

**Linn State Technical College
2010 Student Handbook**

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WELCOME TO LINN STATE TECHNICAL COLLEGE

Students who attend Linn State Technical College (LSTC) are interested in developing marketable skills that will prepare them for a technical position in industry. The staff and faculty of Linn State Technical College are here to guide that preparation in a practical and systematic manner and to assist students in learning under the best of conditions. This handbook was prepared to help the students understand the procedures and regulations of Linn State Technical College.

Students at Linn State Technical College are expected to participate actively in each class. The classes are small so that students can get intensive hands-on experience and receive personal attention from the instructors. Attendance is important, but participation (interaction and active, critical thinking) is equally important in order to get the most out of their technical education.

Students need to apply themselves to studies at Linn State Technical College. Neither instructors, administrative staff, nor parents can assure the students' success. Success depends on each student's willingness to take responsibility for his/her own learning.

About the College

Legislative History

Linn Technical College, supported by a grant to the Osage County R-II School District from the National Defense Education Act of 1958, offered its first program in electronics in the fall of 1961. By 1965 the College was awarded the status of an Area Vocational Technical School by the Missouri State Board of Education through the federal Vocational Education Act of 1963. In 1991, statutory authority was established for the granting of certificates and associate degrees. In 1995, statutory re-definition, created "Linn State Technical College." The College continued to be governed by the Osage County R-II School Board until July 1, 1996 when the Board of Regents accepted full responsibility for the institution as Linn State Technical College. It became Missouri's first and only public institution devoted solely to technical education at the Associate of Applied Science level. This legislation states that "the controlling purpose of LSTC is to prepare students for profitable employment."

Guarantee

Linn State Technical College guarantees satisfaction with the training it provides. Any graduate of the College who is found by either his or her employer or the graduate to lack entry-level skills (competencies) listed in the graduate's records as having been satisfactorily demonstrated may return to Linn State Technical College for retraining with the tuition being waived. This guarantee shall be subject to the following terms:

1. The guarantee shall be good for 180 days after graduation, i.e., the performance deficiency must be identified within 180 days.
2. The graduate must notify the College of his or her intent to return for retraining within 210 days after graduation.
3. The retraining must be completed the first time it is offered as a part of the College's regular schedule after the College is notified of the graduate's intent to accomplish retraining.

Notice of Student Responsibility

Linn State Technical College reserves the right to revise the following policies, regulations and schedules. Each student is responsible for the information contained in this handbook, which is located on the Linn State Technical College website www.linnstate.edu/current/pdfs/StudentHandbook.pdf. It is strongly recommended that each student print a copy for his/her own use.

Failure to read the regulations will not be considered a valid reason for non-compliance.

Change of Student/Alumni Information

It is the students' responsibility to report any changes of student information (name, address, telephone number, etc.) to the Academic Records Office as soon as possible. Students should also keep their academic advisors informed of changes. It is recommended that alumni contact the Career Services Office of any address/location changes so "Lifetime Career Services" may be used, as well as receiving alumni publications and other information from the College.

Services For Students

Services for students at Linn State Technical College are designed to provide support services to students in meeting their individual educational goals. Services to students at LSTC include financial aid, on-campus housing, academic advisement, library resources, academic support, counseling services, services for special populations, career planning, student activities and organizations.

Counseling Services

The Office of Counseling Services works together with all faculty members in carrying out the counseling program at Linn State Technical College. Academic, social, and career concerns will be primarily coordinated in the Office of Counseling Services. These concerns include but are not limited to attendance, insubordination, behavioral issues, health, safety and welfare. The counselors do not attempt to make decisions for students; rather, they seek to help students make responsible decisions for themselves. Counseling services at LSTC assist students in making educational and personal decisions. Should additional counseling services be required, students will be referred to qualified counselors off-campus.

Services for Special Populations

The college is committed to providing equal opportunities for students of special populations in accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990. LSTC

does not exclude students with disabilities from any program or activity; but they must be able to perform the skills defined as essential to the program and related field of study. If a student's disability places him/her or another student in a potential unsafe situation, the College has the right to deny participation in some or all educational activities. If a student finds that his/her academic program is not accessible, information should be reported to the VRE or Department Chair. As needs are reported, every effort is made to respond in a timely manner to make programs accessible.

After high school graduation, the high school Individualized Education Plan (IEP) ends and there is no mandated IEP at the college level. The college student is considered an adult and must self-identify and provide appropriate and current documentation based on the college's requirements. The college is not responsible for the cost of evaluations should they be necessary.

Students with special needs should contact the Clinical Counselor/Vocational Resource Educator (VRE) prior to the start of classes. The type of service made available is dependent upon documented expressed need. A student requiring reasonable accommodations/considerations due to a documented disability must provide current documentation regarding his/her disability and specific accommodations needed prior to receiving any accommodations. Once the current documentation is received, the VRE may write an IEP or 504 plan with reasonable accommodations.

The VRE works with each student with special needs, reviewing documentation and his/her request for accommodations as well as encouraging him/her to take advantage of the accommodations available. The college provides reasonable accommodations, but only if the student discloses his/her disability and asks for accommodations. That information is kept confidential and shared only with those who have a need to know. At the college level, because each student is considered an adult, he/she is the only one who can activate his/her IEP/504 Plan by notifying each instructor and requesting accommodations in each class. No one else can do this for the student including counselors and/or parents.

Student Insurance

Linn State Technical College carries NO student medical/accident insurance. There is no College-funded insurance coverage for students while participating in school-sponsored, school-supervised, or school-funded activities nor is there insurance coverage for in-class activities. It is highly recommended that the student have personal medical/accident insurance. The College does provide information on reduced student/family plans that directly contract with students and/or their parents. The College does not broker or endorse any insurance plan for students.

Student Identification Cards

Valid student ID cards are required of all LSTC students. Report lost or stolen ID cards Student Activities Office located in the Activity Center. A fee of \$2.00 is required for replacement.

Student Code of Conduct

Students enrolling at the College assume the obligation to conduct themselves in a manner compatible with the educational purposes of the College. If a student fails to do so and engages in behavior disruptive to the educational process, the College will institute appropriate disciplinary action, up to and including EXPULSION.

Specifically, students are expected to comply with federal, state, and county laws concerning activities prohibited generally and specifically on public school property and at College-sponsored functions. Among these illicit activities are civil disobedience, forgery, cheating, gambling, immoral conduct, libel, theft, use and sale of alcoholic beverages and narcotics. In addition to demonstrating honesty and integrity, students are expected to comply with all policies, regulations, and procedures of Linn State Technical College.

As long as a student is enrolled in the College he/she is a student 24 hours a day, seven days a week; whether on or off campus and is expected to comply with federal, state, and county laws. Infractions of the law and/or illicit activities will be dealt with by LSTC as-well-as by state and/or local authorities. The College has the right to impose its own sanctions and the student will be considered "not-in-good-standing" until sanctions have been satisfied.

Job Readiness Behavior Standards

According to the College's Legislative History, the "controlling purpose" of Linn State Technical College is "to prepare students for profitable employment." The behaviors of Linn State Technical College students are expected to match what is common in business and industry for gaining and keeping employment. Standards are stated in five levels on the Linn State Technical College Job Readiness Work Ethic Chart.

LEVEL 4 are examples of ideal standards, worthy of special note, praise or reward.

LEVEL 3 are examples of above-average performance, showing extra effort.

LEVEL 2 are considered average, up to usual, expected, "Job Ready" standards.

LEVEL 1 are considered to be those exhibited when "learning" or "trying" to comply.

LEVEL 0 are those considered to be unacceptable for an employee or for a student.

Level Zero behaviors are to be reported to the Associate Dean of Student Affairs for immediate attention.

Note: Instructors may consider industry standards for attendance, behaviors, and/or safety as a part of the grading system provided the syllabi (or Department /Course Contracts) clearly state how grades are impacted by attendance, behaviors, and/or safety. It is expected that all syllabi and/or contracts clearly state if (how) students' compliance with attendance, behaviors, and safety will (or will not) impact grades.

The LSTC Job Readiness Work Ethic Behaviors Chart may be used as the instructors' standard for attendance, behavior, or safety if it is stated as such in the class syllabi or contracts (as in General Education classes where no industrial standard exists). Where any Job Readiness Work Ethic Chart Topic impacts grades, the standards should be specifically stated in the course syllabi and/or contracts.

Safety

Safety is of prime importance in any work place. Work place standards for safety are upheld at Linn State Technical College. Students place themselves and the College in jeopardy when they act in an unsafe manner. Safety is listed first on the Job Readiness Work Ethic Chart due to its importance to the College, and to future employers of the graduates, in terms of liability. Personal safety equipment and safe operation of all machinery and vehicles are expected of all LSTC students. Industrial safety standards (FAA, OSHA, etc.) apply, as appropriate, to LSTC shops, laboratories, field experiences, and internships. Where posted, safety glasses or other devices are to be worn. Horseplay, unsafe driving, misuse of machines, and refusals to wear proper safety gear (and other safety violations) can lead to poor grades (see above) or College sanctions and fines. A usual Dean's

sanction is suspension from a class, laboratory, field experience, major, internship, LSTC Housing, or the College. Repeat safety offenders face expulsion from Linn State Technical College.

Trust

Trust is an expectation in any work place. Work place standards for trust are upheld at Linn State Technical College. Trust is also included in the Job Readiness Work Ethic Chart. Students who lie, cheat, steal, or are academically dishonest place themselves in jeopardy of lowered grades. Students also face law enforcement, court sanctions or Dean's sanctions. These may include restitution, probation, community service, and suspension from a class, department, LSTC Housing, or the College. Expulsion from the College may be imposed for felony-level offenses or for repeat offenders.

Attendance

Attendance is an expectation in any work place. Employees or students who are chronically missing cannot easily complete their work. Work place standards for class attendance are upheld at Linn State Technical College and are included in the Job Readiness Work Ethic Chart. This includes the expectation to avoid tardiness, abuse of breaks, and leaving early. Work place type notification is also expected from students who are absent, tardy, or leaving early. Attendance can impact grades, major status, and financial aid. (See the section of the Student Handbook on Attendance Policy.)

Timeliness

Timeliness is an expectation in any work place. An employee or student who cannot be relied upon to start tasks and complete them on time (without undue reminders or oversight) is a liability to the work place - or to the classroom, shop or lab - because resources are redirected to keep them on task. Work place standards for timeliness are upheld at Linn State Technical College and are included in the Job Readiness Work Ethic Chart. This includes no tolerance for abuse of deadlines by procrastination, refusals, or ignoring stated tasks and/or deadlines. Timeliness can impact grades. Instructors may reduce credit for late assignments provided this is explained in the syllabi and/or course contracts.

Work Habits

Positive work habits are expected in any work place. Employees or students are expected to possess a work ethic that is inferred from behaviors that show them to be diligent, responsible and organized. Work place standards for work habits are upheld at Linn State Technical College and are included in the Job Readiness Work Ethic Chart. When positive work habits are coupled with good skills and timeliness, it is evident that the employee or student takes pride in his/her work and has a good work ethic. Poor work habits can impact class grades. Instructors may reduce credit for assignments or projects where skill levels, timeliness and class standards have been compromised by poor habits, poor quality, low output, or inactivity; provided this is explained in the syllabi or course contracts.

Interpersonal Habits

Positive interpersonal habits are expected in any work place. In addition to attending to specific tasks and doing the assigned work, the employee or student is expected to show that he/she is civil, polite and respectful to

himself/herself and others in the environment. Work place standards for interpersonal relations are upheld at Linn State Technical College and are included on the Job Readiness Work Ethic Chart. Any act of insubordination is considered to be a violation of interpersonal relations. The employee who is insubordinate, risks being fired. The student who is insubordinate, risks sanctions that include suspension or expulsion from the College. The employee or student who displays a lack of civility and who creates bad feelings by hurtful words or slurs directed toward race, handicap, sex, nationality (or other topics) by the use of threats to do harm or by acts of violence which create harassment or a hostile environment (whether in person or by written, oral, visual, symbolic or electronic means) risks removal from the population. The employee risks being fired. The student risks suspension and other sanctions including referral to law enforcement and/or expulsion from the College.

Citizenship

Positive citizenship is expected in the work place. In addition to traditional expectations for job skills and work ethic, employers are increasingly placing demands on employees to be law abiding citizens who are in compliance with the local, state, and federal laws, as well as the social expectations of the community and the work place. Work place standards for citizenship are upheld at Linn State Technical College and are included on the Job Readiness Work Ethic Chart. Citizenship applies to the rules of the College and to the laws existing outside of the College. Good citizenship contributes to elevating the quality of a work place environment and to elevating the quality of the College environment. Employees or students should be able to expect that those in the environment will follow the law and the rules. Where the employee or student's violations are gross, dishonest, violent, harassing or felonious (against local, state or federal law), the same sanctions which apply to interpersonal relations above also apply here. The employee risks being fired. The student risks suspension, other sanctions and/or expulsion from the College. (See sections of the Student Handbook on Firearms; Alcohol, Drugs and Tobacco; Substance Abuse; Sexual Harassment; Complaints; Grievances and Civil Rights which also cover suspension and sanctions.)

Referrals to the Associate Dean of Student Affairs

(SEE LEVEL 0 of the Job Readiness Behaviors)

Unsafe Acts: Violence, Threats, Harassment or Hazing

Sexual Assault: (or intimidation), or Instigation of any such

Loss of Trust: Lies, Theft or other Acts of Deception or Instigation of Untrustworthy Acts

Academic Dishonesty: (Cheating & Plagiarism) Acting for self, or others, to cheat or plagiarize, having someone act for you and lying to avoid consequences of Academic Dishonesty

Excessive Absences: with the potential to impact GPA, Financial Aid or Major Status

Missing Students: AWOL? Cannot be located? This is a Retention Intervention.

Abuse of Academic Deadlines: Fail to turn in Assignments, Projects or Homework

Lack of Diligence and/or Pride in Work: As evidenced by indolence, dashing through work and failing to make corrections; OR, a Negative Attitude toward work OR refusals to heed prior warnings, falling grades

Disrespectful: Interpersonal Relationships with Fellow Students, Staff and/or Faculty as evidenced by the creation of bad feelings through the use of Gossip, Name Calling or Slurs @ Racial, Ethnic, Sexual, Religious or Political make up of an individual or a group

Displaying (or using) Terms or Symbols: (Which may create a hostile learning/work environment.) This includes; but is not limited to, statements about race, color, body type, size, citizenship, accent, mental health, intelligence, handicap/disability and/or sexuality and/or instigation of the same.

