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## **PURPOSE OF STUDENT ATHLETE HANDBOOK**

East Central College instructors, staff, and administrators are dedicated to student success. The ECC student athlete handbook is designed to assist student athletes in their orientation to ECC policies and procedures to achieve success while attending ECC. The student athlete at East Central College is just as valuable as every other student who attends the college. A thorough understanding of the expectations of the student athlete along with the understanding of the time commitment it takes to be a successful student athlete at ECC will be covered in this handbook.

## **LETTER FROM THE ATHLETIC DIRECTOR**

It is the mission of the Athletic Department at East Central College to provide a climate for student athlete achievement in the classroom and on the playing field or court. The first step to reaching your goal as a student athlete is becoming well informed and organized. Each year incoming freshmen are introduced to intercollegiate sports competition and college level courses. Expectations of academic and athletic performance may be different than originally thought.

While attending East Central College each athlete will be given a unique opportunity to showcase his or her athletic skills and possibly move on to a four-year college or university. This depends upon a number of factors, but academic success is the key factor to this transfer. By attending all classes, seeking tutorial help in the Learning Center, improving study skills and following principles of time management, reaching this goal will be attainable.

The Athletic Department at ECC in conjunction with the faculty, staff and administrators are continually striving to provide the foundation needed for success. Many of our student athletes achieve great things during their tenure at ECC. It is up to you to work to the best of your abilities to reach your personal goals and achieve success!

Jay Mehrhoff, Ed.D.  
Director of Athletics

## HISTORY OF THE ATHLETIC PROGRAM

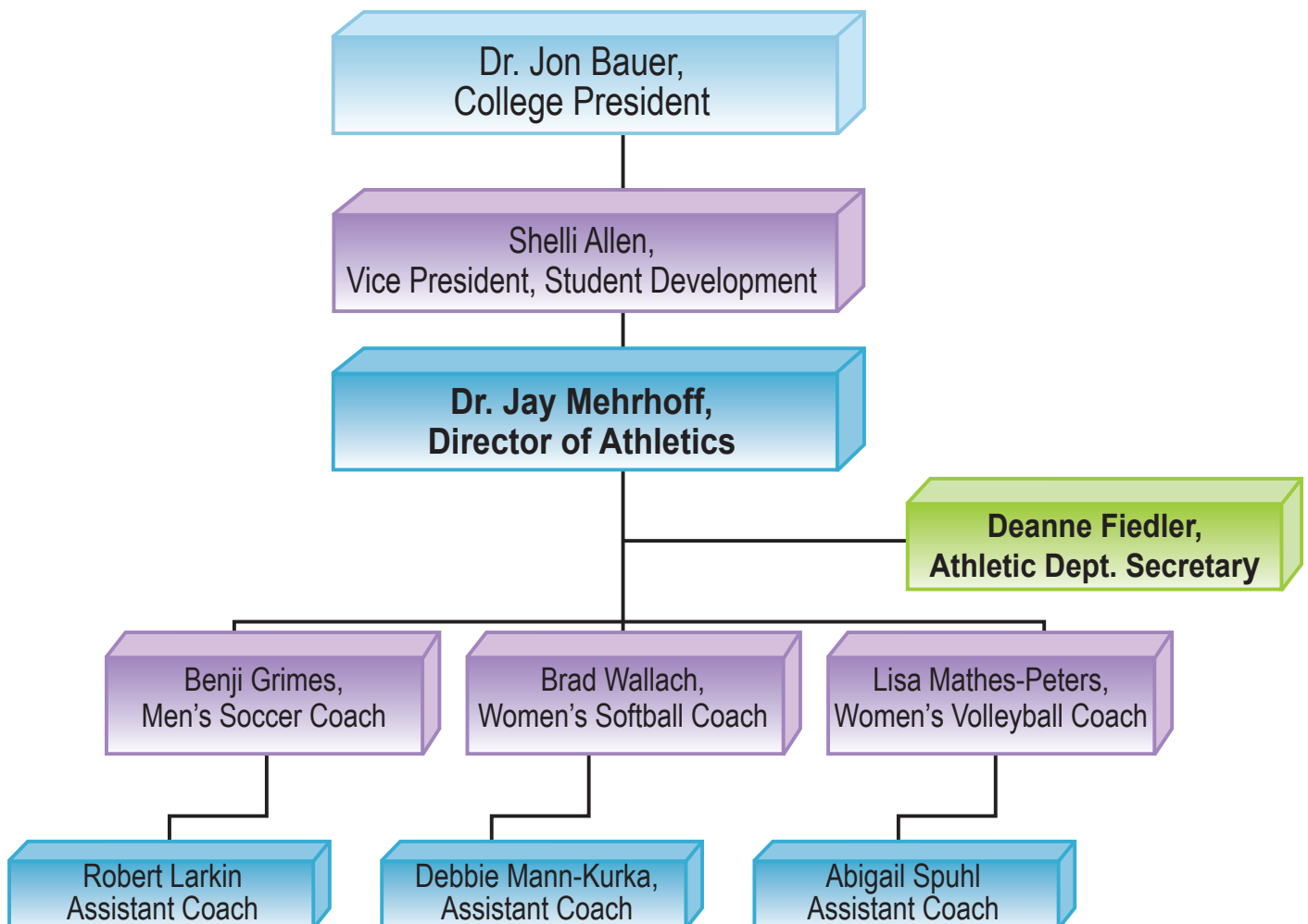
The East Central College Athletic Department began in 1969 with a men's basketball team.

The co-curricular offerings were expanded in the early 1970s as volleyball, baseball, softball, golf and tennis were started. Women's basketball was added in 1980 and men's soccer in 1985. The women's softball team finished 5th in the NJCAA National Tournament in 1977, 9th in 1994, and returned in 2012 & 2014 with 13th place finishes. The men's soccer team finished 3rd at the NJCAA National Tournament in 2003. Women's volleyball finished 13th at the NJCAA National Tournament in 2008 and 2009, 2013 and 11th in 2010.

Several distinguished athletic alumni continued their success after ECC. Tom Henke's career as a Major League Baseball player included stints as a pitcher for the Texas Rangers, St. Louis Cardinals and a World Series Championship with the Toronto Blue Jays. Jack Wagner competed as an individual in the NJCAA National Golf Tournament, and then went on to achieve fame in his acting career.

After severe state funding cuts, the athletic department was reduced to two teams in 2001. Men's basketball, women's basketball, women's volleyball, and men's baseball were the teams which were cut from the athletic department due to the budget shortfall from the state. Women's volleyball was reinstated in 2007. Currently, East Central College has three intercollegiate sports teams: men's soccer, women's softball, and women's volleyball. Each team has had recent success and hopes are set high for the future.

## ORGANIZATIONAL CHART



## SCHOLARSHIP AGREEMENTS AND LIMITS

Students entering into a scholarship agreement are to participate in intercollegiate sports for the period of one academic year. The scholarship may be renewed for a second year at the discretion of the coach and athletic director. The scholarship amount may vary as determined by your coach. You will be notified of this amount when you sign your letter of intent. This scholarship may be revoked at any time throughout the semester by the coach, athletic director or vice president of student development.

**If you decide not to participate in intercollegiate athletics, this will result in a forfeiture of your scholarship. You will also be required to pay back scholarship money awarded to your account.**

The maximum amount to be awarded to any person on full scholarship will be 32 total semester hours for fall and spring, college fees and maximum book amount of \$1,000. There will be **no scholarships for summer school**. Extra course fees are not included on the scholarship. (Online course fees, field trips, art supplies, etc.). Students needing summer school classes will be responsible for payment on their own. The 32 hours has been determined to be the maximum amount based on the 60 credit hour associate degree requirement.

Students withdrawing and failing classes will have to bear the financial responsibility themselves. Students who are on scholarship and do not achieve above a 2.0 and 24 credit hours will not be eligible for their second year of NJCAA competition. This scenario usually forces a student athlete to take summer school classes to become eligible. It is important to take responsibility for your coursework and keep from falling behind in your classes. Being accountable for your academic progress is directly tied to the monetary amount that you will be responsible for over your scholarship amount.

All scholarship athletes will also be required to fill out a FAFSA form. This may be completed online or the form can be picked up at the ECC Financial Aid Office.

## SCHOLARSHIP REVOCATION

**Reasons for scholarship revocation include the following:**

- Violation of team rules
- Violation of NJCAA rules
- Violation of Student Conduct Code
- Violation of East Central Academic Honor Code
- Refusal to take a drug test

**Scholarship revocation scenarios:**

1. A student athlete was warned by the athletic director not to use profane language towards spectator, referee/umpire, opposing player or coach. A one game suspension was imposed. Then the player is involved in a physical altercation with a team mate. A multiple game suspension will be imposed after discussion with athletic director. The player violates athletic department rules a third time. Player will have scholarship revoked and be asked to leave the team.
2. A student athlete was randomly selected to participate in drug testing and refuses (Immediate scholarship revocation).
3. A student athlete was randomly selected to participate in drug testing and tests positive. Split test is performed and student is confirmed of drug use. Student will be referred to drug/alcohol counseling and 10 percent of the remaining games will be missed. The student may practice. Drug counseling is working positively for the student athlete and he/she returns to competition. The student returns to competition and tests positive for second time during the academic year. The student will have the scholarship revoked and be dismissed from the team.
4. Student athlete was ejected from one game for violent behavior and sat out a two game suspension. Student athlete was ejected from a 2nd game for violent behavior. The student will be removed from the team for the remainder of the season and academic year according to NJCAA rules.
5. A student posts illegal activities on Facebook or other social networking sites and makes his/her private life public. The student is either arrested or found guilty of crime based on social network/internet activity.

## NJCAA ELIGIBILITY

The NJCAA has its eligibility pamphlet available online at the following address: [www.njcaa.org/njcaaforms](http://www.njcaa.org/njcaaforms)

### Basic eligibility rules for the NJCAA are as follows:

- Entering freshmen must have graduated from high school or passed a high school equivalency test to be eligible for their first season of competition.
- Second semester eligibility, students must have passed 12 hours with a 1.75 GPA in the first semester and be enrolled in at least 12 hours during the semester of competition.
- To maintain second year participants must have at least 24 semester hours of coursework at a 2.0 GPA or higher. This also may be interpreted as your 'best 24' hours of coursework. Spring semester eligibility: 36 hours or 12 hours for 3 semesters prior to start of season with at least a 2.0.
- Second year participants must also have the equivalent to "12 hours" per full time semester of attendance. An example of a second year participant with 4 full time semesters of attendance must have 48 semester hours going into the semester of participation to be eligible.
- You are considered ineligible if you drop below 12 hours in the semester in which you are competing. Your team will have to forfeit all games in which you competed while you were under 12 hours.
- Other scenarios may exist. Please see your coach and the director of athletics if you have questions.

