

OZARKS TECHNICAL COMMUNITY COLLEGE

STUDENT HANDBOOK 2010-2011

August 1, 2010

Dear Student:

We are glad you are now part of the Community's College. Ozarks Technical Community College is here to help you succeed in life. To be successful at your community college, you need accurate and complete information about policies and procedures; the Student Handbook provides you this information. Please take time to familiarize yourself with its contents. It is important that you keep this publication as a handy guide while you are a student.

Thank you for deciding to attend Ozarks Technical Community College! If you have any questions or problems call Student Services at 447-6900, e-mail us at StudentServices@otc.edu, visit the college website at www.otc.edu, or stop by the office in ICW-109.

Sincerely,



Hal L. Higdon, Ph.D.
President

BOARD OF TRUSTEES

The Board of Trustees of Ozarks Technical Community College consists of six members elected from the district-at-large. Members are elected for terms of six years each with two members being elected in each even numbered year. The members of the Board of Trustees and the office they currently hold are:

J. Howard Fisk – President
Maryellen Stratmann – Vice President
Jackie McKinsey – Secretary
Don Clinkenbeard – Treasurer
Larry Snyder – Member
Jeff Layman – Member

PUBLICATION INFORMATION

The OTC Student Handbook is published by the office of the Dean of Students. All efforts have been made to assure accuracy of the information contained in this handbook. Questions regarding the Student Handbook should be directed to the Dean of Students, Information Commons West, Room 219-G. Students enrolled in selective admission programs or programs offered under the auspices of the Community Enrichment Center and the Center for Workforce Development may be subject to additional policies and procedures. Information concerning such policies and procedures is available in the Dean's office of the respective selective admission program or in the Community Enrichment Center or the Center for Workforce Development offices. OTC reserves the right to make changes in all policies, procedures, and other information contained herein.

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INTRODUCTION AND PURPOSE

The Student Handbook provides information about college resources, policies and procedures to help students be successful learners. In the words of OTC's Vice President for Academic and Student Affairs, Dr. Shirley Lawler, "The primary mission of Ozarks Technical Community College is to promote student learning. This requires everyone to focus their energies on providing quality learning experiences for all students." The opportunity to learn is accompanied by responsibilities. Chief among these is the responsibility to conduct oneself appropriately. A guiding principle in determining appropriate behavior is the need to protect the sanctity of the learning environment. Actions which are disruptive to this environment or which are disrespectful of others are inappropriate. Students have the responsibility to read and make themselves aware of the information contained in this handbook. Failure to read the contents does not remove students from the responsibility to adhere to this information. Questions about information contained in this publication may be directed to Karla Gregg, Dean of Students at 447-6966 or greggk@otc.edu.

MISSION STATEMENT

The mission of Ozarks Technical Community College is to promote student learning through accessible, high quality, affordable workforce training, and technical and general education that is responsive to the educational needs of the community and its diverse constituencies.

VISION STATEMENT

Our Vision is to be the community's college by providing quality learning experiences that support community, workforce and personal development.

CORE VALUES

- Quality
- Accessibility
- Diversity
- Community
- Integrity
- Opportunity
- Learning
- Innovation
- Respect
- Personal Growth

NON-DISCRIMINATION STATEMENT

Ozarks Technical Community College prohibits discrimination and harassment and provides equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status, and disabilities that include HIV and AIDS, and medical conditions. Bona fide occupational qualifications will be allowed in those instances where age, gender, or physical requirements apply to the appropriate and efficient administration of the position. Any person having inquiries concerning the college's compliance with these regulations may contact the following: for student inquiries—Julia Edwards, Title IX & Section 504 Coordinator, 1001 East Chestnut Expressway, Springfield, MO 65802, 417-447-8188; for employment inquiries—Alice Ramey, Title IX & Section 504 Coordinator, 1001 East Chestnut Expressway, Springfield, MO 65802, 417-447-2631.

OTC IS A TOBACCO FREE CAMPUS.

Thank you for complying with the OTC Tobacco-Free Campus policy.

STUDENT RESOURCES

ACADEMIC ADVISEMENT

New students will be assisted by advisors and other Student Services staff in making career decisions, selecting courses, registering, and accessing appropriate support services. Currently enrolled students will then be assigned an academic advisor who will assist in future career and course selection decisions. Certain students, including those on academic probation and those who place into two or more developmental courses, will be required to meet with their assigned advisor before registering for the subsequent semester. All degree seeking students will be required to file a Program Completion Plan, approved by their assigned advisor, before registering for their second semester. Academic Advisement can be reached by calling 417-447-6900 or online at www.otc.edu/currentstudents/advising.php.

BOOKSTORE

The OTC Bookstore provides many services for students, faculty, and staff, and is dedicated to assuring the success of the campus community. The Bookstore offers a full line of textbooks, both new and used, academically priced hardware and software, reference books and materials, official OTC apparel and gifts, and convenience items. The Bookstore also provides a buyback program in which used textbooks may be sold back to the bookstore for cash. Textbooks may be purchased in store by credit card, cash, check, or charged to an e-Cashier account. Purchases can also be made online and shipped, or be placed on reservation for in-store pick-up. The OTC Bookstore is located at the corner of Sherman and Brower, just west of the Information Commons on the Springfield Campus. For additional information, you may call the Bookstore at (417) 447-6620.

BREAKING TRADITIONS PROGRAM

The Breaking Traditions program is operated under the umbrella of the Missouri Center for Career Education (MCCE) and is overseen by a regional Career Education Coordinator (CEC).

The Breaking Traditions program focuses on students who are considering or pursuing careers that are non-traditional for their gender, and provides information and expertise in the areas of career awareness, exploration, and planning. Breaking Traditions offers several support services including specialized workshops and financial assistance to students who are enrolled in one of OTC's career/technical programs. The program also provides financial assistance for students who are displaced homemakers and/or single parents enrolled in Career and Technical programs.

The Career Education Coordinator/Breaking Traditions office is located in Information Commons East, Suite 116J, phone 447-6970.

CAREER EMPLOYMENT SERVICES

Career Employment Services, located in Student Services on the second floor of the Information Commons West, provides career and workforce readiness services to students, alumni, and community members of the Springfield metropolitan area. Currently, College Central Network (<http://www.collegecentral.com/otc/>), Interview Stream (<http://otc.interviewstream.com/>), Optimal Résumé (<https://otc.optimalresume.com/>), one-on-one appointments, and classroom presentations are used to educate and assist students in obtaining their career goals. These online and face-to-face career tools can aid students in developing sound résumé and cover letter writing skills, enhanced interviewing skills, and an understanding of available employment opportunities. Furthermore, Career Employment Services staff coordinates interactions with business and industry through company visits and advisory committees to encourage a strong workforce backing. Lastly, a 180-day follow-up survey is conducted to gather data on the employment, continuing education and military status of OTC graduates. For more information on how you can take advantage of these and other important resources, please contact the Career Employment Services department between the hours of 8:00 a.m. - 5:00 p.m. Monday through Thursday, or 8:00 a.m. - 4:30 p.m. on Friday at (417) 447-6964 or by email at careeremp@otc.edu.

COUNSELING SERVICES

Through numerous supportive services, the Counseling Services staff strives to assist members of the OTC community (college students and OTC staff) with their personal issues and career decisions. The staff provides the following individualized and confidential services:

- Assessment, exploration, and researching services for those with career and college major decision-making needs
- Individual and group mental-health counseling
- Referrals to community resources
- Educational programs both on and off campus
- Crisis intervention services
- Campus-wide outreach events
- Web-based self-help resources and community referral suggestions

The counseling staff has extensive experience working with a variety of issues faced by OTC's diverse student population and all of the department's individualized counseling services are free and confidential. For more information about these services or to schedule an appointment, contact the Counseling Services office at 417-447-6974 or visit us on the web at www.otc.edu/currentstudents/counselingservices.php.

BEHAVIORAL INTERVENTION TEAM

Students are encouraged to call on OTC's Behavioral Intervention Team ("BIT") when a fellow-student's behavior rises to a level of concern. The "BIT" provides our faculty, staff and students a vehicle to more easily identify students who are in distress and report a student's behavior(s) of concern in a very simple, confidential manner using an electronic reporting system. Detailed information about recognizing, responding to and referring students in distress as well as how to report students whose behaviors are of concern can be found at www.otc.edu/bit or by calling our BIT help line at 417-447-6697.

DISABILITY SUPPORT SERVICES

The Offices of Disability Support Services provide academic support, accommodation and advocacy for qualifying OTC students with disabilities. Current documentation of the disability is required to determine eligibility for services. For more information, please contact Disability Support Services on the Main Campus at 447-8189 or on the Richwood Valley Campus at 447-7762, or disabilityservices@otc.edu.

EARLY CHILDHOOD EDUCATION CENTER

The Early Childhood Education Center at 936 North Hampton serves students, faculty, staff and the community. The center is licensed by the State of Missouri Department of Health and Senior Services children ages 2 to 5. The center is accredited through the Missouri Accreditation of Programs for Children and Youth. The Early Childhood Education Center features experienced teachers with professional backgrounds in Early Childhood Education or Child Development. As a training facility for the college's Early Childhood program, students help maintain a low child to teacher ratio. Families, teachers, and staff work together to make child care a positive learning experience for each child, enhancing both a positive self-image and self-esteem.

The Early Childhood Education Center provides planned developmentally appropriate activities which encourage and stimulate the cognitive, creative, emotional, social and physical development of each child in a safe, secure, and nurturing atmosphere. Opportunities are provided for exploration and discovery in a variety of activities such as learning centers, large and small group activities, music, art, cooking, field trips and problem solving. Indoor and outdoor experiences enhance the development and coordination of large and small muscles, and teachers guide children in appropriate social interaction which help the children develop self-confidence in relationships. Families may actively participate in their child's learning experience through voluntary participation in classroom activities, classroom visits, parent teacher meetings, and as representatives on the center's Parent Advisory Board.

Daytime child care services are provided according to the college academic calendar, during the fall and spring semesters, when classes are in session. Hours are 7:30 a.m. to 5:30 p.m., Monday through Friday. The Early Childhood

Education Center registers children on a semester basis, with efforts made to accommodate the families' variable schedules whenever possible. For additional information contact the Early Childhood Development Center at 447-8130.

e-CASHIER

(Tuition Deferment Program)

Ozarks Technical Community College has partnered with Nelnet Business Solutions, a third party vendor, to offer deferred tuition payment plans that allow students to manage the payment of tuition and fees with either financial aid or with budgeted monthly payments. e-Cashier is not a loan program. There are no interest or finance charges assessed, and there is no credit check for e-Cashier payment plans. There is a \$35.00 nonrefundable enrollment fee for each payment plan.

Do you want to use Financial Aid to pay your tuition?

- Do you have a Pell Grant?
- Do you have a Student LOAN?
- Do you have A+?
- Do you have a SCHOLARSHIP?
- Do you have an Employer or Agency making payment for you?

If you answered yes to any of the above, Choose e-Cashier payment Option A.

Are you paying tuition out of your own pocket and would like to spread the cost over time?

Choose one of the e-Cashier monthly payment plans. (Reminder! Down payments are collected immediately from your designated account.)

Students must enroll with e-Cashier each term, unless paying all fees in full with cash, check or credit card. e-Cashier enrollment must be complete by the appropriate final fee payment deadline of the term, or the student's class schedule will be cancelled. Final fee payment deadlines are posted at www.otc.edu/financialservices/finance-tuition-payment.php.

Please direct all questions to Cashier Services at (417) 447-4827 or e-mail cashhelp@otc.edu. e-Cashier brochures are available at all college locations and at www.otc.edu (select e-Cashier Payment Plans).

EDUCATION CENTERS

Students have the option of meeting many of their educational needs by attending one of the OTC Regional Education Centers in Branson, Lebanon, and Waynesville. These centers offer a wide range of general, technical, and continuing education courses. Eliminate many commuting and scheduling concerns by enrolling at one of these three convenient locations. For information call Branson at 417.447.8920 or 417.336.6239, Lebanon at 417.447.8932 or 417.532.5044 and Waynesville at 573.774.5061.

STUDENT RESOURCES

FEDERAL FINANCIAL AID

To be considered for financial aid, students must apply for funds each year using the Free Application for Federal Student Aid (FAFSA) or Renewal Application during the filing period, which begins January 1. After you submit your application online, you will receive a response from the U.S. Department of Education via email within approximately two days. Each school you listed on the application will receive your application information. The FAFSA application information will be used to determine your eligibility for:

- Federal Pell Grant
- Federal Stafford Loan
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWSP)
- State Aid Programs for Missouri (FAFSA deadline to apply is April 1 each year)

Once the Financial Aid Office receives your FAFSA application information, additional items required will be requested via your OTC email account as your file is processed. In order to properly process your file, your application for admission to OTC must have been received and processed by the Admissions Office.

Students are encouraged to apply for financial aid at least ten (10) weeks prior to the beginning of the semester for which they plan to attend. The following steps should be taken to apply for financial aid:

1. The student may file the FAFSA on the web at www.fafsa.gov. You will need a Personal ID Number (PIN) to sign the FAFSA online. The PIN may be obtained at www.pin.ed.gov
2. OTC's college code is 030830 and should be entered as the Federal School Code on the FAFSA.
3. If you have not received confirmation from FAFSA of your application after one week, you may call the Federal Student Aid Center at 1-800-4FEDAID to check on the status of your FAFSA or check the status online.
4. Have official academic transcripts from all colleges, universities, or vocational-technical schools attended, sent to and received by OTC in the Admissions Office.
5. If the student has not received a high school diploma or a GED certificate, the student must take an Ability-to-Benefit test at the college.
6. In order to receive financial aid, the student must be seeking a certificate/degree at OTC.
7. There may be additional forms a student must submit to the Financial Aid Office based on an individual situation. The student will be contacted via their OTC email account regarding any additional forms needed.

8. If interested in a student loan, the student will also need to complete a Master Promissory Note (MPN) and loan counseling online at www.otc.edu/financialaid/studentloan1011.php. A student must be enrolled and attending at least six credit hours to be eligible for a student loan in the fall or spring term, and at least three credit hours for the summer term.
9. Once the student's financial aid file is complete, the file is processed by the Financial Aid Office and students aid award are viewable online in Access OTC through the student's MyOTC account.
10. The number of hours a student is officially enrolled in effects the amount of aid an eligible student will receive.
11. For further information contact the Financial Aid Office at 417-447-6900.

Note: A student must apply for financial aid each academic year. Financial aid received is not automatically renewable for the following year.

Receiving Financial Aid

As a recipient of financial aid, you must attend classes in order to receive your aid and also to maintain eligibility for future disbursements. If your enrollment or attendance changes, your financial aid award may be revised or cancelled.

Note: If the student enrolls in any second eight-week block courses, the student may not receive the full financial aid award (Pell Grant or Loans) at one time. Any questions regarding eight-week block courses should be directed to the Financial Aid office.