Insubordination: (by words or acts) toward Faculty or Staff, joining others in Insubordination

Instigating Insubordination: Aiding others in their insubordination

Poor Citizenship at LSTC: as evidenced by breaking the Rules of the College, of a Class, of Housing or of a Department and/or violations of LSTC Rules while on LSTC Internships, trips or at LSTC sponsored events

Major Violations: Violations of LSTC rules and/or State & Federal Laws governing the use and/or distribution of controlled items; including, but not limited to, Alcohol, Illegal Drugs, Tobacco, Explosives and Firearms

The Possession of any of those Major Violations above and/or the Associated Drug Paraphernalia for the use, growth or manufacture of illegal drugs and/or “Holding” for someone else

Failure of Drug Test: For an Internship, for a job or for a Departmental Requirement

Documented Evidence of poor Citizenship Outside of LSTC (in the community): as evidenced by Arrests and Court Jurisdiction (or convictions) for violations of Drugs or Alcohol (at Felony level) or Loss of Driving Privileges for DUI or DWI

Other Unsafe or Unlawful Acts Causing Sentencing to Jail or Prison: For sufficient time to have a negative impact upon status as a student “in good standing”; indicating need for Exit or Withdrawal

Arrest and Conviction for Unlawful Acts: Toward LSTC; it’s Faculty, Staff or any Student of LSTC; whether the act was committed on LSTC property, at an LSTC event, on an LSTC trip or out in the Community

Bringing Ill Repute Upon the LSTC Name or Image: Reputation as violent, unsafe or untrustworthy

Requests by Departments for Hearings: For Dismissal from Department; Change of Major

Requests by Housing Community for Hearings: Problems in the LSTC Housing Community

Requests for Hearings: For Suspension from (or Dismissal from) Housing or from the College

Incident Report

Students are encouraged to complete an Incident Report for minor incidents, problems that he/she wishes to make the College aware of; and/or correct. The student will be interviewed by the Associate Dean of Student Affairs or designee who will follow up on the incident and report the resolution/status to the student within TEN class days. The resolution/status may be given to the student verbally and need not be in writing. If not satisfied with the resolution, the student will have another TEN class days after being informed of the status in which to file a Formal Complaint. Incident Forms are available from the Counseling Staff, Associate Dean of Student Affairs and on MyLSTC.com.

Job Readiness Work Ethic charts are posted around the College. Copies are available from the Associate Dean of Student Affairs, Counselors, Department Chairs and at both ITC and NTC reception desks. Topics included in the Job Readiness Work Ethic Chart are explained below.

* Academic Dishonesty is an exception. In cases of cheating or plagiarism the grade may be an automatic F.

Academic Dishonesty

The academic integrity of the College will not permit acts of Plagiarism and Cheating to take place without consequences. It is strongly recommended that *consequences for Plagiarism and Cheating* be addressed in **Course syllabi** and that all students read this **Student Handbook**. The primary persons who are empowered to monitor, detect, report and recommend sanctions for Plagiarism and Cheating are instructors. **Initial consequences for Plagiarism and Cheating are instructor-driven** and may include (among others) **HOLDS, lowered grades and/or failure of courses**.

In addition to instructors' sanctions; Plagiarism and Cheating can lead to **Dean's sanctions of Disciplinary Probation or Long-term Suspension. Where instructors and Deans recommend a Presidential Review; the student also risks Expulsion from the College.**

Incidents of Academic Dishonesty are to be reported to the Associate Dean of Student Affairs. **This includes anything that a student might do to circumvent the academic requirements of the College.**

The offense of Academic Dishonesty includes -but is not limited to- everything under Cheating, as well as the following examples which are drawn from behaviors of real students who got CAUGHT:

- ✓ Chronic tardiness or leaving early; which leads to the disruption of classes, shops or labs
- ✓ Excessive Class Cutting and unreasonable requests for "Make-up work" or "Make-up Tests"
- ✓ Argumentative disruptions of the Learning Environment; Insubordination
- ✓ Scheduling manipulations to avoid certain Instructors or courses that are needed, but "disliked"
- ✓ Sleeping in classes, shops or labs because of working and/or partying all night
- ✓ Going to classes, shops or labs "Under the Influence" of Alcohol and/or other Drugs
- ✓ Adding classes for credit hours, to get Financial Aid and not attending them
- ✓ Picking up Loan Checks after registration and not returning to actually attend classes
- ✓ Enrolling to claim student status, for Car/Medical Insurance purposes and not actually attending classes
- ✓ Disrupting the right of others to learn with tangents or "smart-mouthed" comments
- ✓ Failure to follow directions on a required LSTC Assessment Test; such as CAAP or TABE
- ✓ Drawing Computer Research or term papers from the World Wide Web (without citing credit - plagiarism)
- ✓ Misuse of Academic Computers to send or receive Pornography and/or playing games on-line
- ✓ Refusing to participate in a group assignment or project, and accept/claim credit for others' work
- ✓ Selling, or giving away, used Lab Manuals or Shop Workbooks containing written in answers
- ✓ Turning in the same paper (or giving the same report or speech) in more than one course
- ✓ Plagiarism (taking material from protected sources -print or internet- without citations of credit or permission)
- ✓ Aiding someone else to cheat or commit plagiarism for you
- ✓ Plagiarism by Proxy - Having someone else write research papers for you
- ✓ Cheating on an assignment
- ✓ Cheating on a test
- ✓ Cheating by Proxy - Having someone else take a test for you
- ✓ Copying Homework or Lab assignments from others (and claiming credit)
- ✓ Aiding someone else in cheating
- ✓ Lying to avoid the consequences of any of the above

Choices of Consequences for Instructors include, but are not limited to:

Allow student to do assignment over for an **"F"** grade above zero

ZERO for refusing to do the assignment over

NO MAKE UP FOR compromised **Tests = ZERO** grade on compromised tests

Other grades; as instructor dictates; including lowered grade on compromised assignment or **"F"** for course.

Other course-related consequences; as instructor dictates (disallowed internships, denial of honors, poor recommendations, etc.).

Disciplinary Consequences: Student is on Disciplinary Probation for the rest of the semester and any further Disciplinary Actions can lead to Suspension. The Dean will facilitate a student's request for a Hearing to challenge consequences; subject to the Associate Dean of Student Affairs.

President's Consequences: Review student's Academic Dishonesty file to decide if Suspension will be upheld, or if student will be **Expelled by Presidential Order**

Instructors may activate sanctions by calling these acts to the attention of the Associate Dean of Student Affairs in instances where they notice Academic Dishonesty

Instructors may report any behaviors that are felt to compromise their right to instruct and/or the right of the students to learn. Students may not sabotage their own learning or that of other students. Other Students or Staff may activate these sanctions by reporting them to one of the Counselors or to the Dean. Everyone must protect the learning environment from dishonest persons claiming to be students, but whose behaviors clearly indicate that they are not "Students-in-Good-Standing".

Student Computer and Internet Acceptable Use Procedure

User Responsibility

1. Only currently enrolled students with good standing can be authorized users of Linn State Technical College (LSTC) computer and network resources.
2. All users understand that the use of the Internet requires responsibility on their part.
3. All computers and associated network resources provided by the college are state resources and hence require users to be good stewards of these resources.
4. Use of computers and Internet shall be in accordance with Missouri Research and Education Network Acceptable Use Policy and the appropriate state and federal laws.
5. Damage, security, and use of your computer hardware, software, and accounts while utilizing LSTC's computer and networking resources and services remain the users' responsibility. Students will accept full responsibility for their equipment, accounts, and activity performed while utilizing LSTC computing resources and services.
6. All computer users understand that assignments, correspondences, or other information should be saved on an individual's data storage device to insure that work is saved rather than saving such information on LSTC computers.
7. All computer users understand that downloading programs and information to LSTC computers from the Internet is not permitted without the permission of faculty or staff.
8. Connecting networked devices (other than computers) into the LSTC network is prohibited.
9. All computer users understand that the use of any form of tobacco is not allowed in the computer lab and food and that drinks are not allowed around the computer terminal.
10. All users of the computer and networking resources realize the importance of online safety by adhering to the following:
 - a. Be selective in giving out personal information such as your address or telephone number,
 - b. Never send pictures that are personally identifiable,
 - c. Always use up-to-date anti-virus and firewalls.

Appropriate Use

1. Internet access is provided by MOREnet www.more.net. Access to the Internet is bound by the Acceptable Use Policy (AUP) <http://www.more.net/projects/members/aup.html> of MOREnet and relevant state and federal laws.
2. Acceptable uses include instructional use in classes, research, administrative support, electronic mail, and resume' or vita posting.
3. All network use by MOREnet members and those connected via a MOREnet site shall be for, or in support of, research, education, local, state, or national government affairs, economic development or public

service. Any MOREnet traffic that crosses onto other networks must conform to the acceptable use policy of those networks.

Unacceptable Use

1. The following violations may lead to sanctions (see below):
 - a. Accessing or participating in activities that contain obscene or otherwise inappropriate materials;
 - b. Tampering with computer equipment, computer users, or computer data;
 - c. Plagiarizing or violating copyright restrictions;
 - d. Violating any federal or state law;
 - e. Invading the privacy of individuals or organizational groups;
 - f. Harming or harassing others;
 - g. Accessing protected and private network resources without authorization;
 - h. Using the Internet for commercial activities, including, but not limited to, commercial solicitation of business;
 - i. Hosting a website, file sharing activities, and hosting FTP sites;
 - j. Accessing the Internet utilizing a school account without permission from the appropriate school personnel;
 - k. Disrupting normal network use and service including the propagation of computer viruses;
 - l. Inappropriate use of social networking sites.

Possible Sanctions for Misuse

1. Technology Services monitors the use of all computer and network systems and will disconnect anyone who appears to be violating this agreement.
2. Upon detection of an alleged violation, Technology Services will disable the account and turn all pertinent information over to the appropriate instructor or Director or Associate Dean of Student Affairs.
3. Penalties for violation of this agreement range from the loss of computer resources to dismissal from the College, prosecution, and/or civil action.

Campus Policies/Procedures and Regulations

Presidential Order on Firearms

Until further notice, consent to carry concealed firearms into or onto property owned or controlled (including the airport) by Linn State Technical College, other than in a vehicle as provided by law, may only be done by written consent of the President of Linn State Technical College.

Any individual found in violation risks suspension and/or referral to law enforcement.

Weapons Policy

The possession or storage of a deadly weapon, destructive device, or fireworks in any form is prohibited on any LSTC campus property or in any facility, including that which is owned, leased, or operated/controlled by LSTC. This includes college housing, Activity Center, vehicles, parking areas, and private vehicles parked or operated either on campus or at any off-campus facility owned, leased, or operated by LSTC.

Weapons and firearms have historically been barred from LSTC campus sites since they represent a threat to good order and the proper environment for the pursuit of academic endeavors. This policy established the College's procedures for dealing with persons carrying unauthorized weapons and destructive devices. Violations will be dealt with as a safety, health, and welfare issue and disciplined accordingly.

Deadly weapons defined by Missouri Statute and applied in this policy are:

- Any weapons from which a shot, readily capable of producing death or serious injury may be discharged.
- Any knife other than a normal pocket knife.
- A billy, nightstick or club.
- A blackjack or slapjack.
- A nunchaku karate stick.
- A suriken or death starg.
- Artificial knuckles made from metal, plastic or similar hard material.

Nondiscrimination Policy

If you are a student, you may not be discriminated against on the basis of race, sex, creed, color, national origin, age or disability in:

- * Admission
- * Access to enrollment in courses
- * Access to and use of college facilities
- * Counseling and guidance materials, tests, and practices
- * Vocational education
- * Physical education
- * Competitive athletics
- * Graduation requirements
- * Student rules, regulations, and benefits
- * Treatment as a married and/or pregnant student
- * Housing
- * Financial assistance
- * Placement services
- * Health services
- * College-sponsored extracurricular activities
- * Most other aid, benefits or services

Any student having inquiries concerning Linn State Technical College compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 is directed to contact the Associate Dean of Student Affairs either by telephone at 573-897-5193 or by mail at Linn State Technical College, One Technology Drive, Linn, MO 65051. The Associate Dean of Student Affairs is responsible for coordinating the

institution's efforts to comply with the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act.

Any person may contact the Office for Civil Rights, U.S. Department of Education regarding the institution's compliance with the regulations implementing Title VI, Title IX or Section 504. The Kansas City Office for Civil Rights may be reached at U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. The telephone number is (816)268-0550 and fax number is (816)823-1404. Telecommunication Device for the Deaf (TDD): (877)521-2172.

E-mail: OCR.KansasCity@ed.gov and Website: <http://www.ed.gov/about/offices/list/ocr/index.html>.

A student may also file a complaint of illegal discrimination with the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, DC, or the Missouri Commission on Human Rights, at the same time the Linn State Technical College grievance process is filed; or without using the Linn State Technical College grievance process.

Notification of Equal Rights/Equal Access Grievance Procedure

Civil Rights Compliance

As per Board of Regents policy adopted May 7, 1996, applicants for admission and employment, students, parents of secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Linn State Technical College are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission/access to or treatment/employment in its programs and activities.

Any person having inquiries concerning Linn State Technical College compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 is directed to contact the Associate Dean of Student Affairs by telephone at (573) 897-5193 or by mail at Linn State Technical College, One Technology Drive, Linn, MO 65051. The Associate Dean of Student Affairs is responsible for coordinating the institution's efforts to comply with the regulations implementing Title II, Title VI, Title IX and Section 504.

Any person may also contact the Kansas City Office for Civil Rights (OCR) regarding the College's compliance with the regulations implementing Title II, Title VI, Title IX or Section 504. The address is U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. The telephone number is 816-268-0550 and fax number is 816-823-1404. Telecommunication Device for the Deaf (TDD): (877)521-2172.

E-mail: OCR.KansasCity@ed.gov and Website: <http://www.ed.gov/about/offices/list/ocr/index.html>.