### PROFESSIONAL SPORTS & AGENTS

Participation in professional sports will immediately forfeit any remaining eligibility at the NJCAA level as well as NCAA and NAIA levels. If you are seeking to leave college and enter professional sports please consult your coach and the athletic director before you make any contacts or decisions on entering professional sports. You may be contacted by an agent. Please refer them to your coach and athletic director before further discussion takes place.



## INTERNATIONAL STUDENTS & SPORTS COMPETITIONS

Prior to the international student athlete's 19th birthday, admission to a member NJCAA institution and eligibility is permitted based on any prior playing experience be it with amateurs or professionals. Students cannot have played with professionals after their 19th birthday.

Case rulings and an in-depth clarification of this rule can be obtained by the NJCAA on a case basis. Please inform your coaches of this regulation so they may recruit accordingly.

## FINANCIAL AID

By choosing to attend East Central College you have made a smart educational and financial decision. East Central College offers a high quality education at a low cost. However, we realize that even though the cost to attend East Central is among the lowest in the state, you may still need financial assistance. This information will help you find ways to lessen the financial burden of attending college.

Financial assistance is provided through many forms. Through a process of careful planning and preparation, higher education can be an obtainable goal. Each student must take the responsibility to review his or her goals, evaluate the family's financial situation and determine a course of action. Fortunately students do not have to do this entire process alone. The Office of Financial Aid is here to help you determine your course of action!

Before explaining how financial aid is determined and what sources of financial assistance are available it would be helpful to familiarize yourself with some of the terms you will encounter. Please read the Glossary of Terms so that you will better understand the information provided.

**Academic Year (Also referred to as Aid Year)** - A period of time schools use to measure a quantity of study. East Central's academic year begins with the Fall semester (August) and ends with Summer semester (June).

**Cost of Attendance (COA)** - Each institution determines its own cost of attendance or budget. The cost of attendance includes both direct educational costs (such as tuition, fees, books and supplies) as well as living costs (room and board, transportation and personal expenses). The Cost of Attendance can vary from student to student. At East Central College students are assigned a budget group based on dependency status and residency.

**Deferment** - A block of time during which you can postpone repayment of a Federal Stafford Student Loan.

**Dependency Status** - Students are classified as dependent or independent because federal student aid programs are based on the idea that students (and their parents or spouse) have the primary responsibility for their postsecondary education. Dependency status is determined by the following criteria:

- 24 years of age or older as of December 31 of the current year
- Married
- Enrolled in a graduate or professional program (beyond Bachelor's degree)
- Legal dependents other than a spouse
- Veteran of the U. S. Armed Forces

**Independent Student** - Meets at least one of the categories listed above. Independent students are not required to provide parental income information.

**Dependent Students** - Does not meet one of the five categories listed above. Dependent students are required to provide parental income regardless of whether or not the student lives with the parents or if parents are assisting in paying for the student's education.

**Expected Family Contribution (EFC)** - The process used to determine a student's eligibility for financial aid is called need analysis. In this analysis, income and asset information from both the student and parent(s) is examined to determine the family's ability to contribute toward the cost of education.

**Federal Work-Study** - Financial aid that enables students to earn a portion of school costs through employment.

**Free Application for Federal Student Aid (FAFSA)** - This application is the starting point for virtually all federal and state aid programs. This application determines eligibility for federal grants, state financial aid programs, student loans and college work-study.

**Grants** - Grants are awarded to help undergraduate students pay for their education. Grants are based on demonstrated financial need as determined by the need analysis process. Earned grants do not need to be repaid.

**Loans** - Low interest loans are available to students to assist with meeting educational expenses. Loans do have to be repaid.

**Supplemental Education Opportunity Grant (SEOG)** - A grant for undergraduate students with the lowest EFC.

**Tax Credit** - The Taxpayer Relief Act of 1997 created tax benefits to assist students and parents in meeting the cost of higher education. The Hope Scholarship and Lifetime Learning tax credits are non-refundable credits that provide a direct reduction in the amount of income tax paid. Each institution determines its own cost of attendance or budget. The cost of attendance includes both direct educational costs (such as tuition, fees, books and supplies) as well as living costs (room and board, transportation and personal expenses). The Cost of Attendance can vary from student to student. At East Central College students are assigned a budget group based on dependency status and residency.

For more information go to [www.eastcentral.edu/finaid](http://www.eastcentral.edu/finaid) or visit the ECC Financial Aid Office in person.

## COLLEGE WORK STUDY PROGRAMS

Students first need to fill out a FAFSA, then a work study application and submit a copy of their license and social security card to Human Resources. Students will be notified by Human Resources or the supervisor if they are qualified for an interview. Jobs on campus could include working in the computer labs, offices, grounds crew, etc. International students will need to obtain a Social Security authorization to work in order to apply.

## BOOK RETURNS / USE POLICY

Full athletic scholarships cover the cost of required textbooks for your classes up to \$400 per semester or \$1,000 total for both semesters. You will be expected to pay for any optional textbooks. If your books are lost, stolen, or damaged, you must pay the replacement cost. You will be able to keep money for books sold back to the bookstore. Remaining money in your account can only be used for books and not scholarship or supplies.

## EQUIPMENT RETURNS

- Be responsible for all equipment issued to you.
- Keep your equipment in a good state of repair.
- Wear your East Central College equipment/uniform only for team use. The coaching staff may allow exceptions.
- Return all the equipment issued to you at the end of the season.
- You will have to pay for all lost or abused equipment. Grades and transcripts will be held until equipment is checked in.
- Use the equipment room only with permission of your coach or the athletic director.
- Your coach will indicate to you which items you may keep at the end of the season.

## **POLICY OF NON-DISCRIMINATION**

### **NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Wendy Hartman, Human Resources Director, 005-D Donald D. Shook Student Center, 636-584-6710 or [hrnotice@eastcentral.edu](mailto:hrnotice@eastcentral.edu).

Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice President of Student Development, 131 Buescher Hall, 636-584-6565 or [stnotice@eastcentral.edu](mailto:stnotice@eastcentral.edu). Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084.

## **STUDENT PROTECTION AGAINST DISCRIMINATION AND HARASSMENT**

East Central College is committed to maintaining an educational environment that is free from illegal discrimination or harassment in admission or access to its programs, activities and facilities. This includes conduct on property owned or operated by the College, at College-sanctioned functions, and certain off-campus events. Discrimination, harassment or retaliation against students or others on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, disability, age, genetic information, veteran status or any other characteristic protected by law is strictly prohibited in accordance with law. The College also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

### **GENERAL RULE**

Except as otherwise set forth in Policy, all employees, students and visitors must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment.

This Policy addresses illegal discrimination or harassment directed at students, which does not rise to the level of sexual assault, relationship violence or stalking, as those terms are defined in Policy 3.26 Policy Regarding Student Protections Against Sexual Assault, Relationship Violence, and Stalking. Complaints regarding sexual assault, relationship violence or stalking are governed by Policy 3.26.

Policy 3.24 Student ADA Grievance Policy governs grievances by students who believe they have been denied requested accommodations or discriminated against on the basis of a disability in violation of the Americans with Disabilities Act, Sec 504 of the Rehabilitation Act or other related disability statutes. Students may file such a grievance under this Policy 3.25, Policy 3.26, or Policy 3.24; the College's Compliance Officer will determine which Policy governs resolution of the specific complaint.

The College also prohibits illegal discrimination and harassment against employees, and specific information about the College's Policy and response to allegations of illegal discrimination and harassment against employees is found in Policy 5.5.



## DEFINITIONS

### The following definitions apply to this policy:

**Discrimination** – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, genetic information, veteran status, or any other characteristic protected by law.

**Harassment** – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, genetic information, veteran status or any other characteristic protected by law: verbal, nonverbal, or physical aggression; stalking; graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; stereotyping; threatening, intimidating or hostile acts; theft; or damage to property.

**Sexual Harassment** – A form of discrimination, as defined above, on the basis of sex. Sexual harassment, which includes sexual assault, includes a variety of unwelcome conduct of a sexual nature ranging from unwelcome sexual advances, requests for sexual favors, sexual exploitation, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault, that is sufficiently severe to the point it interferes with or limits a student’s ability to participate in or benefit from the College’s programs. Sexual assault is a severe form of sexual harassment and one instance may be sufficient to create a hostile environment.

**Complaint** – A verbal or written report of discrimination or harassment made to the Compliance Officer.

## COMPLIANCE OFFICERS

The Board of Trustees designates the following individuals to act as the College’s

Compliance Officers:

<b>Title IX Administrator Section 504 Administrator</b>	<b>Title IX Deputy Administrator ADA Administrator</b>
Vice President of Student Development East Central College 1964 Prairie Dell Road Union, MO 63084 636-584-6565	Director of Human Resources East Central College 1964 Prairie Dell Road Union, MO 63084 636-584-6712

The Compliance Officer will:

- Coordinate compliance with this policy and the law.
- Receive all complaints regarding discrimination and harassment at East Central College.
- Serve as the College’s contact person for compliance with discrimination laws.
- Investigate or assign persons to investigate complaints; monitor the status of complaints; and recommend consequences.
- Seek legal advice when necessary to enforce this Policy.
- Report to the College President and the Board of Trustees aggregate information regarding the number and frequency of complaints and compliance with this Policy.
- Make recommendations regarding changing this Policy or the implementation of this Policy.
- Coordinate and institute training programs for College staff and supervisors as necessary to meet the goals of this Policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
- Perform other duties as assigned by the College President.

## **REPORTING A COMPLAINT**

Students who believe that they have been victims of illegal discrimination or harassment, may file a formal (verbal, written, or online) complaint with the Vice President of Student Development and it will be promptly investigated. There is no time limit on the filing of complaints.

As noted above, all employees, students and visitors must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment. Such reports should be made to the Vice President of Student Development or the Director of Human Resources, as the College's Compliance Officers. All College employees will instruct persons seeking to make a complaint under this Policy to communicate directly with the College Compliance Officers. Even if the potential victim of discrimination, harassment, or retaliation does not file a complaint, College employees are required to report to the Compliance Officers any observations, rumors or other information regarding actions prohibited by this Policy.

