Please note that there are various start, midterm, withdrawal and finish dates for classes during the semester, depending on the length of the class. Check class schedules for more specific information.

*Full-term classes only.*

<table>
<thead>
<tr>
<th>Fall Semester 2014</th>
<th>Spring Semester 2015</th>
<th>Summer Session 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></td>
<td><strong>January</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td>11-15 Service Days</td>
<td>2 College opens</td>
<td>19 Summer term</td>
</tr>
<tr>
<td>18 Semester classes begin</td>
<td>12-16 Service days</td>
<td>begins</td>
</tr>
<tr>
<td>30-31 Labor Day Holiday (college closed)</td>
<td>19 Martin Luther King, Jr. holiday (college closed)</td>
<td>25 Memorial Day holiday (college closed)</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td><strong>February</strong></td>
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</tr>
<tr>
<td>1 Labor Day holiday (college closed)</td>
<td>16 Presidents’ Day holiday (college closed)</td>
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</tr>
<tr>
<td><strong>October</strong></td>
<td><strong>March</strong></td>
<td><strong>August</strong></td>
</tr>
<tr>
<td>10 Midterm*</td>
<td>13 Midterm*</td>
<td>2 Last day of</td>
</tr>
<tr>
<td>13 Midterm grades due*</td>
<td>16 Midterm grades due*</td>
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</tr>
<tr>
<td><strong>November</strong></td>
<td>16 Midterm grades due*</td>
<td>3 Grades Due for</td>
</tr>
<tr>
<td>7 Withdrawal deadline*</td>
<td>16 Spring break</td>
<td>Summer Term Classes</td>
</tr>
<tr>
<td>27-30 Thanksgiving holiday (college closed)</td>
<td>(no classes)</td>
<td>4 Official Degree</td>
</tr>
<tr>
<td><strong>December</strong></td>
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<td><strong>Conferral Date</strong></td>
</tr>
<tr>
<td>7 Last day of semester classes</td>
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<td></td>
</tr>
<tr>
<td>8-14 Final exams*</td>
<td><strong>May</strong></td>
<td></td>
</tr>
<tr>
<td>15 Grades due</td>
<td>11 Last day of semester classes</td>
<td></td>
</tr>
<tr>
<td>16 Official degree conferral date</td>
<td>12-18 Final Exams</td>
<td>18-19 Commencement</td>
</tr>
<tr>
<td>23 Last day college open until</td>
<td>20 Grades due</td>
<td></td>
</tr>
<tr>
<td>Jan. 2, 2015</td>
<td>21 Official degree conferral date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBD Commencement</td>
<td></td>
</tr>
</tbody>
</table>
St. Louis Community College offers a challenging learning environment that points students in directions that lead to success. Since voters in St. Louis City and County established the college in 1962, more than 1.2 million people have attended, enriching their lives and contributing to the economic development of the metropolitan area. Each year, more than 80,000 students enroll in college transfer and career programs; job skill, personal development and college preparatory classes; and customized programs sponsored by employers.

Associate degrees in Applied Science, Arts, Fine Arts, Science and Teaching are offered as well as certificates of proficiency and specialization. The college’s Workforce Solutions Group also serves the local business community through assessment, counseling, consulting and training services.

Learning is geographically accessible through four campuses — Florissant Valley in North County, Forest Park in the city’s central corridor, Meramec to the southwest, and to the far west, Wildwood; two education centers in south St. Louis County and North St. Louis; numerous business, industrial and neighborhood sites throughout the metropolitan area; and online and hybrid courses via the Internet.

Governed by a board of six elected trustees and supported by local taxes, state funds and student fees, the college has a total operating budget of $227.1 million. Accreditation is through the Higher Learning Commission of the North Central Association of Colleges and Schools. St. Louis Community College focuses its resources on helping students find the right academic and career pathways. Through its alumni and community partnerships, the college is helping St. Louis become the best place to live and work in the 21st century.

ECONOMIC VALUE

St. Louis Community College is your best financial investment now – and a great investment for your future. Student fees at STLCC are among the lowest in the area. A large portion of instructional costs is financed by tax revenue; therefore, you pay less for a high-quality academic experience.

And graduates of STLCC are the region’s best economic investment.

- Research shows that for every $1 invested in their STLCC education, students receive a return on that investment of more than $5 in higher future income over their working careers.
- From a taxpayer perspective, every $1 of state or local tax money invested in STLCC returns $2.10.
- STLCC’s annual impact on St. Louis is $2.5 billion or approximately 2.7 percent of the total St. Louis area economy.
- Higher earnings of STLCC students (and associated increases in state income) expand the tax base in Missouri by about $158 million each year.
- It is estimated that the St. Louis area economy annually receives a net of $1.14 million in added labor and non-labor income due to STLCC operations.
- Compared to someone with only a high school diploma, associate degree graduates earn $13,300 more annually on average, over the course of a working lifetime.

OPEN ADMISSION POLICY

St. Louis Community College (STLCC) has an open admission policy in keeping with its original purpose to provide quality, low-cost education to area residents. Although admission to the college is not based on minimum academic qualifications, certain programs have required standards for admission and retention.

The college reserves the right to guide enrollment on the basis of placement tests, pre-enrollment interviews, physical examinations (if required for a specific program), previous achievement and other criteria.

For programs requiring reading competency, English writing and/or mathematics courses, a battery of assessment tests is required for placement. Students not meeting standards for admission into certain courses or programs may enroll in courses designed to help them qualify.

Before registering for courses, students must be admitted to the college. Admission applications are accepted starting July 1 for the next spring term; Sept. 1 for the next fall term; and Dec. 1 for the next summer term. Applications may be completed submitted online, by mail or fax, or in person at any campus. Visit stlcc.edu/application for more information.

SELECTIVE ADMISSION PROGRAMS

Standards of admission and retention have been established for certain programs and courses to make sure students have the necessary aptitude and background for success. Students applying for a program with selective admission criteria may be required to take additional tests for admission purposes and/or meet certain requirements to continue in the program. Contact the department, a counselor or an advisor for program specific information.

ADMISSION CLASSIFICATIONS

Applicants for St. Louis Community College may apply as either a Regular or General student.

Regular Status

Regular students are full- or part-time students who are seeking a degree or certificate from STLCC. As a regular student you may:

- Apply for financial aid, Veterans benefits or A+ program.
- Apply for selective admission program.
- Apply as an international student with F-1 student visa status.
- Participate in intercollegiate athletics.

To apply for Regular status, you must submit an application for admission. Official transcripts from high school and/or colleges attended must be mailed to the Admissions/Registration office. If applicable, submit the GED or HiSET test scores. Students with 15 or more hours of transferable college credit need not send a high school transcript unless requested by the Admissions/Registration office. You must also complete the college's placement test or provide documentation to waive assessment.

General Status

General students are not seeking a degree or certificate from STLCC. General students are typically interested in selected courses and not a particular program of study. A student taking a course for the summer with the intent of transferring the credit to their home institution should enroll as a General student. You must submit an application for admission and complete the college's placement test, or provide documentation to waive assessment.

Non-Traditional Applicants

Applicants for admission who have completed an educational course of study that is not accredited by a state board of education or by one of the accredited agencies listed in the International Registry of Accredited Schools are eligible for admission as a general student provided they are at least 17 years of age.

To apply for regular status (seeking a degree or certificate) they must provide official high school transcripts from an accredited high school or passing GED or HiSET test scores.

Under extenuating circumstances, applicants who do not meet the above criteria may be considered for admission by the administrator responsible for admissions.

Students who do not meet the required admission guidelines may apply as a non-high school graduate. See related section below.

Non-High School Graduates

Students who have not graduated from high school are eligible for admission as a general student (not seeking a degree or certificate) provided they are at least 17 years of age.

To apply for regular status (seeking a degree or certificate) they must provide official high school transcripts from an accredited high school or passing GED or HiSET test scores.

Under extenuating circumstances, applicants who do not meet the above criteria may be considered for admission by the administrator responsible for admissions.