Use of Financial Aid for Tuition and Fee Payment

Students who intend to pay for classes at OTC with financial aid (Pell, Loans, A+, SEOG, 3rd party payment assistance or financial programs such as Vocational Rehabilitation, Veterans Affairs, or OTC Scholarships) must have appropriate paperwork completed and verified by specific dates. The student must also enroll with e-Cashier following registration for classes each term (fall, spring, and summer). A student who wants to enroll in Option A on e-Cashier must have approved financial aid on file. If Option A is not listed on e-Cashier, contact the Financial Aid Office at 417-447-6900 before you go any further. If your financial aid does not cover the entire cost of your classes, the remaining balance will be deducted from your designated account (personal checking, savings or credit card) in monthly payments. Payment dates are on the OTC web site or you may call the Cashiers Office at 417-447-4827.

Use of Financial Aid to Buy Books

If a student has an e-Cashier account established, he/she may have their books and other school supplies purchased at the OTC Bookstore charged to their OTC student account. Each semester there are important e-Cashier enrollment dates and specific dates to charge books. This information is available online or by contacting the Cashier's Office at cashhelp@otc.edu or 417-447-4827.

Questions Concerning Federal Financial Aid

Due to the complexity of Federal Student Aid Programs, it is important for students to contact the Financial Aid Office if there are specific concerns relating to their aid file. Contact can be made via email financialaid@otc.edu, in person or phone 417-447-6900. General financial aid questions may be directed to the Student Services staff members in the customer service area on the lower level, ICW-109 on the main campus or Student Services at any OTC campus.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR STUDENTS RECEIVING FEDERAL FINANCIAL AID

The U.S. Department of Education requires that institutions participating in the Title IV Federal Student Aid Programs have a policy that is used to monitor a student's academic progress. The policy must measure a student's academic progress both quantitatively and qualitatively. If it is determined that a student is not making reasonable academic progress, the student will not be eligible to receive financial aid until they have met the policy's standards. In order to be eligible for financial assistance, students must meet the satisfactory academic progress requirements set by the college, as outlined on the college website at www.otc.edu/financialaid/1766.php.

A+ PROGRAM

The A+ Program provides tuition and student fees for qualified students who have graduated from high schools in Missouri which have been designated as A+ schools. To qualify, students must meet the requirements established for the program including minimum grade point average (GPA), attendance, tutoring, and good citizenship standards.

Steps for Receiving and Maintaining A+ Program Funding

1. Apply for admission to Ozarks Technical Community College at www.otc.edu.
2. Request your high school to submit an official high school transcript with A+ stamp to OTC.
3. Complete and file the Free Application for Federal Student Aid (FAFSA) each year you intend to utilize A+ Program funding.
4. Enroll as a full-time college student (12+ credit hours for FALL and SPRING semesters, 6+ credit hours for SUMMER semester) for each semester you intend to utilize A+ Program funding.
5. An A+ Student must be enrolled as a degree or certificate seeking student.
6. The student must be a United States citizen.

7. After registration each semester, complete the OTC e-Cashier payment plan to defer eligible tuition and fees to financial aid and/or A+.
8. A+ Program students must maintain at least a 2.50 cumulative grade point average in college level coursework (100 level or higher) at OTC for classes completed after high school graduation.
9. A+ Program students are eligible to utilize A+ Program funding within 48 months after high school graduation, six academic semesters of usage, or until completion of an associates degree (whichever comes first).
10. Visiting or transient students are not eligible to receive A+ Program funding. Students enrolled at 4-year colleges and universities during the FALL and SPRING semesters are not eligible to utilize A+ funding during the summer semester at OTC. This is per state A+ Program guidelines.

For more details regarding eligibility for and use of A+ program funds, visit www.otc.edu/financialaid/A+.php.

SCHOLARSHIPS

OTC offers scholarships for prospective and enrolled students based upon academic achievement and/or community service involvement. Depending upon the scholarship, awards are made for partial or full tuition. Scholarship criteria and application information is available on the OTC web site at www.otc.edu under the Admissions/Financial Aid Home Page heading at www.otc.edu/financialaid/scholarships. General questions regarding scholarships should be directed to Student Services or Linda Johns at johnsl@otc.edu. Contact the OTC Foundation Office for scholarships provided through the Foundation at 447-2651 or email foundation@otc.edu. OTC Foundation scholarship criteria and application information is available at foundation.otc.edu.

VETERANS AFFAIRS

Veterans eligible for the G.I. Bill, Chapters 30, 33, 35, 1606 and 1607 must make application for their benefits through the VA at www.va.gov. Transfer students on the G.I. Bill should complete VA Form 22-1995, Request for Change of Program or Place of Training, prior to the time they plan to transfer. Complete instructions, contact information and links to required documents are available at www.otc.edu/students/offices/financialaid/veteransaffairs.php.

Tuition, fees and approved charges will be paid by the VA directly to the college for Veterans who are using Chapter 31 (Vocational Rehabilitation for Disabled Veterans) and who have submitted VA form 28-1905 (Authorization form). Tuition and fees will be paid by the VA directly to the college for Veterans using Chapter 33 (Post-911).

STUDENT RESOURCES

FITNESS CENTER

The OTC Fitness Center provides students and employees with a safe and clean environment to exercise and workout on well-maintained equipment. We provide competent supervision designed to help participants with their health-related goals on the way to creating a healthy lifestyle. The center is free of charge to all currently enrolled students and employees and is equipped with many accessories in addition to a full circuit of the following:

- Nautilus strength machines
- Treadmills
- Elliptical
- Bikes
- Rowing machines
- Free weights

The center has a broadcast vision system of five televisions which allows students to watch and listen as they workout. Students have access to knowledgeable staff who can design a workout plan to help them reach any level of fitness they may want to pursue. For more information, visit the Fitness Center in ICW-200 or Jeff Jochems at (417) 447-4854.

HONORS PROGRAM

As stated by the Mission, the Honors Program provides academically exceptional students an opportunity to develop their full potential through the enhanced learning environment of a designated community of scholars. In addition, the goals of the Honors Program are to:

- Encourage critical and creative thinking through curriculum that requires analysis, interpretation, synthesis, and problem solving;
- Provide an enriched and innovative program of study to students who demonstrate a motivated and inquiring attitude toward education;
- Foster team building, collaboration, and leadership through the skillful use of communication;
- Promote responsible and challenging actions for the common good as an active, engaged citizen; and
- Build a network of academic and community resources.

Once students are admitted to the Honors Program, they are required to complete the introductory Honors Seminar course in addition to 12 hours of Honors Program coursework. They are also automatically a member of the Honors Student Council.

As this is a selective admissions program with limited enrollment per semester, please contact the Director of the Honors Program (Caron Daugherty; honors@otc.edu; 417.447.8229) for more information concerning the application process, the coursework requirements, and the Program completion requirements for the Honors Program.

INSURANCE

Students are encouraged to have health and accident insurance which is available through independent companies at a reasonable cost. For further information, stop by Student Services for brochures from independent companies.

INTERNATIONAL STUDENT PROGRAM

International students attending the college on an F-1 or M-1 visa could lose their visa status if they fail to abide by limitations and requirements concerning academic load, off-campus employment and failure to notify of change of address or academic degree program. More information can be found at www.otc.edu/4328.php, or by contacting the International Program Office at 447-6941 or email IPO@otc.edu.

LEARNING RESOURCES CENTER (LRC)

The Learning Resources Center is located on the first floor of the Information Commons or can be accessed at www.otc.edu/currentstudents/library.php. The LRC staff helps students with their information and research needs through print, audio visual and electronic resources. The OTC SmartCard ID allows students to check out circulating materials from the OTC collection as well as over twenty million titles in the MOBIUS consortium of libraries. For more information visit the LRC, our website, or call 417-447-8185.

LOST AND FOUND

Lost articles should be reported to the Safety and Security Office at 447-6985 as soon as possible. Found articles will be kept in the Safety and Security Office in the Information Commons. Unclaimed lost and found articles will be given to local charities at the end of each semester. For additional information, contact Pete Rothrock, Director of Safety and Security, Information Commons, Room 208, 447-6985, or e-mail rothrocp@otc.edu.

NEW STUDENT ORIENTATION

Orientation is required for all students who are new to OTC. This applies to first time, visiting and transfer students. Orientation is a great way to learn about what to expect when you arrive at OTC, as well as costs, payment options, financial aid and campus locations. To view the orientation video, visit www.otc.edu/onlineorientation.

OTC ONLINE

OTC Online supports the college mission by providing accessible, high-quality learning opportunities via online, hybrid, and Web-enhanced courses. Online learners can earn a general Associate of Arts (A.A.) transfer degree, Associate of Arts in Teaching (A.A.T.), or an Associate of Applied Science (A.A.S.) degree in various areas by taking online courses any place they have access to a computer with a reliable Internet connection.

The College's online programs and courses are designed for student convenience and engagement in course content. All online courses are accessed via the Blackboard course management system and follow the same calendar as all other OTC courses. Because the online environment does not require face-to-face classroom contact, an online student must be highly motivated and self-disciplined to access the coursework in a timely manner.

Online students should have good reading and writing skills along with the ability to follow written instructions in order to be successful in an online course. Being an active participant is very important in an online course. Interactions with the instructor and other students occur in discussion forums as well as in group activities. Online students should anticipate spending as many hours in their online course as they would in a face-to-face course.

Additionally, students taking an online course must be able to:

- Use a Web browser (e.g., Internet Explorer, Firefox, etc.) to navigate the Internet.
- Send and receive e-mail with attachments.
- Create, store, and retrieve files.
- Copy and paste text.
- Download and install software from the Internet.
- Maintain their computer with minimal assistance from the OTC Help Desk.

Students who are unable to perform some of these basic functions should consider completing a beginning computer course before they attempt to take a fully online course. To better ensure online success, it is important that the student's computer meets the minimum requirements needed to operate Blackboard effectively.

All OTC courses that are fully online are asynchronous, meaning they can be completed virtually anytime, anyplace a student has an Internet connection. However, per college policy, all online classes require at least one proctored (in-person) assessment to be administered at an approved location convenient to the student, no matter what the geographical location. Additionally, online degree- or certificate-seeking students are required to complete an exit assessment in person at an institution that offers the Collegiate Assessment of Academic Proficiency (CAAP) and WorkKeys Assessment.

Elearning Outreach

Elearning Outreach is a unit within OTC Online that focuses on online professional development, workforce development, corporate training, and community enrichment opportunities. Individual courses and certificate programs are available.

For more information about OTC Online or Elearning Outreach courses, please visit the OTC Online home page at online.otc.edu, email online@otc.edu, or call 417.447.8198.

PARKING ON CAMPUS

It is the student's responsibility to understand and follow college traffic regulations. The locations of approved OTC parking areas is included on the campus map. See inside back cover. Because of OTC's rapid growth, parking can be a problem; therefore, it is important that even during times of congested parking, students adhere to parking regulations. Safety and Security Officers provide help jump-starting and unlocking certain types of vehicles. It is crucial students follow parking regulations. Enforcement of policies regarding the operation of vehicles on campus is an important part of the Safety and Security Department. Students will be issued a ticket and levied a fine of \$15 for the following violations:

- Blocking traffic.
- Careless and imprudent driving.
- Failure to obey traffic signs.
- Not parking within a yellow line.
- Parking in a No Parking zone
- Parking in a space not marked for parking
- Parking in a handicapped space without appropriate authorization
- Parking on the grass.
- Parking on the sidewalk.
- Parking in a reserved parking space
- Parking in an area not designated for parking.
- Parking against the flow of traffic.

An appeal must be submitted within one month from the date of issuance of the ticket. For more information regarding parking or to appeal a ticket, contact Pete Rothrock, Director of Safety and Security, Information Commons, Room 208, 447-6985, e-mail rothrocp@otc.edu or Jeff Jochems, Assistant Vice President, Administrative Services at 447-4854, jochemsj@otc.edu.

STUDENT RESOURCES

PHI THETA KAPPA

Phi Theta Kappa is the International Honor Society of Two-Year Colleges. To be eligible for membership, a student must complete a minimum of 12 credit hours at the college with a 3.5 GPA or higher. Membership is by invitation only and invitations are sent the second week of the fall and spring semesters. The international office is headquartered in Jackson, Mississippi, and has more than 2 million members in more than 1,200 chapters in nations including the United States, Canada, Germany, and Japan.

Phi Theta Kappa's purpose is to recognize and encourage scholarship among two-year college students. To fulfill this purpose, Phi Theta Kappa provides an outlet for leadership development, fellowship among student members, community service, and continuing academic excellence. For more information please contact ptk@otc.edu.

RECYCLING

The college is committed to establishing a comprehensive, cost-effective program for a broad range of recyclable materials. Each building of the college has a designated area with marked containers (bins) for recycling. Students are encouraged to use the bins in an effort to reduce litter and trash. Currently, the college recycles the following items:

- White Paper
- Mixed Paper (glossy magazines, newspapers, etc.)
- Aluminum Cans
- Plastic Bottles
- Glass

Please use the bins placed around campus and remember it's just a drop in the bin! For details, contact Jeff Jochems, Assistant Vice President, Administrative Services at jochemsj@otc.edu or call 447-4854.

SPECKMAN TUTORING AND LEARNING CENTER

The Speckman Tutoring & Learning Center (TLC), located in Room 212 of the Information Commons East building on the main campus, provides academic assistance to students in developmental- and college-level courses. Services are also available at the Academic Support Center (ASC) in Room 206 of the Richwood Valley campus and at the Education Centers at Branson, Lebanon, and Waynesville.

The TLC and ASC offer tutoring in various courses. At the main campus, computer assistance and math tutoring (up to and including MTH 130) are available to students during all the hours that the TLC is open. Online math tutoring (up to and including MTH 130) is also available. Other subjects tutored include accounting, anatomy and physiology, biology, chemistry, computer applications, physics, Spanish, and other selected math classes. These schedules vary, so students should come to the Center or check the TLC Web site for the times that tutors are available. Appointments are not needed.

The TLC also offers basic skills courses in computer usage, grammar, vocabulary, reading, basic math, and study skills. Most of these courses are 1-2 credit hours, and some can be added several weeks into the semester. Students can enroll in TLC courses to learn or review fundamentals that prepare them for the next level of courses. Even students who traditionally have not struggled academically may find a study consult or a study skills course beneficial.

Many students find reading college textbooks very demanding and challenging. Whether students have struggled with reading their whole lives or simply lack focus and comprehension, RDG 040 can help break through all reading barriers. Students will increase focus, understanding, and memory, find reading easier and more enjoyable, and perform better in their other classes. The 3-credit-hour course offers active and engaging sessions with qualified Reading Comprehension Specialists who continually monitor and adjust the program to fit the needs of each student.

Students who want to gain proven strategies for creating greater college, career, and personal success can enroll in CAC 120: Keys to College Success. This 3-credit-hour course can help students to discover their goals and dreams, increase motivation for college, learn essential study strategies, build self-confidence, develop skills employers want, explore college resources, and reach their greatest potential.