After receiving a complaint, the Compliance Officer to whom the complaint is made will determine the appropriate College Policy for processing the complaint. Once the determination is reached, the Compliance Officer will notify the student making the complaint of which College policy will govern the disposition of the student's complaint.

### **Interim Measures**

When a report is made or the College otherwise learns of potential discrimination, harassment or retaliation, the College will, if appropriate, take immediate action to protect the alleged victim, including implementing interim measures. For example, the College may alter a student's class schedule, provide additional support for a student (such as counseling or academic support), suspend an employee pending an investigation, or, if applicable, alter transportation or working situations. The College will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred. The College will provide these types of interim measures if requested by the victim and if such measures are reasonably available and appropriate in the circumstances. Individuals are encouraged to speak with the College's Compliance Officers about the availability of such measures. In the case of a confidential reporting, the Reporting Party should speak with the College counselor to whom they made the report about any requested interim measures.

### **Procedure for Investigation and Resolution of Complaints**

In determining whether alleged conduct constitutes discrimination or harassment, the College will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, College officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the College will take immediate corrective action.

The following procedures will be used as a guideline for investigating complaints:

- Interview the person making the complaint regarding the nature and specifics of the incident(s);
- Interview the person accused; and
- Interview other possible witnesses, if appropriate.

### **A. COMPLAINTS AGAINST EMPLOYEES OF THE COLLEGE**

If a complaint under this Policy is against an employee of the College, the complaint will be investigated by the Director of Human Resources or designee, and will be handled according to the procedures found in Policy 5.5. Employees who violate this Policy will be disciplined, up to and including employment termination.

## **B. COMPLAINTS AGAINST COLLEGE STUDENTS**

If a complaint under this Policy is against another student, the complaint will be investigated by the Vice President of Student Development or designee.

Both the person making the complaint and the person accused will have equal opportunity to provide relevant information, including the identities of any witnesses they believe should be contacted as part of the investigation.

After reviewing all the relevant information, the Vice President of Student Development or designee will render a determination as to whether the Policy was violated and what additional actions may be necessary, including disciplinary action against the person accused and/or making available to the victim appropriate College resources.

Students who violate this policy will be disciplined, which may include suspension or expulsion. Other possible sanctions are found in the Student Discipline Code.

The Vice President of Student Development will notify both the complainant and the person accused of his or her determination, but, unless otherwise authorized by law, will only notify the complainant of any sanctions imposed against the accused student, to the extent such sanctions impact the complainant, such as a determination that the accused may not come within a certain distance of the complainant.

### **B.1. APPEALS**

If either the person making the complaint or the person accused disagrees with the Vice President of Student Development or designee's determination, either student may request that the complaint be handled according to the procedures found in the Student Discipline Policy, Policy 3.18.

#### **Confidentiality, Records and Counseling**

To the extent practicable, the College will endeavor to keep confidential the identity of the person filing a complaint, witnesses or other parties interviewed, and any complaint or other document that is generated or received pertaining to complaints. Information may be disclosed if necessary to further the investigation, or resolution of a complaint, or if necessary to carry out disciplinary measures. The College will disclose information to the College's attorney, law enforcement, and others when necessary to enforce this Policy or when required by law.

In implementing this Policy, the College will comply with state and federal laws regarding the confidentiality of student and employee records.

Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

Any student who believes he/she has been a victim of illegal discrimination or harassment has the option of speaking confidentially to a College counselor. Counseling services are available at no cost to the student and referrals to community resources are available. College counselors can also help the alleged victim identify other available College resources.

All other employees are mandated to report the information regarding illegal discrimination or harassment to the Compliance Officer.

**Exercise of Rights**– Any exercise of the rights provided by this policy and procedure shall not be used as a type of retaliation.

In the history of East Central College there has never been a murder, rape, or aggravated assault reported on campus. Students, however, should be aware of the possibility of a burglary, theft, or robbery and take necessary precautions to safeguard their personal possessions.

## SAFETY GUIDELINES

East Central College is required by Public Law 101-542, Crime Awareness and Campus Security Act of 1990, to provide upon request a security report containing specific criminal violations which occurred on campus to all students and employees and to any applicant for enrollment or employment. In order to be in compliance with Public Law 101-542, the following guidelines have been established to provide a safe environment for students and employees of East Central College.

Any on campus crime involving a murder, rape, aggravated assault, robbery, burglary, or motor vehicle theft must be reported immediately to local authorities by dialing 911. Within 24 hours following the incident, the victim must report the crime to the college by completing a College Crime Incident Report located in the vice president, student development's office. All information reported to the college via the vice president is kept confidential. The college will not condone any type of criminal violation and will seek to assist the student and/or employee, in addition to the local authorities, to apprehend the person or persons responsible for the violation. Students requiring counseling as a result of the crime will be referred to ECC's Counseling Department. Legal counseling will be at the discretion of the student and/or employee.

Administrative staff is available from 8 a.m. to 4:30 p.m. Monday through Friday. The evening services specialist is on duty when evening classes are in session. It is recommended that all students notify the college officials via the student services center, in case of an emergency. All doors and windows should be secured before leaving the premises. The buildings are checked on a regular basis by maintenance personnel and/or the evening coordinator. Security officers patrol buildings and parking lots on a regularly scheduled basis.

Prompt reporting of all campus crimes involving murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft will aid the local authorities in apprehending the alleged perpetrator.

Safety Awareness and/or Crime Prevention Seminars will be provided, free of charge, to all students and employees of East Central College. Speakers on safety and/or crime prevention will conduct the seminar. Topics will include the security of the buildings, personal security, and the security of others. East Central College encourages the use of the buddy system when attending day or evening classes.

Students attending classes off the main campus should report any occurrences to the appropriate campus officials on the particular site.

A brochure on crime prevention "Play It Safe" is available from Student Services in Buescher Hall.

Admission to East Central College carries an obligation to conduct one's self as a responsible member of the College community. Individual students and student organizations are required to observe the policies of the College and the laws of city, state, and federal governments. Student and organizational behavior



## COLLEGE SERVICES

ACADEMIC COMPUTER CENTERS 7:30 am-9pm / M-Th	Provides computers for student use.	Learning Center, Shook Student Center and various other locations	Computer Lab Personnel
ADVISEMENT	Helps students determine which courses to take.	Assigned Advisor's office	Advisor or Counseling Dept. Secretary
BOOKSTORE 8am-6pm / M-Th 8am-2pm / F (contact ext. 6229 for exceptions)	Sells textbooks and other school supplies to students.	Lower Level Shook Student Center	Bookstore Personnel
CASHIER'S OFFICE 7:30am-4:30pm	Receives payments for tuition and fees.	1st floor Buescher Hall	Business Office Personnel
CAFETERIA 7:30am-7:30pm / M-Th 7:30am-2:00pm / F	Provides meals & place to meet with friends. Food is purchased – no tickets available.	1st floor Shook Student Center	Cafeteria Personnel
CAREER COUNSELING/ CAREER SERVICES 8am-4:30pm / M-Th 9:15am-4:30pm / F	Matches interests with possible career choices and information about those careers. Provides job search skills.	1st floor Buescher Hall ROOM 137	Steffani McCrary, Coordinator
COUNSELING 8am-4:30pm / M-Th 9:15am-4:30pm / F	Counselors are available to meet with students about their concerns.	Counseling Dept. 1st floor Buescher Hall	Counseling Staff
EMERGENCY	In the event of an emergency, call 7-911.	1st floor Buescher Hall ROOM 131	Shelli Allen, Vice President, Student Development
FINANCIAL AID SCHOLARSHIPS & VETERANS AFFAIRS 8am-6:30pm / M-Th 9:15am-4:30pm / F	Provides information about financial assistance: grants, loans, scholarships, veterans affairs.	1st floor Buescher Hall	Financial Aid Staff
LEARNING CENTER 7:30am-8:30pm / M-Th 7:30am-2:00pm / F	Provides tutoring, testing, information in the evenings	1st floor Buescher Hall	Learning Center Personnel
LIBRARY 7:30am-8:30pm / M-Th 7:30am-2:00pm / F	Provides books, magazines, newspapers, internet computer terminals, etc. for student use. (Copier and transfer college information available).	1st floor Buescher Hall	Library Staff
LOST & FOUND	Helps students locate lost items, or return found items.	1st floor Buescher Hall	Cashier's Office Personnel
- Refer to back page for campus map -			

## STUDENT CODE OF CONDUCT

must be compatible with the educational objectives of the College thereby maintaining safety standards and promoting the health and wellness of each member of the College community. Students are expected to approach each academic course and activity with a willingness to learn and an attitude of cooperation. Students and student organizations are expected to uphold the key principles of honor, truthfulness, and respect for people and property. Prohibited conduct will lead to student discipline.

### **Prohibited Conduct:**

- A. Violations of standards established by College academic programs for student conduct in areas and classes such as the gym, fitness center, locker rooms, clinical settings, labs, shops and internships.
- B. Violation of or disregard for safety policies and procedures, e.g. lab safety contract.
- C. Violation of the Tobacco-Free Campus Policy.
- D. Violation of East Central College's Information Technology Policy.
- E. All forms of academic dishonesty such as cheating, aiding or abetting cheating, plagiarism, fabrication or multiple submission of papers in courses without prior instructor consent or representation of others' work as one's own. Refer to Academic Honor Code.
- F. Knowingly furnishing false information to the College.
- G. Forgery, alteration, or misuse of College documents, records, or identification, whether in written or electronic form.
- H. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College events or activities, including public service functions and other authorized activities on College premises.
- I. Disturbing others with strong, pervasive odors such as perfume, cologne, body odor, animal odor, alcohol, or illegal substances.
- J. Assault, abuse or conduct which threatens or endangers the health or safety of another person on College-owned or controlled property or at a College-sponsored or supervised function.
- K. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a College employee, a College student, or a campus visitor.
- L. Unauthorized entry into or use of College facilities.
- M. Violation of local, state, or federal laws on College-owned or controlled property or at College-sponsored or supervised functions.
- N. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance, or alcoholic beverages on College premises or at off-campus sites, in College vehicles and in any private vehicles parked on College premises or at off-campus sites or at College-sponsored or supervised functions. An imitation controlled substance is a substance that is not a controlled substance, which by appearance (including color, shape, size, and markings), or by representations made, would lead a reasonable person to believe that a substance is a controlled substance.
- O. Failure to identify one's self when requested to by College officials or College agents or failure to comply with directions of College officials acting in the performance of their duties.
- P. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at College-sponsored or supervised activities.
- Q. Gambling on College-owned or controlled property or at College-sponsored or supervised functions. Charitable or fund raising raffles may be permitted for student organizations with the approval of the Vice President of Student Development.
- R. Violation of the Policy Regarding Student Protections Against Sexual Assault, Relationship Violence, and Stalking.
- S. Violation of College policies regarding Discrimination and Harassment.
- T. Disorderly conduct, breach of public decency, breach of the peace, aiding or inciting another to breach the peace, infringement upon the rights of another or defamation of another either on College property or at College-authorized activities.