Dual Enrollment

High school juniors and seniors may attend classes through the Dual Enrollment program which provides students an opportunity to take courses not offered in their high school or to continue a course series beyond the level offered in high school. Eligible students may earn college credit hours before the time they would normally begin college. Students must follow all college policies and procedures, and fulfill the following requirements:
International Applicants

International students, unless admitted under a contract or agreement establishing alternative requirements, must fulfill the following requirements for admission:

1. Complete the requirements for admission as a regular student.
2. Request the “International Student” information packet from the campus Admissions/Registration office and follow the procedures outlined.
3. Complete 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.
4. 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.

5. Have all admission requirements and required documents on file 60 days before the start of classes if prospective students are still residing outside of the United States. Prospective students presently attending a college or high school in the United States must submit all materials 30 days before the start of classes.

6. 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.

7. 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 if prospective students are already in the United States. Students in regular academic programs at all other accredited institutions must have earned a cumulative grade point average of 2.0.

8. 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 local financial assistance. This form must be notarized and completed within the last four months.

9. Purchase the college’s health insurance plan for international students, unless they can show proof of coverage through a comparable medical insurance plan. The plan must include repatriation and medical evaluation. Students must submit verification documents to the Admissions/Registration office before they can register for classes.

International students on F-1 Visas must comply with the following regulations:

- Complete a minimum of 12 credit hours per semester.
- Maintain a cumulative grade point average of 2.0 or above.
- Complete a certification program in not more than four semesters or an associate degree program in not more than six semesters, excluding summer sessions.
- If such a student completes fewer than 12 credit hours or earns a cumulative grade point average of less than 2.0, he or she will be placed on probation for the next semester of attendance.
- If the student completes fewer than 12 credit hours or earns a grade point average less than 2.0 while on probation, he or she will not be permitted to re-enroll.
- Foreign-born students (both permanent residents and refugees) should have a command of written and spoken English in order to successfully complete college work.

Dual Credit

High school juniors and seniors may receive college credit for specified classes at high schools participating in the college’s dual credit program. Dual credit students must follow all college policies and procedures, and fulfill the following requirements:

- Complete the dual credit application.
- Have a cumulative high school GPA of 3.0 or higher.
- Obtain written permission to enroll from a designated high school official and from a parent/guardian.
- Meet the college’s requirements for entry into the course.
- Pay 50 percent of the maintenance fee, the technology fee, the student activity fee and other mandatory course fees.
- Apply to the Access office for disability-related accommodations and services if applicable. Documentation of disability that meets the college’s requirements will be required. It should be noted that the requirements for and the types of accommodation at the postsecondary level are based on the Americans with Disabilities Act and Section 504, and are often significantly different from the Individuals with Disabilities Education Act.
ORIENTATION

All first-time-in-college students are required to participate in a New Student Registration Workshop (NSRW). Students interact with advisors to review placement test scores and to discuss course scheduling. They also learn how to use the online registration system.

Following registration, all first-time-in-college students will participate in a New Student Orientation (NSO). Students will be oriented to classroom locations, college resources and expectations for college students. They will learn how to access and use the student email accounts, Blackboard and Banner Self-Service.

All first-time-in-college students who place into ENG:020, ENG:030, RDG:020, or RDG:030 will be enrolled in a student success course, Smart Start: Student Success (STR:050). In this course, students will engage in active learning to increase knowledge, strategies and skills directly related to being a successful college student.

RE-ADMISSION

Former students who have not attended St. Louis Community College for a semester or more may re-activate their files by updating their admission status with the Admissions/Registration office. If seeking a degree or certificate, transcripts of all college work not currently on file at STLCC must be sent to the Admissions/Registration office.

Files for students who have not attended within five years will be destroyed. Transcripted grades earned at STLCC are retained. Students may be required to resubmit high school records, transcripts from other colleges and universities or other documents that may have been destroyed.

CHANGE OF STATUS

Students who wish to change from general to regular status should complete all admission requirements for regular student status. See Admission Classification, page 8.

Individuals who have not successfully completed entry-level college courses in college composition and mathematics are required to take assessment tests.

FEES AND REFUNDS

RESIDENCY STATUS

Because much of the support for St. Louis Community College comes from state funds and local taxes, students who live within the service area of the college pay a small part of the cost of their education. The service area includes St. Louis City, St. Louis County and portions of Franklin and Jefferson counties which are part of the Meramec Valley R-3 School District and the Rockwood R-6 School District. Students may be required to submit an affidavit showing residency.

A resident student is defined as follows:

a. An unemancipated minor student who has not attained the age of 21 and is under the care, custody or support of the individual or individuals having legal custody of the student and who live in the district.

b. An emancipated minor student who has not attained the age of 21 and who is not under the care, custody and support of an individual or individuals having legal custody, but lives in the district.

c. An adult student who has attained the age of 21 and who has established residency within the St. Louis Community College 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 in 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 he/she has established residency within the district.

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

Refer all questions concerning residency to the Admissions/Registration office.
General Information

FEES

Student fees are one of the three primary sources of operating funding for St. Louis Community College. State funds, appropriated by the Missouri legislature and approved by the governor contribute some 28 percent. Another 39 percent of total revenue comes from local property owners who pay taxes within the college’s taxing district. Student fees account for 29 percent of the funds for the college’s operating budget. The other four percent comes from other miscellaneous sources.

Students normally pay fees in full when registering. The college sends monthly electronic billing notifications to students with a balance due throughout each term, to their my.stlcc.edu email account.

The college accepts cash, checks, MasterCard, Visa, American Express and Discover for payments made at the Cashier’s office. Checks will be processed as automated clearing house (ACH) network debit. In addition, the college accepts online payments when using the credit cards mentioned above or ACH payments using checking or saving account information. Check with the Cashier’s office concerning fee payment.

The college reserves the right to charge a transaction fee if other special services are required. The college has a $25 bad check processing fee.

Students must have no outstanding debt with St. Louis Community College in order to register for credit or continuing education classes or program, engage any new services, or receive a transcript. Debt for maintenance fees incurred through returned checks, failed payment plans or failed financial aid may cause the student to be dropped from classes and refunded in accordance with the college’s published refund guidelines.

If a student is not paid in full or signed up for the payment plan, a financial hold will be placed against the student’s record until this debt has been cleared.

Classes will be dropped if financial arrangements have not been made prior to the payment due date.

Residents of the college service area, who are 60 years and older may enroll for half the usual fees. Missouri residents ages 65 years and older, may enroll on an audit (no credit), space available basis in any credit course for a $15 non-refundable registration fee.

For a current schedule of maintenance fees visit stlcc.edu/fees or contact a campus Admission/Registration office, or cashier’s office.

Additional Fees

• Course Fees: Students enrolling in courses that require special equipment, field trips, insurance, etc., will be charged additional fees. These are outlined in course information.

Fees for International Students

Maintenance fees for international students residing in the United States on non-immigrant visas will be assessed according to their visa category and their residency. Those on permanent resident visa will be charged district fee rates based upon appropriate documentation. Contact the Admissions/Registration office.

PAYMENT PLAN

The college offers an automatic payment plan for fall and spring semester maintenance fees (tuition) which is available for a $21 fee per semester. This plan is not a loan program, but a service that automatically deducts maintenance fees from a bank account or credit card. There is no interest or finance charge assessed, and there is no credit check. Flexible payment options are available - the sooner students sign up, the more months they have to pay. Enrolling online is simple, secure and easy. Go to stlcc.edu/paymentplan for more information.