For more information about any of the TLC services on the main campus, stop by ICE 212 or call 447-8164. For Richwood Valley ASC services, stop by Room 206 or call 447-7447. To check for hours of tutoring at all campuses as well as learn more information, go to the TLC Web site: www.otc.edu/tutoring.

SPEECH COMMUNICATION CENTER

The Speech Communication Center is dedicated to providing free student/community support through quality tutoring and mentoring in the areas of Public Speaking and the Communication discipline. Students from all disciplines may benefit from services provided by OTC's Speech Communication Center. The following free services are provided:

1. Help with speech anxiety and communication apprehension.
2. Guidance regarding topic selection, organization, research, development, outlining, and speech delivery for oral presentations in any course.
3. Speech rehearsal and speech taping for online or seated classes.
4. Personal tutoring for any Communication course.

The Speech Communication Center is located in IC 200. Walk-ins are welcome, but appointments are encouraged. For more information, operating hours, or to schedule an appointment call 447-8982 or e-mail speechcenter@otc.edu.

STUDENT COMPUTER RESOURCES

Student Computer Help Desk

The Student Computer Help Desk is located in the Information Commons building near the main switchboard and staffed by student workers. Students can find assistance with technology issues such as wireless Internet access, locations of computer kiosks, online registration, student account support, and more. For hours of operation: www.otc.edu/helpdesk

The Information Technology Help Desk

The Information Technology Help Desk is located in Graff Hall 203. The Help Desk assists faculty, staff, and students with technology issues. For assistance, email helpdesk@otc.edu or call 417-447-7548. For hours of operation: www.otc.edu/helpdesk.

MyOTC

MyOTC is a portal that offers fast and easy access to resources at OTC, with a secure single login. Information about MyOTC can be found on Intra, and through Online Help. MyOTC is an essential tool to the OTC community and contains the following resources:

Course Survey

The "course survey" tab is available for students to provide feedback on their instructors. As per state law, all public Missouri colleges and universities are to solicit and post consumer information for faculty. Please help us provide this information by giving thoughtful feedback on your instructor. A more comprehensive student evaluation may take place to obtain additional information for the college's confidential personnel process. All survey submissions are completely anonymous and cannot be traced to an individual student. Aggregated survey results will be made available through OTC's website for use during future registrations.

AccessOTC

When a student uses the AccessOTC tab they can:

- Register for classes
- Change class schedule; add/drop classes
- Pay tuition and fees
- Check financial aid awards
- View and print academic records.

Storage

Storage is an area where documents can be saved. Projects can be worked on anywhere there is Internet access and stored to this location. After uploading a file, it is important to remember when making changes to that file, the file should be saved and then re-uploaded into the MyOTC Storage area, in order to have the most recent copy stored. The file cannot be saved directly to the storage area.

Resources

This tab provides access to Library Research Databases, and IT Resources.

Emergency Notification

Emergency Notification is a messaging system that has been put into place to alert faculty, students, and staff of school emergencies and closings.

OTC Webmail

All currently enrolled students have an OTC e-mail account. There is a 20mb quota, and a 10mb attachment limit. Access to e-mail is available through the "MyOTC" portal (<http://my.otc.edu>) (login and click on the Webmail tab).

A student e-mail address will be in the following format:

- First initial of your first name (Lower Case)
- First initial of your last name (Lower Case)
- Student ID Number (On Student ID Card) @otc.edu;

Example: js0011223@otc.edu

The Webmail tab makes your OTC e-mail available from anywhere there's Internet access. The OTC Webmail system is the official channel for communication of e-mail between faculty, staff, and students. Important information will be forwarded to students at their OTC e-mail account. This information includes, but is not limited to, critical deadlines, and course information.

Blackboard

This tab takes you to OTC's online learning platform, Blackboard Academic Suite 9. If you take online courses at OTC, you will use Blackboard extensively -- to view announcements from your instructors, to access your assignments and other course materials, and to discuss relevant concepts and readings with your classmates and instructors. For more information on Blackboard please visit the Online Teaching and Learning web page <http://www.otc.edu/online-teaching-and-learning.php>

Don't Forget the Online Help!

There are many tutorials available for MyOTC usage simply by clicking the Online Help link in the upper right hand corner of the screen. You can view this file before and after log-in, so help is always at your fingertips.

Login Information

What's My User Name? In order to retrieve your OTC User Name you can go to <https://my.otc.edu/portal/render.userLayoutRootNode.uP>, click on the "What's My User Name?" tab, fill in your last name and either your social security number or student ID number.

Student User Name Format:

- First initial of your first name (Lower Case)
 - First initial of your last name (Lower Case)
 - Student ID Number (On Student ID Card)
- Example: Jill Student (ID # 0011223)

User Name = [js0011223](mailto:js0011223@otc.edu)

NOTE: You must use all seven (7) digits of your student identification number, including any zeros.

STUDENT RESOURCES

Student Default Password Format

- First initial of your first name (Upper Case)
- First initial of your last name (Lower Case)
- Last Seven digits of your Social Security No.

Example - Jill Student

Social Security No: 123-45-6789

Password: Js3456789

Password Guidelines

The first time you log into "MyOTC", you will be asked to accept the computer use agreement and to create a new password. The password must be at least 8 characters long and contain:

- At least one Upper Case letter
- At least one Lower Case letter
- At least one number and NO special characters (i.e., @, \$, !)

Password Hints

- Choose your password wisely
 - Keep it to YOURSELF
 - Do not include your first or last name
 - Do not include your social security number or your student identification number
 - Be creative! For instance, use the first letter of each word in a phrase or pick a word and substitute a number for certain letters
- Password example: Famous – F4m0u5

To log into "MyOTC" you will need the following:

- Your User Name
- Your NEW password

PASS System

The PASS system allows faculty, staff & students to reset their passwords from on and off campus at anytime. In order to do this, you must create a profile. A profile consists of answering five specific questions that you select. If you have not created your profile, you will be asked to the next time you login to a computer on campus. This should only take about five minutes. Once you have created your profile, you are done. There is no need to change your password. For more information visit <https://password.otc.edu/QPM/Common/Help/passwordmgr.pdf>

Antivirus Computer Protection

Antivirus protection is offered to students for purchase during the second week of classes. The price to students is \$3.00 for a single copy and may be purchased at the Cashiers Office on the Springfield Campus or in the main offices at all other Ozarks Technical Community College Education Centers. If our web security identifies your system as broadcasting viruses over the student wireless network, or if your system does not comply with the Computer Use Agreement, wireless access will be disabled. Contact the Information Technology Help Desk for instructions to restore access.

StuNet Wireless Network

Wireless Internet access is available in the common areas of classroom buildings throughout the campus. Information and setup documentation is available at either Help Desk. It is your responsibility to know the terms and conditions outlined in the Computer Use Agreement before using StuNet to access the Internet. Warning: Wireless networks are not secure. Examples of actions you should not conduct on a wireless network include transferring credit card information, or using a password to log on to a site or computer. Such information can be captured and used by other people. OTC assumes no responsibility for data or personal information compromised through use of its wireless network. The OTC student wireless network conforms to the IEEE 802.11b protocol and standards.

Note: Peer-to-Peer (Limewire, Bittorrent, Bearshare, etc.) file sharing is not authorized.

Wired Internet Access

Wired Internet access is available in the north end of the Information Commons Atrium and in the Information Commons East atrium. Before accessing the Internet, review OTC's Computer Use Agreement.

Computer Kiosks

Computer kiosks are located in various areas on campus. Kiosks are available to current students for Internet access and use of Office 2007 for printing.

Open Computer Lab

Open computer labs are available for OTC students to do homework, research, printing, and to practice using software applications commonly found in the workplace.

- Springfield Campus: ICE 223A, 417-447-7548
- Richwood Valley Campus: LSC 216, 417-447-7700
- Lebanon Education Center: LEC 107, 417-532-5044
- Branson Education Center: BEC 122, 417-336-6239
- Waynesville Education Center: WEC 100, 573-774-5061

Please call the location for hours of operation and additional information. The Springfield and Richwood Valley hours are located at: <http://www.otc.edu/technology/computer-labs.php>.

Student Printing

The IT Department implemented new software that allows students 500 free pages each semester including wireless from their laptops at designated locations. Pages available at the end of the semester will not carry forward to the next semester. No refunds will be given to students with pages remaining in their accounts. For more information call 417-447-7548.

Free printing is tabulated as follows:

- Black & white count as 1 page
- Black & white duplex count as 1 page
- Color counts as 10 pages
- Color duplex counts as 10 pages

Students must purchase any printing over the 500 allotted pages. Black and white prints are 5¢ each and color prints are 50¢ each.

Designated printing locations:

- Main Campus:
 - Open Computer Lab - ICE 223A
 - Learning Resource Center - IC 100
 - Student Help Desk - IC Atrium
 - NKM Lobby
- Richwood Valley
 - Open Computer Lab - LSC 216
 - Learning Resource Center - LSC 203
- Branson
 - Open Computer Lab - BEC 122
 - Learning Resource Center - BEC 123
 - Lobby Kiosk
- Wireless Printing:
 - The wireless printing link is located at MyOTC, on the "Resources" tab, under "IT Resources". Pages printed wirelessly are deducted from the 500 free or paid pages.

Network Storage

Students are granted network access, providing storage space on an on-campus server to store school-related data. Documents saved to the network are backed up nightly and can be retrieved if accidentally deleted. Network drives consist of:

- H – Your My Documents Folder or Home Drive
- S – For all curriculum documents (May be used in the classroom)

**Remember: Documents saved to the local computer's hard drive (C:drive) and desktop are not backed up.

STUDENT GOVERNMENT ASSOCIATION

While modeling integrity, professionalism and impartiality the Ozarks Technical Community College Student Government Association (SGA) represents the student body, upholds student rights, and provides students with the opportunity for training and experience in a democratic government. The student government is concerned with the development, welfare and governance of all students and student organizations at Ozarks Technical Community College and is responsive to student needs and desires. The Student Government Association encourages students to participate in the development and implementation of policies, procedures, and services which directly impact the student body. SGA emphasizes interaction between students and administration.

All students become members of the college SGA through payment of student fees. This membership allows participation in student-sponsored activities funded by student fees. The SGA holds elections in the spring to elect officers for the following academic year. Information on how to apply for an SGA officer position may be obtained from the SGA Advisor, or from the SGA link at www.otc.edu. Representatives from each recognized student organization participate in SGA meetings. The SGA has the responsibility for planning student activities and management of an annual budget for the conduct of its business. This budget and expenditures are subject to the policies and procedures set forth by the college. The Advisor to the SGA is responsible for providing guidance and direction in the conduct of the association. The SGA office is located in the Information Commons and officers may be reached by leaving a message on the SGA office telephone at 447-6995 or by emailing sgastaff@otc.edu.

STUDENT ORGANIZATIONS

Student organizations are formed to meet the needs and interests of the students. As a prerequisite to operation on campus, all such groups must be recognized by the college and must agree to abide by regulations of the Board of Trustees and policies issued by the administration. Student clubs and organizations shall be established according to the Student Government Association Constitution. Every club or organization must have a faculty or staff advisor. No club or organization will be established or allowed to operate in a manner that discriminates against staff members or students in violation of state or federal laws.

Procedures for Official Recognition of a Student Organization:

1. Any group of students desiring to form an organization must have a faculty or staff member willing to serve as an advisor to the organization.
2. The faculty or staff member who desires to serve as an advisor to a student organization presents a written request for permission to be a student organization advisor to their supervisor. Upon approval of the supervisor, the faculty or staff member may proceed to assist the organization in being officially recognized.

STUDENT RESOURCES

3. A representative and the advisor of a student organization present a written request for official recognition to the Student Government Association, including the following documentation:
 - a. Constitution/By-Laws with the organization's statement of purpose.
 - b. A signed Organization Advisor Responsibility contract (obtained from the SGA Advisor), submitted by the faculty or staff member accepting this responsibility.
 - c. A list of the organization's officers, which should include but is not limited to the following: President, Vice President, Secretary, and Treasurer.
4. When the SGA votes to recommend official recognition, a written recommendation will be sent to the office of the college President. The President has final authority to give official recognition to the student organization. If a student organization is not recommended for official recognition by the SGA, the student organization may appeal the decision of the SGA directly to the President.

The following Student Organizations have been officially recognized by the Student Government Association and approved by the college administration prior to the fall of 2010:

- Baptist Student Union (BSU)
- Branson Student Government Association
- Business and Economics Student Travel (BEST)
- Campus Crusade for Christ (CCC)
- Catholic Campus Ministries (CCM)
- Christian Campus House (CCH)
- Chi Alpha Christian Fellowship
- Club Español
- College Republicans
- Computer Programmers & Users Society (CPU)
- Creative Arts Alliance (CAA)
- Criminal Justice Society
- Dental Assisting Association
- Dental Hygiene Association
- Equality
- Engineering Club
- Fall Practical Nursing (Fall LPN)
- Hmong American Student Association (HASA)
- Honors Society
- Hospitality/Culinary Student Association
- International Assoc. of Administrative Professionals
- Jazz Club
- Lebanon Student Government Association
- Occupational Therapy Assistant
- OTC Veterans Association
- Phi Theta Kappa, International Honor Society
- Physical Therapy Assistant Association
- Professional Landcare Network (PLANET)

- Respiratory Therapy Association
- Richwood Valley Student Government Association
- Sensational Singers
- Society for Awareness of the Natural Environment (SANE)
- Society of Automotive Engineers
- Society of Manufacturing Engineers
- Spring Practical Nurses (Spring LPN)
- Springfield Student Government Association (SGA)
- Student Diversity Association
- Student-Missouri State Teachers Association
- Students in Free Enterprise (SIFE)
- Sunday Movie Watchers
- Surgical Technology Association
- The Eagle, Student Newspaper
- The Bowling Club
- United Methodist Wesley Foundation

STUDY ABROAD PROGRAM

Several short-term study abroad opportunities are offered to provide expanded learning opportunities, cultural development and career education, and prepare students for an increasingly global community. Students are invited to consider participating in one of the 1-2 week long, faculty-led programs offered during Spring Break, and the summer semester. Participants can earn college credits in a variety of academic areas, while expanding their understanding of other cultures and gaining new skills. For more information on current study abroad opportunities, visit www.otc.edu/students/IPSO/studyabroad.php or contact the International Programs and Services office at 447-6941 or e-mail ipo@otc.edu.

TESTING SERVICES

The college offers proctoring services for students with disabilities, students who are enrolled in online classes and students or instructors who need to schedule exams missed due to illness or emergency. For more information, contact Testing Services at 447-8189 on the Main Campus, 447-7762 at the Richwood Valley Campus or at testingservices@otc.edu.