Report all Equal Rights Questions to the Associate Dean of Student Affairs. It is the policy of Linn State Technical College not to discriminate on the basis of race, color, national origin, religion, sex, age or handicap in its educational programs, activities or employment as required by Title IX and Section 504 and other applicable legislation. As a student of Linn State Technical College, you are protected from discrimination in the following areas.

As a student, you may not be discriminated against on the basis of race, color, national origin, religion, sex, age or handicapping condition in:

- ✓ Admission
- ✓ Access to enrollment in courses
- ✓ Access to, and use of, school facilities
- ✓ Counseling and guidance materials, tests, and practices
- ✓ Vocational education
- ✓ Graduation requirements
- ✓ Student rules, regulations, and benefits
- ✓ Treatment as a married and/or pregnant student
- ✓ Housing
- ✓ Financial Assistance
- ✓ Placement Services
- ✓ School-sponsored extra-curricular activities
- ✓ Student Honors
- ✓ Other aid, benefits or services

Discrimination

(See also Complaints and Grievances)

If a student believes they have been discriminated against on the basis of race, color, national origin, religion, sex, age or handicap conditions, they may make a claim that their rights have been denied. This claim or grievance may be discussed with one of the Counseling Services Staff. If it is still felt that there is a Civil Rights Discrimination Grievance, see the Associate Dean of Student Affairs at once. The student will be asked to write down the actions, policies, or practices, which are believed to be discriminatory. Forms are available from the Associate Dean of Student Affairs, as well as assistance in completing them. Assistance is also available from other staff in that area. Once the grievance is filed, the complainant will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that are believed to discriminate. If there is agreement that the student has been discriminated against, corrective action will be taken to restore his/her rights. If there is no agreement, he/she may appeal the grievance to a person. (See section on Complaints and Grievances)

A student may also file a complaint of illegal discrimination with the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, DC, or the Missouri Commission on Human Rights, at the same time the LSTC grievance process is filed; or without using the LSTC grievance process.

If a student files a complaint with the Office of Civil Rights, he/she must file it, in writing, no later than 180 days after the occurrence of the possible discrimination. For assistance, see the Clinical Counselor/VRE, the College Counselor or Associate Dean of Student Affairs. That Counselor or Dean will supply the current Office of Civil Rights address. If a complaint is filed with LSTC, the student will have a year to file the paperwork.

In preparing a discrimination grievance, detail the following:

- ✓ The exact nature of the grievance, how the student believes he/she may have been discriminated against, and any persons believed to be responsible
- ✓ The date(s), time(s), and place(s) of the grievance
- ✓ The names of witnesses or people who have knowledge about the grievance
- ✓ Any available written documentation or evidence that is relevant to the grievance
- ✓ The actions that could be taken to correct the grievance

Any person having inquiries concerning Linn State Technical College compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Associate Dean of Student Affairs, Linn State Technical College, One Technology Drive, Linn, MO 65051, (573) 897-5193. The Dean has been

assigned to coordinate the institution's compliance with the regulations implementing Title VI, Title IX and Section 504.

Notification of Responsibility

It is the duty of Linn State Technical College (LSTC) and any of its associated employees and volunteers to warn students of possible risks of participation in on-campus or off-campus activities (including transportation to/from trips) for the period of his/her enrollment. It is also the duty of LSTC to obtain parental permission slips for students under the age of 18 and to give Notification of Responsibility forms to each incoming student. It is the student's responsibility to evaluate the risks that they voluntarily take when participating in activities.

This holds true while participating in voluntary social, recreational and/or competitive activities; whether on campus or off, including; but not limited to:

- ✓ Student Government Association (SGA)
- ✓ Residential Government Association (RGA)
- ✓ General Intramural Sports
- ✓ Housing Community Sports
- ✓ Volunteerism under Campus Compact
- ✓ Volunteerism under Student Service Semester
- ✓ Academic Clubs
- ✓ Social Clubs
- ✓ Student Activity Events sponsored by the College
- ✓ Student Activity Events sponsored by general student organizations (including SGA)
- ✓ Student Activity Events sponsored by residential community organizations (RGA)
- ✓ Competitions (Local, District, State and/or National)
- ✓ Field Trips (Educational and/or Recreational)

Student Immunization Policy

Linn State Technical College values the health and well being of all individuals and groups who are members of the collective entity known as Linn State Technical College. Linn State Technical College follows the guidelines adopted by the American College Health Association. The implementation of this policy will be carried out in compliance with all applicable requirements of law. Application for exceptions may be made to the President of the College.

Entering students are encouraged to make certain that they have had a recommended second dose of measles, mumps, and rubella (MMR) vaccine. The State of Missouri may provide these vaccinations without charge to college freshmen through local health departments subject to local regulations. In addition, residential students in on-campus housing and foreign students are to present results of a tuberculosis test.

- ✓ ALL entering students must return the signed Immunization Record and TB Screening form to the Office of Admissions **before** attending classes.
- ✓ SB686 requires students living in on-campus housing to have a meningitis vaccination or a written physician's exemption on file.

The College does not have an on-campus health facility.

Children in the Classroom

Students and staff members may not bring children to the classroom due to liabilities, safety, and classroom distraction.

State Law Prohibits “Underage Tobacco” Use/Possession

Missouri Revised Statutes
Chapter 407
Merchandising Practices
Section 407.933

August 28, 2001

Minors employed by division of liquor control may purchase cigarettes for enforcement purposes - misrepresentation of age, penalty. 407.933.

- A. **No person less than eighteen years of age** shall purchase, attempt to purchase or possess cigarettes or other tobacco products unless such person is an employee of a seller of cigarettes or tobacco products and is in such possession to effect a sale in the course of employment, or an employee of the division of liquor control for enforcement purposes pursuant to subsection 5 of section 407.934.
- B. **Any person less than eighteen years of age** shall not misrepresent his or her age to purchase cigarettes or tobacco products.
- C. **Any person who violates the provisions of this section shall be penalized as follows:**
 - 1. For the first violation, the person is guilty of an infraction and shall have any cigarettes or tobacco products confiscated.
 - 2. For a second violation and any subsequent violations, the person is guilty of an infraction and shall have any cigarettes or tobacco products confiscated and shall complete a tobacco education or smoking cessation program, if available. (L. 2001 H.B. 381)

Tobacco Free Campus

Tobacco free campus is an ideal – not yet achieved. Use outdoors is still permitted. Smoking (and the use of smokeless tobacco) is not permitted inside any building and/or vehicle owned, leased, and/or operated by the College. Note that the use of “spit cups” is not only rude and unsanitary, but is also not permitted inside any building and/or vehicle owned, leased, and/or operated by the College. Follow College regulations, and appropriately discard cigarette butts and spit cups in trash containers outside. Not on floors, sidewalks, grass, or parking areas.

Drug - Free Campus

Please be advised that Linn State Technical College is by law a Drug-Free Campus. No student may possess, sell, trade, distribute, manufacture or use drugs on any property owned or lease by LSTC or at any activity sponsored by LSTC. Drugs may not be possessed or used in any vehicle owned or leased by LSTC.

Local, State and Federal Sanctions

Legal Sanctions – Laws Governing Alcohol

The State of Missouri sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Office of Public Safety. Effective January 1, 1990, a package of state laws was passed regarding alcohol.

Drug Abuse Violation Notice

As a condition for admission to LSTC and continued enrollment every student shall:

- ✓ Abide by the terms of this substance abuse policy,
- ✓ Abide by the terms of all applicable state and federal regulations pertaining to drugs on any LSTC property (whether owned, leased or operated by the College) or at College sponsored activities, and
- ✓ Sign a statement, as follows: "I certify that, as a condition for admission to Linn State Technical College, I will not engage in unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of my enrollment at the College."

Alcohol Free Campus

Please be advised that Linn State Technical College is by law an alcohol free campus. Regardless of age – being over 21 or not – no student may possess, sell, trade, distribute, manufacture, or use alcohol on any property owned or leased by LSTC or at any activity sponsored by LSTC. Alcohol may not be possessed or used in any vehicle owned or leased by LSTC.

The possession, sale, consumption, or furnishing of alcohol on the Linn State Technical College (LSTC) campus, Jefferson City campus or Mexico campus is governed by the LSTC Alcohol Policy and Missouri state laws. Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by the Missouri Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Associate Dean of Student Affairs. The LSTC campus has been designated “Alcohol Free”, and under no circumstances is the consumption of alcohol permitted.

Substance Abuse Policy

LSTC strives to maintain a working and learning environment that is free from the effects of alcohol and illegal drugs.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited while in a College vehicle, on College property, at a College sanctioned activity, or on the job for a program Internship or an employee at Linn State Technical College. The term "controlled substance" refers to any illegal substance as

well as the illegal use of alcohol and/or controlled prescription pharmaceutical products. LSTC forbids the possession of any alcoholic beverage on all campuses, in housing or any other property owned, leased, and/or operated by the College, in compliance with the Missouri State law that forbids the presence of alcohol on or in public school facilities.

Alcohol and Substance Abuse Information

Non-Alcoholic Beer or Associated Beverages

In the best interest of the students and the College, non-alcoholic beer and other associated beverages are not permitted on campus or in housing. If a student is found to be in possession of these beverages, he/she will be asked to dispose of or remove them from the campus.

Prevention Programs

Linn State Technical College (LSTC) has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and College disciplinary actions.

LSTC does not have a Health Services Office but is a “Zero Tolerance” institution and does provide services to students.

Counseling

Students needing assistance locating professional treatment, alcohol or drug counseling, and/or rehabilitation programs may request information from the Associate Dean of Student Affairs or Counseling Services. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not, in-and-of-itself, prevent disciplinary action for violation of the substance abuse policy.

Community resources, which are available for counseling and assistance with alcohol and/or substance abuse problems, include:

Alcoholics Anonymous/ALANON and ALATEEN..... 1-573-636-7851
Cocaine Helpline..... 1-800-COCAINE
NIDA Hotline..... 1-800-662-HELP
Family Counseling Center..... 1-573-634-4591
Narcotics Anonymous..... 1-800-945-4673

LSTC students under age 21 who are found to be using alcohol or drugs are referred to mandatory treatment as an alternative to expulsion from the LSTC community. Other students may request treatment as an option short of expulsion from LSTC. **NOTE: Parents will be notified of drug and/or alcohol violations.**

Information about additional private counseling resources may also be accessed through Counseling Services. Grief counseling and crisis intervention are also available.

Sexual Harassment

Sexual Assault Victims Bill of Rights

The following rights shall be accorded by all campus officers, administrators, and employees of Linn State Technical College to victims of campus-related sexual assaults:

- A. The right to have sexual assaults committed against them fully investigated without undue delay and adjudicated by the duly constituted criminal and civil authorities of the government entity in which the crime occurred and the right to the full and prompt cooperation and assistance of campus personnel in notifying the appropriate authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- B. The right to be free from any kind of pressure from campus personnel that victims not report any crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or report crimes as lesser offenses than the victims perceive them to be.
- C. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report crimes because:
 - a. Victims are somehow “responsible” for the commission of the crime against them
 - b. Victims were contributively negligent or assumed the risk of being assaulted.
 - c. By reporting crimes they would incur unwanted personal publicity.
- D. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the College permits to the accused, and the right to be notified of the outcome of such proceedings.
- E. The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining evidence (including a medical examination or medico-legal examination) as may be necessary for proof of criminal sexual assault in subsequent legal proceedings.
- F. The right to be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
- G. The right to counseling from any mental health services previously established by the College, or by other victim-service entities or by victims themselves.
- H. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes (if possible) if requested by the victim.
- I. In addition to the above rights, students, whether sexual assault victims or not, have a right to habitability in campus housing and in campus accommodations for which LSTC receives any compensation, direct or indirect.
 1. DEFINITION ~ For purposes of this subparagraph, “habitability” shall mean an environment free from sexual or physical intimidation, or any other continuing disruptive behaviors by persons sharing rooms or their guests, that is of such a serious nature as would prevent a reasonable person from attaining educational goals. Substantiated violations of the above-listed habitability provisions shall be corrected by campus personnel by relocation of the complainant to acceptable, safe and secure alternative housing as soon as practicable unless the conditions of non-habitability demonstrate the of immediate action by campus personnel.

Sexual Harassment Policy

It is the policy of Linn State Technical College that no employee or student be harassed by another employee, supervisor, student, or instructor on the basis of sex and that no personnel or academic action be taken affecting an employee or student (either favorably or unfavorably) on the basis of conduct that is not related to work or classroom performance. Such conduct may include submitting to sexual advances, refusing to submit to sexual advances, protesting sexual overtures, or raising a complaint concerning the alleged violation of this policy.

The Reason for This Policy

The purpose of this policy is not to regulate an employee or student's personal life or morality. The policy was formulated to protect employees and students—both male and female—against unsolicited and unwelcome sexual overtures or conduct, either physical or verbal. It prohibits any employee/student misconduct that may upset employee/student morale and interfere with work efficiency and the learning environment. Some forms of misconduct may even constitute a violation of the equal employment opportunity law.

Sexual harassment **does not refer** to occasional compliments of a socially acceptable nature or welcomed social relationships.

The type of conduct prohibited by this policy:

- A. Any demand for sexual favors that are accompanied by a promise of favorable job or academic treatment or a threat concerning the employee's employment or the student's grade.
- B. Subtle pressure for sexual favors, including implying or threatening that an applicant, employee or student's cooperation of a sexual nature (or refusal thereof) will have any effect on the person's employment, job assignment, wages, promotion, grade, or on any other conditions of employment, graduation, or future job opportunities.
- C. Behavior that is not welcomed by the employee/student and is personally offensive, such as:
 - 1. Repeated sexual flirtations, advances, or propositions.
 - 2. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic, or degrading comments about an employee's/student's appearance or display of sexually suggestive objects or pictures.
 - 3. Any uninvited physical contact or touching, such as patting, pinching, or constant brushing against another's body.

Violations of This Policy

Violations of this policy will not be permitted. Any employee or student who violates this policy will be subject to discipline up to, and including, suspension or expulsion from the College.

Complaints or Questions

Any employee or student who feels that he/she is a victim of sexual harassment should immediately report the incident. The incident will be thoroughly investigated.