REFUNDS

Students withdrawing from a course prior to or during the early part of the semester will be eligible for a refund of fees based on the following schedule:

<table>
<thead>
<tr>
<th>LENGTH OF COURSE</th>
<th>80% REFUND THROUGH THE END OF THE</th>
<th>50% REFUND THROUGH THE END OF THE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 wk session</td>
<td>1st wk of session</td>
<td>3rd wk of session</td>
</tr>
<tr>
<td>14 wk session</td>
<td>1st wk of session</td>
<td>3rd wk of session</td>
</tr>
<tr>
<td>13 wk session</td>
<td>1st wk of session</td>
<td>3rd wk of session</td>
</tr>
<tr>
<td>12 wk session</td>
<td>1st wk of session</td>
<td>3rd wk of session</td>
</tr>
<tr>
<td>11 wk session</td>
<td>1st wk of session</td>
<td>2nd wk of session</td>
</tr>
<tr>
<td>10 wk session</td>
<td>1st wk of session</td>
<td>2nd wk of session</td>
</tr>
<tr>
<td>9 wk session</td>
<td>1st wk of session</td>
<td>2nd wk of session</td>
</tr>
<tr>
<td>8 wk session</td>
<td>4th day of session</td>
<td>2nd wk of session</td>
</tr>
<tr>
<td>7 wk session</td>
<td>3rd day of session</td>
<td>1st wk of session</td>
</tr>
<tr>
<td>6 wk session</td>
<td>3rd day of session</td>
<td>1st wk of session</td>
</tr>
<tr>
<td>5 wk session</td>
<td>2nd day of session</td>
<td>1st wk of session</td>
</tr>
<tr>
<td>4 wk session</td>
<td>2nd day of session</td>
<td>1st wk of session</td>
</tr>
<tr>
<td>3 wk session</td>
<td>1st day of session</td>
<td>3rd day of session</td>
</tr>
<tr>
<td>2 wk session</td>
<td>1st day of session</td>
<td>2nd day of session</td>
</tr>
<tr>
<td>1 wk session</td>
<td>1st day of session</td>
<td>None</td>
</tr>
</tbody>
</table>

After the 50 percent refund period, no refunds will be given.

Medical/Job Related Withdrawals

If a student withdraws from all classes for medical or job-related reasons, he/she may receive a pro-rated refund when acceptable evidence of the necessity to withdraw (verified by a physician/employer) is presented. An instruction sheet detailing the procedure is available from the Admissions/Registration office.
Active Duty Military Service

A refund for classes in progress will be issued to students forced to withdraw as a result of being called to active duty military service.

It is the responsibility of the student to complete withdrawal procedures and submit a copy of military orders.

FEDERAL FINANCIAL AID (TITLE IV) RECIPIENTS

Refunds

Refunds to all Title IV recipients who withdraw during an enrollment period for which they have been charged will be identified and processed to comply with federal regulations.

Title IV of the Federal Higher Education Act (HEA) requires that students who receive federal grants (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant) and federal loans repay some of their federal financial aid if they do not attend class through 60 percent of the term. Most students who do not attend at least one class through the 60 percent point of the term will owe some of their Title IV aid back to the U.S. Department of Education.

Please refer to the following website for more information about the return of unearned Title IV funds as required by HEA Title IV law and regulations: stlcc.edu/apply.

Unearned Funds

When the Federal Higher Education Act (HEA) of 1965 was amended in 1998, a new concept was established with regard to HEA Title IV student financial aid programs. The new concept is that students earn their Title IV federal financial aid if they do not stay enrolled long enough to earn all of their aid, then some of the aid has to be returned to the HEA Title IV programs as unearned Title IV aid. Colleges are required to implement the return of unearned Title IV funds policy.

HEA Title IV financial aid programs include Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FW-S), and Federal Stafford Loans. Federal Work-Study earnings are NOT affected by HEA Title IV law and regulations concerning the return of unearned federal financial aid. Only grants and loans are impacted by the new policy.

Students who want to withdraw from a course(s) should withdraw from the course(s) by using the appropriate form that is submitted to the Admissions/Registration office. The return of unearned Title IV funds policy will impact only those students who withdraw from all of their courses before 60 percent of the semester is completed. The policy will affect those students who do not withdraw from their course(s) but simply cease to attend classes. Pursuant to federal guidelines, the college will determine a last date of attendance for those students.

Unearned HEA Title IV funds are returned to the Title IV programs based on a federally mandated formula. Under this formula, colleges are obligated to return unearned funds used for institutional charges and students are obligated to return unearned funds beyond the institutional charges.

When College Returns Unearned Funds

When a college has to return unearned Title IV funds from institutional charges, the money is returned to programs in the following order: Unsubsidized Federal Stafford Loans, Federal PLUS Loans, Federal Pell Grants, Federal SEOG, other Title IV assistance. The Access Missouri Assistance Program (Missouri state grant) potentially falls in the category of other Title IV assistance, since state grant programs receive some of their funds through HEA Title IV.

When Student Returns Unearned Funds

When a student has to return unearned Title IV funds that he/she received beyond the institutional charges, the money is returned to the programs in the following order: Unsubsidized Federal Stafford Loans, Federal PLUS Loans, Federal Pell Grants (multiplied by 50 percent), Federal SEOG (multiplied by 50 percent), other Title IV assistance (multiplied by 50 percent for grants). Note that student’s responsibility for repayment of unearned Title IV money is reduced by one-half.

Unearned Funds from Federal Loan

If a student owes unearned Title IV funds from a federal loan, the money is returned (repaid) in accordance with the terms and conditions of the promissory note.

Unearned Funds from Federal Grant

If a student owes unearned Title IV funds from a federal grant, the college must notify the student within 30 days of determining the student’s withdrawal. The student retains eligibility for Title IV funds from an initial 45-day period, during which one of the following should happen: (1) student repays unearned Title IV grant money in full, or (2) the student makes satisfactory arrangements with the U.S. Department of Education (USDE) to repay the unearned Title IV grant money. If the student does not take one of these two steps, he/she loses eligibility for HEA Title IV funds.

The institutional charges (maintenance fees) incurred by the student are considered to be paid by HEA Title IV funds for the purpose of the formula, even if the institutional charges were directly paid by a source other than Title IV funds. USDE give colleges the option of billing students for unearned HEA Title IV funds that the school has to repay as part of the institutional charges.

Example of Unearned Funds Formula

The following is an example of the HEA Title IV return of unearned funds formula supplied by USDE:

A student withdrew from all courses with 40 percent of the days in the semester completed. The student paid $1,000 in institutional charges (maintenance fees). This student received $3,000 in HEA...
Title IV aid - $1,000 in a loan and $2,000 in grants. The student earned $1,200 of the Title IV aid (40 percent times $3,000). The unearned Title IV aid is $1,800 ($3,000 minus $1,200).

Because only 40 percent of the HEA Title IV aid is earned, the college has to return $600 of the $1,000 paid in institutional charges to Title IV programs ($1,000 minus $400). Since loans are prioritized for return of unearned funds, the $600 is paid to the student’s federal loan.

The student now owes $1,200 in unearned Title IV funds, the difference between the $1,800 total of unearned Title IV funds and the $600 that the school has paid back from institutional charges. Because loans are prioritized for the return of funds, $400 is paid to the federal loan by the school for unearned institutional charges.

The remaining $800 in unearned Title IV aid (the $1,800 minus the $600 in unearned institutional charges paid to the loan and the $400 in unearned aid to the student paid to the loan) is owed to the federal grants. Because the student’s liability for return of unearned Title IV aid to grants is reduced by 50 percent, the student owes $400 to the federal grant program.

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**FINANCIAL AID**

St. Louis Community College provides a comprehensive financial aid program funded by federal, state and private agencies. Aid awards fall into four categories:

1. Grants
2. Scholarships
3. Loans
4. Work

Although superior ability and talent are recognized through the college’s and other scholarship programs, most aid is awarded on the basis of financial need.

It is not within the scope of this catalog to explain all of the financial aid programs available. More information explaining the programs is available along with an application at: stlcc.edu/financialaid.

**Apply Early for Aid**

Students are encouraged to apply for aid as early as possible (at least by April 1 for the fall semester) because some funds may be depleted. Students should use aid programs as a supplement to personal or family funds rather than as the only way of paying for college.

Students who wish to know more about their financial aid eligibility should contact the Financial Aid office. They also are required to declare a program of study and enroll in courses appropriate to that program. Students are given a maximum amount of time within which to complete programs, based on enrollment status, and a maximum number of applicable credit hours transcripted. Students must pass at least two-thirds of all credit hours attempted.