TRANSFERRING TO A COLLEGE OR UNIVERSITY

Students planning to transfer to a 4 year college or university have the option of completing one of the following degrees: Associate of Arts, Associate of Arts in Teaching, or the Associate of Science in Biology, Chemistry, or Engineering. In order to make the transfer as seamless as possible, students must plan carefully, in part, by determining: (a) the desired transfer institution based on career objective, major, minor; (b) financial obligations; (c) admissions requirements; (d) after-transfer concerns. Many resources and services exist at OTC to guide students in the transfer process including career counseling, admissions guidance, financial and academic advising, registrar, and disability support services.

VENDING MACHINES

Vending machines are operated for the benefit of students and staff. Problems with vending machines regarding refunds of \$2 or less should be directed to Cashier Services located on the 2nd floor of the Information Commons. All other problems should be directed to the Administrative Services office at 447-4851.

VIP PROGRAM

For in-district students 60 years of age and older, the VIP Program offers one class each term, for credit, tuition-free, on a "space available" basis only, after the first week of classes. Students in the VIP program must pay all fees and other costs (books, supplies, and lab fees, if applicable). For more information regarding a VIP credit class, contact Student Services.

WEBSITE

The web site has information for prospective students, current students, faculty, staff, and the public. Students interested in attending Ozarks Technical Community College can find information on any of the degree programs, apply for admission, register, pay fees, check grades, access the class schedule, the college Catalog, and the student handbook. For students who are involved in doing research for OTC classes, the Learning Resources Center is available online. For more information, go to the web site at www.otc.edu.

WRITING CENTER

The OTC Writing Center is a free, friendly service provided to all OTC students. Our staff of student peer tutors will assist you with any aspect of any writing assignment for any course. Whether you are selecting a topic, prewriting, organizing, composing the draft, revising, editing, or documenting your sources, we can help.

The Writing Center is located in IC 200, directly above the LRC. Our hours are Monday through Thursday 9:30-7:30 and Friday 9:30-2:30. Walk-ins are welcome, but we strongly encourage calling ahead for an appointment in order to be sure someone will be available for you.

Telephone: 417.447.8235

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC FRESH START

Students returning to OTC after an absence of 3 years or longer, with a cumulative OTC GPA of less than 2.0, may apply for Academic Fresh Start in order to recover from a deficient GPA. Academic Fresh Start will be limited to those cases in which the student's prior record does not reflect his/her current maturity with respect to motivation, attitude, and ability.

The following conditions apply to all students seeking Academic Fresh Start:

1. Academic Fresh Start will be granted only once.
2. Academic Fresh Start will apply to OTC course work only; this excludes all transfer credits.
3. A student must not have been enrolled in any course work at OTC, excluding Continuing Education courses, for a period of at least three consecutive years.
4. Academic Fresh Start will apply to all OTC course work attempted prior to the three-year absence. This course work cannot be used to meet any academic requirement (i.e. graduation, prerequisite, and certification).
5. Course work completed prior to the three-year absence will remain on the student's transcript but will not be calculated into the student's cumulative GPA.
6. Upon re-enrolling at OTC, the student must complete 15 hours of college credits (excluding pass/fail courses) with a GPA of 2.50 or better before beginning the application process.
7. The Student has no outstanding debt to the college.

To apply for Academic Fresh Start, the student must submit the following to the Office of the Registrar:

1. A completed Academic Fresh Start application (obtained at the Office of the Registrar).
2. A written request which includes an explanation of how previous grades are negatively affecting future educational goals and an explanation as to how your motivation, attitude, and ability have changed since your return to OTC.
3. The Office of the Registrar will present all submitted paperwork to the Academic Review Committee. The committee will review the application and submitted paperwork and notify the student in writing of its decision within 30 days after the committee meets.

Academic Fresh Start is an OTC initiative and may not be recognized by other colleges or universities upon transfer.

ACADEMIC HONORS

Honors recognition may be earned by both full and part-time students. Students who complete 12 or more credit hours will be eligible for the President's and Dean's lists. Courses below 100 level will not be included. Recognition will be given for the term in which a 12 credit hour increment is completed. The recognition shall be based on the grade point average

(GPA) attained during the 12 credit hour increment. Once a 12 credit hour increment is completed, a new 12 credit hour increment for eligibility for the President's and Dean's list will begin. The following criteria shall be used:

1. Eligible students earning a GPA of 3.85 or above will be placed on the President's List for the term.
2. Eligible students earning a GPA of 3.50 to 3.84 inclusive will be placed on the Dean's List for the term.

The cumulative GPA at the end of the semester will be utilized by the Registrar to rank the candidates for associate degrees and certificates for academic honors. Final honors will be posted to the transcript and diploma using the final cumulative GPA. For additional information contact the Registrar's Office at 447-6915.

ACADEMIC INTEGRITY

Students of Ozarks Technical Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. OTC faculty strives to provide students with the knowledge, skills, judgment, and wisdom they need to participate meaningfully in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination, corrupts the essential process of higher education.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the course work they submit. Following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Violations of Academic Integrity

Actions constituting violations of academic integrity include, but are not limited to, the following:

- Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
- Cheating: the use or attempted use of unauthorized materials, information, or study aids; an act of deceit by which a student

ACADEMIC POLICIES AND PROCEDURES

attempts to misrepresent academic skills or knowledge; and, unauthorized copying or collaboration.

- Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
- Academic Misconduct: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

Academic Integrity Awareness

In each class, students will be notified about policies and procedures regarding academic integrity. That notification is stated in the course syllabus and contains an explanation of academic integrity, student responsibilities related to academic integrity, and references to information about the consequences of academic integrity violations.

Academic Due Process

Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. Notification of the Charge
2. Presentation of the Evidence Supporting the Charge
3. Opportunity to Respond
4. Notification of the Consequences
5. Information about the Appeal Process

Consequences for Academic Integrity Violations

Academic dishonesty, or violation of academic integrity, is not condoned or tolerated at Ozarks Technical Community College (OTC). Most infractions of academic integrity are governed by the instructional dean responsible for the division in which the violation occurs. OTC delegates the following disciplinary authorities to faculty in responding to infractions of academic integrity:

1. Requiring a reattempt at the assignment or assessment in question.
2. Requiring the completion of an alternative assignment or assessment.
3. Lowering the score on the assignment or assessment in question.
4. Recording a "zero" for the assignment or assessment in question.
5. Recommending a failing grade for the course, or other disciplinary action, subject to administrative review and approval.

Some infractions of academic integrity may violate state or federal laws or professional codes and may carry serious legal consequences.

Procedures for Addressing Academic Integrity Violations

Upon determination that an academic integrity violation has occurred, the following procedures will be followed:

1. The instructor will communicate with the student about the violation and the consequences.
2. In cases of flagrant academic integrity violations, the instructor will document the incident and the consequences on an Academic Integrity Infraction Form.
3. The instructor will submit the completed form, via OTC e-mail, to the student and appropriate college officials.
4. If a student does not challenge the accusation and accepts the proposed sanction, the student signs the form electronically and returns it to the instructor via OTC e-mail. The instructor then forwards the signed copy to the appropriate college officials.
5. If a student wishes to challenge the accusation or penalty, he or she must follow the student grievance procedure as outlined in the Student Handbook.

ACADEMIC PROBATION AND SUSPENSION*

The Academic Probation and Suspension Policy applies only to students enrolled in credit programs. A 2.0 cumulative GPA is necessary for graduation. Degree, diploma, and certificate seeking students performing below the satisfactory level outlined in the schedule detailed below will automatically be placed on academic probation until they attain the satisfactory GPA level. Probationary students are expected to work closely with their instructors, advisors, and counselors in order to improve their academic performance.

Probationary students will be required to limit their semester course load to 12 hours or less as determined by the advisor and approved by the appropriate administrator. Students may also be required to enroll in developmental course work.

The Cumulative Grade Point Average Schedule follows:

Cumulative Hours Attempted:	GPA Satisfactory Level:
6-25	1.50
26-40	1.75
41-more	2.00

Probationary students who have not attained satisfactory progress levels will be suspended for one semester at the end of three consecutive probationary semesters. They may, however, enroll the following semester (or semesters) as a special student. During this suspension period, they may take only developmental courses or retake courses in which they received "D" or "F" grades. (Exception to this policy of developmental courses will be made with the approval of the appropriate administrator while the student is on suspension.) Students may be readmitted to programs when their GPA reaches the satisfactory progress level, or they may be readmitted on probation after one semester's suspension.

ACADEMIC POLICIES AND PROCEDURES

EXCEPTION: A student who earns a semester GPA of 2.5 or higher during a probationary semester, and still has a cumulative grade point average below the satisfactory level as shown in the schedule above, may not be suspended but will remain on academic probation.

If additional information is needed contact the Registrar's Office at 447-6915.

*This Academic Probation and Suspension policy is not the same process as the institution's Satisfactory Academic Progress Standards for Financial Aid.

ASSESSMENT

As the mission and purpose statements of OTC demonstrate, the College is committed to promoting student learning through accessible, high quality, affordable workforce training, technical and general education that is responsive to the educational needs of the community and its diverse constituencies. In order to fulfill this mission, OTC has implemented on-going assessment activities that provide the feedback needed to plan, improve the quality of, and allocate necessary resources to the various programs, departments, and services the college offers. The assessment of student outcomes is basic to the overall system of assessing institutional effectiveness and determining whether the college is accomplishing its mission.

The assessment of student learning at OTC is designed to evaluate the effectiveness at the institution, division, program, department, and course levels allowing the College to capitalize on strengths, identify areas where opportunities for enhancement exist, and implement changes and improvements in order to maximize student academic achievement, personal development, and the quality of the College's academic programs.

Student Assessment occurs at four points: entry, in-progress, exit, and post-graduate follow-up. Each of these four points includes a variety of assessment instruments that provide both qualitative and quantitative information. Assessment activities include placement testing, course assessments, student satisfaction surveys, an exit examination, and various alumni surveys. OTC students play a vital role in providing valuable information to the institution. Because of this, students should participate in assessment activities when requested and should use these opportunities to provide honest and accurate feedback to the college.

OTC accepts as its institutional responsibility the necessity to demonstrate that students are learning and are meeting the goals and expectations set forth at course, programs and institutional levels. In these dismal economic times of higher education, it is important to provide evidence to all stakeholders that students are successfully achieving the academic goals that have been established.

OTC is dedicated to serving its students and the community. The faculty and administration have embraced the importance and benefits of assessment

of student academic achievement as evidenced not only by the degree of implementation of assessment activities, but also by the use of the results to improve student learning.

ADMISSION AND GRADUATION ASSESSMENT

Admission Assessment: OTC placement of entering students is based on writing, reading and mathematics skills as evaluated by the COMPASS or ACT tests. These tests may not be required for those who have already completed courses equivalent to OTC's mathematics and English requirements. Students must provide proof of completion of appropriate prerequisites for enrollment into courses requiring such prerequisites.

Graduation Assessment: During the last semester of enrollment prior to graduation, all students completing a degree or certificate must take the appropriate exit assessment to evaluate students' general education skills and how well OTC is meeting its instructional goals.

- Students completing the A.A. or A.S. degrees are evaluated by the CAAP exam.
- Students completing the A.A.T. degree are evaluated by the C-Base (a minimum score of 235 must be achieved on each sub-section of the CBASE).
- Students completing a Certificate or A.A.S. degree are evaluated by the WorkKeys exam.
- Students completing a Certificate or A.A.S. degree in Accounting, Business and Marketing, or Business Technology are evaluated by the A*S*K Business Institute exam.

Exit assessment dates are found in the college calendar and at the back of this handbook. For information about admission and graduation assessment, please contact the Advising and Testing office on the second floor of Student Services, ICW-219, or 417-447-6907. Additional information is also available on the OTC website - www.otc.edu/currentstudents/testing.php.

ATTENDANCE REQUIREMENTS

All students are expected to be present for their scheduled classes and labs. Regular attendance and participation are required. Absences will be considered justified and excusable only in cases of emergencies, serious illness, or death in the immediate family.

The College Administration shall develop and implement standards and procedures to be used to monitor and enforce attendance regulations.

Administrative Withdrawal

It is the policy of the College that a student may be administratively withdrawn from a course due to lack of attendance in seated classes or non-participation in online classes. An instructor will administratively withdraw a student from class if that student meets any of the following criteria:

ACADEMIC POLICIES AND PROCEDURES

For Seated Classes:

1. Not been in attendance for two consecutive calendar weeks of class during a regular 16 week session (equivalent of shorter sessions).

# of Weeks for class	Maximum length of absence
20	2.5 calendar weeks
16	2 calendar weeks
12	1.5 calendar weeks
8	1 calendar week
4	.5 calendar week

2. Total absences equate to 20% of the total semester class time. Practicum, clinical and internship attendance requirements will be determined by the appropriate department.

# of Class Period/Semester	Examples:	Absence at which a student would be withdrawn
48	(16w, 3d/w)	10
32	(16w, 2d/w); (8w, 4d/w)	6
16	(16w, 1d/w); (4w, 4d/w)	3
24	(12w, 2 d/w)	5
5	(1w, 5d/w)	1

For Online Classes:

1. Do not access (as designated in online grade book) the course for 14 consecutive days without contacting the instructor.
2. Do not submit total assignments equating to 20% of total semester assignments (e.g. assignments, discussions, exam, homework, etc.)

CERTIFICATE AND DEGREE COMPLETION RATE INFORMATION

The following calculations of degree and certificate completers are based on the fall 2006 cohort of first time, full-time, degree seeking students:

- Fall 2006 First Time, Full-Time, Degree Seeking Students: 1,617
- Total Student Completers in 150% of Normal Time for Degree: 239
- Graduation Rate: 15%
- Transfer-Out Rate: 19%

There are a number of reasons why students do not complete a degree in 150% of the prescribed time. Students who enter as full-time may subsequently become part-time students. Many more transfer out of the college to other institutions or may stop out for one or more semesters. Also, a number of students are not counted because they had prior credit before enrolling at OTC. If you have questions or for additional information contact the Office of Research and Strategic Planning at 417-447-2667.

CHANGE OF SCHEDULE

Students wishing to make schedule changes must complete the necessary forms in Student Services or via "MY OTC." A withdrawal from all classes must be completed in Student Services. Check the published class schedule for deadlines for adding and dropping classes. Once a student has been enrolled in a credit class, enrollment is maintained throughout the semester unless the student officially withdraws or is administratively withdrawn prior to the course withdrawal deadline. Students who stop attending class and do not officially withdraw will receive a failing grade or will be administratively withdrawn (see Attendance Requirements section for more information). Failure to attend class does not constitute a schedule change or a student-initiated withdrawal and does not entitle the student to a refund. For more information, contact the Registrar's Office at 447-6915.

CHANGE OF STUDENT INFORMATION

Any change of student information (name, address, telephone number, etc.) requires proper completion of a Change of Information form available in Student Services with the exception of a student address that may be changed using "MyOTC."

COMMENCEMENT

Commencement exercises will be held on Thursday, May 19, 2011, for all students completing degrees and certificate requirements. A \$30 graduation fee will be paid by each student receiving a one-year certificate or a two-year associate degree; the ceremonial cap and gown is included in the cost. See the Graduation Requirements section of this handbook. For more information contact the Registrar at 447-6915.