- U. Hazing, or any act that intimidates, frightens, or degrades an individual.
- V. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
- W. Stalking, defined as engaging in a course of conduct directed at a specific member of the College community that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means that two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking may involve physical stalking and/or cyber stalking.
- X. Any aforementioned committed in concert with other persons, may make each participant responsible for the acts of the entire group.

## ECC STUDENT ATHLETE CODE OF CONDUCT

Jurisdiction for this Policy applies to student conduct which occurs on all property owned, operated or maintained by East Central College. As well as actions which occur off-campus when the misconduct affects the well-being of students and other members of the College community.

- Abide by the training rules of your sport; including abstinence from alcohol, drug and tobacco use. (Refer to Board policy.) Violations of this provision may result in immediate removal of your scholarship.
- Tobacco/alcohol/drug use on campus will not be permitted. A student athlete under the influence of the above will also constitute use. Students **misusing prescribed medicines** may also be reason for removal from the team.
- Be a good citizen, abiding by the laws of the community. You will be expected to exhibit behavior that reflects well on you, the athletic program and on East Central College.
- Physical fighting with a teammate, opposing team, coach, will not be tolerated.
- Refrain from using abusive/vulgar language or obscene gestures.
- You will be expected to participate in fund-raising activities as determined by your coach. These activities directly support the expenses associated with the team.
- Abide by your coaches' rules.
- Abide by the rules of the training room. Do not help yourself to supplies or use the training room equipment without permission or supervision of the coaching staff. Do not use the training room as a lounge. The purpose of the training room is to administer treatment for injury.
- Do not use the college telephone without permission from your coach. Long distance calls of any kind must be authorized by the athletic director.
- The campus, including the athletic fields, is open 7 a.m. to 10 p.m
- Students should understand that actions on social networks such as Facebook, Twitter or Instagram could be found as a violation of the student athlete code of conduct. Do not post negative remarks towards your teammates, coaches, or school. Illegal actions such as pictures of underage drinking, illegal drug use or sexual harassment actions will not be tolerated. Remember to post items you would only want a future employer to view.
- Any arrest and conviction from a local, state, or federal law enforcement agency will constitute dismissal from the team and scholarship revocation.

# NJCAA STUDENT ATHLETE CODE OF CONDUCT

The basic principles of the National Junior College Athletic Association stand for the highest ideals in sportsmanship. One of the primary objectives of competition is to develop and foster respect for fellow participants, coaches, officials, and spectators. With this in mind, and since it is fundamental to the continuance of the activities sponsored by the NJCAA that the rights of the majority shall not be jeopardized by the actions of a few, this CODE OF CONDUCT has been adopted.

## I. BASIC RESPONSIBILITIES

1. Participants shall recognize their responsibility for proper conduct at any tournament, contest or event sponsored by the NJCAA or its member colleges.
2. **Coaches shall recognize and assume responsibility for the actions of themselves and their team members.** Each coach who has participants competing in the event, shall be responsible for informing each member of the CODE.

Note: Should individual, regional, conference or institutional penalties/guidelines require additional sanctions for any of the behaviors listed below, those would take precedence.

## II. REGULATIONS OF CONDUCT

### SPORTSMANSHIP

Certain standards of behavior are expected of all student-athletes and team personnel participating in any NJCAA event. Student-athletes are guests at any event, their participation is a privilege not a right. Sportsmanship and citizenship are modes of conduct that promote and develop respect for fellow participants, coaches, and teammates. That respect should also be reflected in each student-athletes behavior toward officials and spectators. Every individual participating in any NJCAA event must abide by the following:

#### Behavior Rules

**Violent Behavior** - Acts of violence or flagrant acts during or related to an athletic contest are not permitted. A violent act is one in which physical contact or an attempt to make physical contact occurs, the purpose of which is to damage, harm, intimidate, or otherwise injure a person or property.

**Penalty for Violent Behavior** - Any player, coach or team personnel who is guilty of leaving his/her sideline, bench or position to participate in violent behavior will be considered a responsible party in such behavior and will be subject to the national fight rule governing their respective sport. Should no such rule exist in the individual sport rulebook, individuals will be subject to the following:

1. Immediate ejection.
2. A **two** game suspension to be served during the next scheduled contest during the regular season and/or post season play. Suspension of student-athletes or coaches occurring at the end of the season shall carry over to the next academic year and will be served during the first scheduled contest of that year.
3. Should an individual be ejected for violence a second time during a given season, that individual shall be prohibited from participating in any intercollegiate athletics for the remainder of the year.



**Non-Violent Unsportsmanlike Behavior** - Non-violent unsportsmanlike behavior during or related to any NJCAA event is prohibited. This behavior includes profanity, vulgar gestures, trash talk and loud or abusive language directed at players, coaches, contest officials and/or spectators.

**Penalty for Non-violent Unsportsmanlike Behavior** - Any player, coach or team personnel guilty of non-violent unsportsmanlike behavior is subject to the national rules governing their sport. Should no such rule exist in the individual sport rulebook, individuals will be subject to the following:

1. Immediate ejection.
2. A one game suspension to be served during the next scheduled contest during the regular season and/or post season play.

NOTE: Event administrators must report all incidents of unsportsmanlike behavior which result in ejection to their Regional Director.

## **ALCOHOL/DRUGS**

The use of alcohol/drugs at any NJCAA sponsored event is prohibited. Any game official having reasonable cause to believe a student athlete, coach, team official, or other individual participating in an athletic event is using or is sufficiently impaired so as to endanger that individual or other individuals participating in said event by virtue of injury, use of alcohol, or drugs (including but not limited to performance enhancing or pain killing drugs) may remove or disqualify said individual from further participation in the sporting event by the following procedure:

### **Penalty for alcohol/drug use at NJCAA events:**

1. The game official shall immediately notify the impaired individual and the impaired individual's coach, team captain or other school representative that the official has reasonable cause to believe that said individual is impaired to the extent of being a danger to the individual and/or to other participants and the specific reasons for such belief.
2. The game official may then declare the impaired individual disqualified from further participation or suspend from participation for such time as the game official believes necessary for the individual to recover from such impairment.
3. In the event, the impaired individual objects to the decision of the game official, such decision may be immediately referred to the NJCAA representative, athletic director or their designee in charge of the sporting event, and said Representative or other person-in-charge shall make the final determination as to the individual's impairment or lack thereof and the decision of the NJCAA Representative, athletic director, or other person-in-charge shall be final and binding with regard to any disqualification, suspension or overruling of the game official.
4. Nothing shall, however, prevent the impaired individual or such individual's school from subsequently requesting review of the game official's decision to the NJCAA Executive Committee. Said Executive Committee may review the decision of the game official and take such appropriate action as may be justified and fair to all parties.

## **TOBACCO**

The use of all tobacco products shall be prohibited in all practices and athletic events conducted under the auspices of the NJCAA and its member institutions. This rule shall apply equally to all student-athletes, coaches, authorized team personnel and other individuals participating in an athletic event.

### **Penalty for use of tobacco products at NJCAA events:**

1. The event official shall immediately notify said individual(s) observed using any form of tobacco product of the aforementioned violation and shall enforce an immediate event disqualification and/or additional penalties prescribed by the national rules governing the sport.

NOTE: A coach serving a game suspension for any reason shall be restricted to the designated spectator areas and is prohibited from any contact, direct or indirect, with his or her team, assistant coaches and/or bench personnel, before, during, and immediately after the game.

### III. DISCIPLINARY ACTION

- A. Violations of the CODE OF CONDUCT for national events need to be referred to the National Office of the NJCAA.
- B. The NJCAA Executive Committee shall act as a Board of Appeal. If the decision of the Executive Committee is challenged, such challenge must be resolved by submission of the issue or issues in question to binding arbitration according to the rules and procedures of the American Arbitration Association and as more fully set out in Article V of the NJCAA By-Laws.
- C. The NJCAA Executive Committee's decision does not prevent or assume other disciplinary action by the violators' college or law-enforcement agencies.
- D. No other appeal procedures are authorized.
- E. All other disciplinary action or problems not involving national events, contests, or tournaments, and not provided for in the NJCAA Handbook and Casebook shall be referred to the appropriate Regional Director and/or Conference Administrator for decision.

Revised 3/31/98

## CONSEQUENCES

Your coach may establish team rules to ensure that your team is physically, mentally and emotionally ready to compete. Your coaches may have rules to ensure a positive image of your program. The coaches may also establish and enforce safety rules to protect you, the spectators and others who may be involved in competition or practices.

Your coach may enforce the athletic program guidelines, team rules or training standards with a variety of disciplinary actions. Such discipline may include, but is not limited to additional conditioning, extra educational projects, study or research, community service, removal of starting status or team leadership positions, game suspensions, expulsion from the team, and/or loss of scholarship.

If you have a complaint with your coach, you should go through proper channels to find a resolution to the problem. First, talk to the coach. If you are not satisfied, talk to the Athletic Director, and if necessary, the Vice President, Student Development.

Consequences from an athletic department issue could include the aforementioned disciplinary actions in the following order depending on the circumstance. The first level of a warning may be passed over and actions may result in an immediate game suspension.