**Maintain Satisfactory Grades**

Students are expected to maintain satisfactory grades to remain eligible for aid. A 2.0 cumulative grade point average is required. See “Satisfactory Academic Progress.” Grades of F, W, I, PR and U are not acceptable toward meeting these requirements.

At the end of each session, progress is assessed. Students who do not meet the requirements will be placed on financial warning the next session of enrollment. During the financial warning session, financial aid eligibility may be continued. Failure to meet the criteria during the financial warning semester will result in suspension and termination from Title IV aid. Students, who fail, withdraw or receive an Incomplete for all classes in which they enroll will not be eligible for financial aid the next semester of enrollment.

Students may appeal termination of financial aid by writing a letter of appeal and submitting to the campus Financial Aid office. Students must document any extenuating circumstances that prevented them from maintaining the required standards.

**VETERANS AND OTHER AID**

Detailed information about services for veterans is available from the veteran’s services representative in the Admissions/Registration office.

Students may be eligible for financial aid from agencies such as Department of Mental Health, Department of Vocational Rehabilitation and Rehabilitation Services for the Blind. Students must make their own arrangements for such aid.

**A+ PROGRAM**

Under grants made available through the Missouri A+ Schools Program, qualified graduates of participating high schools are eligible for scholarship grants to St. Louis Community College. Students must fulfill A+ Program requirements at the high school before applying for grants. Students should contact high school counselors for eligibility requirements. Information also available at: stlcc.edu/Aplus.
ACADEMIC POLICIES

CREDIT/COURSE LOAD

The unit of credit is the semester hour. Normally, one credit may be earned in a lecture course which meets for one hour each week during a semester. In a laboratory course, one credit usually is granted for two to three hours in a lab each week during the semester.

Course load is the total number of hours spent in class each week during a semester. Students enrolled in at least 12 hours are classified as full-time and normally carry a course load of 12 to 18 hours. Students intending to register for more than 18 credit hours must obtain approval from the campus Counseling office, or an academic advisor.

DEGREES AND CERTIFICATES OFFERED

The college offers five associate degrees, the certificate of proficiency and the certificate of specialization. Most of the college’s degrees and certificates are designed to be taken on a full- or part-time basis. Degrees can be completed in two years of full-time attendance. Certificates usually can be completed in one or two semesters. However, since most students attend classes part time, degrees and certificates can take longer to complete. (See “Degree and Certificate Time Limits.”)

• The associate in arts degree is designed for students who plan to transfer to another college and work toward a bachelor’s degree.
• The associate of arts in teaching degree is designed for students who plan to transfer to another college and work toward a bachelor’s degree in teacher education.
• The associate in fine arts degree is offered jointly with the University of Missouri-St. Louis and is designed for students who plan to transfer to UM-St. Louis and earn a bachelor of fine arts degree.
• The associate in applied science degree helps students develop practical and theoretical skills that prepare them for entry-level jobs.
• The associate in science degree is designed to transfer to a particular institution in a specialized area.
• The certificate of proficiency is for persons whose intended job does not require an associate degree. It also is for persons who wish additional information/skills in a particular subject area.
• The certificate of specialization is for persons who desire information/skills in a specific area usually related to a current job.

REQUIREMENTS FOR GRADUATION

Requirements for an associate degree are as follows:
1. Regular student status.
2. Satisfactory completion of one of the programs listed in this catalog.
3. Completion of a minimum of 64 credit hours. Fifteen of the last 25 hours of credit applicable to the associate degree must be completed at St. Louis Community College.
   a. A maximum of four credit hours from courses numbered below :100 may apply as unspecified electives toward the associate degree. Credit hours below :100 may not be applied as electives defined by discipline, such as “science-mathematics elective” or “humanities-communications elective.”
   b. A maximum of nine credit hours in special problems courses may apply as unspecified electives toward the associate degree. Special Problems courses may not be applied as electives defined by disciplines such as “science-mathematics elective” or “humanities-communications elective.”
4. A cumulative grade point average of 2.0 (C) or higher. Credits from previously-attended colleges are not computed in the average.
5. Completion of a minimum of two credit hours of physical education, at least one in an activity course. A few specialized PE courses will not fulfill this requirement; see an academic advisor for detailed information. Appropriate accommodations will be made for students with disabilities.
6. Missouri Requirement: The course requirements in federal and state constitutions and American history and institutions must be met by the satisfactory completion of one of the following courses:
   • HST:101 American History I
   • HST:102 American History II
   • HST:105 The United States in the Twentieth Century
   • HST:107 History of Black America
   • HST:137 African-American History I
   • HST:138 African-American History II
   • PSC:101 Introduction to American Politics
   • PSC:103 State and Urban Politics
   • PSC:205 Constitutional Issues
7. College policy requires students who apply for a degree to participate in an appropriate outcomes assessment prior to degree being awarded. (See Exit Assessment.)

Requirements for certificates of proficiency and specialization are as follows:
1. Regular student status
2. A cumulative grade point average of 2.0 (C) or higher
3. Two-thirds of all credit hours required for certificates must be completed at St. Louis Community College
Second Associate Degree

Persons who wish to receive a second associate degree must earn 15 additional credit hours and complete all academic requirements for the additional program.

Application for Graduation

Students preparing to graduate with a degree or certificate must file a graduation application with the Admissions/Registration office no later than March 1 for spring; June 20 for summer; and Oct. 1 for fall. Students with general status must change to regular status before applying for graduation. (See “Change of Status.”)

Degree date reflects the term of application for graduation. All degree requirements must be completed with two weeks of the official graduation date. Any exceptions must be approved by the vice president, academic affairs. Students who do not complete degree requirements within the two-week period will need to reapply for graduation in the following term or later, depending on when all requirements for graduation have been met.

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.

Students failing to meet the original time limit must meet the degree and certificate requirements of any catalog in effect within six years of the semester and year of application for graduation.

Former STLCC students returning to the college may not continue the original program of study if the program was deactivated prior to their re-entry.

Honors

Transcripts and diplomas of graduates who have earned cumulative grade point averages of 3.5 or higher will be designated With Academic Honors.

Transcripts and diplomas of graduates who have earned cumulative grade point averages of 4.0 will be designated With Highest Academic Honors.

Full-time students who are enrolled in at least 12 credit hours and who earn current grade point averages of 3.5 or higher will be designated Dean’s List for that semester.

Part-time students will be designated Dean’s List at the accumulation of each increment of 12 credit hours with a grade point average of 3.5 or higher.

HONORS PROGRAM

Admission to the college honors program is based on any of the following criteria: a 3.5 or better GPA in either high school or college based on a 4.0 scale, a score of 1100 or better on the Scholastic Achievement Test (SAT) or a score of 25 or better on the American College Testing Program Assessment (ACT).

Both transfer and career programs offer a variety of ways to earn honors credit, including honors courses and projects and honors contracts within regular courses. Graduates who earn 15 hours of honors credit will receive the designation of Honors Program Scholar on their diplomas and transcripts.

For more information contact the campus honors coordinator.

ASSESSMENT

St. Louis Community College collects and uses assessment data to improve student learning, academic achievement, and overall institutional effectiveness. When combined with thoughtful interpretation by faculty and staff, assessment supports the overall decision-making needs of the college and the specific decision-making needs of individual units and programs.

Students often are asked to participate in assessment to provide information they may use in making decisions about their education or careers. Such assessments are “formative”—intended only to provide helpful information—and have nothing to do with students’ grades or other “summative” evaluations. Faculty, staff and administrators regularly assess performance of classes, courses or departments to ensure that their desired outcomes are being achieved. Ultimately, assessment is the means by which St. Louis Community College can guarantee that it is fulfilling its mission: advancing student learning. A mission-based approach to assessment helps the college focus its efforts and keep its promise to the St. Louis community. For more information, visit stlcc.edu/assessment.