- ✓ Students report to the Clinical Counselor/VRE, the College Counselor and/or to the Associate Dean of Student Affairs
- ✓ Employees report to the Personnel Officer of the College

Such reporting does not substitute for notification to the appropriate law enforcement authority. Linn State Technical College's main campus is located in the jurisdiction of the Osage County Sheriff. The Physical Therapist Assistant program in Jefferson City is under the jurisdiction of the Jefferson City Police Department. The Advanced Technology Center in Mexico is under the jurisdiction of the Mexico Police Department.

- A. Any questions regarding this policy or a specific fact situation should be brought to the appropriate immediate supervisor, a higher-level supervisor, or to the Associate Dean of Student Affairs.

- B. The confidentiality and privacy of the employee/student, and those involved will be respected during the investigation.
- C. If an employee or student brings the matter to the appropriate supervisor above, and still does not believe the situation has been satisfactorily resolved; the employee or student should, immediately, bring his/her complaint to the attention of the President of the College.

Attendance Policy

The student is expected to attend all of the classes in which he/she is enrolled. Excessive absences are determined by attendance requirements detailed in each class syllabus, which is given out during the first class meeting. Departments and/or instructors may have strict attendance requirements. Departments may also require written contracts.

Failure to officially withdraw from a class(es) may result in an “F” grade. The student shall be counted absent and remain financially responsible for the class until officially withdrawn. All class refunds will be calculated in accordance with the refund policy.

Only instructors may determine what is or is not allowed for make-up work. It is the responsibility of the student to immediately request allowed make up work missed because of class absence. In cases of prolonged absence, the student must notify the Associate Dean of Student Affairs, who will notify the student’s instructors of special circumstances.

Sanctions for Excessive Absenteeism:

The student may be held to Departmental Separation Hearings where documented absences violate a course syllabus, or departmental contract rules, for attendance and were reported to the Associate Dean of Student Affairs for retention interventions, which were ignored by the student and with warning notices having been issued by the department.

Attendance is a condition of financial aid packages and/or scholarships. Those students on Veterans Affairs, Vocational Rehabilitation, VA/VR, Women In Action, etc. should be aware that financial aid could be put in jeopardy or lost by poor attendance. Attendance reports go in monthly through the Vocational Resource Educator and Financial Aid Offices. The attendance of all persons having student loans will also be monitored as a default prevention intervention.

Attendance is a condition of residency in LSTC housing. Failure to attend classes is reported to the residential manager. Excessive absence from class is grounds for probation, an eviction hearing and possible eviction from LSTC housing.

Note: Prolonged or unforeseen absences may require special treatment. Notify the Associate Dean of Student Affairs (1-573-897-5193) for such crisis as accidents, illness, military service, family problems, court dates, death, etc., or other that require anticipated absences of more than three days.

Missing Person Policy/Procedure

Policy

The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus and are deemed missing or absent from Linn State Technical College for a period of more than 72 hours of time without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thought or actions, drug use, other life threatening situations, or where a student may be with persons who may endanger the welfare of the student. All reports of missing students shall be directed to the appropriate law enforcement agency, which will conduct an investigation to determine whether the student is missing in accordance with this policy. All on campus students will have an emergency contact person. The emergency contact person will be notified no later than 24 hours from the time the student was determined to be missing by Linn State Technical College.

Procedure

Any and all reports of missing students shall be directed to the appropriated law enforcement agency.

1. The Linn State Technical College official receiving the report will document and collect the information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (ex. Visiting friends that may live off campus, working a job off campus) including any recent changes in behavior or demeanor.
2. The Linn State Technical College official receiving the report will contact the Associate Dean of Student Affairs or designee in order to update him/her on the situation and to receive additional consultation. The Associate Dean of Student Affairs will ascertain if/when other members of the Cabinet or others that need to be contacted.
3. Upon notification from any official that a student is deemed to be missing, Linn State Technical College may use any or all of the following resources to resolve the location of the student.
 - a. Call the student's room
 - b. Go to the student's residence dorm room
 - c. Talk to the student's Resident Assistant, roommate, and cottage mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and/or location the student was last seen.
 - d. Secure a current student ID or photo
 - e. Contact the student's phone or any other student's contact numbers that are kept on record
 - f. Send the student an email
 - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence cottages and commons, activity center, etc. The office of the Resident Manager and Student Activities may be asked to assist in order to expedite the search process.
 - h. Contact all on and off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook, and Twitter, etc.
 - i. Ascertain the student's vehicle make, model, and license plate number, if applicable. A Linn State Technical College official will also check the college parking lots for the presence of the student's vehicle.
4. Once all the information is gathered and documented and the Associate Dean of Student Affairs (or Designee) is consulted; LSTC staff may contact the local law authorities to report the information. (If any information described above, foul play is evident or strongly indicated, the law authorities

can be contacted immediately.) If it is necessary to contact the law authorities, whether it be local or state, policy procedure and protocol will be followed by Linn State Technical College.

Notification Expectations

Student Email

Student e-mail requirements: It is the student's responsibility to read his/her student e-mail daily for important messages and information that he/she is responsible for knowing and responding to.

Phone the Receptionist

This practice is a job readiness skill, which does not confer any excused status. If the student expects to be absent, tardy or leave early give notification the same as required/expected on a job and phone in. If incapacitated, someone else may phone the receptionist on the student's behalf. Be specific giving full name, student identification number, major program, and the reason for the absence, tardiness or need to leave early. Do not give incomplete information or call a department, an instructor, a counselor or Dean. The receptionist sends a daily absence report to impacted instructors, counselors, and Dean. Some instructors also require that students contact them directly. Refer to each class syllabus.

After Returning From an Absence

This is not high school. Do not have parents call the Dean or one of the counselors about an excuse for the absence. Even if the absence is for what the student, or the parents, think are excused reasons; that does not excuse the student from the legitimate expectation that the course requirements must be met. Excessive absences may warrant having to withdraw, fail, or petition for an incomplete grade, which is simply an extension past the end of the term. Any alternative arrangements and grades are for the instructor to improve. Arguing that course requirements do not have to be done because of being out for a particular reason will not help - cooperating with allowed make-ups will.

Do not bring doctors' notes in to the Associate Dean or a counselor looking for an excused absence. The Dean or counselors do not give out late slips or excuses. In this College, the principle of academic freedom of instructors is protected. The authority of the instructors to set their own attendance standards in his/her courses (or of the departments to set standards) will not be overridden by the Associate Dean or a counselor. It is supposed that all instructors are well aware of the conventionalities of the work place as to what constitutes excused. Moreover, the instructors are aware of the realities of what can actually be made up, considering the amount and type of work missed, amount of time missed, time remaining, skill levels and standards to be upheld. Talk with the instructors. The instructor(s) say what is or is not, to be excused in his/her classes. Be aware that failure to give notification makes it more difficult for instructors to plan make-ups.

Academics

Grade Reports

Within two weeks of the end of the semester, grade reports are mailed to students with clear College accounts. Grade reports are mailed to the address the student has designated and cannot be mailed to more than one location. Students with holds on their accounts may view their grade in the Academic Records Office and pick up their grades once the holds are resolved and their College accounts are closed.

Academic Honors

All full-time students (enrolled in 12 or more credit hours) who earn a semester grade point average (GPA) of 3.5 or higher will be placed on the Dean's List. Students who earn a semester grade point average of 3.0 or higher will be placed on the Honor Roll. Students with high academic records are eligible for membership in the Phi Theta Kappa, Alpha Phi Omicron Chapter at Linn State Technical College, an international scholastic honor society, for two-year colleges.

Incomplete Grades

An instructor or student may initiate discussion regarding whether an “I” (incomplete) grade is appropriate in a given situation. An “I” grade can be recorded for a student who has completed at least 60 percent of required class work with a passing grade, but because of reasons acceptable to the instructor, has failed to complete all of the class work. The completed Request for Incomplete Grade form should be submitted to the Academic Records Office by the instructor issuing the incomplete grade.

It is the student’s responsibility to complete the class work in order to receive a final grade and get the “I” grade removed from his/her transcript no later than six weeks after the last day of class. Six weeks after the last day of class, it is the instructor’s responsibility to assign a final grade for the student based on class work completed prior to that date.

Grade Disputing

Any student who disagrees with a grade may dispute it by submitting a “Final Grade Review Request” form for the Dean’s review of final grade. This form may be obtained from the Associate Dean of Student Affairs or a Counselor within TEN class (or week) days of receipt of the grade. The form gives the student the option of also filing a “Formal Complaint” if he/she feels it is warranted. Indicate your choice on the Grade Review form (check the yes or no box where listed toward the bottom of form) and ask for a Formal Complaint form. The Complaint Form should be completed and submitted with the Grade Review form. It is the student’s responsibility to complete the form(s), including date and signature and return them to the Associate Dean of Student Affairs. Upon receipt, the Associate Dean will forward the forms(s) to the Dean of Instruction who will contact the instructor for review of grades. Within TEN class (or week) days a determination will be made as to uphold the grade or to change it. A notification of outcome will be sent to the student by first class.

Notification to Students-FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These are the right to:

1. Inspect and review his/her educational records within 45 days of the day the College receives a request for access. The student should submit to the registrar or head of the academic department written requests that identify the record(s) he/she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. Request the amendment of his/her educational records that he/she believes is inaccurate or misleading or otherwise violates his/her privacy rights under FERPA. The student may ask the College to amend a record that is believed to be inaccurate or misleading. The student should contact, through written correspondence, the College official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the student will be notified in writing of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student receives notification of the right to a hearing.
3. Provide written consent before the College discloses personally identifiable information from his/her education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Linn State Technical College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee or assisting another official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Linn State Technical College has designated directory information, according to the Family Educational Rights and Privacy Act of 1974, to be the student's: name, address, telephone number, date of birth, photograph, e-mail address, enrollment status (full-time/part-time), major field of study, dates of attendance, degrees and awards received, and expected graduation date. A student may block the release of any or all directory information by submitting a written request detailing the information to be withheld to the Registrar within the first three weeks of the semester. This information will be withheld until the student relinquishes the request in writing.
4. File a complaint with the U.S. Department of Education concerning alleged failures by Linn State Technical College to comply with the requirements of FERPA. The contact information of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
202-260-3887 Phone
202-260-9001 Fax
ferpa@ed.gov E-mail**

Rights/Privacy/Security

Student Education Rights and Privacy of Records

Records Maintained

Student records are maintained by the College and are open for inspection by the student except in limited cases where the privacy, confidentiality, or professional privilege of another person is involved and may be compromised. Linn State Technical College maintains the following records:

Type	Length of Time/Required By	In Office of
Academic:	Permanent /as prescribed by law	Registrar/Academic Records
Complaints/ Grievances:	Three years/by law	Associate Dean of Student Affairs
Disciplinary:	While enrolled/active interventions	VRE or College Counselor
Financial Aid:	Three Years/by law	Financial Aid
Housing:	While enrolled/housing requirements	Resident Manager
Placement Office:	Lifetime/student or alum	Career Services

Records That are Not Available for Inspection

Financial records of parents; confidential letters of recommendation written prior to January 1, 1975; personal records of educational personnel (e.g., instructor's grade book); law enforcement or security records; employee records; medical or other professional records. An exception to this is that the student may have a qualified professional examine the medical record on his /her behalf. A student may further waive the right to inspect records maintained by Linn State Technical College, but the College may not require such a waiver as a condition to attend Linn State Technical College.

Academic Records Inspection

Requests for Academic Records inspection should be directed to the Registrar, who is in charge of maintaining the records. The student has the right to a copy of the records so inspected, with the cost of reproduction assessed to the student. The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must be established by a preponderance of evidence that the record is inaccurate. If desired, the student may submit a written explanation of a record's content, which then becomes a part of the record.

Inspection of Other Records

Requests for other records listed above should be made to the proper offices named above. Right to copies is consistent with confidentiality of records statement. Cost of reproduction is assessed to the student.

Access

In the absence of an official request from the student, information contained in his/her record remains confidential unless released through a signed consent form. Exceptions include information needed by school officials within the College, information requested by the Federal or State educational authorities, information needed in connection with the receipt of financial aid, information required by an accrediting organization, information that is subpoenaed *and information requested by parents of dependents*. A major exception is information related to health, safety and welfare of individuals or the College for the purpose of maintaining general safety and civility. Violations of state or federal laws related to drugs, alcohol, fire arms or terrorism threat will be reported.

Directory Information

The College must give public notice of the categories of public information, which it has designated with respect to each student attending the institution. The College shall allow a reasonable period of time after such notice has been given for the student to notify the institution that he/she does not want the information released without his/her written consent.

Challenging Hearing

To ensure that records are not inaccurate, misleading, or otherwise in violation of a student's right to privacy, a student may challenge the alleged inappropriate data at a Records Hearing requested through the Office of the Registrar. An impartial hearing officer who shall afford the student the full opportunity to present evidence in support of the challenge will be appointed. Prospective students who think records may need review should contact the Admissions Office or the Associate Dean of Student Affairs.

The hearing officer shall render a decision within a reasonable time after the hearing. Further information about the College's records, the process of obtaining access to records or the cost of duplicating records may be obtained from the Office of the Registrar/Academic Records (573) 897-5154.

Academic Probation & Suspension

Probation

A period of time (*usually* one semester) during which a student is given a chance to improve his/her academic grades or behavior. In addition to suspension; Sanctions may also be imposed by the Associate Dean of Student Affairs or designee depending on the violation(s).

The Registrar will send a letter of Academic Probation to any student who earns a grade point average (GPA) of less than 2.0 that semester. All students on Academic Probation will be required to complete a Student Success Plan with their assigned Counselor. The student has one semester to earn a GPA of at least 2.0. Program standards that exceed this requirement will take precedence. This is a warning to the student that his/her grades are substandard and continued substandard grades in the next semester will result in academic suspension. Academic Probation does not prohibit a student from enrolling in the next semester's classes. **Attendance is the major presenting disciplinary problem for students.**

Suspension

Suspension is exclusion from the College for a period of time depending on the violation(s). Suspensions are given by the Associate Dean of Student Affairs or designee. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond to the College official initiating the suspension. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the student and/or College community is threatened.