#### Consequence Steps:

1. Verbal warning by athletic director
2. Game suspension by athletic director
3. Multiple game suspension
4. Dismissal from intercollegiate athletics and scholarship revocation

*Competing in intercollegiate athletics is a privilege, not a right. Violating any part of this policy could jeopardize your scholarship and result in your removal from the team.*

## ACADEMIC HONOR CODE

*Students are expected to conduct themselves honestly in all academic endeavors. Any act of academic dishonesty is a violation of the Honor Code.*

### INTRODUCTION

East Central College is an academic community. Since integrity and honesty in the classroom, in academic programs and in all related learning experiences is critical, the Student Conduct Code lists, as its first item for which students may be subjected to disciplinary action, "Failure to adhere to the college's Academic Honor Code."

The Academic Honor Code is a statement of the college's position regarding student conduct as it relates to academic integrity. It is not intended to supersede any specific course or instructor's printed guidelines or policies contained in any course syllabus; it is, however, to be considered academic policy for all students and a benchmark for student intellectual conduct. Any violation of the Code will be first viewed as an issue of behavior and therefore subject to discipline as stated in the Disciplinary Action Policy. It is not a matter of academic performance.

This document is provided to all students and is part of college academic policy. Students are responsible for learning about and being fully aware of activities which constitute violation of the Academic Honor Code. The following list is presented for information and clarification and is not intended to be exhaustive.

Faculty retain the right to recommend remedy when students are in violation of the Academic Honor Code. Students retain the right to appeal any accusation of policy violation as outlined in the Student Grievance/ Appeal Policy in the Student Handbook. Further, it is the responsibility of the student to know these policies exist.

### ACADEMIC DISHONESTY

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of a student's performance. Some examples and definitions are given below. The college faculty can provide additional information, particularly as it relates to a specific course, laboratory or assignment.

The following non-exhaustive list contains acts satisfying the definition of academic dishonesty which will subject the offending student to appropriate disciplinary action.

**Cheating:** an intentional use or attempted use of unauthorized material or study aids in assignments or tests, or unauthorized assistance by any other party in any academic exercise.

Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

**Plagiarism:** careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgement.

Examples: copying another's paper, work, computer file, or answers and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.

**Facilitation of academic dishonesty:** knowingly assisting another in violation of the Academic Honor Code.

Examples: working together without permission on a take home test; providing another with information about a test you have already taken before they take it.

**Multiple Submission:** submission of work from one course to satisfy a requirement in another course without explicit permission.

Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

**Fabrication/Forgery:** use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record.

Examples: making up a source or citing a nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

**Obstruction:** behavior that limits any student's opportunity to participate in any academic exercise or attempts to block access to resources.

Examples: destroying a library resource before another student can access it; interfering with another student's efforts or work in any academic exercise; tampering with a computer resource before other students can gain access.

**Misconduct in Creative Endeavors:** the misrepresentation of another person's ideas, writing, computer images, artistic effort, or artistic performance as one's own.

Examples: representing a musical performance as original when it is not; using copyrighted artistic material inappropriately or illegally.

This list is not exhaustive. Faculty can and will question acts of academic dishonesty which may not be part of this list. Students should always question whether an act can be construed as academic dishonesty prior to participation and carry the responsibility for clarification with the teacher, who will gladly engage in any discussion regarding the college's Academic Honor Code.

### **Professional Behavior**

Students are expected to adhere to the standards of their program of study or of particular courses. Such standards are generally presented to the students by the faculty in programs or courses to which professional standards apply. An example would be specific ethical and professional standards associated with the nursing program or the education majors. Violations of these standards will be treated in the same fashion as academic dishonesty.

## **STUDENT DISCIPLINE POLICY**

All students are expected to meet the expectations of College administrators and faculty and the norms of a civil society and to avoid prohibited conduct (see Student Code of Conduct). If the need for student discipline arises, students can expect due process as defined by the following procedures.

### **Procedures:**

In most cases, disciplinary actions are meant to be remedial rather than punitive. Ideally, disciplinary proceedings will be conducted informally between the student(s) and the Chief Student Affairs Officer. However, when this means of resolution is not possible, a student has the right to formal processes of discipline and appeal.

### **A. DEFINITIONS**

**Chief Student Affairs Officer (CSAO):** the administrator responsible for student services such as counseling and advising.

**Chief Academic Officer (CAO):** the administrator responsible for the oversight and direction of academic programs and faculty.

**Hearing Committee:** A five-member committee called upon for hearings whose membership includes two faculty, two administrative/professional staff, and one support staff member. The CSAO and the CAO are not voting members of the hearing committee, but they are nevertheless involved in the hearing. The CSAO will preside over, and the CAO will present the charges, at all hearings where the misconduct does not involve an academic issue. If the misconduct involves an academic issue, their roles will be reversed.

**Sanctions:** Any action taken during the institutional discipline process, not including those actions an instructor may take within the classroom in cases of academic dishonesty such as assigning a lowered or failing grade for the assignment or class.

### **B. POSSIBLE SANCTIONS**

- 1. Warning:** A verbal admonition by a College official regarding a violation of the Student Conduct Code.
- 2. Fines, community service, rehabilitation or other restitution:** A monetary fee, assigned task or other means of reparation.
- 3. Disciplinary Probation:** A status resulting from a finding of misconduct. The student remains enrolled but under stated conditions.
- 4. Summary Suspension:** An involuntary and immediate separation of the student from the institution when, in the judgment of the CAO, CSAO and/or President, the student presents potential for behavior dangerous or destructive to him/herself, others or College property. Such suspension will be for a limited time until further disciplinary determination is made.

**5. Disciplinary Suspension:** An involuntary separation of the student from the institution for a specified period of time due to misconduct. Student may be re-admitted following a specified period of time.

**6. Expulsion:** Permanent loss of student status due to misconduct. Other stated conditions may be applied.

### C. FORMAL STUDENT DISCIPLINARY PROCESS

Students subject to sanctions will be accorded the opportunity for a hearing before a hearing committee. For a hearing to be held, the student is required to submit a written request for a hearing to the Chief Student Affairs Officer or designee. The following guidelines will be applicable:

- A. Students will be informed in writing of the time, date, and location of the hearing, either by personal delivery or certified mail, at least ten calendar days in advance of the hearing.
- B. The entire case file will be available for inspection by the student in the office of the Chief Student Affairs Officer during normal business hours. The file, which should be available at least two business days before the hearing, need not include the personal and confidential notes of any College official or participant in the hearing process.
- C. The hearing will be conversational and non-adversarial. Formal rules of evidence will not apply. The Chief Student Affairs Officer or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
- D. The student may choose to be assisted by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of legal counsel will be limited to providing legal advice to the student, and such legal counsel may not participate in any other way.
- E. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant evidence. In some circumstances, including those involving sexual assault or other sensitive allegations, the Chief Student Affairs Officer or designee may determine that direct questioning of a witness by the student or the individual assisting the student is not appropriate. In those cases, the student or their representative will submit the questions to the Chief Student Affairs Officer or designee, who will then ask the questions.
- F. Whenever possible, the student will be expected to respond to questions asked by the Chief Student Affairs Officer or designee.
- G. If the student requests a hearing and fails to appear after proper notice, the hearing committee may either proceed with the hearing in the student's absence or may make a decision without holding a hearing.
- H. The hearing will be recorded. The recording(s) shall be kept with the pertinent case file for a minimum of six months.
- I. A written decision will be rendered by the hearing committee within five (5) business days after the completion of the hearing. The written decision, which should be mailed or personally delivered to the student, should contain a brief statement of reasons for any determination leading to sanctions. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement. The decision of the hearing committee will be final unless a timely appeal is made to the College President.
- J. A student who wishes to appeal a disciplinary decision must do so within 30 days of the notice of written decision of the hearing committee by filing a written appeal with the College President. The written notice to the President should state the basis for the appeal.
- K. An appeal is limited to the following issues:
  - Prejudice or other irregularities that improperly influence the outcome of the disciplinary hearing.
  - Discovery of new or significant evidence that was not available at the time of the original hearing.
  - A sanction that is extraordinarily disproportionate to the violation.
- L. The College President will meet with the student and render a decision within seven days. The decision of the President will be final.
- M. In all non-grade appeals, the student may withdraw from College or the class of his/her own volition at any time during the disciplinary process.

## STUDENT PROTECTIONS AGAINST SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, AND STALKING

East Central College is committed to maintaining an educational environment that is free from illegal discrimination or harassment in admission or access to its programs, activities and facilities. This includes conduct on property owned or operated by the College, at College-sanctioned functions, and certain off-campus events. Sexual assault, as that term is defined in this Policy, is a form of sexual harassment and is strictly prohibited. Relationship violence and stalking may also be forms of discrimination and harassment and are also strictly prohibited. For purposes of this Policy, "relationship violence" refers to both dating and domestic violence, as those terms as defined below. The College also prohibits:

- Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
- Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
- Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment as described in this Policy.

### GENERAL RULE

The College is committed to ensuring that all students feel and are free to benefit fully from the College's programs and activities. As part of this commitment, the College seeks to create an environment that encourages individuals to report incidents of sexual assault, relationship violence and stalking. Reporting allows the College to provide support to victims, and is the only procedure through which the College can address offenders and attempt to reduce the risk of future occurrences. This Policy provides information about how individuals may report allegations of sexual assault, relationship violence and stalking to the College, how the College responds to such reports, as well as information about resources available to victims of sexual assault relationship violence and stalking.

In investigating and responding to complaints of sexual assault, relationship violence or stalking, the College's primary focus is to address the sexual assault, relationship violence or stalking, and, in most cases, the College will grant amnesty to a Reporting Party for other potential violations, such as alcohol violations. Such potential violations should not discourage a Reporting Party from notifying the College of incidents of sexual assault, relationship violence or stalking.

This Policy addresses behavior where the Accused Individual is a student. Behavior that does not rise to the level of sexual assault, relationship violence or stalking, as those terms are defined in this Policy, may still violate College Policy, and may be addressed by the College's Policy regarding Student Protections Against Discrimination and Harassment or the College's Student Conduct Policy. In the event the Accused Individual is an employee, the reporting procedures and resources are the same as set forth in this Policy, but the investigation and response to allegations against employees is found in Policy 5.5.

### DEFINITIONS

**The following definitions apply to this Policy:**

**Accused Individual** – Any person identified by the Reporting Party as the perpetrator of sexual assault, relationship violence or stalking.