COMPASS: Computerized Placement Test

Assessment is required prior to advisement and registration. St. Louis Community College uses COMPASS, a computerized placement test. COMPASS gives essential information about academic skills and needs. Test results indicate whether students are college ready or will be required to complete one or more preparatory courses in reading, writing or mathematics.

The COMPASS test is required of all students unless academic credentials are submitted that qualify students to take such courses without testing.

The college may waive all or part of the entry assessment if students provide written documentation of one of the following:

- A college transcript or grade report documenting successful completion (with a C grade or higher) of reading, writing or mathematics course prerequisites.
- A college degree from an accredited institution.
- An ACT score earned within the last three years:
  - A reading score of 18 or above to waive the reading test.
- An English score of 18 or above to waive the writing test.
- A math score of 23 or above to waive the math test.

• An appropriate SAT score earned within the last three years:
  - A critical reading score of 500 or above to waive the reading and writing tests
  - A math score of 580 or above to waive the math test.

If documentation cannot be provided, students will be required to take the appropriate placement test(s). Scores will remain valid up to three years from the semester in which the test was taken; thereafter, students will be required to retake the COMPASS test. Call the Assessment Center for testing schedule, or visit stlcc.edu/assessment-test

If you are a student with a disability and need accommodations for your entry assessment, call the Access office for an appointment prior to testing. You must provide current written documentation of a disability that is based on adult norms from a qualified professional or agency. For more information, contact the campus Access office. Individuals with speech or hearing impairments may call via Relay Missouri by dialing 711.

Assessment at St. Louis Community College occurs at a number of other points and for a number of different reasons:

**Exit Assessment**

Students completing their associate degrees are required to participate in an exit assessment, typically a nationally-normed standardized test. Such assessments are used to gauge students’ levels of competence in general education. In addition, special assessments may be required depending upon students’ chosen academic or career areas.

**Classroom Assessment**

Classroom assessment techniques, or CATs, are ungraded tasks commonly employed by instructors to monitor student learning. The primary purpose of such classroom assessment is to get students’ views on how to better help them learn.

**Course Assessment**

In course assessment, academic departments cooperate to decide which courses to assess and which assessment measures to use. The goal is to gather information which will allow departments to make collegewide 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.

**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.

**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.

**ATTENDANCE AND WITHDRAWAL**

Students are expected to attend classes. Excessive absences, as determined by the instructor, may result in a failing grade. Attendance requirements should be outlined during the first class meeting.

At the end of the second week of classes (first week for summer session), students who have registered and paid for a class but are reported by the instructor as never attended will be withdrawn. Classes less than a full semester in length may have different administrative withdrawal dates. The class will be shown on the transcript with a grade of W, and students are not eligible for a refund of fees. After this period the instructor cannot withdraw students from class. It is always the student’s responsibility to initiate a withdrawal.

Students deciding to withdraw from a class are encouraged to talk to the instructor first. To formally withdraw, students must submit official forms to the Admissions/Registration office. To receive a grade of W for the course, the withdrawal process must be completed prior to the end of the college’s 12th week of classes. Late-start and short-term courses have different withdrawal deadlines. Contact the Admissions/Registration office for appropriate dates.

**CLASS PREPARATION**

On average at least two hours of outside study and preparation are needed for each hour of regular classroom work. Students enrolled for 15 credit hours, therefore, should budget a minimum of 30 clock hours per week for study outside class and laboratory meetings.
**FINAL EXAMINATIONS**

A final examination or other culminating experience usually is required for completion of a course and for a passing grade. Absences from the final examination and the privilege of a make-up examination must be approved by the instructor.

**GRADING SYSTEM AND GRADE POINT AVERAGE**

The following grading symbols and points are used:

<table>
<thead>
<tr>
<th>Grading Symbols</th>
<th>Grade Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>superior</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>above average</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>average</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>passing, below average*</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>failure</td>
</tr>
</tbody>
</table>

*The grade of D may be considered unsatisfactory for progress in some programs.

Only grades earned at St. Louis Community College are included in the calculation of grade point averages for degrees and certificates.

The following symbols also may appear on students’ transcripts:

**R**—Credit—This signifies that credit has been earned by examination.

**T**—Audit—This is an enrollment status that signifies no intent to earn credit. It carries no implication concerning class attendance or skill accomplishment. The same fees and requirements as regular class members are expected. Students may change from audit to credit status or credit to audit status only during the period in which the 50 percent refund policy is in effect.

**S**—Satisfactory—A symbol indicating the award of credit. The earned credit(s) count toward graduation, but are not used in grade point average calculations.

**U**—Unsatisfactory—A symbol indicating the award of no credit and no grade points.

**I**—Incomplete—This normally indicates students have completed a major portion of the work in a class and, for reasons approved by the instructor, are prevented from completing the amount of coursework required during the regular college term. Students must complete the coursework in the 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. 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 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 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.

**PR**—Progress Re-enroll—Students who make progress in a course, but do not complete the predetermined minimum amount of course work may, at the discretion of the instructor, be given a PR. This symbol represents no credits earned and carries no grade point value. Students are permitted to take the course again, but must pay tuition a second time.

**W**—Withdrawal—A transcript notation that reflects withdrawal.

**NG**—No Grade—This is a temporary indication that the instructor has not assigned a grade.

**Grades of S or U can be awarded only in courses approved for this purpose under guidelines developed by the college.**

**GRADE REPORTS**

The campus Admissions/Registration office maintains records of academic performance for all currently-enrolled students. Grades indicating performance following mid-semester may be obtained directly through the instructor in accordance with the regulations contained in the Family Educational Rights and Privacy Act of 1974. These grades are an assessment of academic progress, but are not recorded as part of the permanent record. Mid-semester grades are not reported for any session.

Final grades become part of students’ permanent records.

**Student Grades**

Students may view their final grades and print an unofficial transcript by visiting stlcc.edu/selfservice and logging in to their student account.

**REPEATING COURSES**

When students repeat a course, the latest grade earned will be used in calculating grade point average. However, all enrollments and grades earned will appear on the transcript. Students must have authorization from a counselor or advisor before a third enrollment in the same course.

Some transfer schools will recalculate grade point averages for admissions purposes and include all grades earned.

**CHANGE OF PROGRAM**

Students can change programs by filing a form available from the Admissions/Registration office.

In some cases, the student may request academic records be reevaluated to establish a new cumulative grade point average.

Any grades below a D for courses taken at the college will not be included in the new cumulative grade point average. Other...
courses will be accepted if they fulfill degree requirements in the new program. Coursework removed from GPA calculations cannot be used to meet degree requirements.

All courses will remain on the transcript.

**PROLONGED ABSENCE FROM COLLEGE**

Following an absence from the college of 10 consecutive calendar years, former St. Louis Community College students may apply for a one-time recalculation of grade point average with academic forgiveness. Students must apply during their first semester of reenrollment after the 10-year absence. All coursework below “C” will be removed from the GPA calculation. Coursework removed from GPA calculation cannot be used to meet degree requirements. All courses will remain on the transcript.

**SATISFACTORY ACADEMIC PROGRESS**

All students are expected to make satisfactory academic progress.

1. Good Standing—Cumulative 2.0 GPA after completing at least six credit hours.
2. Academic Probation—Less than a cumulative 2.0 GPA after completing at least six credit hours.
3. Academic Probation/Restricted Probation/Suspension—Students on academic probation will not be allowed to self-advising. Once placed on probation, a student must achieve a cumulative GPA of 2.0 in the next academic term in which he or she is enrolled, or be placed on restricted probation. Students on restricted probation must sign a contract with the Counseling office stipulating conditions for remaining enrolled at the college. Students on restricted probation have two terms in which to raise their GPA to 2.0. Those that fail to do so will be suspended from the college for one academic year.

**CREDIT BY EXAMINATION OR EXPERIENCE**

Students may be eligible for credit for academic knowledge gained outside the classroom. To earn credit through examination, students must currently be enrolled at St. Louis Community College. The amount of credit earned through examination is subject to the residency policy and may not exceed the number of credit hours the student actually earns at the college. However, students transferring to another institution should be aware that some schools may have different standards for awarding credit based on examination. Students should talk to an advisor about the transfer of this credit.

