan.

Post Incident Activity
Post Incident Activity includes developing lessons learned and preserving evidence for the possibility of legal action against the threat actors. Lessons learned are reported to stakeholders and feed into preparation for the next incident.

Data Breach Response Plan
This procedure complies with Missouri 2009 H.B. 62 or Missouri’s data breach notification law.

Data Breach
A data breach is unauthorized access to and unauthorized acquisition of personal information maintained in computerized form by a person that compromises the security, confidentiality, or integrity of the personal information.

Data Breach Response Team
The data breach response team shall consist of the incident response coordinator, chief information officer, general counsel, and executive director of marketing and communications.
Data Breach Response Procedure
St. Louis Community College shall conduct an appropriate investigation following discovery or notification of a data breach. The data breach response team shall determine the likelihood that identity theft will be committed as a result of the breach. If the college determines or receives notification that a breach of personal information has occurred, and is likely to be used to commit identity theft, or poses a high risk to an individual’s rights or freedoms, the college shall notify affected users without unreasonable delay. This notification shall include:

- A description of the incident in general terms.
- The type of personal information obtained because of the breach.
- A telephone number that the affected consumer may call for further information and assistance, if one exists;
- Contact information for consumer reporting agencies;
- Likelihood that the information will be misused;
- The potential impact of misuse of the information;
- Measures taken and/or planned to be taken as a result of the breach;
- Advice that directs the affected consumer to remain vigilant by reviewing account statements and monitoring free credit reports.

Notification shall be provided by one of the following methods:

- Written notice.
- Electronic notice for those consumers for whom the person has a valid e-mail address and who have agreed to receive communications electronically.
- Telephonic notice, if such contact is made directly with the affected consumers.

If the breach impacts over one thousand consumers, the college shall notify the Missouri attorney general’s office and all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis.

Student/FERPA Data
The college shall notify impacted students, as well as the United States department of education federal student aid student aid internet gateway when a breach of student data occurs.

Personally Identifiable Information
If the college determines that personal information is likely to be misused, the college shall notify the impacted individuals. If more than 1,000 individuals are impacted, the
college shall notify the Missouri attorney general’s office and consumer reporting agencies. Notification shall happen without unreasonable delay.

Transunion data breach reporting hotline: https://thirdpartyissue.webline.saiglobal.com/
Experian data breach resolution: databreachinfo@experian.com
Equifax customer service: 866-349-5191

Payment Card Information
Data breaches involving payment card information shall be reported to the major card brands as required by the payment card industry data security standards. Notification shall happen upon determination of the breach. The major card brand guides shall be used for reporting.
- American express data security operating policy for merchants
- Visa - what to do if compromised
- Mastercard - account data compromise event management best practices

Revised February 1, 2020

J.2.7 Business Continuity and Disaster Recovery
Business continuity encompasses planning, preparatory and related activities which are intended to ensure that an organization's mission critical functions will either continue to operate despite serious incidents that might otherwise have interrupted them, or will be recovered to an operational state within a reasonably short period. The ISM will facilitate business continuity planning with information owners and stewards.

Disaster recovery involves a set of policies and procedures to enable the recovery or continuation of mission critical technology infrastructure and systems following a natural or human-induced disaster. Disaster recovery focuses on the IT or technology systems supporting mission critical functions. Disaster recovery is therefore a subset of business continuity. The ISM shall coordinate disaster recovery planning for Information Technology.

The College is committed to the reasonable and appropriate protection of data and systems. A Disaster Recovery Plan (DRP) shall be established to ensure the continuation of critical College processes in the event of a severe disruption of information technology services. The DRP shall provide a framework that can be used to efficiently recover critical IT resources within an allotted time frame to facilitate emergency communications and support critical College processes.

Revised February 1, 2020
J.2.7.1 Disaster Recovery Roles and Responsibilities
Information Technology Directors, Associate Directors, and Managers are responsible for creating and maintaining the DRP. The ISM is responsible for auditing and reporting on the DRP and disaster recovery activities. STLCC Administrators are responsible for identifying critical College processes.