**Consent** – An affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. The person initiating sexual activity must obtain the other person's consent throughout the duration of the sexual activity. Consenting persons must act freely, voluntarily, and have knowledge of the act or transaction involved. Consent will not be implied by silence or mere passivity from a state of intoxication or unconsciousness; it may not be inferred in circumstances in which consent is not clear, including, but not limited to situations that involve the absence of "no" or "stop," or those that involve the existence of a prior or current relationship or sexual activity. Consent cannot be given if the Accused Individual has taken advantage of a position of influence which that person has over the Reporting Party. Consent cannot be given by an individual who is incapacitated through the effect of drugs or alcohol or for any other reason. Consent may be withdrawn at any time.

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition: (a) A social relationship of a romantic or intimate nature means a relationship which is characterized by the expectation of affection or sexual involvement between the parties. (b) Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse. (c) Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – (1) A felony or misdemeanor crime of violence committed: (a) By a current or former spouse or intimate partner of the victim; (b) By a person with whom the victim shares a child in common; (c) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. (2) Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual, or physical abuse.

**Discrimination** – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, genetic information, veteran status, or any other characteristic protected by law.

**Harassment** – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, genetic information, veteran status or any other characteristic protected by law: verbal, nonverbal, or physical aggression; stalking; graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; stereotyping; threatening, intimidating or hostile acts; theft; or damage to property.

**Reporting Party** – A member of the College community, who reports to the College that he or she has been the victim of alleged sexual assault, relationship violence, and/or stalking.

**Sexual Assault** – A form of sexual harassment, and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual assault includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, buttocks, or other intimate parts. Sexual assault also includes attempted or actual sexual penetration of any kind without a person's consent.

**Sexual Harassment** – A form of discrimination, as defined above, on the basis of sex. Sexual harassment, which includes sexual assault, includes a variety of unwelcome conduct of a sexual nature ranging from unwelcome sexual advances, requests for sexual favors, sexual exploitation, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault, that is sufficiently severe to the point it interferes with or limits a student's ability to participate in or benefit from the College's programs. Sexual assault is a severe form of sexual harassment and one instance may be sufficient to create a hostile environment.

**Stalking** – Activity that may be a form of harassment, as defined above, that involves engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Stalking may involve physical stalking and/or cyber stalking.

## COMPLIANCE OFFICERS

The Board of Trustees designates the following individuals to act as the College's compliance officers:

<b>Title IX Administrator Section 504 Administrator</b>	<b>Title IX Deputy Administrator ADA Administrator</b>
Vice President of Student Development East Central College 1964 Prairie Dell Road Union, MO 63084 636-584-6565	Director of Human Resources East Central College 1964 Prairie Dell Road Union, MO 63084 636-584-6712

The Compliance Officer will:

- Coordinate compliance with this policy and the law.
- Receive all complaints regarding discrimination and harassment at East Central College.
- Serve as the College's contact person for compliance with discrimination laws.
- Investigate or assign persons to investigate complaints; monitor the status of complaints; and recommend consequences.
- Seek legal advice when necessary to enforce this Policy.
- Report to the College President and the Board of Trustees aggregate information regarding the number and frequency of complaints and compliance with this Policy.
- Make recommendations regarding changing this Policy or the implementation of this Policy.
- Coordinate and institute training programs for College staff and supervisors as necessary to meet the goals of this Policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
- Perform other duties as assigned by the College President.

## REPORTING A COMPLAINT

The College encourages the reporting of all incidents of sexual harassment, including, but not limited to, sexual assault, relationship violence, and stalking. The decision to report such incidents is a deeply personal and often difficult decision, but is often a way for the victim to begin healing. Such reporting may also help prevent future incidents of a similar nature from occurring. Victims are not required, however, to report such incidents, and will not be penalized if they choose not to report an incident to law enforcement or a Compliance Officer.

The first priority for any victim of sexual assault or relationship violence is to receive appropriate medical attention for any medical injuries and to preserve evidence in the event the Reporting Party chooses to pursue a complaint. The College will maintain and publish information containing resources and guidance for victims of sexual assault, relationship violence and stalking. Such information will be maintained in the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Administrator, who will make such information available to any interested person.

The College provides several options for reporting incidents of sexual harassment, including, sexual assault, relationship violence, and/or stalking:

**Confidential Reporting** – Individuals may make a confidential report to a College counselor. Counseling services are available at no cost to students and referrals to community resources are available. College counselors can also help the alleged victim identify other available College resources.

**Formal Complaint** – Individuals may also file a formal (verbal, written, or online) complaint with the Vice President of Student Development and it will be promptly investigated. There is no time limit on the filing of complaints, though the College encourages prompt reporting, as delayed reporting may hinder the College's ability to pursue disciplinary action against an Accused Individual.

**Criminal Report** – Individuals may make a criminal report with local law enforcement, or appropriate jurisdiction. College personnel are available to assist individuals with contacting the appropriate jurisdiction for making such a report.



In addition to pursuing criminal or College disciplinary proceedings, individuals may wish to obtain an order of protection, no-contact order, or restraining order from the relevant jurisdiction. Such orders are enforced by the local law enforcement agency in the relevant jurisdiction.

Upon receiving a complaint of sexual assault, relationship violence or stalking, the College will provide to the Reporting Party a written notice describing the reporting options listed above. Reporting Parties are not limited to one form of reporting and may pursue multiple methods of reporting options.

In addition, except as otherwise provided in this Policy, all employees, students and visitors must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment, which includes sexual assault and may include relationship violence and stalking. Such reports should be made to the Vice President of Student Development or the Director of Human Resources, as the College's Compliance Officers. All College employees will instruct persons seeking to make a complaint under this Policy to communicate directly with the College compliance officers. Even if the potential victim of discrimination, harassment, or retaliation does not file a complaint, College employees, except members of the College's counseling staff who are considered confidential reporters, are required to report to the Compliance Officers any observations, rumors or other information regarding actions prohibited by this Policy.

After receiving a complaint, the Compliance Officer will determine the appropriate College Policy for processing the complaint. In making this determination, the Compliance Officer will consider the specific facts alleged by the Reporting Party. Allegations related to acts of Sexual Assault, Relationship Violence or Stalking, as those terms as defined in this Policy, will be processed according to this Policy. Allegations that may constitute sexual or other forms of harassment prohibited by the College, but not rising to the level of Sexual Assault, Relationship Violence or Stalking, will be reviewed according to Policy 3.25 Student Protection Against Discrimination. Once the determination is reached, the Compliance Officer will notify the Reporting Party of which College Policy will govern the disposition of the Reporting Party's complaint, and will provide the Reporting Party with a copy of the applicable Policy. The College encourages the Reporting Party to seek clarification from the Compliance Officer if the Reporting Party believes the Compliance Officer has selected the wrong Policy to resolve the complaint.

## **INTERIM MEASURES**

When a report is made or the College otherwise learns of potential discrimination, harassment or retaliation, the College will, if appropriate, take immediate action to protect the alleged victim, including implementing interim measures. For example, the College may alter a student's class schedule, provide additional support for a student (such as counseling or academic support), suspend an employee pending an investigation, or, if applicable, alter transportation or working situations. The College will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred. The College will provide these types of interim measures if requested by the victim and if such measures are reasonably available and appropriate in the circumstances. Individuals are encouraged to speak with the College's Compliance Officers about the availability of such measures. In the case of a confidential reporting, the Reporting Party should speak with the College counselor to whom they made the report about any requested interim measures.

## **PROCEDURE FOR INVESTIGATION AND RESOLUTION OF COMPLAINTS**

In determining whether alleged conduct constitutes a violation of College Policy, the College will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, College officials determine that it is more likely than not that prohibited behavior has occurred, the College will take immediate corrective action.

### **The following procedures will be used as a guideline for investigating complaints:**

- Interview the Reporting Party regarding the nature and specifics of the incident(s);
- Interview the Accused Individual; and
- Interview other possible witnesses, if appropriate.

## **A. COMPLAINTS AGAINST EMPLOYEES OF THE COLLEGE**

If a complaint under this Policy is against an employee of the College, the complaint will be investigated by the Director of Human Resources or designee, and will be handled according to the procedures found in Policy 5.5. Employees who violate this Policy will be disciplined, up to and including employment termination.

## **B. COMPLAINTS AGAINST COLLEGE STUDENTS**

If a complaint under this Policy is against another student, the complaint will be investigated by the Vice President of Student Development or designee. The procedures will follow those set forth in the Student Code of Conduct, except that to the extent there are any inconsistencies between the Student Code of Conduct and this Policy, the procedures set forth in this Policy will apply in cases of Sexual Assault, Relationship Violence, or Stalking:

- The College will conduct a thorough, fair, and impartial investigation.
- Proceedings under this Policy will be conducted without undue delay, and will be conducted by officials who receive annual training on the issues related to relationship violence, sexual assault, and stalking, and how to conduct a hearing process that protects victim safety and promotes accountability. In general, proceedings pursuant to this Policy, including adjudication through the Student Discipline Policy, should be completed within 60 days of the Reporting Party's complaint to the Compliance Officer.
- Mediation will not be used in cases alleging sexual assault, relationship violence, or stalking.
- The Compliance Officer or designee may issue a "no contact" order to all parties identified in a sexual assault, relationship violence, or stalking complaint. The Compliance Officer will consider other interim measures that may be appropriate.
- Both the Reporting Party and the Accused Individual will have equal opportunity to provide relevant information, including the identities of any witnesses they believe should be contacted as part of the investigation. Both the Reporting Party and the Accused Individual have the right to have an advisor of their choosing present during any meetings or proceedings related to the investigation. For purposes of this Policy only, there is no limitation on the choice of an advisor by either the Reporting Party or the Accused Individual. The limitations on the role of legal counsel in a disciplinary proceeding are defined by the Student Discipline Policy.
- After reviewing all the relevant information, the Vice President of Student Development or designee will render a determination as to whether the Policy was violated and what additional actions may be necessary, including disciplinary action against the Accused Individual and/or making available to the Reporting Party appropriate College resources. In making this determination, the Vice President of Student Development or designee will utilize a "preponderance of the evidence standard," meaning that he or she will determine whether it is more likely than not that a Policy violation occurred.
- Students who violate this Policy will be disciplined, which may include suspension or expulsion. Other possible sanctions are found in the Student Discipline Policy.
- The Vice President of Student Development will notify both the Reporting Party and the Accused Individual, in writing, of his or her determination. The written notification will also notify both the Reporting Party and the Accused Individual of the availability of appeal, as described below.
- If either the Reporting Party or the Accused Individual disagrees with the Vice President of Student Development or designee's determination, either student may request that the complaint be handled according to the procedures found in the Student Discipline Policy. In those circumstances, both the Reporting Party and the Accused Individual will have equal opportunity to participate in the process, and the process will utilize a "preponderance of the evidence standard," meaning that it will determine whether it is more likely than not that a Policy violation occurred.
- At the conclusion of any portion of the disciplinary proceeding, including any appeal, both the Reporting Party and the Accused Individual will be notified in writing, and simultaneously, of the result of that portion of the disciplinary proceeding, when that result becomes final, and the availability of any appeal.