Various procedures and programs for credit are available:

**Advanced Placement Program (AP)**

Students who have successfully completed college-level courses while still in high school may be eligible for college credit or advanced standing if they make satisfactory scores on the Advanced Placement Examination. This test is sponsored by the College Entrance Examination Board and is administered by participating high schools. Test scores should be sent to the Admissions/Registration office at the campus. Credit or advanced standing may be considered, if the instruction area approves, for scores of three or higher.

**Articulated Credit**

Articulated credit results from a signed agreement between St. Louis Community College and another party that outlines the alignment of training or course work with equivalent STLCC credit courses. Project Lead the Way credit is an example of articulated credit. St. Louis Community College has articulated college credit courses with courses taken in high school, and has signed articulation agreements with local high schools. Another example of a signed articulation agreement is one that aligns credit for union apprenticeship training with STLCC credit courses. STLCC has such an articulation with the St. Louis Carpenter’s Joint Apprenticeship Committee and Construction Management Technology.

**College Level Examination Program (CLEP)**

The College Level Examination Program (CLEP) evaluates students’ knowledge acquired through reading, job experience, non-college education or training programs, etc. CLEP is sponsored by the College Board. Prospective test takers should check with Assessment, Counseling or Advising to determine credit by exam options and requirements. An examination fee is charged. If credit is earned, it is recorded on the transcript as “credit by examination.” CLEP scores should be sent to the Admissions/Registration office at the campus of choice for evaluation for college credit.

**Departmental Examination**

Several instruction departments offer examinations for students who have acquired knowledge in a particular subject area. Students may petition to receive credit in a course by taking a departmental examination. The dean can refuse permission for students considered insufficiently prepared. An examination fee is charged. Tutoring is not provided, nor is passing the examination guaranteed. If credit is earned, it is recorded on the transcript as “credit by examination.” Students applying to transfer should be aware that some colleges and universities do not accept such credit.
Work or Military Experience Evaluation

Students who have earned credit from a non-accredited institution or for work experience may be granted college credit on the basis of a written or oral examination and/or certified verification of experience. Experience gained in the armed services, service schools and other sources may be considered for credit. The appropriate instruction division will determine requirements for credit.

TRANSCRIPT SERVICES

Official transcripts of grades and credits earned at the college are issued only by the Central Student Records office. The location and mailing address is Central Student Records, St. Louis Community College, 300 S. Broadway, St. Louis, MO 63102-2800. The phone number is 314-539-5159. Visit stlcc.edu/transcript for the most up-to-date information on transcript services.

Transcripts may be requested by completing a transcript request form at stlcc.edu/transcript or in person at the Cashier's office on campus.

A $5 fee is required for each transcript. Transcripts will not be processed for students with outstanding financial obligations at the college, such as library, parking fines, outstanding loans or financial aid debt.

Students with access to Banner Self-Service may view grades and print unofficial transcripts by going to stlcc.edu/selfservice to log in to their information.

Unofficial free transcripts are available through a campus advising office. Students are advised to purchase a copy of an official student transcript for their records and for making copies as needed.

TRANSFER CREDIT

To be eligible for acceptance of previously-earned credit, students must be currently enrolled at St. Louis Community College as a regular student (seeking a degree or certificate) with a declared program of study.

Students should have official transcripts mailed to the college and request an evaluation of previously-earned credits at the campus Admissions/Registration office.

Transcripts from other postsecondary institutions and military service will be evaluated. Credits in which passing grades have to be earned will be accepted and counted in transfer as they fulfill STLCC’s program and degree requirements. Transfer credits will be evaluated for degree and prerequisite requirements in the same manner as credits earned at St. Louis Community 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 of the North Central Association.

Accepted transfer credits will be included in the cumulative hours credit at STLCC. Grades earned at other institutions are not recorded and are not made part of the cumulative grade point average at STLCC.

TRANSFER TO ANOTHER SCHOOL

Admission regulations for transfer students vary among receiving colleges and universities. Therefore, students planning to transfer credits to another college or university should contact the college or university prior to enrollment. Although the acceptance of credit is at the discretion of the transfer school, STLCC does have articulation agreements that can facilitate transfer. Generally, college transfer program courses will satisfy various department, elective and degree requirements at receiving schools. Although career programs and courses are designed primarily to support transition to work, some courses and programs are accepted by other colleges and universities. Students in career programs who plan to transfer should check with the receiving school to learn more about what will transfer.

Students completing STLCC’s Missouri General Education requirements will receive certification on their transcripts. This certification satisfies all general education requirements of Missouri public colleges and universities except the University of Missouri-Columbia.

The following Missouri colleges are signatories of the General Education agreement:

### Missouri Two-Year Institutions:
- Crowder College
- East Central College
- Jefferson College
- Metropolitan Community College
- Mineral Area College
- Moberly Area Community College
- North Central Missouri College
- Ozarks Technical Community College
- St. Charles Community College
- St. Louis Community College
- State Fair Community College
- Three Rivers Community College

### Missouri Four-Year Institutions:
- Culver-Stockton College
- Harris-Stowe State University
- Lincoln University
- Missouri Southern State University
- Missouri State University
- Missouri Western State University
- Missouri University of Science and Technology
- Northwestern Missouri State University
- Southeast Missouri State University
- Truman State University
- University of Central Missouri
- University of Missouri-Kansas City
- University of Missouri-St. Louis

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General Information

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CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act ("FERPA") affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day St. Louis Community College ("college") receives a request for access. The appropriate department and school official shall make arrangements for access to these records and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. This is a list of official records and their locations: Advisement (Advising); Counseling (Counseling); Disciplinary (Student Affairs); Enrollment Records (Admissions/Registration); Financial Aid (Financial Aid); Placement (Career and Employment Services); Medical (Student Affairs); Security (College Police); Photo Identification Card (Campus Life).

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. For those students wishing to question the accuracy or appropriateness of their records, a form requesting a challenge is available in the Admissions/Registration office. This written request should identify the part of the record the student wants changed, and specify why it should be changed. The form should be filed with the Vice President for Student Affairs. If the college decides not to amend the record as requested, the student shall be notified in writing, and an appeal of the decision may be made by the student to the Student Appellate Hearing Committee.

3. The right to provide written consent before the college discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses directory information without the student's consent and includes the following: name, currently admitted and currently enrolled, class level, full or part-time enrollment, division, program of study, dates of enrollment, degrees received, height and weight for members of athletic teams, awards received, honors and college issued e-mail addresses. Requests to withhold release of directory information should be received by the Admissions/Registration office on the first day of each term during which the student wishes the withholding to be effective.

In addition, the college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel) and a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or appellate committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities at the college.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

For more information about records and information that may or may not be disclosed and other information regarding the confidentiality of student records, please see Administrative Procedure G.11 (stlcc.edu/Admin-Procedures).
ACADEMIC ADVISING

Academic advisors are available to assist students by providing information about college policies and procedures, programs of study, and course requirements. For students planning to transfer, an advisor can help clarify transfer requirements and suggest appropriate coursework; however, the responsibility for course selection and meeting degree and transfer requirements rests with each student.

ACCESS OFFICE, DISABILITY SUPPORT SERVICES

The college offers support services for students who have documented disabilities of a temporary or permanent nature. The Access office provides the following services:

- Individual advising and academic counseling.
- Coordination of needed classroom accommodations and support services.
- Consultation with faculty and staff members regarding student accommodation needs.
- Liaison with community professionals and agencies.

To qualify for services, students must contact the Access Office at the campus of enrollment in order to complete the Access Office Application for Services and schedule an initial meeting. Accommodations are generally not provided retroactively, so it is important for students to apply for accommodations and provide documentation that supports their requested accommodations early. This allows the college the necessary time for accommodations to be in place as soon as possible. Student may submit this application and documentation any time during their tenure at the college. However the college recommends submitting the application at least six weeks prior to the beginning of the semester of attendance so that reasonable accommodations can be made available. For more information, visit stlcc.edu/disAbility or call the Access office at the campus of your choice.