Incident Coordinator
The Incident Coordinator (IC) is an IT Leadership Team member designated by the CIO. The IC attempts to resolve service disruptions and directs the execution of the disaster recovery plan.

IT Management
IT management facilitate communication with, and coordinate the activities of IT staff at the direction of the IC.

IT Technical Leads
The technical leads in information technology are the primary repository for systems-level knowledge and understanding. The technical leads assist in informing processes and decisions throughout plan execution as well as performing specific tasks at the direction of the IC.

IT Staff
IT staff perform duties assigned by the IC and IT management during plan execution.

Help Desk
The Help Desk is the primary point of contact for IT support for College users. The Help Desk facilitates communication between the end-users and the IC.

Physical Facilities
Physical Facilities staff are responsible for the College’s physical plant, including wiring infrastructure, and power delivery. These are critical dependencies to the delivery of technology and services.

Marketing and Communications
Marketing and Communications executes communications initiatives at the College. They are the primary resource for strategic communications with College users and external agencies.

Finance and Business Services
Finance and Business Services (FBS) are responsible for procurement processes at the College. In the event of a significant system failure, efficient communication and interaction with FBS and adherence to College procurement policies are critical.

Human Resources
Human Resources is responsible for the processes concerning staff acquisition. Significant system or regional disruptions may necessitate staff augmentation to fulfill execution of the DRP.

Revised February 1, 2020

J.2.7.2 Disaster Recovery Definitions

Critical IT Services
Critical IT services are services that are essential to the College’s mission. These are defined as IT services that are:

- Necessary to communicate with core College constituencies, especially during emergency response.
- Necessary in acquiring or providing College goods or services mandatory for the functioning of the institution, especially during emergency response.
- Essential to carrying out student instruction.
- Underlying infrastructure essential to the functioning of the above systems.

Service Disruption
A service disruption is an unplanned outage of a College IT service that impacts critical College processes or instruction for more than 4 hours outside of the standard maintenance window.

IT Disaster
An IT disaster is as an IT service disruption that significantly impacts instruction or critical College processes for more than 24 hours.

Reviewed February 1, 2020

J.2.7.3 IT Disaster Recovery Plan Framework
An IT service disruption will be classified according to impact. Impact will be determined by the extent to which a critical College process or service is disrupted.

When a service outage is reported, the IT director associated with the service shall assume the role of incident coordinator. The incident coordinator will manage execution
of the plan and notify the Help Desk, IT Leadership Team, impacted IT technical leads, and College stakeholders. Reports on outages will be submitted to the IT Leadership Team and impacted College stakeholders.

Local IT Disaster – IT Disaster affects a specific campus, department, or population. In this scenario, a localized team will execute the plan. Communication will focus on the affected area(s) with the appropriate IT and external personnel and departments. The IT Leadership Team will be notified along with the Help Desk, respective technical leads, and College stakeholders, including campus leadership, who are impacted by the disruption. Reports will be submitted to the IT Leadership Team and IT stakeholders.

Regional IT Disaster – IT Disaster affects a significant population, or multiple campuses/sites. A district-wide team will execute the plan. Communication will be coordinated through the College Leadership Team and Marketing and Communications. The College Leadership Team Notification will be notified and reported to in addition to the local IT disaster communication requirements.

The DRP will provide an effective method to reduce the impact on critical College processes by identifying recovery procedures for critical IT services.

The plan shall be documented to the IT services level. The DRP will be periodically updated, reviewed annually, and readily available to the appropriate personnel.

By developing, and testing the DRP, the College will be able to restore critical services in a timely and organized manner. The DRP shall:

- Identify technology supporting critical College processes.
- Identify appropriate staffing to restore IT services for these processes.
- Outline communications channels and strategies for DR situations.
- Identify locations for conducting recovery activities.
- Define requirements for recovery procedures.

The disaster recovery plan shall be tested annually to ensure currency and functionality. The Information Security Manager or designee shall audit the disaster recovery test.

Reviewed February 1, 2020

J.2.8 Mobile Devices
Mobile devices are portable electronic devices, such as consumer grade smart-phones,
tablets, etc. that can provide access to College and Internet resources in a highly accessible way due to their portability and ease of use.