## **CONFIDENTIALITY, RECORDS AND COUNSELING**

To the extent feasible, the College will endeavor to keep confidential the identity of the person filing a complaint, witnesses or other parties interviewed, and any complaint or other document that is generated or received pertaining to complaints. Information may be disclosed if necessary to further the investigation, or resolution of a complaint, or if necessary to carry out disciplinary measures. The College

will disclose information to the College's attorney, law enforcement, and others when necessary to enforce this Policy or when required by law.

In implementing this Policy, the College will comply with state and federal laws regarding the confidentiality of student and employee records.

Any student who believes he/she has been a victim of illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence or stalking has the option of speaking confidentially to a College counselor. Counseling services are available at no cost to the student and referrals to community resources are available. College counselors can also help the alleged victim identify other available College resources.

All other employees are mandated to report the information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence or stalking to the Compliance Officer.

### **TRAINING AND AWARENESS PROGRAMS**

In addition to the information contained in this Policy, the College will, in accordance with the Campus Sexual Violence Act ("SaVE Act"), provide training and information to members of the campus community regarding the following topics:

- Safe and positive steps an individual may take to intervene to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person.
- Information about how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction.
- Awareness campaigns and prevention programs intended to stop domestic violence, dating violence, sexual assault, and stalking before they occur, and to increase campus awareness and share information and resources for the same purpose.
- Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community.

The College will distribute this information to members of the campus community through the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Administrator, who will make such information available to any interested person.

## **ACADEMIC RECORD AND TRANSCRIPTS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, vice president, head of the academic department, or appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Central College to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## DIRECTORY INFORMATION

Information identified by East Central College may be released without the student's consent and includes the following without limitation:

- Student name
- Parent's name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended
- E-mail address
- Photograph
- Full- or part-time status

A student may request that any or all directory information not be released without prior consent. Requests to withhold release should be received by the Registrar's office. If such a request is made, the college cannot: verify that the student attends the institution (which includes verification of enrollment for insurance purposes); include the student on President or Vice President's List; or include the student's name in a graduation program.

**Records Not Accessible** - The Right of Privacy Act defines certain records which are outside the definition of "education records" and therefore, not open to inspection to students and their parents. These include without limitation: 1) financial records of student's parents or information contained therein; 2) confidential letters and statements of recommendations maintained prior to January 1, 1975; 3) records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute; 4) records and documents of the college security department that are maintained solely for security purposes and are not available to persons other than the personnel of that department; 5) records of the college made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional, which are made, maintained or used only in connection with the protection or treatment of the student and are not available to anyone other than persons providing such treatment except that such records can be personally reviewed by an appropriate professional of the student's choice; 6) records of a person who is employed by East Central College unless and only to the extent that such records relate to that person's status as a student and are not available for any other purpose; 7) records for which the student has signed a "waiver of access," for example, confidential recommendations relating to admission or receipt of an honor.

***Destruction of Records*** - The college may destroy any records if not precluded by law, provided that if a student has requested access to such records prior to the decision to destroy the record, the college shall supply the student with a copy of such record before destruction.

***Students with Disabilities*** - East Central College will make reasonable efforts to provide appropriate academic accommodations for students with documented disabilities. For example, note-taking, tutoring, and test reading are offered through the Learning Center. Students with disabilities should contact the ACCESS Counselor as early as possible, preferably before the beginning of each semester, to discuss accommodations.

***I.D. Cards*** - All students are issued an identification card within the first two weeks of each semester. Students are responsible for obtaining the card at Student Services. The card is used to check-out library materials, admit students to student activities and events, and prove status for other student discounts.

## STUDENT ATTENDANCE POLICY

Student attendance in class, regardless of the delivery modality, is important for student success. East Central College is an attendance-taking institution. As such, faculty members are required to submit daily attendance records to the Registrar on a timely basis. Specific attendance guidelines and consequences are provided in each course syllabus and are enforceable as written unless otherwise specified.

### **Procedures:**

1. All faculty will distribute to students a current course syllabus that includes a statement detailing the specific course attendance policy, guidelines and actions. Such course attendance policy will be congruent with the institutional attendance guidelines, as stated here.
  - Faculty will take attendance at each class meeting and record attendance in a class record. For a student to be considered attending the following conditions must be met.
  - A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
  - A student cannot be absent for the equivalent (intermittent, nonconsecutive absences) of two weeks of class meeting time (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
  - A student cannot exceed the absences permitted under a more restrictive and specific course attendance policy.

Should any of these conditions apply, the faculty member will follow the actions as stated in the course syllabus up to and including administrative withdrawal (WX) from the class for any student not considered attending but still officially enrolled in the class. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.

If you must withdraw (drop) from a class or classes, obtain a Petition for Change in Official Study Program Form (Add/Drop Form) from the Registration Office. You must have your Advisor's and Instructor's signature before returning the form to the Registrar.

Deficient Grade Reports are sent during the semester for students with a "U", "D" or "F" grade. This report is made to provide sufficient time for students to raise the grade prior to the end of the semester. Final grades are available on eCentral two weeks after the end of the semester (as long as fees are paid in full).

## INSTRUCTOR WITHDRAWALS/DROP

Instructors may drop you from a course due to non-attendance at any time throughout the semester. It is your responsibility to attend class regularly. While in season you must maintain at least 12 hours to be eligible. You jeopardize your team by not attending class. All games participated in by an ineligible player must be forfeited according to NJCAA rules.

## CALCULATING YOUR GPA

### Calculating your Grade Point Average (GPA) -

To calculate your GPA, multiply the number of honor points for grade received (i.e., A-4 points, B-3 points, C-2 points, D-1 point, F-0 points) by the number of credit hours for the respective class. Then divide the number of credit hours attempted excluding "W", "P", "I", and "H" grades.

Example:

English	B	(3 honor points) x 3 credit hrs attempted = 9
Math	C	(2 honor points) x 3 credit hrs attempted = 6
Spanish	A	(4 honor points) x 4 credit hrs attempted = 16
P.E.	F	(0 honor points) x 2 credit hrs attempted = 0
Orientation	P	(0 points) x exclude credit hr attempted
Total		12 credit hrs = 31
		31 divided by 12 = 2.58 GPA

## PLACEMENT TESTS

**Test scores** - If you have taken the ACT, please send copies of your scores and a complete high school transcript to the Registration Office located in Buescher Hall. If you have taken a High School Equivalency test, the Registration Office also needs a copy of those scores. Placement testing is required of all incoming freshmen. Registration staff will assist you in making arrangements for testing. Contact [studentservices@eastcentral.edu](mailto:studentservices@eastcentral.edu) for more information.

### Academic Probation and Suspension

A student whose progress falls below minimum standards is placed on academic probation. If the student does not perform adequately and is not removed from probation after one semester, automatic suspension results. Students will have appeal rights as listed in procedures.

This definition of academic probation and suspension does not preclude the establishment of additional requirements for enrollment and/or graduation in specific academic and/or financial aid programs (e.g., Title IV eligibility, veteran's benefits, pre-professional education, nursing, etc.).

**Student Academic Progress Requirement** - The following requirements for academic progress must be met by each student receiving financial aid (i.e. Pell Grant, SEOG, MISSOURI State Aid, Subsidized and Unsubsidized Loans, PLUS Loan, and Federal Work-Study) . If at any time a student falls below the minimum stated requirements, his/her financial aid will be terminated or a reduction in benefits received, according to their particular funding program.

- **Academic Progress** - A student pursuing an associate degree, which requires 64 or more credit hours for completion, may attempt up to a maximum of 96 credit hours. (Attempted hours include grades of F, W, I and Audit). A student pursuing a certificate of proficiency, which requires 30 or more credit hours for completion, may attempt up to a maximum of 48 credit hours. At the end of each semester or summer term, the student must have earned at least two-thirds of all credit hours attempted during that semester or summer term. Courses taken for an audit grade are not applicable for financial aid assistance. Nursing students may attempt up to a maximum of 132 credit hours.
- **Grade Point Average requirements** - Maintain a 1.80 GPA after attempting 12 hours of course work. Maintain a 2.00 GPA after attempting 24 hours of course work.
- A student who fails to meet the above criteria will be placed on Financial Aid Probation for the next semester of enrollment. Financial aid eligibility may be continued during the financial aid probation semester.
- A student on Financial Aid Probation has one semester to comply with the standards of academic progress. Failure to do so will result in the student being placed on Financial Aid Suspension in which he or she is ineligible for financial aid for the next semester of enrollment. A student who fails to meet the standards for financial aid eligibility may continue to enroll at his/her own expense. A student may become eligible for financial aid when the standards of academic progress have been satisfied.

- A student on financial aid may repeat a course in which a required grade level was not attained one time.
- A student who fails, withdraws, receives incomplete or audit grades for all courses in a given semester will be placed on Financial Aid Suspension and will not be eligible for financial aid the next semester.
- A student on financial aid must enroll for courses that will fulfill his/her educational goal. These courses should follow published degree/certificate requirements, electives, or prerequisite developmental studies.
- A student may appeal the denial of financial aid by writing the Director of Financial Aid, documenting all extenuating circumstances. The appeal shall proceed through normal administrative channels ending with the Vice president, Student Development whose decision shall be final.

## DEGREE REQUIREMENTS

**Graduation Requirements** - Specific graduation requirements will be set up by the college faculty in accordance with the requirements of the State of Missouri and appropriate accrediting agencies.

## TRANSFER CREDITS FROM OTHER COLLEGES/HIGH SCHOOL

You will need to have a final high school transcript and any college transcripts sent to our registration office. Our transcript evaluator will review your transcripts for credit transfer. In some instances of discrepancy you will be asked to either provide a course description or syllabus for the course.