COMPUTER USE EXPECTATIONS FOR SEATED COURSES

In today's computer based society, it is imperative that students develop computer based skills. Therefore, Ozarks Technical Community College students will be expected to use online technology to assist them in the learning process. At a minimum, students will be expected to log on to the online learning platform (i.e. Blackboard) where the course syllabus and faculty information are located.

In a "seated" course, the time spent in class should be the primary venue used to deliver the content of the course as stated in the course abstract. The manner in which that content is delivered in the classroom is left to the discretion of the instructor.

In a "seated" course, the administering of course assessments (other than "traditional" assessments including, but not limited to, research papers, essays, mathematical problem sets, etc.) should be conducted primarily during the regularly-scheduled class periods. The manner in which those assessments are administered is left to the discretion of the instructor. The

ACADEMIC POLICIES AND PROCEDURES

use of assessments (administered online) outside the regularly-scheduled class periods are acceptable provided the following criteria are met:

- the number of assessments are conducted on a limited basis;
- the percentage of the course grade comprised by the online assessment is kept to a minimum

CREDIT BY EXAM

To earn credit by examination, the student must be currently enrolled at Ozarks Technical Community College. Students must complete the process for seeking credit by exam, with the Department Chair of that discipline, prior to the start of the semester when the credit would be awarded. Not more than 24 credit hours may be earned through credit by exam. Students must pay \$15 per course for examination. Exams are administered under the direction of the appropriate college dean/department chair. Students passing the exam may gain transcribed credit by paying the appropriate tuition and fees. The grade recorded on the transcript will be "S," which will count as hours earned but will not count in cumulative grade points for grade point average (GPA). Students failing the examination may enroll in the course by paying the required tuition and fees and may retake the examination after a one-year wait.

DEGREE AUDIT PROCEDURE

A degree audit determines how courses taken apply to specific degree/certificate and program of study. You may request a degree audit at any time during your course of studies. Degree audits can also be printed at "MyOTC." The degree audit will reflect the degree/certificate requirements met and those still to be completed. Please note that the degree audit is unofficial until you have filed an Application for Graduation (see details under Graduation Requirements) and the audit has been reviewed by the Registrar's office.

DIRECTORY INFORMATION

Student directory information must be requested in writing to the Custodian of Records.

FINAL GRADES

User name and password information for "MyOTC" can be found on the homepage at www.otc.edu. Midterm and final grades along with additional important student information can be found at "MyOTC." Your grades will not be mailed, however students needing a hard copy of the grades can request a transcript in Student Services.

ACADEMIC & COURSE GRADE APPEAL PROCEDURE

The College has established an equitable and orderly process to resolve academic dissatisfaction. This may include final grades, instructional procedures, attendance, instructional quality and situations related to academic issues.

Procedure:

In appeals related to final grades, it shall be the responsibility of the student to prove that the grade is incorrect or unjustified. A grade of "F" received due to improper course withdrawal is not subject to this procedure.

Step 1: Informal Resolution: Every reasonable effort should be made by both parties (i.e. student and instructor) to resolve the matter through informal discussion.

Step 2: If adequate resolution is not obtained through informal discussion, the student should proceed as follows:

1. The student will complete a Student Academic/Course Grade Appeal form.
2. A copy of this form will be submitted electronically to appeals@otc.edu. The form will be distributed to the instructor and appropriate administrators.
 - i. For non-final grade appeals this should occur within thirty calendar days following the event
 - ii. For appeals that involve final grades, this should occur by the Friday of the fourth week of the next term.

A written decision will be rendered by the instructor electronically to all involved parties within ten college business days following the filing of the appeal.

Step 3: If the student is not satisfied with the disposition of the appeal at Step 2, within ten college business days after receipt of the Step 2 response the following information can be submitted electronically to appeals@otc.edu. The documents will be distributed to the appropriate Dean and administrators.

1. A copy of the written appeal submitted in Step 2
2. Instructor's written response

A written decision will be rendered by the Dean to all involved parties within ten college business days following the filing of the appeal.

Step 4: If the student is not satisfied with the disposition of the appeal at Step 3, a request for an evaluation by the Academic Appeals Committee can be submitted, within ten college business days after receipt of the Step 3 response. The following information should be submitted to appeals@otc.edu

1. A copy of the written appeal submitted in Step 2
2. Instructor's written response
3. Dean's written response

ACADEMIC POLICIES AND PROCEDURES

Upon the determination by the committee, the Chair of the Academic Appeals Committee will provide recommendation for resolution to the Vice President for Academic and Student Affairs within five college business days after the completion of the evaluation.

The Vice President for Academic and Student Affairs shall make a ruling regarding the appeal within ten college business days after receipt of the documentation. The Vice President's decision shall be final and will be delivered in written form to all involved parties.

General Provisions:

In no case may an individual involved at an earlier level of the grievance serve on the Academic Appeals Committee. The committee, Dean, and/or Vice President has the responsibility to interpret the appeal in light of established laws, rules, policies, procedures, and regulations. Copies of the final resolution of the appeal shall be forwarded to the involved parties and to all administrative officials involved in the appeal. Files of resolved appeals shall be maintained in the office of the Vice President for Academic and Student Affairs.

GRADING SYSTEM

Official grades are issued for each student at the end of each semester. Students enrolled in credit courses will be graded by the letter grade system and assigned a grade point average (GPA) for each semester. The GPA is determined by dividing the total number of grade points by the number of credit hours attempted. A GPA of 2.0 is required for graduation. Transfer credits are not included in the GPA computation. See the current college Catalog for grade point and definition of grade information.

GRADUATION REQUIREMENTS

Candidates for a certificate or degree must meet the following requirements by specified dates:

1. File an Application for Graduation (located online or in Student Services) the term prior to graduation.
2. Pay \$30 graduation fee (cap and gown included in cost).
3. Register for and complete the appropriate exit assessment for one's degree or certificate. See the Admission and Graduation Assessment section for more details.
4. All students who have borrowed from the Federal Family Educational Loan Program or the Federal Direct Loan Program are required to complete exit counseling.

For more information regarding graduation, contact the Registrar's office at 447-6915 or e-mail registrar@otc.edu. Additional information is available on the OTC website (www.otc.edu) or in the college Catalog.

MIDTERM GRADES

Students receiving "D" or "F" grades at midterm will be notified of their status by email. Questions concerning midterm grades should be addressed to the instructor.

MILITARY TRAINING AND COURSE WORK

Degree seeking students with active military service may be awarded credit based on military training and/or experience. A copy of the military transcript must be submitted to Student Services for evaluation. Please note that not all credit granted may be applicable to all programs of study. Questions regarding applicability of credits should be directed to an academic adviser. For questions about the evaluation and awarding of military credit, contact the transcript evaluator at 447-6920 or e-mail owenk@otc.edu.

REPEATING COLLEGE CREDIT COURSES

OTC offers students the opportunity to improve his/her grade point average by repeating a course. If a student earns a "D" or "F" grade in a course at OTC, that course may be repeated and requires no special permission. If the course is repeated, the new grade replaces the first grade in the OTC grade point average. The repeat is noted on the academic transcript, next to the original grade, with an "R", indicating repeat. Any subsequent repeats of the course will be calculated in the grade point average. As a result, the best opportunity to improve one's grade point average is with the first repeat of a course for which a deficient grade was earned. OTC courses with earned grades of "C" or higher may be repeated only by permission from the Vice President for Academic and Student Affairs.

RESIDENCY REQUIREMENT FOR GRADUATION

In order for an Associate Degree to be awarded, the final 15 semester credit hours must be completed at Ozarks Technical Community College. Certificate programs will require the number of credit hours in residence proportional to the Associate Degree.

ACADEMIC POLICIES AND PROCEDURES

STUDENT PRIVACY (FERPA)

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect student privacy and to provide for the right to inspect and review education records. In compliance with FERPA and with Board Policy 4.02, Ozarks Technical Community College has established the following with respect to students' education records:

1. Students are guaranteed the right to inspect and review their education records, and the right to request amendment of records they believe to be inaccurate or misleading. OTC also guarantees that a student's written consent will be obtained prior to releasing personally identifiable information from education records, other than basic directory information.
2. Basic directory information is not required by law to be restricted; however, the college does not release this information except for evidently valid reasons. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, (1) student's name; (2) local address; (3) major field of study; (4) academic classification (freshman, sophomore and enrollment status- part-time or full-time); (5) participation in recognized activities, including photographs of sponsored activities; (6) dates of attendance (including matriculation and withdrawal dates); (7) degrees, certificates and awards received, including academic honors. Departmental honors and membership in honor societies; and (8) inclusion of an individual in a group photo. Further, OTC may release lists of students who qualify for academic honors, as well as lists of graduates to newspapers which cover the permanent address of record.
3. Any student who wishes to restrict the release of his/her directory information must file written notification to this effect with the Office of the Registrar during the first two weeks of any semester or term.
4. Certain exceptions to this policy exist when the disclosure of information from an education record is to school officials with legitimate educational interest, to other schools to which a student is transferring, to specified officials for audit or evaluation purposes, to appropriate parties in connection with financial aid to a student, to organizations conducting certain studies for or on behalf of the school, to accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate officials in cases of health and safety emergencies, or in other circumstances allowed by FERPA.
5. Upon written request to the college registrar, students may inspect information in their education record and will be given the opportunity to request amendment of any records they consider inaccurate or misleading. If necessary, college regulations and procedures provide for a hearing process.

6. Students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-5920 which handles FERPA complaints. For additional information contact the Registrar's office, registrar@otc.edu, or 447-6915.

WITHDRAWAL FROM COLLEGE

If a student wishes to withdraw from all credit classes he/she is enrolled, he/she must complete the Withdrawal From College form. This form must be received in Student Services on or before the withdrawal deadline posted for each term. If a student is unable to come to campus, a letter with the student's signature and postmarked prior to the withdrawal deadline date for each term will be accepted. Either the form or the letter may be mailed or faxed to Student Services. The address is 1001 E. Chestnut Expressway, Springfield, MO, 65802; the fax number is 417-447-6925.

Students who stop attending class(es) but never complete the withdrawal process will receive a failing grade(s) or may be administratively withdrawn by the instructor (see Attendance Requirements section of the handbook for more details). A Hardship Withdrawal, described below, may be granted to a student who experiences a non-academic emergency which interfere or prevent the completion of coursework.

Failure to attend classes does not constitute a schedule change or student-initiated withdrawal and does not entitle the student to a refund. For additional information contact the Registrar's office at 447-6915 or e-mail registrar@otc.edu.

Before you drop a class, consider the following:

1. If you receive financial aid, will dropping the class affect your financial status? Will this action create a balance due to the college? You will not be able to receive transcripts or return to school until that balance is paid in full.
2. If you need 12 hours or more for insurance, will dropping this class affect your eligibility?
3. Have you talked to your instructor about dropping the class? Perhaps things aren't as bad as they seem. Have a heart-to-heart talk with your instructor.
4. Is this course a prerequisite for another course you need later? Will dropping this course delay your graduation or transfer plans?
5. Is the course you're considering dropping going to be offered again when you need it? Some courses are only offered one semester a year. It may be another year before you can re-enroll in this course.
6. Are you working too many hours? If your part-time work is affecting your study time, it is likely that by just cutting down your work hours, you will be able to do better in this class.
7. Have you tried the Speckman Tutoring and Learning Center (TLC) for assistance? The TLC may be able to help you through the difficult times.

ACADEMIC POLICIES AND PROCEDURES

HARDSHIP WITHDRAWAL

Hardship Withdrawal may be granted to a student who experiences non-academic emergencies which interfere or prevent the completion of coursework and cannot be resolved through traditional withdrawal methods. Typically, hardships (non-academic emergencies) tend to fall into one or three categories: medical, personal, and financial. Hardship withdrawals are not granted unless there is a compelling reason for such requests.

The Hardship Withdrawal process is not the appropriate venue to resolve or petition academic matters (e.g., grades). Such concerns must be addressed to the respective department. In addition, the Hardship Withdrawal process is not an alternative means to drop classes after the published drop date to remove unwanted grades or preclude resulting academic/financial aid actions (warning, probation, exclusion, etc).

The following conditions apply to Hardship Withdrawal:

1. Students are not eligible for Hardship Withdrawals in any course in which they have completed the course requirements (e.g., taking the final exam or submitting the final project).
2. Students must apply no more than four weeks into the following semester including the summer semester. This applies whether or not the student is enrolled in the next semester.
3. A Hardship Withdrawal applies to one semester only.

To apply for a Hardship Withdrawal, the student must submit the following to the Office of the Registrar:

1. A completed Hardship Withdrawal application (obtained at the Office of the Registrar).
2. A written personal statement of hardship. The written personal statement of hardship should explain to the Academic Review Committee how and/or why the non-academic emergency impacted studies. It is essential that the student gives accurate details about the circumstances surrounding the hardship, date(s) of the emergency, and an account of how the situation specifically prevented the completion of coursework.
3. Required supporting documentation:
 - a. Medical (e.g., physical or psychological emergencies): Type-written correspondence on office letterhead from a physician, psychologist, psychiatrist, or any licensed healthcare professional should be submitted as part of the documentation. The letter should include the dates the student was under the doctor's care, a statement of how the illness/condition interfered with the completion of coursework, and the name-title-phone number of the office representative who can verify the authenticity of the letter. Notes on prescription pads, appointment slips, and/or medical consultation forms are not acceptable in lieu of a doctor's letter.

- b. Personal (e.g., death in the family, family crisis, etc.): All family emergencies require official and/or notarized forms, documents, or correspondence from a state agency, governmental entity, or reputable business. For example, death of a close family relative requires a death certificate and/or obituary with the name/date of the publication.
- c. Financial (e.g., loss of sole-supporting job, head of household challenges, mandatory job changes): Financial emergencies require the student's employer or supervisor to document the mandatory change(s), the date of the change(s), and the organizational representative who can verify the circumstances of the job change(s), preferably a human resource professional.

The Office of the Registrar will present all submitted paperwork to the Academic Review Committee. The committee will review the application and submitted paperwork and notify the student in writing of its decision within 30 days after the committee meets.

INVOLUNTARY MEDICAL LEAVE

When a student's health challenges preclude successful completion of his/her academic course work, the student may be withdrawn from all course work. Normally, a Withdrawal from College will result from the student's voluntary efforts. In exceptional circumstances involving life-threatening behaviors, a student may be required to leave the College involuntarily until life-threatening circumstances have been resolved. In accordance with College policy and applicable federal and state laws, a student whose behavior or health status meets the established criteria may be subject to an Involuntary Medical Leave.