ACADEMIC SUSPENSIONS are ONLY executed by THE REGISTRAR following a student's failure to react to prior Academic Probation by earning a GPA of at least 2.0 or higher. The Registrar will notify the student of his/her academic suspension from the College by certified, return receipt mail. Students suspended from the College as a result of low grades shall not return for the next semester during which the student is enrolled or expected to be enrolled. Program standards that exceed this requirement will take precedence. Students returning from academic

suspension must reapply to the College to begin taking classes again. Students returning from suspension will be on academic probation during that first semester back. If, at the end of that semester, the student earns less than a 2.0 semester GPA, he/she will again be suspended for another semester.

Disciplinary Probation & Suspension

Probation

Level 0 Behaviors

Level 0 Behaviors are those considered to be unacceptable for a student. **All Level 0 behaviors are to be reported to the Associate Dean of Student Affairs and/or Counselors for immediate attention.** Student may be placed on **Suspension** or **Disciplinary Probation** for the rest of the semester. While on probation, if these actions continue the student will receive a suspension of a number of days determined by the student's actions. Students are strongly encouraged to read the Job Readiness Behavior Standards (in this handbook) and be aware of what is expected of him/her.

Disciplinary Probation

A period of time (*usually* one semester) during which a student is given a chance to improve his/her academic grades or behavior. In addition to probation; Sanctions may also be imposed by the Associate Dean of Student Affairs or designee depending on the violation(s). **Therapy for Alcohol, Drugs or Anger Management** at an outside agency may be required as a condition of Disciplinary Probation. Restrictions from certain areas, or people, may be added. If the student violates his/her Disciplinary Probation, he/she may also lose Financial Aid funding. To support disciplinary action being taken – instructors' written reports should exist to verify absenteeism or unsatisfactory conduct. Written reports will be kept on file in the Associate Dean of Student Affairs' Office.

Suspension

Suspension is exclusion from the College for a period of time depending on the violation(s). Suspensions are given by the Associate Dean of Student Affairs or designee. No student *shall* be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond to the College official initiating the suspension. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the student and/or College community is threatened.

Suspension is defined as an unexcused absence.

- ♦ Any course work missed for disciplinary suspension may not be made up.
- ♦ Violators may also be referred to the Associate Dean of Student Affairs for additional College Sanctions.
- ♦ Students who are found to have violated LSTC policies on Drugs or Alcohol will be seen by one of the Counselors for a conference to determine if therapeutic intervention is appropriate and/or if additional monitoring on Probation is necessary.
- ♦ COMMUNITY SERVICE, apology letters, essays or other sanctions might also apply.

Right to Appeal Suspensions

- ♦ A Disciplinary Suspension is not an Expulsion; most are not permanent and will have a set return date unless recommended for expulsion by the President. Students may appeal Disciplinary Suspensions of

more than TEN class days. A request for a hearing should be directed to the Associate Dean of Student Affairs, who will provide appropriate forms and information.

Disciplinary Suspension

A student may be placed on disciplinary suspension for behaviors that violate the rules of the College; local, county, state or federal laws; or which bring ill repute to the College. Violations relating to insubordination, harassment, drugs/alcohol, vandalism, threats, unsafe acts and uncivil behaviors may lead to a summary suspension without prior disciplinary probation having to be imposed. Duration of suspension varies depending on seriousness of violation(s).

Disciplinary Suspension with Therapy

- ♦ This recommendation is usually made as an option to Suspension and/or Expulsion. Any recommendation for Outside Agency Counseling or Therapy carries a Suspension of up to TEN class days or until therapy is arranged. Long-term suspensions of more than five days are RARE, but do occur.

Other penalties short of expulsion may include Community Service

- ♦ Fines, special sign-ins, manual labor, restrictions from co-curricular trips, activities, plus written contracts for changes in behavior. Failure to honor probation can lead to Disciplinary Suspension and/or Expulsion. Community Service hours usually vary from 10 hours to 50 hours with time limits for completion from one week to one semester. Failure to work off assigned labor or Community Service will result in a fine of \$10 per un-worked hour, up to \$500, being added to the student's bill. This notification is written on every Community Service Contract.

Summary/Interim Suspension

Unlike the Registrar's Academic Suspension for a Semester (which is *preceded* by a semester of the Registrar's Academic Probation) the Associate Dean of Student Affairs' Disciplinary Probation need not precede Summary/Interim Suspension, although it usually does. Under some circumstances, a student's actions warrant immediate removal from the environment. The Associate Dean of Student Affairs, or designee, may act to preserve the peace, the civility and the safety of the LSTC environment by processing students for direct Summary Suspension. Ideally, the student subjected to Summary/Interim Suspension would have received prior warnings, other sanctions and Disciplinary Probation, first. But; when a student exhibits violence, major safety violations, insubordination, riotous disruptions, psychological disintegration, or is under the influence of alcohol and/or other drugs, Summary/Interim Suspension will be immediate and the student will be escorted off campus, or transported to the appropriate setting where he/she can be safe and secure.

Expulsion

It is our goal not to expel any student from Linn State Technical College. Expulsion is never seen as the first option, only as being the last resort. The College also tries to avoid expulsions from Major Departments and from Housing.

Unlike Suspensions, which have an ending date, Expulsions are permanent.
Types of Disciplinary EXPULSIONS:

- ✓ Expulsion from the College
- ✓ Expulsion from Major Departments
- ✓ Expulsion from Housing

Summary Expulsion

LSTC reserves the right to execute Summary EXPULSIONS in an extraordinary emergency related to acts of major violence or riotous disorder. Law enforcement will be notified of Summary Expulsions and for possible escort off the campus for the Expelled Student(s). NO TRESPASS will be enforced for any Expelled Student, as for those who are suspended *except* there is no end date for the No Trespass Notice for anyone who is EXPELLED.

Disciplinary Expulsions from the College

Linn State Technical College Expulsions are RARE. An expelled student may not return.

Any Disciplinary Expulsion from the College for serious misconduct, criminality, violence, insubordination, cheating, firearms, explosives, alcohol or substance abuse, failure to comply with rules and regulations, attendance or other reason(s) necessary to protect the learning environment, the safety of the members of the College or the College's property; is carried out at the Presidential level. Individual staff, faculty, or administrators - acting in concert (or alone) - cannot expel anyone from the College for Disciplinary reasons. Only the President signs Disciplinary Expulsions from Linn State Technical College.

- ✓ If expelled from the College, the student must go to the Records Office and complete an EXIT Form.
- ✓ If the student is unavailable to EXIT, an Administrator will execute the EXIT Form on his/her behalf, the administrator will note that the exit is due to an Expulsion from the College without the right to return.

Right of Appeal is Preserved

If a student is expelled from the College and does not agree with the decision, he/she should follow the Appeals Process as a Grievance. He/she would need both permission and an escort to attend this process. To start the appeals process and obtain permission to be on campus, the student should telephone the Associate Dean of Student Affairs at 573-897-5193.

Holds

Students who fail to comply with College rules and/or processes may have HOLDS placed on their College records; i.e. for attendance, tuition, behavior. HOLDS restrict transactions with the College. Students are notified by student e-mail of each HOLD and who they need to see to resolve the HOLD. Only the student can take steps to clear their HOLD; not a parent, faculty or staff. Typical HOLDS include but are not limited to: Business, Library, Counselor, Vocational Rehabilitation Educator (VRE), Disciplinary (Associate Dean of Student Affairs), Financial Aid, Admissions, or Registrar.

No Trespass Notice

A No Trespass Notice is issued as an Automatic Safety Intervention with any Summary Suspension or Summary EXPULSION.

- ✓ Violations of Trespass will be referred to appropriate law enforcement professionals.
- ✓ **Suspended/Expelled* Students** found in violation of Trespass are SUBJECT TO ARREST.

While on Suspension, Summary Suspension or Expulsion; students are under this TRESPASS Notice and may not:

- ✓ Visit any LSTC Campus or the LSTC Housing complex.
 - ✓ Attend on-campus classes/labs at any LSTC campus or visit any property owned, used, rented or leased by LSTC.
 - ✓ Ride in or drive any vehicle owned, rented or leased by LSTC.
 - ✓ Participate in any off-campus or distance education classes/labs, student clubs or activities, intramural sports or field trips, either as a visitor, participant and/or as a representative of the College.
 - ✓ Be given make up work, or tests, for the Suspension period
- * NO TRESPASS will be enforced for any *Expelled Student*, as for those who are suspended *except* there is *no end date* for the No Trespass Notice for anyone who is EXPELLED.

Separation from a Department

Except where the Standard of Student Conduct allows otherwise; students are subject to Departmental Separation; after timely documentation and warnings have been given, and appropriate interventions attempted, by the Department, the Counseling Services Staff and the Associate Dean of Student Affairs. Departmental problems requiring such action are usually poor attendance, poor grades, poor skills, failing (or quitting) an Internship or failing a drug test. Other behaviors that a Department will not tolerate are; **insubordination, refusals, unsafe acts, cheating, creating a hostile work environment, harassment (in any form) and violence**. All of these constitute sufficient grounds for separation from a Major Department. In the world of work these are grounds for being fired. The Department Chair and Associate Dean of Student Affairs sign the "Academic Separation from a Department" form.

If separated from a Department the student may not return to it; but, may select another major or take "No Major Declared" as their status. The student may also elect to voluntarily withdraw from the College; with the right to apply to return at a future date; after an Academic Term has lapsed. Both selecting a New Major and Withdrawal are done on forms available from the Records Office. Of course; if the student challenges the separation from a Department, he/she may appeal. A request for a hearing should be directed to the Associate Dean of Student Affairs, who will provide appropriate forms and information.

- ✓ If not separated from a Department, the student may still face Departmental and/or College Sanctions.
- ✓ The student must report to the Associate Dean of Student Affairs, for a sanctions review, before returning to classes.

Eviction from Housing

LSTC Housing Sanctions of Probation or Evictions are carried out through LSTC Housing Rules and Regulations. Probation or evictions may be imposed due to failure to maintain a GPA of at least 2.0 (program standards that exceed this requirement will take precedence); drug or alcohol violations; poor citizenship; and/or other violations of College regulations. Hearings are held to recommend, or to confirm actions. The Resident Manager and the Associate Dean of Student Affairs sign Housing Dismissals. Students who are evicted from Housing may not reapply to live on Campus. Any Resident who is expelled from the College for an infraction that is not part of the Housing Rules and Regulations, or who withdraws from the College, must also be removed from the Housing Community since all Residents of LSTC Housing must be "Students-in-Good-Standing." Hearings forms are available. Hearing requests should be directed to the Associate Dean of Student Affairs who will provide appropriate forms and information.

Hearings

Students may request a hearing if they disagree with the decision of an eviction from housing, separation from a department, suspension exceeding 10 days, and/or expulsion from the College. Hearings forms are available. Hearing requests should be directed to the Associate Dean of Student Affairs who will provide appropriate forms and information.

Student Complaint and Grievance Policy

Student Complaints/Grievances

Student Complaint/Grievance Procedures

Although we often use the terms complaint and grievance as if they were the same, they are not.

A complaint is not - necessarily - the same as a Grievance.

A complaint, as we use it here, is the initial, current, expression of a problem, and a request for its resolution.

The Following Steps Apply to Ordinary LSTC Student Complaints, which, if not resolved, may become Grievances. Reporting a complaint, and acting on it early, may avoid the necessity for a Grievance.

Informal Complaints

Discussion means rational discourse and civility in the attempt at resolution, not ranting or insubordination. Direct discussion with the person(s) closest to the complaint will usually solve it. Talking out a solution is the discussion process. This is called the Informal Complaint Process and it is the most often used. This would be steps 1, 2, 3 and 4 on the list below.

Formal Complaints

If a student feels that there has been a misunderstanding, discrimination, harassment, disagreement or they question the procedures or practices of Linn State Technical College; he/she may follow these steps to seek the resolution by a Formal Written Complaint.

A Grievance is usually based upon a prior complaint, condition, resolution, action or decision with which a person disagrees and, thusly, seeks to reverse by putting in a new request for resolution.

The Federal Government uses Grievance to refer to Civil Rights Violations or conditions where persons might feel aggrieved; based upon alleged Discrimination and/or Harassment - their Civil Rights Complaint is a Grievance. (See Notification of Equal Rights/Equal Access Grievance Procedure and Sexual Harassment)

Linn State Technical College personnel shall maintain records of formal written student complaints and grievances, which will be filed with the Associate Dean of Student Affairs. These records will include information about the disposition of the complaints/grievances, including those referred to external agencies for final resolution. These records must be kept on file, for possible review, for a minimum of two years past the disposition date of the case(s).

Students Disciplinary Records, Complaints, Grievances and Appeals NEVER go in with Academic and Enrollment Records as kept by the Office of the Registrar and Records.

Complaint Forms are available from the Counseling Center Staff, the Associate Dean of Student Affairs and on MyLSTC.com.

Grievance

If a complaint is not satisfactorily resolved within two weeks, the student should see the Associate Dean of Student Affairs for assistance with progress toward the resolution of the Complaint or to file a Grievance or Appeal.

Grievance Procedure:

1. Discuss the problem with the Associate Dean of Student Affairs and file a Grievance.
2. Discuss the problem with the Dean of Instruction; if involving Faculty.
3. The student will wait for the Deans, Counselor(s) and others to provide a Hearing, if needed or requested by the student.
4. The student will wait to get the Hearing results and learn the Resolution.
5. The student will check back with the Associate Dean of Student Affairs on any progress.
6. The student may file a Grievance if there is a long delay or if in disagreement with the Resolution.
7. The student may discuss the problem with the President of the College after the Written Appeal of a Grievance Resolution, as an absolute last resort. Decision of the President is final.

The Associate Dean of Student Affairs reserves the right to consider that the student(s) is causing an undue delay if a Form is picked up and not returned within two weeks. In this situation, the Complaint, Grievance or Appeal will be marked "NOT UPHELD". The process will have to start over, by submitting a new Form, which voids the prior one.

Grievance Forms are available from the Counseling Staff, the Associate Dean of Student Affairs, and on MyLSTC.com.