ATHLETICS

Districtwide varsity sports offered by the college are baseball, basketball, soccer, softball and volleyball. Students attending any STLCC location can participate in districtwide varsity sports. Students not involved in organized sports can take advantage of the campuses’ recreational facilities.

The college is a member of the National Junior College Athletic Association and the Midwest Community College Athletic Conference.

BANNER SELF-SERVICE

Students have access to enrollment, financial aid and personal information in Banner Self-Service. Students can login to Banner Self-Service at http://stlcc.edu/SelfService/.

BLACKBOARD

Most college courses use the Blackboard learning management system for important course documents and assignments. Students can login to Blackboard at stlcc.edu/blackboard. Students are encouraged to become familiar with Blackboard because even traditional face-to-face classes use Blackboard for some activities. Resources to help students learn Blackboard are available on the college’s website at http://stlcc.edu/blackboard/Student-Resources.html.

CAREER AND EMPLOYMENT SERVICES

Each campus provides placement services to assist students and alumni with finding full-time, part-time or temporary employment. An online database of employers and job listings is used to provide information about employment opportunities as well as internship and cooperative education programs. Professionals are available to help with producing resumes, improving interviewing skills and developing job search strategies.

Information about hundreds of careers is available at each campus. Decision making, life and career planning, and job search strategies are stressed as a part of career development.

CHILD CARE

The Florissant Valley campus offers child care services for children of students when classes are in session.

CLOSING PROCEDURES

The decision to cancel, delay classes or close an entire campus due to weather or other emergency situations lies with the president of each campus. Upon this decision, closings will be announced on the following stations: KMOX (1120 AM); KMOX-TV, Channel 4; KSDK-TV, Channel 5; and KTVI-TV, Channel 2. This information is also available on stlcc.edu. See Text Alerts in this section for more information on receiving urgent messages from STLCC.
CONSUMER INFORMATION

St. Louis Community College is required by the Higher Education Amendments of 1998, Public Law 105-244, to provide information regarding several consumer-education related topics. These topics include: general information about St. Louis Community College, financial aid information for St. Louis Community College, St. Louis Community College’s Completion/Graduation/Transfer Rates Report, Campus Crime Statistics (Clery Act Report), Drug and Alcohol Abuse Program Report, Equity in Athletics (Title IX) Report and Intercollegiate Athletics Annual Revenue/Expenditures (Title IX) Report.

This information may be accessed by visiting stlcc.edu/student-policy and/or stlcc.edu/Clearly-Act.

COUNSELING SERVICES

Professional counselors are available to assist students with educational, career and personal concerns. They help students gain a clear understanding of their strengths, identifying options and making choices. A variety of interest and personality tests are available to students using counseling services.

DRUG ABUSE PREVENTION INFORMATION

St. Louis Community College is committed to providing a positive and healthy environment for students and employees. As citizens, students are subjected to the rules of accountability imposed by federal, state and local laws. The criminal penalties may include fines, restitution, imprisonment, loss of driving privileges and other sanctions. Students of St. Louis Community College assume the obligation to conduct themselves in a manner compatible with the college’s function as an educational institution. Therefore, the use of, being under the influence of, possession of, or distribution of beverage alcohol or illegal drugs on campus or at any college-sponsored function will result in disciplinary action.

Students found to have violated their obligations as described above will be subject to the following sanctions: censure, disciplinary probation, restitution, compensatory service, suspension and dismissal. Actions are outlined in the Students Rights and Responsibilities.

More information is available at stlcc.edu/drug-use-prevention.

FIREARMS ON COLLEGE PROPERTY

No person (except for licensed police officers) shall possess or carry any firearm, visible or concealed, on college property (including college buildings and grounds – leased or owned by the college – college athletic fields and parking lots) or in any college van or vehicle or at college sponsored events on and off college property.

HIGHER EDUCATION OPPORTUNITY ACT

The Higher Education Opportunity Act of 2008 requires that St. Louis Community College take action to address the unauthorized distribution of copyrighted materials, including music, video and programs. If you use college technology resources to perform unauthorized distribution or sharing of such materials, you will be in violation of college policy and the student responsibilities as well as subject to criminal and/or civil prosecution for violation of copyright and other federal and state laws.

The college monitors its computer systems to protect against such activity. Outside organizations are also able to trace activity involving copyrighted materials. If a violation is detected by either the college or an outside organization, your access to college technological resources will be immediately disabled. You will need to communicate with the appropriate administrator before your privileges will be reinstated. You will also be subject to disciplinary action by the college.

The information will also be turned over to the appropriate authorities for possible criminal and/or civil prosecution. A person found in violation of the copyright laws can face criminal penalties up to a maximum of five years imprisonment and a $250,000 fine and/or civil penalties up to $150,000 per work infringed plus court costs and attorney’s fees.

A list of legal download sites and services is located at educause.edu/legalcontent.

INTERNATIONAL EDUCATION

St. Louis Community College offers opportunities for students, faculty, staff and the community to study and experience the world through international and intercultural programs, exchanges and activities, and globalized curriculum. The goal is to prepare students and the community for success in a global economy and a world in which the U.S. plays a key role. Detailed information about the international program, study abroad, student and faculty exchanges, and international collaborations and partnerships can be obtained by calling 314-539-5350 or the vice president for academic affairs on any campus.

LEARNING LABS

Each campus has mathematics, reading, English and other specialized laboratories that offer personal assistance to students to supplement classroom instruction.

These labs provide individual tutorial and remedial help for students enrolled at the college. Students may use the labs on both an informal, walk-in and an appointment basis. The labs are designed primarily to help students who are enrolled in specific courses. However, the labs are open to any student on campus who would like some help with learning skills.
LIBRARIES

Instructional Resources (IR) is a service division on each of the campuses dedicated to the support of instruction, facilitation of learning and enhancement of the cultural environment. IR buildings are centrally located on each campus and house the principal activities of the two departments of Instructional Resources: Library Services, Media Services and Instructional Design. A book collection of more than 250,000 volumes, 700 newspapers and periodicals, computer software, and numerous other instructional materials are maintained.

Registered students of the college may use and check out materials from any campus library. Student ID cards serve as library cards and are valid at all campus libraries. Students are encouraged to check with the Reference and Circulation departments for information that describes services available and library procedures.

NATIONAL STUDENT CLEARINGHOUSE SERVICES

The college has contracted with the National Student Clearinghouse to provide services to third parties and to students. Third parties can obtain degree verification and verification of attendance at degreeverify.org. Current enrollment verification can be obtained at enrollmentverify.org.

Students with access to Banner Self-Service can print enrollment verification certificates to send to health insurers, housing providers or other organizations requiring proof of enrollment. They can also check loan information, view enrollment history and view enrollment verifications provided to third parties.

ONLINE AND HYBRID COURSES

STLCC offers hundreds of online and hybrid courses every semester. While the majority of online courses are 100 percent online, some instructors may require meetings on campus for course orientations and examinations. Other instructors may require proctored examinations where the student has some choice regarding the location and time of the test. Hybrid courses are a combination of face-to-face classroom instruction and online learning. To learn more about online and hybrid courses, visit stlcc.edu/distance.

Online and hybrid courses offer students flexibility. Course work can be completed at any time and in any location where a computer with internet access is available. However, with flexibility comes responsibility. Students who participate in online and hybrid courses must be self-motivated, independent learners. These courses have deadlines just like traditional classes, and students will need excellent time management skills to succeed.

Students taking online or hybrid courses should have a computer with a reliable high-speed internet connection.

STLCC uses the Blackboard learning management system for the online portion of coursework in all classes. For Blackboard assistance and tutorials, go to stlcc.edu/blackboard.

To determine if online classes will be a good fit for you, complete the SmarterMeasure online learning readiness assessment. Log in at http://stlcc.readi.info; type in online as the Username and learner as the Password. SmarterMeasure will provide you with information and tools to help you succeed in online courses. If you have questions or need assistance, contact the Online Education Department at 314-539-5037 or online@stlcc.edu.