Involuntary Medical Leave Procedures

If it becomes evident, through observed behavior or report(s) from faculty, staff or students, that a withdrawal from the college may be in the best interest of a student and the college, and the student does not agree, then the following procedures will be engaged:

1. The Dean of Students will consult with the Behavioral Intervention Team and will review all available information obtained from incident reports, conversations with appropriate faculty and staff, and the expert opinions of appropriate medical and mental health professionals.
2. The Dean will engage in a determination on an individualized, case-by-case basis and will apply the Direct Threat Analysis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of future harmful conduct, either to the student or to others in the college community.
3. The Dean will meet with the student, if possible, so as to allow an opportunity for the student to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary medical leave from the college.

ACADEMIC POLICIES AND PROCEDURES

4. If, after discussion, the student chooses to withdraw voluntarily, a Withdrawal Form will be processed indicating that the withdrawal is voluntary and of a medical nature.
5. If, after conversation, the student maintains that he/she would like to remain enrolled, the Dean will consult with appropriate medical and mental health professionals regarding the evidence presented by the student. The Dean will also consult with the college President, the Vice President for Academic and Student Affairs and other college officials as appropriate.
6. The Dean will render a decision and present that to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. These conditions for return will include a signed release by the student for appropriate college officials to discuss the student's readiness to return to college and assistance in developing reasonable accommodations to mitigate any direct threat to self or others.
7. Should the student choose to appeal the Dean's decision, he/she will make such appeal in writing to the Student Grievance Committee following the procedures outlined in the Student Handbook.

TRANSCRIPTS

Official OTC transcripts must be requested by the student, in writing, to Student Services. Unofficial copies of transcripts may be issued directly to students; there is not a fee for official or unofficial transcripts. A transcript will not be released to any student with a hold on his/her records. A hold may be put on the student's record for failure to pay tuition and fees, graduation fees, take the post-test, return a library book, or meet any other obligation to the college. Information concerning transcripts may be obtained by calling the Registrar's Office at 447-6915 or online at www.otc.edu/registrar/1721.php.

TRANSCRIPT EVALUATION PROCESS AND TRANSFER OF CREDIT

A student who transfers to Ozarks Technical Community College is required to have official transcripts sent to the Registrar's Office from all colleges and universities he/she attended. A transcript issued and sealed by the school where credit was earned and delivered in a sealed envelope is considered official.

OTC will evaluate credit earned from other higher education institutions accredited by an agency recognized by the U.S. Department of Education.

Coursework earned on the incoming transcript is evaluated and posted to the student record within one week. All outstanding transcripts for a student must be received prior to credits being posted to the student record.

Once credit is posted, students may access degree audits online through MyOTC or by visiting Student Services. Contact the Registrar's Office at 447-6920 with questions regarding the evaluation of transfer credit. Please note: all credit transferred may not be applicable to your program. It is the responsibility of the student to know the courses previously completed when meeting with an academic advisor or registering for classes.

ADVERTISING AND SOLICITATION (POLICY 6.14)

Solicitation

All solicitation on any Ozarks Technical Community College campus or education center shall be prohibited, except as allowed by law on public sidewalks adjacent to non-vacated streets. Solicitation is defined as, but not limited to, approaching, summoning, or requesting by an individual or representative of a business or commercial organization for the purpose of gaining support, collecting information, or selling goods, products and/or services. Distributing materials on parked vehicles or otherwise leaving materials unattended is expressly prohibited.

This policy shall not prohibit educational vendors from providing information to college employees which may be intended for or necessary to conduct college business, recognized student organizations from bringing groups on campus, four-year colleges and the military from setting up information tables, or vendors from participating in designated events with approval from the appropriate staff. Appropriate staff will schedule four-year college and military representatives.

Direct Sales Solicitation

Any person(s) desiring to solicit for direct sales on any campus or center is required to have the approval of the Vice President for Administrative Services.

Advertising

Any person(s) desiring to post or distribute any commercial advertising, political or religious tracts or pamphlets on any campus or center is required to have the approval of the Vice President for Administrative Services.

AMERICANS WITH DISABILITIES ACT

The college complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that persons with disabilities admitted to the college as students or employed by the college are afforded all of the rights and privileges provided by state and federal law. For additional information see the Disability Support Services section in this handbook. If further assistance is required contact Academic Support Services in ICE-234D or call 447-8163.

CELL PHONE USE

Cell phones are becoming ubiquitous in our society. Many people do not exercise good judgment in the use of their cell phones. Students should not use cell phones, including sending or reading text messages while in class, laboratories, or while conducting any official business with the college. Cell phones should have the ring feature turned off to avoid disturbing others.

COMPUTER USE AGREEMENT

Ozarks Technical Community College provides students, faculty, staff, and members of the public with access to campus and global information resources through networked computing technology to enhance its educational, social, cultural, and economic missions and in service to its many constituencies. The primary function of information technology resources at OTC is to support instruction and administration; other activities are secondary and may be subject to limitations. The OTC Computer Use Agreement for all information technology resources at OTC is based on common sense, common decency, and civility applied to a networked computing environment. Use of OTC information technology resources is a privilege and assumes responsible, ethical, and legal conduct by the user.

Users are required to use computers in compliance with proper course assignments/activities. Any fraudulent use of college owned or operated computers will result in appropriate disciplinary action and in flagrant cases could result in dismissal.

All users should read this information before they use the computers and the computer network at OTC. Use of the college's computer resources is subject to all college policies and all local, state, and federal laws including but not limited to the guidelines listed below. Registering for any class at OTC signifies that you have agreed to these guidelines:

1. There will be no food or drink in the classroom and lab.
2. Users are to run or access only those programs specifically assigned or permitted by the instructor.
3. There are to be no games or similar software played on the college's computers.
4. Users are not to submit, publish, view, or display on the network any defamatory, abusive, obscene, profane, sexually oriented, or illegal material, nor shall the user encourage the use of controlled substances as proscribed in state and federal laws.
5. Classroom users may use e-mail only as assigned or permitted by the instructor. Network Administrators reserve the right to inspect e-mail as required by law or the policies of the college and to investigate complaints regarding e-mail that contain abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
6. Commercial use of the network is strictly prohibited.
7. Users may not use computer equipment to copy, store, or otherwise reproduce software or material covered by the copyright laws. This is not limited to software. It also covers music, movies, and written material such as books.
8. Users are responsible for any charges, surcharges, or fees incurred while accessing the network.
9. Users are not to intentionally harm data, software, or equipment that is part of the college network. Users are not to harm data or equipment belonging to another user. Users are held liable for any such software or equipment damaged.

GENERAL COLLEGE POLICIES

Violation of any of the above guidelines may result in disciplinary action by the appropriate administrator and suspension or termination of the user's computer privileges. Any use of computing resources for any illegal purpose is prohibited, and will result in a forfeiture of use and may be reported to the appropriate authorities. The user may also face further disciplinary action. The user may appeal the suspension of privileges in accordance with college policy.

Users have a lessened expectation of privacy when using computer resources owned by public institutions. Issuance of a password or other means of access is not a guarantee of privacy, license for abuse, or improper use of OTC's computing resources and facilities. In the course of network administration, we may be required to open e-mail and files, and a forensic analysis may require the network staff to access, inspect, and copy files, disks, and diskettes of users that have been used on the network without notice.

Users will reimburse OTC for any losses or damages, including reasonable attorney's fees incurred by the college as a result of any breach of this agreement. For additional information contact the Information Technology Help Desk at 447-7548, or e-mail helpdesk@otc.edu.

GRIEVANCE PROCEDURE FOR STUDENTS

Students having complaints, other than grade appeals or academic dissatisfaction, which cannot readily be resolved through normal channels, may bring their complaint to the Dean of Students. If the Dean of Students cannot satisfactorily resolve the complaint, the student may request the matter be referred to the college Student Grievance Committee. The chairperson will convene the committee. The committee will hear the complaint and make a recommendation for resolution to the college President. The decision of the college President shall be final.

HARASSMENT BY STUDENTS

It is against college policy for students to harass faculty, staff, or other students. Students who are guilty of harassment, whether physical or verbal, are subject to being dismissed from the college. The college's sexual harassment policy applies to students as well as to employees. Incidents of harassment of any type by any member of the college community may be reported to the Safety and Security Office at 447-6985. Complaints of sexual harassment should be reported to Ramona George (447-8861), Director of Adult Education and Literacy or Jeff Jochems (447-4854), Assistant Vice President, Administrative Services. Strict confidentiality must be maintained in all such matters.

SEXUAL HARASSMENT OF STUDENTS

Sexual Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Examples of sexual harassment include requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive environment.

Offended individuals should report the harassment to the Sexual Harassment Officers, Ramona George, Director of Adult Education and Literacy at 447-8861, e-mail georger@otc.edu or Jeff Jochems, Assistant Vice President, Administrative Services at 447-4854, e-mail jochemsj@otc.edu.

ONLINE SOCIAL NETWORKS

Online social networks such as Facebook, MySpace and Twitter are great innovations and offer students the opportunity to interact with and learn more about an extraordinary array of people. If used in the appropriate manner these online networks take advantage of the Internet as never before. You need to take great responsibility in what you post. No one is going to limit those people authorized to use the Internet from seeing what you post online. In other words, you have absolutely no expectation of privacy. With no expectation of privacy must come the understanding you could expose yourself to someone who may not have the same values, assumptions about appropriate behavior, or that may put yourself at risk as a victim of criminal behavior. You must also be concerned about the privacy of others. Be careful that you do not post anything that could be considered defamatory, libelous, or violate any codes of conduct contained in this handbook.

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

Tuition rates at OTC are determined by the school district in which you reside. Student Services determines initial residency classification. Questions regarding initial residency classification must be directed to this area. It is the responsibility of each student to pay fees and tuition due the college according to the student's initial residency classification. If a student believes their residency classification should be changed after initial enrollment, a Change in Residency Classification form must be completed. The Change in Residency Classification form must be submitted by the student to the first floor of Student Services before reclassification of residency will be considered. All reclassification of residency must be completed prior to

the first day of classes. If not, the decision will not go into effect until the following term of enrollment. Reclassification of residency is not retroactive to any prior terms of enrollment. For additional information contact the Registrar's Office at 447-6915 or email registrar@otc.edu.

SALES ON CAMPUS

Nothing may be sold on campus by any individual or organization unless through regularly approved distribution channels such as the bookstore or food service, or unless specifically approved by the President or his/her designee. The Vice President for Administrative Services has been designated as the approving authority. College employees and students are prohibited from canvassing students or staff members for the purpose of sale. For additional information contact Rob Rector, Vice President for Administrative Services, 447-4852, rectorr@otc.edu.

OFFICIAL COLLEGE IDENTIFICATION CARDS

The OTC SmartCard is the official college identification card for OTC. A valid SmartCard is required of all OTC post-secondary credit-enrolled students. The student's SmartCard is the photo identification necessary for current student inquiries at Student Services, the Cashier's Office and to charge books/supplies at the OTC Bookstore. An OTC SmartCard may be required for use of the MOBIUS in the LRC, open computer labs and other OTC facilities. A benefit of the OTC SmartCard is that many area merchants offer an automatic discount to students on purchases.

TOBACCO-FREE CAMPUS POLICY

OTC is a Tobacco-Free institution and is committed to providing its students and employees with a safe and healthy environment. No consumption of tobacco or tobacco products is allowed on any college property or in any college facility; this includes all buildings, grounds, sidewalks and streets within the campus proper. The institution displays notices of the tobacco-free policy at all college locations.

The reasons OTC is Tobacco-Free include:

1. No longer giving tacit approval for anyone underage to use tobacco
2. Eliminating tobacco litter from the campus
3. Preventing exposure to second hand smoke
4. Assuring clean air for all who come to the college
5. Preparing students for tobacco-free work environments of the future
6. Teaching respect for others

For more background, enforcement and policy implementation information, check out the college's website or contact Ty Patterson, Director of the Center of Excellence for Tobacco-Free Campus Policy, at 417-447-8887 or e-mail patterst@otc.edu.

DRUG FREE COLLEGE POLICY

The college is committed to providing each student a drug free environment in which to attend classes and study. Illicit drug use and the abuse of alcohol are dangerous and may result in permanent damage, dependence, ill health, and even death. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or illegal drugs by Ozarks Technical Community College students on college property is prohibited. Students who attend classes, clinicals, laboratories, or any college function under the influence of alcohol or illegal drugs may be withdrawn from the class(es) and/or placed on probation/suspension. Under no circumstances will intoxicated students be permitted to participate in OTC courses or activities. Along with facing possible probation or suspension from OTC, students may face legal sanctions under local, state, and federal law that may include up to seven years in prison and/or a \$10,000 fine for a Class A felony.

TUITION PAYMENT POLICY

By registering for classes, each student accepts responsibility for payment of all tuition and fees due the college.

Failure to either pay in full or enroll with e-Cashier by the appropriate final fee payment deadline each semester will result in cancellation of the student's class schedule. Final fee payment deadlines are posted at www.otc.edu/financialservices/finance-tuition-payment.php

Tuition Payment Arrangement Options:

1. Pay in full by cash, check or credit card. Full payment can be made with a credit card through My OTC; log in, select AccessOTC tab, Student access menu, and Pay Online. Full payment may also be made in person at the Cashier windows at any college location.
2. Enroll in an e-Cashier payment plan. Enroll on-line at www.otc.edu and select e-Cashier tab.

Any student who has an outstanding balance due will not be able to register for classes, obtain a transcript, or graduate. Students will not be considered registered for any semester or class session until all tuition, fees, and other college debts are paid or payment arrangements have been made. Students registering on the first (1st) day of the semester, or any day thereafter, shall be assessed a \$35 late registration fee, which is nonrefundable. Any outstanding balance remaining unpaid by the student will be assessed up to a 35% collection charge and reported to appropriate collection agencies and the Missouri Department of Revenue. A charge of \$30 will be made for returned NSF items. The college Finance Office will make every effort to collect all returned non-sufficient funds items. Direct any questions concerning payment to Cashier Services at (417) 447-4827 or e-mail cashhelp@otc.edu.

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REFUND POLICY

Refunds for Withdrawal from All Classes

A student who withdraws (drops all classes) during the first seven (7) calendar days of the semester will receive a 100% refund of tuition and lab fees paid. Students withdrawing between the 8th and 14th calendar day of the semester will receive 80% of the tuition and lab fees paid. Students withdrawing between the 15th and 21st calendar day of the semester will receive 60% of tuition and lab fees paid. Students withdrawing between the 22nd and 28th calendar day of the semester will receive 40% of tuition and lab fees paid. Students withdrawing between the 29th and 35th calendar day of the semester will receive 20% of tuition and lab fees paid. No refunds will be made after the 35th calendar day of the semester.

Procedure: The student must process an official withdrawal form. The forms are available in Student Services located in the ICW. The student must submit the completed form to Student Services by the appropriate published deadline to be eligible for any refund. A withdrawal form is not considered official until it has been received and processed in Student Services.