Student Life

Housing

Linn State Technical College has campus cottages, which provide housing for unmarried students. All cottages have two separate wings. Each wing consists of four rooms, for a total of eight rooms per cottage. Usually, two students occupy each room. Single rooms are available to students at a premium price, based upon availability. Each room has furniture consisting of two beds, which are bunkable; two desks; two chairs; closet spaces; dressers; under bed storage; a Micro-fridge and a bathroom, with shower. Students have personal control over their ground source heat pump for individual room-climate control. Local phone, electricity, trash collection, and water are all included in the housing rate. A Resident Assistant, who is typically an upper-class student, supervises each cottage's activities. There is also a Commons Building where the Resident Manager lives. The Commons includes games, TV, laundry facilities, mailboxes and full service kitchen. All on-campus residents are required to have a meal plan. For costs, see the Cashier.

For students who are unable to obtain a room in the cottages, or who choose not to live on-campus, information is available on alternate housing within the community of Linn and the surrounding area. The College provides students with a current list of housing, which may be obtained from the Associate Dean of Student Affairs. The College does not approve/disapprove or recommend individual student housing, but will supply information concerning current off-campus rentals. *Resolving off-campus Landlord Problems and Deposit Disputes are not a part of this service.* Commuter students may also purchase meal plans from the Cashier located in the Nilges Technology Center.

Each resident or commuter student will provide his/her local address to the College and will have the responsibility of informing the Academic Records Office of any address change(s), whether to the local or permanent address.

Exclusions for Students-not-in-good-standing

No student who is on *Academic Probation, Disciplinary Probation*; or who has an *unresolved HOLD* is a student-in-good-standing!

Only students-in-good-standing may be officers in **SGA, RGA, SkillsUSA, Phi Theta Kappa** or any other organization which represents a College Department or the College-as-a-whole; regardless of the student's GPA. Department Chairs, Advisors and Group Sponsors are expected to enforce this expectation.

Skill levels and GPAs notwithstanding, those students who are not students-in-good-standing can not be candidates for **Presidential and/or Departmental Graduation Honors**. Nominees will be screened by Department Chairs, Advisors, Counselors and Deans to determine their suitability to be candidates for such honors.

Student Service Semester

Linn State Technical College is concerned with providing for students, the skills and attitudes required to be employable and to advance in his/her field through promotion to positions of responsibility. An understanding of the work ethic is central to success in the business and industrial environment. Employment managers and personnel representatives seek job applicants with a demonstrated history of strong work ethic performance. To demonstrate a favorable attitude, students may elect, on a volunteer basis, to work for the school or out in the community. This project, which is referred to as a Student Service Semester, may be undertaken during any semester. The project must require a minimum of 10 hours to complete. Students should contact the Associate

Dean of Student Affairs, one of the Counseling Center Staff, Coordinator of Student Activities or Academic Advisors for ideas on how to be of service to Linn State Technical College, to the City of Linn or how to document service to his/her own hometown community.

Those students who would like a Dean's Citation may contract for a minimum of 15 hours. Those aspiring to earn a LSTC Presidential Citation should complete a minimum of 20 hours. Some companies regularly offer scholarships to students who exceed 100 hours of volunteer service, per year. The President of the United States has a program of Awards for Volunteerism for which students with 100 or more hours may apply. Contact the Associate Dean of Student Affairs or the Coordinator of Student Activities about these Scholarship opportunities.

There is no academic credit for the Student Service Semester – nor is there a monetary reward for the Student Service Semester – but citations and awards for participation in the Student Service Semester become a permanent part of a student's record. Students who wish to learn more about this activity may contact the Associate Dean of Student Affairs or the Coordinator of Student Activities.

Students who prefer to work in groups may contract for Special Service projects and enumerate hours as the total worked by the group (a group of five doing a 50 hour project would be credited with 50 hours for each member). Holidays and Community events are excellent volunteer opportunities. Explore!

Residential students may volunteer to serve as members of the LSTC Housing SHOWCASE CLUB. Students keep their rooms in "showroom" condition for Housing Tours and get Volunteer Hour credits. Residential students should see the Residential Manager to volunteer for the SHOWCASE CLUB.

Academic Credit, within courses, may be allowed under campus compact Service Learning as noted in course syllabi. For information on Service Learning, contact an instructor, Department Chair, Division Chair or the Dean of Instruction.

Student Activities Rules and Regulations

(See also, Substance Abuse Policy)

1. No alcoholic beverages or drugs allowed. Any student/person possessing alcohol or drugs inside any building, and/or on any property owned, leased, or operated by the College will be asked to leave and receive a two-day suspension* from classes. In addition, violators will be prohibited from attending any other Student Government Association activity for the remainder of the semester.
2. For second offenses, local authorities will be contacted and violators will be prosecuted to the fullest extent of the law.
3. Disorderly conduct infractions, including fighting, will face the same penalties as drug and alcohol possession.
4. Destruction of property infractions will be subjected to the same penalties as described above. The student/person will be held responsible for any damage. If payment cannot be made, the student/person will work off the amount owed through Community Service. Second offenses will lead to prosecution by the Board of Regents.
5. The property outside of any building where LSTC activities are being held will be patrolled by city/county authorities at the request of Linn State Technical College.
6. SGA sponsored activities are for LSTC students and the student's guest(s). Guests under the age of seventeen will not be admitted without advance permission from the student activity sponsor.

Campus Life

Student Government Association

The Student Government Association (SGA) is comprised of the entire LSTC student body. The governing body of SGA has six elected officers, one delegate from each class section and one delegate from the Residential Government Association (RGA). The SGA sponsors an avenue to express student needs and suggestions to the administration. The SGA also approves many student functions such as picnics, dances, dinners, intramural activities, and much more. All students are encouraged to become involved in these activities. If students have any questions or need more information, please contact the Student Government Association sponsor, SGA officer or the Associate Dean of Student Affairs.

Student Activities/Organizations

In keeping with the objectives and philosophy of the College, the Coordinator of Student Activities will assist faculty and SGA officers in maintaining an effective program of student activities. The College offers a number of activities, which take place outside of the regular classroom, and for which academic credit is not given. Each student is urged to participate in extra-curricular activities. Student activities may include, but are not limited to, basketball, movie nights, dances, softball, volleyball, cultural programs, ski trips and pool parties. The range of student activities is dependent upon student interest and available sponsorship. The Coordinator of Student Activities is always seeking ideas for new activities and welcomes suggestions.

Any interested person or group of people affiliated with LSTC, who wish to create an organization can form clubs on campus. Contact the Coordinator of Student Activities for details. Each student organization is required to have a Constitution, which states the aims and purposes of the group, and how it contributes to campus life and student development. All LSTC Student Clubs and Organizations must have a Registered Sponsor who is affiliated with LSTC in order to draw upon Student Activity funds and to use LSTC in their name. Each organization and club is responsible for choosing its own officers and for scheduling its activities with the Coordinator of Student Activities. Organizations/Clubs that are currently in existence include:

- ✓ Student Government Association (SGA)
- ✓ Phi Beta Lambda (PBL)
- ✓ Phi Theta Kappa (PTK)
- ✓ College Yearbook Club (LOKI)
- ✓ Interfaith Group
- ✓ Design Drafting Club
- ✓ Photography Club
- ✓ Associated General Contractors (AGC)
- ✓ SkillsUSA-VICA
- ✓ Computer Club
- ✓ Horticulture/PAS Club
- ✓ Electricity Club
- ✓ Aviation Club
- ✓ TECH Team (Automotive Technology)
- ✓ Residential Government Association (RGA)
- ✓ VIPs (Mentors and Tour Guides)
- ✓ Electronics Technicians Association (ETA)
- ✓ Physical Therapist Assistant (PTA) Club

Inclement Weather Policy

Linn State Technical College will hold classes beginning at the usual time unless announced otherwise. The announcement will specifically say Linn State Technical College. (Announcements regarding Linn R-II do not pertain to LSTC.) When it is determined and announced that class-starting time should be delayed due to inclement weather, classes will begin at 10:35 a.m. This will allow students and staff the opportunity to start to school after the roads have been cleared and campus grounds have been prepared. The College does not want to endanger anyone's safety. It is necessary that instructors and other personnel arrive as soon as possible to carry on the necessary functions of the College and be available for students as they arrive. A list of television and radio stations is distributed for posting each fall prior to inclement weather. An attempt will be made to make a decision and notify the media prior to 6:00 a.m.

Cashier

Hours: 8 a.m. - 11:30 a.m. and 12:30 p.m. - 4 p.m.

Days: Monday - Friday

Approved checks can be cashed for no more than \$20.00

Returned check charge: \$40.00

The Cashier's Office is located on the main level of the Nilges Technology Center.

Library and Cafeteria

Hours for the Library and Cafeteria will be posted at those areas and announced in the Daily Bulletin. Summer and holiday hours will also be posted and put in the Bulletin.

Telephone

There are no pay phones on the main campus. House telephones are located in the Nilges Technology Center lobby, the Information Technology Center lobby and in the Multipurpose Building on the Linn Campus. These phones are not monitored for in-coming calls. They are free for local out-going calls. For long distance calls use a calling card or a 1-800 number. The 24 hour Emergency Phone KIOSK is located outdoors, near the Housing Commons Building.

The College switchboard number is (573) 897-5000 Extension 0.

The College does not provide a message service; students will be called from class **ONLY** in an emergency. If an important call is anticipated, notify the Receptionist and give your location.

Student Parking Regulations

All students must register their vehicle with the receptionist in the Information Technology Center (ITC). Report any change in your vehicle or license plate number to the receptionist. Parking permit hang tags **must be displayed on the vehicles rear view mirror**. If the student drives a different vehicle for a temporary period, hang tag must be displayed in that vehicle. *If student has, and drives more than one vehicle; all vehicles must be registered and display a hang tag.*

Parking Areas for Students

Paved Lots – students must park between WHITE LINES

- Behind the Nilges Technology Center (NTC)
- The lot east of the Automotive Collision Technology Building (ACT)
- The lot west of the Heavy Equipment Operations Building (HEO)
- The lot east of the Activity Center (AC)
- The lot east of the Information Technology Center (ITC)
- The lot east of the Vehicle and Power Center (VPC)

Gravel Lot – the lot south of the Multipurpose Building (MPB)

DO NOT PARK IN THESE AREAS

In the YELLOW LINED spaces of any of the paved parking lots

- In the visitor parking lots between the Automotive Technology Building and the Automotive Collision Technology Building. This is reserved for visitors only.
- In the visitor and reserved lot south of the Information Technology Center (ITC)
- In the front row at the Activity Center between 5 a.m. and 3 p.m.
- In the Osage County Community Center lot
- In Student Housing lots if not a Housing Resident
- In any marked handicapped spaces
- In any loading areas

TICKETS ARE ISSUED FOR ALL VIOLATIONS - MINIMUM FINE \$25

Repeat offenders are subject to towing of the vehicle at the owner's expense.

Special arrangements for handicapped and temporary parking can be made with the Receptionist located in the Information Technology Center. Payment for parking tickets can be made at the Cashier's office in the Nilges Technology Center. *If left unpaid, a hold will be placed on the students account until the amount of ticket(s) is paid.*

DO NOT TAKE ISSUES REGARDING TICKETS TO THE PRESIDENT, THE ASSOCIATE DEAN OF STUDENT AFFAIRS, EITHER OF THE COUNSELORS OR THE CASHIER. Complaints and/or disputes regarding any vehicle violation/ticket can only be discussed with the staff issuing the ticket. Their determination is final!

OBEY THE POSTED SPEED LIMIT AND PEDESTRIAN CROSSING SIGNS ON CAMPUS

Available Programs and Assistance

Academic Resource Center

The mission of the Academic Resource Center (ARC) is to provide academic support and resources which enhance instructional programs. The ARC is composed of a Math/Science Center, Writing Center, and the Learning Center. Services of the Math/Science Center include individual and group tutoring for mathematics and science, exam reviews, and computerized tutorials. Students may come to the Writing Center for individual assistance with any Linn State Technical College writing assignment and resume preparation. Services also include computerized tutorials in reading, writing and language arts. The Learning Center includes individual and group study areas and computers equipped with current Microsoft software. The Academic Skills Lab is housed in the ARC and has computers available for group instruction. The ARC supports students with developmental math, writing and reading needs. In addition, accommodations for students with Individual Educational Plans (IEP) and 504 Plans are also supported. Tutoring for all students is free.

Career Services

The ability of Linn State Technical College graduates to enter and hold related employment is one of the most important indicators of the College's success.

Linn State Technical College's "lifelong" career services assistance program was developed to assist graduates in obtaining employment in related occupations. It is comprised of the following:

- ✓ Complete Career Services Seminar (SEM 005) or Job Search Strategies (BUS 125)- **required for graduation**
- ✓ Kuder Assessment
- ✓ Assistance with developing portfolios
- ✓ Job search methods and techniques training
- ✓ A job referral system
- ✓ Career information and counseling service
- ✓ On-campus interview service
- ✓ A follow-up service
- ✓ Career Planning and Employment Resource Center
- ✓ Employer information
- ✓ Occupational information
- ✓ Job Fair on campus
- ✓ Internet access
- ✓ Daily listing of job openings posted in CSO

The Career Services staff and College faculty has developed (and currently maintains) relationships with many Missouri businesses, industries and governmental agencies. Employer contacts are also available across the country.

Buying Books

Books should be purchased using an official printed class schedule and the guide list available in the Bookstore.

Books may be returned within the first week of the semester with a full refund if they are in like-new condition. Students will receive a 90 percent refund for books returned in like-new condition during the second week. No returns will be accepted after the end of the second week.

Student Financial Aid

To receive financial aid, a **Free Application for Federal Student Aid (FAFSA)** must be completed and processed to determine eligibility level. Only students-in-good-standing may maintain financial aid.

Students are asked to direct all questions regarding FAFSA, A+, Work Study, Scholarships and Agency Funding to the Financial Aid staff in room 104 or 105 or call 573-897-5145 or 573-897-5241.

Linn State Technical College will notify students of the amount of any federal grant overpayment. The student must repay the amount in full to Linn State Technical College. The College will then repay the U.S. Department of Education. The student must complete these arrangements within 45 days of notification of the overpayment status or risk losing eligibility for future Title IV assistance.

Student Housing Refunds

Please consult the current housing agreement for the policy on housing refunds. A copy of this agreement is available from the Resident Manager located in the Housing complex.