Reviewed February 1, 2020

J.2.8.1 Non-College-Owned Mobile Devices
Non-College-owned mobile device refers to a personal mobile device that the College has not purchased and therefore provides limited support. It is the responsibility of the individual to maintain the safety and security of their own personal devices and information.

- Internet access as well as access to resources that are publicly available over the Internet will be provided.
- General directions on setting up network access and access to College E-mail on popular platforms will be provided.
- In the interest of maintaining student and employee privacy, if a device configured with College email is lost or stolen, the owner must immediately notify IT and change their password.
- By configuring their device for College email, users agree to give STLCC IT the authority to wipe the device in the event a device is lost or stolen. This is necessary to protect student and employee data.

Reviewed February 1, 2020

J.2.8.2 College-owned Mobile Devices
College-owned mobile devices are devices the College has acquired with the intent of enhancing learning environments and improving employee productivity by providing mobile access to College resources.

Information Technology maintains these devices by providing:

- Inventory
- Managed software deployment
- Setup and deployment processes and standards
- Creation of a configuration standards and security baselines
- A solution for lost/stolen devices that includes the ability to wipe and lock devices remotely

All mobile devices purchased by the College will require the support of Information Technology to access business systems via the secure network. IT shall maintain a list of College-supported devices.
J.2.8.3 Procurement of Applications/Software
St. Louis Community College requires the use of specific applications to perform business functions or promote learning via College-owned Mobile Devices. All applications that access high-risk data to be run on College-owned devices require the authorization and support of IT. Information Technology shall provide a means for acquiring these applications. IT Management is responsible for the application purchase process and they are the final approving authority on application purchases.

Reviewed February 1, 2020

J.2.8.4 Lost or Stolen Devices
All College-owned devices must run location-identifying applications for the purpose of relocating a lost or stolen device. Additionally, the College will provide the ability to remotely wipe (reset to factory defaults) a device. If any mobile device that is connected to College email is lost or stolen, the user must immediately notify IT and change their MySTLCC ID password. IT can assist in locating lost or stolen device as well as wipe all data to prevent misuse of student and/or employee data.

Reviewed February 1, 2020

J.2.8.5 Requirement for Periodic Updates
In order to maintain policy and software updates on devices, IT will schedule updates for all College-owned mobile devices that have not been detected by IT management systems for 120 days. Users are required to bring devices on campus to ensure devices are up to date or risk the device becoming or being rendered inoperable.

Reviewed February 1, 2020

J.3 Responsible Use of Information and Technology
The following principles provide direction for responsible use of technology resources by students, faculty and staff at the College. While not comprehensive, they define behaviors that serve as a reference for acceptable use;

- Respect the privacy of others.
  - Do not access any files or data for which you are not expressly authorized.
  - Do not use the passwords of others or access files under false identity.
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- Do not request personal information unless it is required to perform or deliver a College service.
- Never store student or customer credit card primary account numbers or sensitive authentication data.
- Ensure email adheres to the same standards of conduct as any other form of professional communication. Respect others you contact electronically by avoiding distasteful, inflammatory, harassing or otherwise unacceptable comments.
- Remember that you are responsible for all activity involving your account. Keep your account secure and private.
- The network is available to students for purposes of academic and nonacademic communications and entertainment to the extent that such use does not compromise resources for academic-related uses.
- Much of what appears on the Internet is protected by copyright law regardless of whether the copyright is expressly noted. Users should assume that material is copyrighted unless they know otherwise. Do not copy or disseminate copyrighted material without permission.
- Today’s information technology is a shared resource. Respect the needs of others when using computer and network resources. Do not tamper with facilities. Avoid any actions that interfere with the normal operations of computers, networks and information systems.
- Although a respect for privacy is fundamental to the College’s values, understand that almost any information can in principle be read or copied; that some user information is maintained in system logs as a part of responsible computer system maintenance; that the College must reserve the right to examine computer files, and that, in rare circumstances, the College may be compelled by law or policy to examine personal and confidential information maintained on College information systems.

Revised February 1, 2020

J.4 Identity and Access Management

This section was intentionally left blank to align with Board Policy.

Reviewed February 1, 2020