Refunds for Schedule Change after First Day of Semester

If a student-initiated schedule change reduces the total amount of tuition and lab fees, the student will receive 100% of the difference in tuition and lab fees if the change is completed during the first seven (7) calendar days of the semester. If the change is processed between the 8th and 14th day of the semester, the student will receive 80% of the difference in tuition and lab fees. If the change is processed between the 15th and 21st calendar day of the semester, the student will receive 60 % of the difference in tuition and lab fees. If a change is processed between the 22nd and 28th calendar day of the semester, the student will receive 40% of the difference in tuition and lab fees. If the change is processed between the 29th and 35th calendar day of the semester, the student will receive 20% of the difference in tuition and lab fees. No refund for a change of schedule will be made after the 35th calendar day of the semester.

Procedure: The student must process an official Change of Schedule form in Student Services or drop/add the class via "Access OTC." There is a \$10 fee charged per each drop or change of schedule. The forms are available in Student Services. The student must make changes to schedules by the appropriate published deadlines to be eligible for any refund.

Other Information

The following factors determine the amount of refund students will be eligible for after withdrawing from a course or courses:

- Class section cancellations initiated by the college will result in a 100% refund of tuition and lab fees to the student.
- Refunds include paid tuition and lab fees only. All other fees are not refundable.

- For courses operating on a different schedule than the regular fall/spring semester (summer, block, intersession, etc.) deadlines and refunds will be prorated. All procedures for schedule change or withdrawal apply.
- Refunds created during the semester will either be mailed to the student or refunded via the OTC SmartCard within 30 days of refund date. Refunds created prior to the first day of classes will be mailed to the student 30 days after the semester begins.
- Failure to attend classes does not constitute a student-initiated schedule change or withdrawal and does not entitle the student to a refund.
- In the case of national emergency, any student called to active duty during the course of a semester shall be entitled to a withdrawal from all courses at 100% refund. The student must present a copy of the order to active duty to be eligible.

STUDENT FEE APPEALS

Students shall have the opportunity to seek an appeal, in writing, contesting or petitioning any outstanding balance due to OTC. Students will receive a response within 5 days of submitting an appeal. Petition For Fee Appeal form is available at Cashier Services, 2nd floor, Information Commons building. Once an appeal has been submitted, the Coordinator of Cashier Services will review the appeal situation and the documentation provided. The Coordinator will either rule on the appeal or send it to a four-member appeals committee for evaluation. Any individual who fails to appeal, in writing, within the thirty-day timeframe, by default waives all rights to appeal.

Procedure:

- The student must complete and submit a Petition For Fee Appeal form and all pertinent written documentation to the college Cashier Services within 30 days following the end of the term. In cases of incapacitation, exceptions may be made on a case-by-case basis.
- Each written appeal must be dated and include the student's name, ID number, signature, statement describing specifically what is being requested and for what term, statement of any extenuating circumstances and why the request should be honored.
- Failure to attend class or incomplete course withdrawal does not constitute grounds for appeal.
- Failure to complete registration transaction with Access OTC will not be grounds for appeal. Students are ultimately responsible to verify that registration transactions are completed.
- Exceptions must meet one or more of the following criteria to be considered and approved.
 - a. Written documentation of an illness, accident, injury, or situation which could not be influenced, planned for, or prevented by the student and which subsequently caused a change in the class schedule, thus changing the assessment. This provision

specifically excludes conditions or chronic illnesses that remain static and are known to the student at the time of registration. (This applies for student or immediate family only. Immediate family includes: spouse, children, parent, step-parent, grandparent, and step-grandparent.)

- b. Written documentation of substantiated circumstances involving deadlines where a student has in good faith relied on information provided by a named College official, or the official's interpretations of the text of a College document or publication, and was consequently misled or mistaken about its terms.
- Decisions will only address whether an adjustment of fees will be made. Grade assignments and other academic issues are not within the scope of these procedures and should be addressed to the appropriate Vice President.
 - Notification of a decision will be made in writing.
 - The decision of the committee may be appealed, in writing, to the Director of Student Financial Services.
 - Any individual who fails to appeal, in writing, within the thirty-day timeframe, by default waives all rights to appeal.

Please direct all questions to Cashier Services at (417) 447-4827 or e-mail cashhelp@otc.edu. Petition For Fee Appeal form is available at Cashier Services, 2nd floor, Information Commons Building.

VEHICLE REGISTRATION

Students are required to register all vehicles they drive on to campus. Vehicles can be registered at the Cashier's Office, Student Services, or in the Safety and Security Office in the Information Commons. This process will help Safety and Security officers locate students in the event there is a problem with the student's vehicle. Questions about vehicle registration may be addressed to Pete Rothrock, Director of Safety and Security at 447-6985, rothrocp@otc.edu or Jeff Jochems, Assistant Vice President, Administration Services, 447-4854, jochemsj@otc.edu.

VISITORS TO CAMPUS

Ozarks Technical Community College provides environments that promote learning for students who are enrolled. Classroom, studio, library and laboratory settings are not appropriate places for children except when the child is a registered participant in a college-sponsored activity, such as a Community Enrichment youth class. The campuses are also places of easy access to the public and do not have resources to protect unsupervised children, which could place the child at risk. Therefore, students and visitors are prohibited from leaving a child unattended at any college facility and may be removed from class until appropriate childcare arrangements can be made.

All visitors to the college facilities must abide by the following regulations:

1. Visitors may not be in shops, laboratories, or other hazardous areas (as defined by the college or individual college personnel) at any time unless they are escorted by a member of the college staff for brief business visits.
2. Visitors must have instructor approval prior to visiting classrooms or laboratories.

For more information, contact the Safety and Security office, IC208, 447-6911.

STANDARDS OF STUDENT CONDUCT

Board of Trustees Policy 5.15

A. Purpose

To describe the standards of conduct to which students must adhere and the regulations for dealing with alleged student violations of college standards of conduct in a manner consistent with the requirements of procedural due process.

B. General Standards

1. The basic standard of behavior requires a student to comply with, observe, and obey state and/or federal laws; the policies, rules, and regulations of the college; and orders of the President, faculty, administrators, and staff of the institution who are charged with the administration of institutional affairs.
2. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. He/she is expected to obey the civil statutes of the state of Missouri and the federal government, and the Board of Trustees' rules and regulations. He/she may be penalized by the college for violating its standards of conduct even though punished by state or federal authorities for the same act.

C. Enumerated Standards

The succeeding regulations are set forth in writing in order to give students general notice of conduct that is prohibited. These standards of conduct should be read broadly and are not designed to define prohibited behaviors in exhaustive terms. The college expects all students to obey the law, to show respect for properly constituted authority, to maintain integrity and high standards of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars. In short, a student enrolled in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution.

The college reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community and to support the mission of the college. Such action may include taking disciplinary action

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as outlined in this Code against students whose behavior off-campus poses a potential danger to others, to self or would otherwise disrupt the campus environment or adversely affect the college.

1. Student Identification

- a. Issuance and Use of Student ID Cards. I.D. cards will be distributed and are required for campus and community events. All ID cards are the property of Higher One, Inc., (the college's third party vendor) and must be shown on request of a representative of the college. Students are required to be in possession of their ID cards at all times and are prohibited from loaning their ID cards to any other person for any reason. Likewise, it is prohibited to use any other ID card except the one issued by the college for these purposes.
- b. Replacement Cards. If lost, duplicate ID cards may be obtained by payment of a replacement fee to the Cashier's Office.

2. Speech and Advocacy

Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner to ensure orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Associate Vice President for Student Affairs. An activity may be called a meeting when any special effort to recruit an audience has preceded the beginning of discussion or presentation, and when a person or group of persons appears to be conducting a systematic discussion or presentation on a definable topic.

3. Disruptive Activities

- a. Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates, in any way, a gathering leading to disruptive activity will be violating college regulations and/or state directive.
- b. The following conditions shall normally be sufficient to classify behavior as disruptive:
 - Behavior inside or outside the classroom that disrupts the learning environment, infringes on the rights and/or safety of other students or staff.
 - Blocking or in any other way interfering with access to any facility of the college.
 - Inciting others to violence and/or participating in violent behavior, e.g., assault, loud or vulgar language spoken publicly, or any form of behavior acted out for the purpose of inciting and influencing others toward violent behavior.
 - Holding rallies, demonstrations, or any other form of public gathering without prior approval of the college.
 - Behavior inside or outside the classroom that disrupts the learning environment or infringes on the rights and/or safety of other students or staff.

4. Alcoholic or Intoxicating Beverages

The possession, purchasing, selling, or consumption of alcoholic beverages by students on college property or while participating in a college sponsored function is prohibited.

5. Gambling

Gambling of any kind on college property, in college facilities or using college resources is forbidden.

6. Controlled Substances

The unlawful manufacture, distribution, dispensation, possession or illegal use of controlled substances by students while attending a college class or function is prohibited.

7. Endangering or Threatening

No student shall take any action, in whatever form, which constitutes a danger or threat to the life or physical safety of members of the college community.

8. Weapons on Campus or College Sponsored Activities

With the exception of licensed law enforcement, all persons including those licensed to carry weapons, concealed or not, are prohibited from possessing at any time a handgun, firearm, knife (blade length exceeding two and a half inches) or other weapon, concealed or visible, on property or in a vehicle owned, leased, or used by the college for classes or activities. (Policy 4.02[t])

9. Harassment including Sexual Harassment

It is forbidden for students to harass faculty, staff or other students. The college's Sexual Harassment Policy 3.40 applies to students as well as to employees. Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Examples of sexual harassment include requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee, student or campus visitor when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive environment.

The offended individual should report the harassment to the Dean of Students. In cases of alleged sexual harassment, the Dean of Students will provide the student with the names and contact information for the college grievance officers.

10. Standards of Honesty

- a. The college experience is founded on the concepts of honesty and integrity. Dishonesty, cheating, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offenses. Within the respective curricular divisions of the Ozarks Technical Community College, faculty members handle cases of dishonesty in their classes by levying certain penalties. However, in flagrant cases, the penalty may be failing the course and/or dismissal from the college after proper due process proceedings.
- b. The Vice President for Academic and Student Affairs or other appropriate deans may initiate disciplinary proceedings against a student accused of scholastic dishonesty.
- c. "Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, and collusion.
- d. "Cheating includes:
 - copying from another student's work;
 - using, during a test, materials not authorized by the person giving the test;
 - collaborating with another student during a test without authorization of the instructor of the class;
 - knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered or administered test without authorization from the instructor of the class;
 - substituting for another student, or permitting another student to substitute in taking a test or other assignments;
 - bribing another person to obtain an unadministered or administered test or information about an unadministered or administered test without authorization from the instructor of the class;
 - "plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work;
 - "collusion" means unauthorized collaboration with another person in preparing written work.

11. Financial Transactions with the College

- a. No student may refuse to pay or fail to pay a debt he/she owes to the college.
- b. No student may give the college a check, draft, or order with intent to defraud the college.
- c. A student's failure to pay the college the amount due on a check, draft, or order on or before the fifth class day after the day the Cashier's Office sends written notice that the drawee has rightfully refused payment on the check, draft, or order is prima facie evidence that the student intended to defraud the college.
- d. The Vice President for Budget & Finance or other appropriate vice presidents may initiate disciplinary proceedings and legal action against a student who has allegedly violated the provisions of this section.

12. Other Offenses

The Associate Vice President for Student Affairs or other appropriate administrators may initiate disciplinary proceedings against a student who:

- conducts him/herself in a way that significantly interferes with college teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions;
- damages, defaces, or destroys college property or property of a member of the college community or campus visitor;
- knowingly gives false information in response to requests from the college;
- fails to conform to community standards of safety, good taste and decency. A student's dress, hygiene and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem.
- forges, alters, or misuses college documents, records, or ID cards;
- violates college policies or regulations concerning parking, public safety, tobacco use, registration of student organizations, use of college facilities, computers or other equipment;
- fails to comply with directions of college officials acting in the performance of their duties;
- is abusive or otherwise offensive in conduct or speech which adversely affects his/her suitability as a member of the academic community or endangers his/her own safety or the safety of others;
- commits any act which is classified as an indictable offense under either state or federal law.
- steals college property, personal property of students or staff, or any item(s) on or associated with college owned, rented, or leased facilities.

STUDENT DISCIPLINE & GRIEVANCE PROCEDURES

Administrative Disposition

1. When the Associate Vice President for Student Affairs or his/her designee receives information that a student has allegedly violated a Board of Trustees policy, college procedure, or administrative rule, the Associate Vice President or his/her designee shall investigate the alleged violation following which the Associate Vice President may:
 - dismiss the allegation as unfounded, either before or after conferring with the student;
 - proceed with the administrative conference as provided herein.
2. Upon reasonable notice to the student, the Associate Vice President may conduct a conference with the student to discuss the alleged violation(s).

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3. Following the conference, the Associate Vice President may dismiss the allegations or impose disciplinary action as prescribed by this policy. The Associate Vice President shall prepare a written letter of the disposition including the effective date of the action and provide a copy to the student and all college personnel involved in the matter.
4. The student may appeal the administrative disposition within five business days of receipt of the letter by requesting, in writing, a hearing before the Student Grievance Committee.
5. The status of the student will not be changed during the process of the appeal except as allowed below. Any violation occurring during the appeal process may result in a change of status of the student.
6. If the student chooses not to appeal or does not request an appeal by the appropriate date, the administrative disposition indicated in the letter will go into effect as specified.

Interim Suspension

1. In certain circumstances, the Associate Vice President for Student Affairs or his/her designee may impose an interim suspension prior to a hearing. Interim suspension may be imposed only:
 - To ensure the safety and well-being of a member of the college community or preservation of college property;
 - To ensure the student's own physical or emotional safety and well-being;
 - If a student poses a definite threat of disruption or interference with the normal operation of the college.
2. During interim suspension, the student shall be denied access to the campus and/or all other college facilities, activities, or privileges for which the student might otherwise be eligible except to attend the hearing.
3. The Associate Vice President or his/her designee must notify the student of this action in writing and set a hearing date as soon as practical.

Student Grievance Committee Hearing & Presidential Review

1. Upon timely notice of appeal by the student, a hearing will be held before the Student Grievance Committee. Members of the Student Grievance Committee will be appointed by the college President or his/her designee.
2. The student will be given reasonable notice of the date, time, and place of the hearing.
3. The chairperson of the committee, appointed by the college President or his/her designee, will preside over the hearing. The hearing will be conducted in accordance with due process and pursuant to rules and procedures adopted by the committee.
4. Proceedings will be closed to all but members of the committee, the student, the Associate Vice President or his/her designee, their advisors, and pertinent witnesses. The student may request an open hearing.
5. The student, Associate Vice President or his/her designee, and

committee may each have an advisor present. The student is responsible for presenting his/her own information, and therefore, advisors are not permitted to speak or to participate directly in the hearing.

6. Following the hearing, through consensus, the committee will provide recommendation to the President on actions to be considered.
7. The chairperson of the committee shall prepare a record of the hearing which shall include a copy of the notice of the hearing, all documentary and tangible evidence, a summary or transcript of all testimonial evidence, copies of written motions, pleas, and any other material considered by the committee, and the committee recommendations.
8. The President will hold final ruling on all grievances.