Credit Balance Refunds

No refund will be made until time has elapsed for tuition and fee checks to clear banks (approximately ten [10] working days). Additionally, no refunds will be made if the student is suspended for disciplinary reasons. Third party billing refunds will not be processed until the third party billing has been submitted for payment. The billing process will begin after the first week of each term.

Bookstore Refunds

The Linn State Technical College Bookstore textbook return policy requires students to keep the sales receipts for full refunds. During the first week of each term the student may receive a 100% refund of purchase price only if the book is in original condition and presents the sales receipt. During the second week of each term the student may receive a 90% refund of purchase price for books in original condition and presents a sales receipt.

Note: Linn State Technical College will return any grant money owed by the student to the grantor. The student will be responsible for reimbursing any grant money to the College that is returned on his/her behalf.

LSTC Alerts

Receive Emergency alerts and other information sent as text messages to your cell phone, wireless PDA, pager or as an email. Select from the following message groups.

Get Connected

To sign-up, go to www.linnstate.edu and click on LSTC Alerts. This is a free service provided by Linn State Technical College. Please check your wireless plan for any fees you might be charged for receiving text messages. This is a SPAM free program. Your personal contact information will be kept private and you will not receive any information other than what you select. You may Unsubscribe or Change Message Preferences anytime by clicking on the following link.

Personal Security

Books, bags, and/or tools should never be left unattended. Vehicles should be locked at all times. The College carries no insurance for the loss of personal items such as tools, car stereos, etc. If left overnight on campus, personal property is still the student's responsibility.

Campus Crime Policy

It is the goal of Linn State Technical College to involve all members of the College community in a concerted effort to reduce crime. Students, staff and faculty have the right to work, study and learn in an environment free of crime. The prevention of crime is viewed as the collective responsibility of all persons associated with the College. The following procedures are intended to provide tangible evidence of the College's commitment of ensuring a crime free campus.

Any student, staff, or faculty member of Linn State Technical College must report any criminal activity at the earliest possible opportunity (but never to exceed 24 hours) to the Building and Safety Manager at 573-338-3316. In addition, persons who are aware of any criminal activity on campus must report that activity to the appropriate law enforcement agency. These agencies are the Osage County Sheriff's Department (Linn Campus), the Jefferson City Police Department (Capital Region Medical Center), and the Mexico City Police Department (Advanced Technology Center). **When dialing for an emergency from a campus phone, you must dial 9911.** This policy extends to alleged criminal activity and information concerning criminal activity. Criminal activity is defined as any activity in conflict with local, state or federal law.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Building and Safety Manager, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College communications system to students, faculty, and staff.

The particular circumstances of the incident will dictate the measures taken to notify the campus community. In situations that pose an immediate threat to the community and individuals, the warning will be issued via telephone to key locations, campus e-mail, website posting and other communication systems as deemed appropriate.

- - Contact Information - -

Anyone with information warranting a timely warning should report the circumstances to:

The Building and Safety Manager
Phone 573-897-5184 or 573-338-3316
e-mail at robert.holtmeyer@linnstate.edu
or in person in the office.

Campus Site	College Contact	Law Enforcement Agency
Linn Main Campus	Building and Safety Manager	Osage County Sheriff's Dept.
Capital Region Medical Center	Physical Therapist Assistant Chairperson	Jefferson City Police Dept.
Advanced Technology Center	Executive Director	Mexico City Police Dept

The Building and Safety Manager will contact the appropriate law enforcement authority to ensure that the illegal activity was reported, and to determine what action the College should take to cooperate in the investigation. The Building and Safety Manager will contact, as appropriate, the victim of the crime to determine if the College can provide assistance or information. Victims in need of counseling will be referred to the Associate Dean of Student Affairs. Legal council will be at the discretion of the victim, whether student or employee.

General Procedures for Reporting a Crime or Emergency

Campus Law Enforcement

Linn State Technical College does not employ campus police. Security is viewed as the responsibility of the entire College community. The accurate and prompt reporting of all crimes to the appropriate police agencies is defined in the statement of these policies (below).

To report a crime or an emergency on the LSTC main campus; call the Building and Safety Manager at extension 5184 or from outside the campus phone system, 573-897-5184 or his cell at 573-338-3316 or dial **9911** from a campus phone. Use this procedure for either a non-emergency or emergency.

To report a crime or an emergency on the Jefferson City campus; call the Physical Therapist Assistant Department Chair at 573-632-5625. Use this procedure for either a non-emergency or emergency.

To report a crime or emergency at the Capital Region Medical Center location, call the Security Officer at 573-632-5073.

To report a crime or an emergency on the Mexico campus; call the Executive Director at 573-582-0817 extension 640. Use this procedure for either a non-emergency or emergency.

In response to a call, the appropriate official will take the required action, by notifying emergency personnel or asking the victim to report to the official to file an incident report.

All College Crime Incident reports are forwarded to the Associate Dean of Student Affairs for review and potential action.

Campus Security

The Board of Regents has vested the Maintenance Staff at Linn State Technical College with the authority to enforce all College rules and regulations. All access to campus facilities is controlled. In addition, the Maintenance Staff has been informed that they shall maintain a program of crime deterrent activities, including a review of all campus entry/exit points, locks, and individual window and door security devices, (including alarm systems). The Maintenance Staff will review campus lighting at regular intervals. Campus security cameras are in place; actively recording activities, both indoors and outdoors, and are on at all times.

Sexual Offenses

Linn State Technical College acknowledges sexual offenses as a serious campus concern and a violation of the human rights and dignity of individuals. Sexual offenses will not be tolerated on College property or at College sponsored events. The following policies have been established to help prevent sexual offenses.

Educational Awareness Programs on Sexual Offenses

1. All incoming freshman receive written notification concerning campus crime statistics.
2. Crime prevention including specific prevention of sexual offenses is discussed at student orientation.
3. Sexual offense awareness is a formal part of not less than two Departmental Chair meetings per year.
4. Not less than one campus wide seminar is held for students, faculty, and staff.
5. The Residential Government Association sponsors a seminar each semester; for residents

Reporting Sexual Offenses

All sexual offenses should be reported to the Associate Dean of Student Affairs, no matter which campus site, off-campus location or campus activity was involved. Any student, staff, or faculty member of Linn State Technical College who observes, or is a victim of, a sexual offense must report the offense at the earliest possible opportunity (never to exceed 24 hours) to the Linn Campus Building and Safety Manager the Advanced Technology Center Executive Director (Mexico site), and the Physical Therapist Assistant Chairperson (Capital Region Medical Center site). In addition, persons who are aware of any sexual offense, or are a victim of a sexual offense on campus must report that activity to the appropriate law enforcement agency. These agencies are the Osage County Sheriff's Department (Linn Campus), the Jefferson City Police Department (Capital Region Medical Center), and the Mexico City Police Department (Advanced Technology Center). This policy extends to alleged sexual offenses and information concerning sexual offenses. The College's definition of sexual offense is consistent with local, state and federal law.

Campus Site	College Contact	Law Enforcement Agency
Linn Main Campus	Building and Safety Manager	Osage County Sheriff's Dept.
Capital Region Medical Center	Physical Therapist Assistant Chairperson	Jefferson City Police Dept.
Advanced Technology Center	Executive Director	Mexico City Police Dept

PRESERVING EVIDENCE, VICTIM INFORMATION AND CRIME PREVENTION TIPS!

TO PRESERVE EVIDENCE, DO NOT BATHE OR CHANGE CLOTHES OR DO ANY CLEANING UP IN ANY MANNER PRIOR TO RECEIVING MEDICAL ASSISTANCE.

You are the person in control when you contact the police department and you decide how you want the incident handled. You may press charges against the suspect and ask that College disciplinary action be initiated against the suspect?

You and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both parties shall be informed of the outcome of any disciplinary proceeding brought that alleges a sexual assault.

You may request that your academic and living situation be changed, if reasonably available.

******* Reporting Sexual Offenses (Also mentioned above)**

If assistance is required from any of the law enforcement agencies, the Building and Safety Manager will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the Building and Safety Manager, will offer the victim a variety of services.

The Linn State Technical College Student Handbook contains information about on-campus and off-campus resources. That information is made available to provide LSTC community members with specific information about the resources that are available in the event that they become a victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for LSTC.

Crimes should be reported to the LSTC Building and Safety Manager to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported *only* to the Family Counseling Center *would not be included in the LSTC crime statistics*.

Campus Disciplinary Procedures for Sexual Offenses

- A. Sexual offense violators will be subject to appropriate disciplinary action and/or legal prosecution. Permanent suspension [EXPULSION] from the College, termination of employment, and/or referral for prosecution may be the consequence of infractions of this policy. Loss of eligibility for financial aid may also result. In cases of an alleged sexual offense, a disciplinary proceeding will be conducted as soon as possible, usually within five (5) working days, to make a final institutional determination of whether the alleged sexual offense actually occurred and if any College sanction should be imposed against the accused. In every case the following rules shall apply:
1. The accuser and the accused are entitled to the same opportunities to have others present during a College disciplinary proceeding; and
 2. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought about alleging a sexual offense. Compliance with this subsection does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused.
 3. Criminal charges are a separate matter from College sanctions.
 4. The accuser and the accused are entitled to the same opportunities to have others present during a College disciplinary proceeding; and
 5. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought about alleging a sexual offense. Compliance with this subsection does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution’s

final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused.

6. Criminal charges are a separate matter from College sanctions.
- B. Criminal action for sexual offenses remains the right of the victim, regardless of campus disciplinary action against the accused.

Campus Counseling and Support Services

- A. Counseling is available through Counseling Services to any student, faculty or staff member who is a victim of a sexual offense on campus.
- B. If one of the Counselors determines that a licensed professional counselor is necessary, a list of referrals will be given to the individual.
- C. A list of additional support services can be obtained by contacting the Associate Dean of Student Affairs or directly from the Clinical Counselor/VRE or College Counselor.
- D. Counseling is available through Counseling Services to any student, faculty or staff member who is a victim of a sexual offense on campus.
- E. If one of the Counselors determines that a licensed professional counselor is necessary, a list of referrals will be given to the individual.
- F. A list of additional support services can be obtained by contacting the Associate Dean of Student Affairs or directly from the Clinical Counselor/VRE or College Counselor.

Campus Crime Statistics

In compliance with the Campus Security Act of 1990 and the Amendment of 1992 (Public Law 101-542), Linn State Technical College publishes and distributes the following statistics.

Reporting the Annual Disclosure of Crime Statistics

The Campus Security Survey Administrator prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is located on our website at www.linnstate.edu/current/pdfs/StudentHandbook.pdf. You will also be able to connect to our website via the Home Page at www.linnstate.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding the main campus and alternate sites, Housing and Residential Services, Building and Safety Manager, Administration and Business Department and Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics indicate those reported to the Building and Safety Manager; designated campus officials (including but not limited to directors, deans, department chairs, advisors to students/student organizations); and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Missouri law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Student Health Services) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. The Counseling staff informs their clients of the procedures to report crime to the Building and Safety Manager on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students which provide the website to access this report. Faculty and staff receive similar notification with their paycheck. Copies of the report may also be obtained in the office of the College Counselor in the Nilges Technology Center, Room 103 or by calling 573-897-5228. All prospective employees may obtain a copy from Human Resources in the Administration Office located in the Nilges Technology Center, Room 117 or by calling 573-897-5108, and the website address will be attached to the Linn State Technical College employment applications.

This report covers the Linn campus, the Capital Region Medical Center Location, in Jefferson City, Missouri and the Advanced Technology Center in Mexico, Missouri. The Physical Therapist Assistant program is located in Jefferson City, Missouri; the Nuclear Technology program and Automation and Robotics Technology program; which include a Laser/Photonics Technology option are located in Mexico, Missouri. All other programs are on the Main Campus in Linn, Missouri.

Crime Prevention Tips

- ↔ Never leave valuables within view in a vehicle
- ↔ Secure a parked vehicle with locked doors and windows closed
- ↔ Don't leave a parked car running while unoccupied
- ↔ Always let friends or family know where you will be
- ↔ Avoid unknown locations or new situations at night, especially if alone
- ↔ Go in a group and stay with the group - don't leave friends behind
- ↔ Lock car doors when traveling
- ↔ Don't give out social security numbers - get a generated number on your license
- ↔ Don't leave property unattended
- ↔ Never leave drinks unattended at a party/social event
- ↔ Lock doors at home whether you are there or not
- ↔ Don't answer the door if you don't know who it is and never let a stranger in to "use the phone"
- ↔ If you must drink, DRINK RESPONSIBLY!

Type and Descriptions of Crime Prevention Programs

In keeping with the College philosophy of a collective defense against all criminal activity, the following activities have been established:

1. All incoming freshmen receive written notification concerning campus security procedures and current crime statistics.
2. Crime prevention and awareness topic(s) are discussed at student orientation and faculty/staff orientation.
3. Crime awareness topics are a formal part of not less than two Departmental Chair meetings per year.
4. Crime prevention/awareness topics are in the bulletin not less than three times per year.
5. Potential students and employees are given a summary of the report and information about its availability.

Local Law Enforcement Monitoring Off-campus Activity

When a Linn State Technical College (LSTC) student enrolled on any of the LSTC campuses is involved in an off-campus offense, the Osage County Sheriff's Department, Jefferson City Police or the Mexico Police may assist with the investigation in cooperation with local, state or federal law enforcement. These

law enforcement agencies routinely works with and communicates with campus safety officials on any serious incidents occurring on-campus or in the immediate community and business areas surrounding the campuses. The Linn main campus, Jefferson City or Mexico site operates no off-campus housing or off-campus student organization facilities. However, many students live in off-campus housing in the community surrounding LSTC as well as the other two campus sites. While the local law enforcement agencies in all three of the LSTC campus sites have primary jurisdiction in all areas off campus, LSTC safety officials can and do respond to student-related incidents that occur in close proximity to these campuses. LSTC safety officials have direct communication with the city police, fire departments and ambulance services to facilitate rapid response in any emergency situation.

The following table lists the number of criminal offenses and arrests reported on the Linn campus for the past three years.