All students registered in online and hybrid courses must activate their my.stlcc.edu student e-mail account and possess basic computer and internet skills. For more information on student e-mail activation, go to stlcc.edu/studentemail.

PARKING ON CAMPUS

Parking tags are required on all vehicles using campus parking facilities. Parking tags are available in the Campus Life office at Florissant Valley, Forest Park and Meramec, or the Information Desk at Wildwood. Parking tags are permanent and are to be kept from one semester to another. Replacement tags are $3.

Accessible parking is available for students with physical disabilities who have state parking authorization.

SEXUAL HARASSMENT

St. Louis Community College is committed to providing an academic and work environment that is free from sexual harassment. In keeping with this commitment, the college prohibits sexual harassment of any member of the college community. Sexual harassment in any form, including verbal, written, physical or visual harassment will not be tolerated. Information about the policy and a list of sexual harassment advisors is available from the human resources office, the Fact Finder student handbook or at stlcc.edu/sh_tutorial.

STUDENT ACTIVITIES

Student activities can help students develop and expand interests and find ways to contribute talents and skills to the college. Opportunities for leadership development are available through student government, clubs and organizations, honorary societies, student publications, and special interest groups. In addition, the campuses sponsor film series, concerts, plays, discussion groups, lectures, exhibits, performances, social functions and special presentations.

For informal gatherings, the campuses provide facilities such as game rooms, meeting rooms, music and television lounges, study areas and cafeterias.
**STUDENT ID CARDS**

All students enrolled in credit courses are required to activate a STLCC OneCard. Photos can be taken in the Campus Life office at Florissant Valley, Forest Park and Meramec, or the Information Desk at Wildwood. This card is the college’s disbursement card for payments/refunds to student accounts and the card is required for checking out library books and other materials; for use of the game room, recreational facilities, and learning labs; attending student activities and sporting events; and for personal check approval. Students will be charged $20 for a replacement card.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Students are expected to assume responsibility for their actions; to know and obey federal, state and local laws; and to know and obey the rules and regulations of the college. College rules and regulations may be found in the Fact Finder student handbook available at stlcc.edu/factfinder and in offices throughout the campuses.

- **Academic Appeals** — Procedures are printed in Rights and Responsibilities section of the handbook and appear in college Administrative Procedures G.10.
- **Grievance/Disciplinary Appeals** — Procedures are printed in Rights and Responsibilities section of the handbook and appear in college Administrative Procedures G.15.
- **Suspension Appeals** — Procedures appear in Administrative Procedures G.7.9.
- **Grievance Process for Persons with Disabilities** — Procedures are printed in Rights and Responsibilities section of the handbook and appear in Administrative Procedures G.6.1.

The college administrative procedures are available at stlcc.edu/admin-procedures.

**STUDY HELP**

The college is committed to helping students succeed. Students who are encountering difficulties with academic work should consult their instructor or a counselor. A tutorial program offered through Counseling is available for some courses.

If a problem should arise which can be traced to ineffective study habits, the student should contact the Study Skills Center which exists to provide helpful solutions to study problems. The college also offers students an opportunity to bolster their grasp of fundamental skills, such as reading and math, through learning labs.

**TEXT ALERTS**

You can receive important and urgent “alert” messages from St. Louis Community College through the STLCCAlert Twitter account. You do not need a Twitter account to sign up for this alert. Messages and notifications will be sent by SMS to your cell phone.

It’s simple to sign up — simply text “Follow STLCCAlert” to 40404 from your mobile phone. Messages tweeted through this account will be received as a text message on your phone. Your mobile plan’s text message rates will apply. Or, you may scan the QR code with your Smart Phone to activate your STLCC Alert Twitter account.

**TEXTBOOKS**

Textbooks for all on-campus and off-campus classes will be available in the bookstores and at:
- stlouisccbookstore.com/floris/
- stlouisccbookstore.com/forpark/
- stlouisccbookstore.com/meramec/
- stlouisccbookstore.com/wildwood/

**TOBACCO FREE POLICY**

The college is committed to providing an environment that is safe and healthy. Use of tobacco products is prohibited on all college property and in all college vehicles. There will be no designated smoking areas within the property boundary. Violators may receive disciplinary action; including fines and holds placed on registration and transcripts.

**UNATTENDED CHILDREN**

Students are not permitted to bring children to class, nor should children be left unattended in the halls, offices, library, student center or outside on campus property. The college reserves the right to protect the safety and welfare of unattended children. If students leave children unattended, the college will institute appropriate disciplinary action.

**WELFARE REFORM RESPONSE**

Support services are available to students who receive public assistance, Student Assistance Program (SAP), Food Stamps, Medicaid or Child Care Assistance.

The SAP office helps students stay in school and succeed in school by providing support, informing them of their rights and finding resources both on and off campus. To access these services, call the SAP office on campus.
COMMUNITY PROGRAMS

PROJECT LEAD THE WAY

St. Louis Community College is the community college partner in the region’s Project Lead the Way program and provides leadership and support for the local initiative. Through Project Lead the Way, students in high school can earn credit hours in engineering technology.

Project Lead the Way students also are required to take rigorous academic courses while in high school that better prepare them for college-level coursework. For additional information on Project Lead the Way credit or other Project Lead the Way activities, contact the Engineering and Technology department at 314-513-4308 or Brett Richardson at 314-539-5047.

WORKFORCE SOLUTIONS GROUP

The Workforce Solutions Group of St. Louis Community College leverages education for growth in the knowledge economy by offering programs and services designed to advance people, businesses and communities. The Workforce Solutions Group accomplishes this through its operating units which include Corporate Services, Continuing Education and Community Services.

The Workforce Solutions Group and all of its operating units are centrally located at the Corporate College, a state of the art facility solely dedicated to corporate education and professional development. To learn more visit us online at stlcc.edu/workforce or on Twitter: @STLCCworkforce.

Advancing People

Continuing Education

Continuing Education (CE) advances people by enrolling 40,000 individuals annually in professional development or personal enrichment courses. More than 40 percent of individuals complete professional development training including CEUs toward a license or certification, while 60 percent seek personal enrichment opportunities.

Each year, CE offers more than 3,000 courses at various locations throughout the greater St. Louis region including campuses, extension centers and community partner locations. CE also offers a menu of educational opportunities online. To learn more visit CE online at stlcc.edu/ce or on Twitter: @STLCCce.

Advancing Businesses

Corporate Services

Corporate Services offers a comprehensive group of workforce solutions both locally and globally. The unit is one of the largest providers of training and consulting services in the St. Louis metro area, advancing more than 10,000 employees representing 100 regional companies on an annual basis in a wide range of training topics.

As a member of Global Corporate College’s consortium of colleges, the unit is also able to offer enterprise-wide solutions for organizations with a national/international footprint. In addition, Corporate Services coordinates the onsite services available at the Corporate College through the Testing and Assessment Center, WorkKeys Solution Center and Meeting/Event Services. Visit stlcc.edu/corporate to learn more.

Advancing Communities

Community Services

Community Services advances local communities by partnering with employers, community organizations, education and government to create job training opportunities for residents and a talent pipeline for employers.

Community Services also delivers an array of accelerated training programs providing marketable job skills, usually in less than one semester as well as reaching out to underserved communities through our location in the Metropolitan Education and Training (MET) Center, a collaborative neighborhood training and support center. Visit stlcc.edu/community-services to learn more.
MISSION
The St. Louis Community College Foundation solicits private financial support to further the mission of the college.

PURPOSE
Through the generosity of our community partners, which includes friends, staff, alumni, foundations and corporations, the St. Louis Community College Foundation is able to make a significant difference in the lives of our students by providing affordable, accessible, quality education. Funds raised through the St. Louis Community College Foundation are used for student scholarships and program support.

To make a contribution to the St. Louis Community College Foundation, call 314-539-5472 or email foundation@stlcc.edu.

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