Penalties

The Associate Vice President for Student Affairs, or his/her designee, Student Grievance Committee, or the President may impose one or more of the following sanctions for violation of Board policies, college regulations, or administrative rules:

- Censure – Written reprimand to the student on whom it is imposed, giving official notice that subsequent violations of college policy will carry heavier penalties because of this prior infraction.
- Probation – The student may continue to attend classes but may be prohibited from officially representing the college or participating in any extracurricular activities. Probation may be for a designated period of time or indefinite as outlined in the letter to the student. Any further violations of Board policy may lead to suspension or expulsion from the college.
- Withholding of Transcripts – Imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition.
- Restitution – Reimbursement by the student for damage to, or misappropriation of property. Reimbursement may include appropriate service to repair or otherwise compensate for damages.
- Failing or lowered grade – In cases of academic integrity violations, final course grades assigned may be lowered or an "F" grade assigned.
- Suspension – Severs the relationship of the student with the college and college related activities under conditions which permit and anticipate the student's eventual return to the college. The conditions for readmission will be stated in the letter of disposition.
- Expulsion – Permanent severance from the college. It may be recommended by the Associate Vice President for Student Affairs or his/her designee or the Student Grievance Committee and be imposed or rescinded only by the President.

In the event any portion of this policy conflicts with the state law of Missouri, the state law shall be followed. For further information, contact the Office of the Dean of Students, ICW 219-G2, 417-447-6966.

CAMPUS SAFETY POLICIES & PROCEDURES

EMERGENCY/CRISIS PLANS

A comprehensive Crisis Management Plan has been developed that includes procedures to be followed in all types of emergencies/crises. Crisis guides are posted in each facility giving quick reference procedures for each emergency, location of first aid kits and spill kits, as well as a map giving directions to exit the building. In addition, students are encouraged to sign up for the text message emergency notification system (see the "Emergency Notification" section for more information). For more information regarding emergencies or injury reports, contact Pete Rothrock, Director of Safety and Security at 447-6985 or email rothrocp@otc.edu.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The college has Automated External Defibrillator (AED) equipment-emergency medical devices used to stop the rapid beating of the heart in a cardiac distress situation; this equipment is to be used only by Safety and Security Officers. Emergency calls on campus are to be made to 6911.

EMERGENCY NOTIFICATION SYSTEM

A messaging system is in place to alert students and staff of college emergencies and closings. Participation in this system is voluntary but is strongly recommended. Your cell phone must be able to accept text messages to receive mobile alerts. If your phone does not accept text messages you can still receive the alerts via email. To sign up go to "MyOTC" and click on the "Emergency Notification" tab. To complete the signup process you must reply to the text message or email. OTC will not send spam or advertising through this system.

FIRE PROCEDURE

In the event of a fire on campus, the audible and visual strobe light alarms will be sounded and the buildings will be evacuated. Each classroom has evacuation maps posted.

INCLEMENT WEATHER POLICY

Extreme weather conditions may require OTC to cancel or delay classes. Only severe weather conditions that would affect the personal safety of faculty, staff, or students will result in the delay or cancellation of classes. Information about class cancellation will be made through local radio and television media and posted on the college web site at www.otc.edu. In addition, a text message alert will be sent to those who have signed up for the emergency notification system (see the "Emergency Notification" section for more information). A decision to close the college or operate on a delayed schedule will be announced by 6 a.m. (usually earlier). Please do not call the college, radio stations, or college officials during this time. If no announcement is made it may be assumed classes will operate on a regular schedule. However, students are expected to exercise good judgment and to place a high priority on safety.

INFECTIOUS AND CONTAGIOUS DISEASES

Students of Ozarks Technical Community College who may become infected with any type of contagious disease, such as AIDS, H1N1, SARS, Hepatitis, among others, will not be excluded from enrollment or employment, or restricted in their access to college services or facilities. The college complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, and makes every effort to ensure that persons with disabilities admitted to the college as students are afforded all of the rights and privileges provided to them by this act. Persons who know or suspect that they are infected are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of others. Persons who know they are infected are urged to share that information with the appropriate administrator so the college can respond appropriately to their needs. Such information will be disclosed to responsible college officials only on a strictly limited need-to-know basis unless the individual consents in writing to other releases of the information.

REPORTING OF SAFETY AND SECURITY INCIDENTS

Students and employees are required to immediately report all criminal actions, accidents, injuries, or other emergencies occurring on college property or in college facilities to Pete Rothrock, Director of Safety and Security, 447-6911 or 447-6985, e-mail rothrocp@otc.edu. As soon as practicable after a criminal action, accident, injury, or other emergency situation, employees and students are required to complete an Incident Report and an Internal Report of Injury form, for each incident, with the Safety and Security Office. Information concerning criminal actions, accidents, injuries, or other emergencies on college property or in college facilities will be disseminated to faculty, staff, and current and/or prospective students. All reports required by law concerning campus criminal actions or other emergencies will be compiled and reported to the appropriate agencies. For information about reporting non-emergency behaviors of concern, refer to the Behavioral Intervention Team description (p.5).

SECURITY CAMERAS ON CAMPUS

College property (including computer labs) is under video surveillance. Activity is being recorded, but NOT continuously monitored. For additional information, contact Pete Rothrock, Director of Safety and Security at 447-6985.

TORNADO/SEVERE WEATHER PROCEDURES

In the event of an emergency such as a tornado or severe weather, you will be advised via the OTC Telephone Alert System. All occupants will be moved to their respective shelter areas and will be required to stay clear of all windows. Administrators and campus security will monitor weather conditions and occupants will not be permitted to return to classrooms/labs until the National Weather Service gives the "ALL CLEAR."

CAMPUS SAFETY POLICIES & PROCEDURES

WEAPONS ON CAMPUS OR AT COLLEGE SPONSORED ACTIVITIES

Weapons are not allowed at Ozarks Technical Community College. The following policy was established by the college Board of Trustees on December 8, 2003:

Policy 4.02(t): With the exception of licensed law enforcement officers, all persons including those licensed to carry weapons, concealed or not, are prohibited from possessing at any time a handgun, firearm, knife (blade length exceeding two-and-a-half inches) or other weapon, concealed or visible, on property or in a vehicle owned, leased, or used by the college for classes or activities.

For additional information, contact Pete Rothrock, Director of Safety and Security at 447-6985.

JEANNE CLERY ACT (1998)

Originally the Crime Awareness and Campus Security Act of 1990. The campus security provisions of the Jeanne Clery Act require the publishing and distribution of information related to campus safety and security. The statistics required for compliance with the law appear in the table below. For further information, contact the Safety and Security Office at 417-447-6985.

Note: In Missouri registered sex offender information can be found at www.mshp.dps.missouri.gov, then click on "Sex Offender Registry." You can also call 1-888-767-6747 for sex offender information from the Missouri State Highway Patrol.

Security Report	Springfield Campus			Branson Campus		Lebanon Campus		Richwood Valley Campus		Waynesville Campus	
	2007	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009
Accidental Injuries**	26	66	68	0	0	0	0	5	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Bomb Threats	0	0	0	0	0	0	0	0	0	0	0
Burglar Alarms**	82	110	106	1	8	0	0	21	19	0	1
Burglary	0	0	1	0	0	0	0	0	0	0	0
Common Assault	1	2	1	0	0	0	0	0	0	0	0
Drug Law Violations	1	0	2	0	0	0	0	1	0	0	0
Fire Alarms**	32	18	21	0	1	0	0	2	4	0	1
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	2	2	0	0	0	0	0	0	0	0
Medical Emergencies**	15	4	40	0	0	0	1	3	3	0	0
Motor Vehicle Theft	2	1	3	0	0	0	0	0	1	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0
Other**	342	363	553	2	0	0	0	41	48	0	0
Peace Disturbance**	5	5	17	0	0	0	0	1	0	0	0
Property Destruction**	15	31	48	0	0	0	0	1	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Theft from School**	4	7	10	0	0	0	0	2	1	0	0
Theft from Staff or Students**	24	35	17	1	1	0	0	0	1	0	0
Trespassing	0	1	1	0	0	0	0	0	0	0	0
Vehicle Accidents**	25	30	36	0	0	0	0	7	4	0	0
Total Incidents	574	675	926	4	9	0	1	84	81	0	2

* Latest data available. ** Not required by the Jeanne Clery Act.

AUGUST 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	Fall Intersession Late registration for Fall Intersession	Fall Intersession	Fall Intersession	Fall Intersession Last day to withdraw from Fall Intersession	Fall Intersession	14
15	Fall Intersession	Fall Intersession	18	Welcome Day, Richwood Valley Campus	Welcome Day, Springfield Campus	First day of Saturday classes/ Late registration begins
22	First day of Monday-Friday classes/ Late registration	Late registration for 1st 8-week block and 16-week classes	Late registration for 1st 8-week block and 16-week classes	26	27	28
29	30	31				

SEPTEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	Labor Day Holiday/No classes/College closed
5	Labor Day Holiday/No classes/College closed	7	8	9	Fall Picnic, Springfield Campus	11
12	13	14	15	U.S. Constitution Day Focus	Mid-term for 1st 8-week block classes	18
19	20	21	22	Fall Picnic, Richwood Valley Campus	24	25
26	27	28	29	30		

COLLEGE CALENDAR

OCTOBER 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 Phi Theta Kappa Induction, 3pm	4 Last day to withdraw from 1st 8-week block classes	5	6	7 National Depression Screening Day	8	9
10	11 Fall Break/No classes/College closed	12 Staff Development Day/No classes/College closed	13	14 Mid-term for 16-week classes	15	16
17	18 Start of 2nd 8-week block classes/Mid-term grades due/Late registration begins	19 Late registration for 2nd 8-week block classes	20 Late registration for 2nd 8-week block classes	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 OTC Foundation Spring Scholarship deadline	2	3	4	5	6
7	8	9 Spring registration begins for students with 30+ hours earned at OTC	10	11 Exit Assessment Test/ Spring registration begins for students with 15-29 hours earned at OTC	12 Exit Assessment Test/ Last day to withdraw from 16-week classes/ Mid-term for 2nd 8-week block classes	13 Exit Assessment Test
14	15 Spring registration begins for students with 0-14 OTC hours	16 Exit Assessment Test	17 Exit Assessment Test	18 New student Spring registration begins	19	20
21	22	23	24 No classes/College closes at 4:00 p.m.	25 Thanksgiving Day Holiday/No classes/ College closed	26 Thanksgiving Day Holiday/No classes/ College closed	27 Thanksgiving Day Holiday/No classes/ College closed
28 Thanksgiving Day Holiday/No classes/ College closed	29 Last day to withdraw from 2nd 8-week block classes	30				

DECEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 Final exams for online classes	10 Last day of Monday-Friday classes Final exams for online classes	11 Last day of Saturday classes
12	13 Final exams for Monday-Friday and online classes	14 Final exams for Monday-Friday and online classes	15 Final exams for Monday-Friday and online classes	16 Final exams for Monday-Friday and online classes	17 Final exams for online classes	18 Final exams for Saturday and online classes
19 Final grades due	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Winter Intersession/ Late registration for Winter Intersession classes	11 Winter Intersession	12 Winter Intersession/ Last day to withdraw from Winter Intersession classes	13 Winter Intersession	14 Winter Intersession	15 Winter Intersession
16 Winter Intersession	17 Martin Luther King, Jr. Day No classes/College closed	18 First day of Monday-Friday classes/ Late registration for Spring and 1st 8-week	19 Late registration for Spring and 1st 8-week block classes	20 Late registration for Spring and 1st 8-week block classes	21	22 First day of Saturday classes
23	24	25	26	27	28	29
30	31					

COLLEGE CALENDAR

FEBRUARY 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Mid-term for 1st 8-week block classes	12
13	14	15	16	17	18 Staff Development Day/ No classes/College closed	19 President's Day Holiday No classes/College closed
20 President's Day Holiday No classes/College closed	21 President's Day Holiday No classes/College closed	22	23	24	25	26
27	28 Last day to withdraw from 1st 8-week block classes					

MARCH 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Mid-term for 16-week classes End of 1st 8-week block classes	12
13 Phi Theta Kappa Induction	14 Spring Break/ No classes	15 Spring Break/ No classes	16 Spring Break/ No classes	17 Spring Break/ No classes	18 Spring Break/ No classes/ College closed	19 Spring Break/ No classes/ College closed
20 Spring Break/ No classes/ College closed	21 Mid-term grades due/ Late registration and start of 2nd 8-week block classes	22 Late registration for 2nd 8-week block classes	23 Late registration for 2nd 8-week block classes	24	25	26
27	28	29	30	31		

APRIL 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 Last day to withdraw from 16-week classes	9
10	11	12	13	14 Exit Assessment Test	15 Mid-term for 2nd 8-week block classes Exit Assessment Test	16 Exit Assessment Test
17	18	19 Exit Assessment Test Summer/Fall registration begins for students with 30+ hours earned at OTC	20 Exit Assessment Test	21 Summer/Fall registration begins for students with 15-29 hours earned at OTC	22	23
24	25 Summer/Fall registration begins for students with 0-14 hours earned at OTC	26	27	28	29 Spring Picnic, Springfield Campus	30

MAY 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Last day to withdraw from 2nd 8-week block classes	3 New student Summer/Fall registration begins	4	5	6	7
8	9	10	11	12 Final exams for online classes	13 Last day of Monday-Friday classes/ Final exams for online classes	14 Last day of Saturday classes/ Final exams for online classes
15	16 Final exams for Monday-Friday and online classes	17 Final exams for Monday-Friday and online classes	18 Final exams for Monday-Friday and online classes	19 Final exams for Monday-Friday and online classes/ Commencement	20 Final exams for online classes	21 Final exams for Saturday and online classes
22	23 Final grades due	24	25 Summer Intersession	26 Summer Intersession	27	28
29	30 Memorial Day Holiday/ College closed	31 Summer Intersession Last day to withdraw from Summer intersession classes				

COLLEGE CALENDAR

JUNE 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 OTC Foundation Fall Scholarship deadline Summer Intersession	2 Summer Intersession	3	4
5	6 First day of Summer classes/ Late registration for summer classes	7 Late registration for summer classes	8 Late registration for summer classes	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Last day to drop 1st 4-week block classes	24	25
26	27	28	29	30 End of 1st 4-week block classes/ Mid-term for 8-week Summer classes		

JULY 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 End of 1st 4-week block classes	2
3	4 Independence Day Holiday/College closed	5 Start of 2nd 4-week block classes	6	7	8	9
10	11	12	13	14 Exit Assessment Test	15 Exit Assessment Test Last day to withdraw from Summer classes	16 Exit Assessment Test
17	18	19	20	21 Last day to withdraw from 2nd 4-week block classes	22 Final exams for online classes	23 Final exams for online classes
24 31	25 Final exams for online classes	26 Final exams for online classes	27 Final exams for online classes	28 Final exams for online classes/ Last day of Summer classes	29	30