Linn Campus			
	2008	2007	2006
A. Criminal Offenses – On-campus			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Sex Offenses - Forcible	0	0	0
3. Sex Offenses - (include only incest and statutory rape)	0	0	0
4. Robbery	0	0	0
5. Aggravated Assault *	0	0	0
6. Burglary	0	0	0
7. Negligent Manslaughter	0	0	0
8. Arson	0	0	0
9. Motor Vehicle Theft	0	0	0
Criminal Offenses - On-campus Residence Halls			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Sex Offenses - Forcible	0	0	0
3. Sex Offenses - (include only incest and statutory rape)	0	0	0
4. Robbery	0	0	0
5. Aggravated Assault *	0	0	0
6. Burglary	0	0	0
7. Negligent Manslaughter	0	0	0
8. Arson	0	0	0
9. Motor Vehicle Theft	0	0	0
Criminal Offenses - Public Property			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Sex Offenses - Forcible	0	0	0
3. Sex Offenses - (include only incest and statutory rape)	0	0	0
4. Robbery	0	0	0
5. Aggravated Assault *	0	0	0
6. Burglary	0	0	0
7. Negligent Manslaughter	0	0	0
8. Arson	0	0	0
9. Motor Vehicle Theft	0	0	0
B. Arrests – On-campus			
1. Liquor Law Violations	0	0	0
2. Drug Law Violations	1	0	0
3. Illegal Weapons Possessions	0	0	0
Arrests – On-campus Residence Halls			
1. Liquor Law Violations	0	0	0
2. Drug Law Violations	1	0	0

3. Illegal Weapons Possessions	0	0	0
Disciplinary Actions/Judicial Referrals - On-Campus			
1. Liquor Law Violations	4	4	11
2. Drug Law Violations	0	0	0
3. Illegal Weapons Possessions	0	0	0

Disciplinary Actions/Judicial Referrals – Residence Halls			
1. Liquor Law Violations	4	0	0
2. Drug Law Violations	0	0	0
3. Illegal Weapons Possessions	0	0	0
C. Hate Offenses – On-campus			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Negligent Manslaughter	0	0	0
3. Sex Offenses - Forcible	0	0	0
4. Sex Offenses - (include only incest and statutory rape)	0	0	0
5. Aggravated Assault *	0	0	0
6. Arson	0	0	0
7. Burglary	0	0	0
8. Simple Assault	0	0	0
9. Robbery	0	0	0
10. Any other crime involving bodily injury	0	0	0
Hate Offenses - On-campus Residence Halls			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Negligent Manslaughter	0	0	0
3. Sex Offenses - Forcible	0	0	0
4. Sex Offenses - Non-forcible (include only incest and statutory)	0	0	0
5. Aggravated Assault *	0	0	0
6. Arson	0	0	0
7. Burglary	0	0	0
8. Simple Assault	0	0	0
9. Robbery	0	0	0
10. Any other crime involving bodily injury	0	0	0
Hate Offenses - Public Property			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Negligent Manslaughter	0	0	0
3. Sex Offenses - Forcible	0	0	0
4. Sex Offenses - Non-forcible (include only incest and statutory)	0	0	0
5. Aggravated Assault *	0	0	0
6. Arson	0	0	0
7. Burglary	0	0	0
8. Simple Assault	0	0	0
9. Robbery	0	0	0
10. Any other crime involving bodily injury	0	0	0

* Statistics concerning any occurrence of a criminal offense shall include a statement of any finding by the College or by local law enforcement agencies that there is manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534). For the report provided above, the following statistics apply as indicated by a check :

- Not applicable since no criminal offenses were reported.
- No manifest evidence of prejudice based upon race, religion, sexual orientation, or ethnicity was found for any of the crimes reported.
- Manifest evidence of prejudice was found. There is evidence that prejudice was involved in of the criminal offenses that occurred as indicated above. Of these offenses; _____ were based upon race, _____ were based upon religion, _____ were based upon sexual orientation, _____ were based upon ethnicity, and _____ were based on disability.

The following table lists the number of criminal offenses and arrests reported on the Jefferson City campus for the past three years.

Jefferson City Campus			
	2007	2006	2005
A. Criminal Offenses – On-campus			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Sex Offenses - Forcible	0	0	0
3. Sex Offenses - (include only incest and statutory rape)	0	0	0
4. Robbery	0	0	0
5. Aggravated Assault *	0	0	0
6. Burglary	0	0	0
7. Negligent Manslaughter	0	0	0
8. Arson	0	0	0
9. Motor Vehicle Theft	0	0	0
Criminal Offenses - On-campus Residence Halls			
1. Murder/Non-negligent Manslaughter *	N/A	N/A	N/A
2. Sex Offenses - Forcible	N/A	N/A	N/A
3. Sex Offenses - (include only incest and statutory rape)	N/A	N/A	N/A
4. Robbery	N/A	N/A	N/A
5. Aggravated Assault *	N/A	N/A	N/A
6. Burglary	N/A	N/A	N/A
7. Negligent Manslaughter	N/A	N/A	N/A
8. Arson	N/A	N/A	N/A
9. Motor Vehicle Theft	N/A	N/A	N/A
Criminal Offenses - Public Property			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Sex Offenses - Forcible	0	0	0
3. Sex Offenses - (include only incest and statutory rape)	0	0	0
4. Robbery	0	0	0
5. Aggravated Assault *	0	0	0
6. Burglary	0	0	0
7. Negligent Manslaughter	0	0	0
8. Arson	0	0	0
9. Motor Vehicle Theft	0	0	0
B. Arrests – On-campus			
1. Liquor Law Violations	0	0	0
2. Drug Law Violations	0	0	0
3. Illegal Weapons Possessions	0	0	0
Arrests – On-campus Residence Halls			
1. Liquor Law Violations	N/A	N/A	N/A
2. Drug Law Violations	N/A	N/A	N/A
3. Illegal Weapons Possessions	N/A	N/A	N/A
Disciplinary Actions/Judicial Referrals - On-Campus			
1. Liquor Law Violations	0	0	0
2. Drug Law Violations	0	0	0
3. Illegal Weapons Possessions	0	0	0

Arrests - Public Property			
1. Liquor Law Violations	0	0	0
2. Drug Law Violations	0	0	0
3. Illegal Weapons Possessions	0	0	0
C. Hate Offenses – On-campus			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Negligent Manslaughter	0	0	0
3. Sex Offenses - Forcible	0	0	0
4. Sex Offenses - (include only incest and statutory rape)	0	0	0
5. Aggravated Assault *	0	0	0
6. Arson	0	0	0
7. Burglary	0	0	0
8. Simple Assault	0	0	0
9. Robbery	0	0	0
10. Any other crime involving bodily injury	0	0	0
Hate Offenses - On-campus Residence Halls			
1. Murder/Non-negligent Manslaughter *	N/A	N/A	N/A
2. Negligent Manslaughter	N/A	N/A	N/A
3. Sex Offenses - Forcible	N/A	N/A	N/A
4. Sex Offenses - Non-forcible (include only incest and statutory)	N/A	N/A	N/A
5. Aggravated Assault *	N/A	N/A	N/A
6. Arson	N/A	N/A	N/A
7. Burglary	N/A	N/A	N/A
8. Simple Assault	N/A	N/A	N/A
9. Robbery	N/A	N/A	N/A
10. Any other crime involving bodily injury	N/A	N/A	N/A
Hate Offenses - Public Property			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Negligent Manslaughter	0	0	0
3. Sex Offenses - Forcible	0	0	0
4. Sex Offenses - Non-forcible (include only incest and statutory)	0	0	0
5. Aggravated Assault *	0	0	0
6. Arson	0	0	0
7. Burglary	0	0	0
8. Simple Assault	0	0	0
9. Robbery	0	0	0
10. Any other crime involving bodily injury	0	0	0

* Statistics concerning any occurrence of a criminal offense shall include a statement of any finding by the College or by local law enforcement agencies that there is manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534). For the report provided above, the following statistics apply as indicated by a check :

- Not applicable since no criminal offenses were reported.
- No manifest evidence of prejudice based upon race, religion, sexual orientation, or ethnicity was found for any of the crimes reported.

- Manifest evidence of prejudice was found. There is evidence that prejudice was involved in of the criminal offenses that occurred as indicated above. Of these offenses; _____ were based upon race, _____ were based upon religion, _____ were based upon sexual orientation, _____ were based upon ethnicity, and _____ were based on disability.

The following tables list the number of criminal offenses and arrests reported on the Mexico campus for the past three years.

Mexico Campus			
	2007	2006	2005
A. Criminal Offenses – On-campus			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Sex Offenses - Forcible	0	0	0
3. Sex Offenses - (include only incest and statutory rape)	0	0	0
4. Robbery	0	0	0
5. Aggravated Assault *	0	0	0
6. Burglary	0	0	0
7. Negligent Manslaughter	0	0	0
8. Arson	0	0	0
9. Motor Vehicle Theft	0	0	0
Criminal Offenses - On-campus Residence Halls			
1. Murder/Non-negligent Manslaughter *	N/A	N/A	N/A
2. Sex Offenses - Forcible	N/A	N/A	N/A
3. Sex Offenses - (include only incest and statutory rape)	N/A	N/A	N/A
4. Robbery	N/A	N/A	N/A
5. Aggravated Assault *	N/A	N/A	N/A
6. Burglary	N/A	N/A	N/A
7. Negligent Manslaughter	N/A	N/A	N/A
8. Arson	N/A	N/A	N/A
9. Motor Vehicle Theft	N/A	N/A	N/A
Criminal Offenses - Public Property			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Sex Offenses - Forcible	0	0	0
3. Sex Offenses - (include only incest and statutory rape)	0	0	0
4. Robbery	0	0	0
5. Aggravated Assault *	0	0	0
6. Burglary	0	0	0
7. Negligent Manslaughter	0	0	0
8. Arson	0	0	0
9. Motor Vehicle Theft	0	0	0
B. Arrests – On-campus			
1. Liquor Law Violations	0	0	0
2. Drug Law Violations	0	0	0
3. Illegal Weapons Possessions	0	0	0
Arrests – On-campus Residence Halls			
1. Liquor Law Violations	N/A	N/A	N/A
2. Drug Law Violations	N/A	N/A	N/A
3. Illegal Weapons Possessions	N/A	N/A	N/A
Disciplinary Actions/Judicial Referrals - On-Campus			
1. Liquor Law Violations	0	0	0
2. Drug Law Violations	0	0	0
3. Illegal Weapons Possessions	0	0	0

Arrests - Public Property			
1. Liquor Law Violations	0	0	0
2. Drug Law Violations	0	0	0
3. Illegal Weapons Possessions	0	0	0
C. Hate Offenses – On-campus			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Negligent Manslaughter	0	0	0
3. Sex Offenses - Forcible	0	0	0
4. Sex Offenses - (include only incest and statutory rape)	0	0	0
5. Aggravated Assault *	0	0	0
6. Arson	0	0	0
7. Burglary	0	0	0
8. Simple Assault	0	0	0
9. Robbery	0	0	0
10. Any other crime involving bodily injury	0	0	0
Hate Offenses - On-campus Residence Halls			
1. Murder/Non-negligent Manslaughter *	N/A	N/A	N/A
2. Negligent Manslaughter	N/A	N/A	N/A
3. Sex Offenses - Forcible	N/A	N/A	N/A
4. Sex Offenses - Non-forcible (include only incest and statutory)	N/A	N/A	N/A
5. Aggravated Assault *	N/A	N/A	N/A
6. Arson	N/A	N/A	N/A
7. Burglary	N/A	N/A	N/A
8. Simple Assault	N/A	N/A	N/A
9. Robbery	N/A	N/A	N/A
10. Any other crime involving bodily injury	N/A	N/A	N/A
Hate Offenses - Public Property			
1. Murder/Non-negligent Manslaughter *	0	0	0
2. Negligent Manslaughter	0	0	0
3. Sex Offenses - Forcible	0	0	0
4. Sex Offenses - Non-forcible (include only incest and statutory)	0	0	0
5. Aggravated Assault *	0	0	0
6. Arson	0	0	0
7. Burglary	0	0	0
8. Simple Assault	0	0	0
9. Robbery	0	0	0
10. Any other crime involving bodily injury	0	0	0

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Emergency Numbers Directory

Linn State Technical College	1-573-897-5000
Toll free	1-800-743-8324

Osage County Ambulance District.....	1-573-897-2112
Fire Department.....	1-573-897-2229
Linn Police Department	1-573-897-3107 or 1-573-897-4234
Osage County Sheriff	1-573-897-3107 or 1-573-897-2285
MO Highway Patrol	1-573-751-3313
MO Highway Patrol Troop F Jefferson City/Emergency	1-800-525-5555
Non-emergency	1-573-751-1000
National Suicide Prevention Lifeline	1-800-273-8255
Pathways - Access Crisis Intervention Number/Emergency	1-800-833-3915
Non-emergency	1-573-634-3000
Rape and Abuse Crisis Hotline	1-800-303-0013
Non-emergency	1-573-634-4911
National Center for Victims of Crime, Abuse, Domestic Violence, Rape, Information and Referral	1-800-394-2255
National Domestic Violence Hotline	1-800-799-7233
Adult Abuse/Neglect	1-800-392-0210
Alcohol & Substance Abuse Information Center	1-800-784-6776
Alcoholics' Anonymous.....	1-800-252-6465
American Council for the Blind.....	1-800-424-8666
American Diabetes Association	1-800-227-6776
American Lung Association.....	1-800-586-4872

Arthritis Foundation	1-800-283-7800
MO Child Abuse & Neglect.....	1-800-392-3738
Family Counseling Center of Missouri, Inc.....	1-573-449-2581
OR	1-573-634-4591

Health Care Numbers

Osage County Community Clinic	1-573-897-4946
Capital Region Medical Center, Linn Clinic.....	1-573-897-2525
JCMG Family Care Clinic, Linn	1-573-897-2202
After Hours Call.....	1-573-556-7700
Jefferson City Free Medical and Dental Clinic.....	1-573-632-2777
Starnes, Craig/Dentist.....	1-573-897-2388

Hospitals (Jefferson City)

St. Mary's Health Center	1-573-761-7000
Capital Region (Madison)	1-573-632-5000
Capital Region (Southwest)	1-573-632-5000
Veterans Administration	1-800-827-1000

Pharmacy

Linn Health Mart.....	1-573-897-4140
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