## TRANSFER TO OTHER COLLEGES/RELEASE WAIVER

**Transferring Credit to another College/University** - East Central College offers Associate of Arts, Associate of Science, Associate of Fine Arts, and Associate of Arts in Teaching degrees which will prepare you for a major at a four-year college or university. Early in your educational program, it is important to study the catalog from your intended transfer institution, decide on a major field of study, and select courses appropriate to that curriculum. The degree plan worksheet for your program of study, available on the ECC website, is an invaluable tool in selecting courses. Developmental (pre-college level) or career technical courses do not usually transfer and will not be counted as a part of your degree. Likewise, if you change your mind about your major or transfer institution, you must accept the risk that some of your credits may not transfer. You are responsible for the transfer of your credits, but if you follow the degree plan outlined for the associate degree, you should have no difficulty when you transfer to another school. However, we recommend three important steps to transferring credit:

1. Meet with your advisor each semester before you register for classes.
2. Follow the degree plan worksheet (curriculum) according to your major.
3. Obtain catalog(s) from the school(s) to which you are planning to transfer. Review the curriculum required for your major at that school, and bring the catalog to all meetings with your advisor. By doing so, we can detect any complications before they occur or call the school about questions.

Students wanting to transfer to another institution need to receive an NJCAA Transfer/Waiver Form from the director of athletics. Students wanting to play at an NCAA or NAIA school must go through the NCAA Clearinghouse or the NAIA Eligibility Center unless they were an initial qualifier out of high school.

Go to the website [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or [www.playnaia.org](http://www.playnaia.org).

## RESIDENCY REQUIREMENTS

Student residency status will be determined at the time of enrollment at East Central College. Student residency guidelines followed by the college will be those adopted by the Coordinating Board for Higher Education. In the case of the international students or resident aliens, residency will be determined based upon both federal determination of status and state guidelines. A copy of such guidelines may be found in the Office of the Registrar.

### Procedures:

If the student disagrees with the college's assessment of his or her resident/non-resident status, the following procedure should be followed to appeal the decision:

**A. Informal Appeal.** Meet informally with the Registrar to discuss the residency status and reasons why the student should be considered an in-district student. The Registrar will render an informal decision based upon the information provided in this discussion.

**B. First Level of Formal Appeal.** If the informal decision determines that the student is not an in-district resident and if the student wishes to appeal this decision further, then the next level of appeal may be implemented. The student is obligated to submit the appeal in writing to the Chief Student Affairs Officer, accompanied by written documentation of those criteria for in-district residency which the student meets as set forth in Section 7 of the Community College Student Residency Guidelines published by the Missouri Department of Higher Education. The Chief Student Affairs Officer will review and verify the information provided and render a decision within three working days of receipt of the written appeal.

**C. Second Level of Formal Appeal.** The final level of appeal requires the student to submit an appeal in writing to the Office of the President of the College. The Chief Student Affairs Officer will forward to the President the Section 7 criteria documentation previously provided by the student at the first level of formal appeal. The President will deliver a decision within five working days of receipt of the written appeal.

## KEYS TO ACADEMIC SUCCESS

Do not expect to be treated differently than other students. There are no privileges given in the classroom for athletes. You are expected to attend class like every other student. Avoid sitting with other student athletes in class. This will be one way to avoid unneeded problems in class.

### STUDY HABIT TIPS:

**Set a regular time to study.**

Set up a time before, between and after classes when you can study. Keep your times consistent.

**Have a quiet place to study at school and at home.**

Designate areas to study on and off campus. Have materials needed for studying with you at all times. Pens, notebooks, calculator, notecards, etc.

**Keep a planner with important dates and "things to do" list.**

Each student should obtain a student planner from the bookstore. This planner should include classes, assignments, tests and any other important dates of significance in regard to academics.

**Allow enough time to complete assignments.**

Set time frames for completing assignments and studying for tests. Do not expect to do things the night before. Keep up with your assignments on a daily or weekly basis.

**Follow a study system.**

- » survey the material before reading it
- » ask questions about the material
- » read the material and look for answers to your questions
- » review the material by underlining, outlining, and or writing a summary
- » recite your summary back to yourself.
- » Rewriting your notes or using notecards to quiz yourself are two methods of preparing for a test.

**Get the most from your classes.**



**Important note**

While attending the Learning Center for required study hours, please seek help with math and writing assignments. Do not just use the computers to search the web for information irrelevant to academics.

**STRESS REDUCTION:****Plan your schedule.**

Give yourself time to complete assignments and prepare for tests. Give yourself deadlines to complete parts of preparation. Arrive early for a test to review notes one more time.

**Reward yourself.**

Allow yourself to take breaks to become refreshed before you start studying again. Either take a break every hour or at the completion of a chapter or section of material.

**Practice Methods of Relaxation.**

Take a deep breath and close your eyes.

**Adequate Sleep.**

Set a regular sleep schedule. Staying up late at night to complete assignments or study for tests doesn't lead to quality work.

**PREPARING FOR AND TAKING EXAMS:****Prepare early for exams.**

Study day by day and week by week. Do not allow yourself to fall behind in your reading. Study what you know and ask questions about unclear information.

**Relax the night before an exam.**

Study and relax the night prior to exam. Do not stay up all night and pull an "all nighter." This should be avoided through prior preparation.

**During the test.**

Follow directions. Focus on the task at hand. Answer all known questions and come back and answer problem questions later.

**Build self-confidence.**

Study carefully throughout the course of the semester. Things can creep up upon you very fast at the end of a semester if you are unprepared. Learn from your mistakes and adjust and adapt to meet the expectations of your instructor.

**LEARNING CENTER****THE LEARNING CENTER'S MISSION AND PURPOSE**

The mission of the Learning Center is to assist the East Central College community of educators and students in creating and maintaining a quality learning environment. The center provides comprehensive testing services and student resources that assist learners in the development of strategies necessary for their success in reaching their academic goals.

The Learning Center at East Central College is a comprehensive student resource center for your educational needs. The friendly staff operates the Testing Center, the LC computer lab, the Reading Center, and the Writing Center. Qualified tutors are always available to assist in most subjects in the mathematics, science, computer science, English, history and social science fields. View your Foundation Seminar videos and use the large video and DVD tutorial selection that will support your college curriculum. Visit the Foundation Seminar information board for up to date listing of campus activities and presentations. Group tutoring and study sessions are available. You can also register for many tests and assessments, check with the reception desk for details (584-6688).

Hours of operation are 7:30 am to 7:30 pm Monday-Thursday, and 7:30 am to 2:00 pm on Fridays. The Testing Center will not hand out tests one hour prior to closing.

**Got Learning Center feedback?** Send it to: [tlcfeedback@eastcentral.edu](mailto:tlcfeedback@eastcentral.edu)

## REQUIRED STUDY HOURS

Student athletes will be required to spend time each week in the Learning Center working on assignments and studying for tests. Student athletes should work independently in the labs. Attending the Learning Center in large groups will provide distractions to yourself and others. Student athletes not making satisfactory progress will be required to have a card filled out stating the type of tutoring help that was sought. Student athletes falling behind in a math or English classes will be required to seek at least five hours of tutoring in that subject per week.

## ATHLETIC ACADEMIC ADVISEMENT

You will be assigned an academic advisor either in your major or you may see the counseling department for any needs concerning registration or changes in your schedule.

### **Register for classes**

Contact your advisor for an appointment to arrange each semester's schedule of classes. For students who are currently attending East Central College, registration begins around mid-semester for enrolling in next semester's classes (i.e., enroll for spring classes during the middle of fall semester). Your advisor will help you set a schedule that conforms with your major field of study and East Central's graduation requirements.

### **Changing your schedule**

If you need to change a class, meet with your advisor to fill out an add/drop form available at the Registration Office. It is recommended that any changes to your schedule be completed prior to the first day of classes. If you drop/add before the first day of class you must have an advisor's signature. If you drop/add after the first week of classes you must have an advisor's and instructor's signature before turning the form into registration.

## PHYSICAL EXAMINATION

Student athletes are required to have a current physical examination on file with the athletic department for NJCAA eligibility for each year of participation. Athletes are encouraged to have their own family physician conduct the physical exam before starting practice in the fall.

## ATHLETIC TRAINING

Athletic training will be provided by Athletico in Washington, MO. A team of physical therapist/ sports medicine specialists will be at all home athletic contests. Appointments can be made during the week. To make an appointment with a physical therapist contact Jay Mehrhoff, Director of Athletics.

## CONCUSSION MANAGEMENT PLAN

The intent of this plan is to provide for the health and safety of student athletes as encouraged by the National Junior College Athletic Association. The ECC athletic department has developed a comprehensive concussion management plan. Preventative measures have been established to aid in the reduction of the risk of permanent damage following a concussive injury to student athletes. The concussion management plan will be reviewed with student athletes, coaches, athletic trainers, team physician, and all other athletic staff on an annual basis and documentation will be maintained in the Athletic Director's office.

## INSURANCE

- All student athletes are required to have their own personal insurance. A copy of a current insurance card must be on file in the athletic department for eligibility.
- Personal insurance may be purchased through United Health Care.
- The ECC athletic insurance policy will cover only injuries due to participation in official varsity practice and games.
- The ECC athletic insurance policy provides secondary coverage. This means that the athlete's personal insurance policy (or parent's insurance policy) must be filed at the time of visit with physician or hospital. ECC's insurance policy covers the remaining portion of the bill not paid by personal insurance up to a maximum amount of \$25,000. Physical therapy limits are \$200 each visit for 20 visits. Ice/heat and other modalities may not be covered by secondary insurance.
- Each claim must be filed with the athletic department in order for reimbursement to occur. Follow through of the claim processing is the responsibility of the athlete. Copies of bills and an Explanation of Benefits must be given to the athletic director for the claim to be processed. Every dollar amount is not covered by secondary insurance.
- Injuries and illnesses not due to athletic competition are not a part of the injury/accident or catastrophic injury policy held by the East Central College Athletic Department.

## DRUG AND ALCOHOL TESTING

**This policy has been modified from the Johnson County Community College Drug Testing Policy in accordance to specifications as directed by Dr. Bobby Enkevetchakul of Missouri Occupational Medicine in Washington, MO.**

The drug education and testing policy has been drafted to protect both the student-athlete and the ECC athletic program. Illicit drug usage within the context of competitive athletics compromises the physical well-being of the athletic participants and is a health and safety issue for athletes. Drug testing is necessary to help eliminate performances enhanced through the use of drugs and banned substances and to protect the integrity of the ECC athletic program.

During the recruitment process, the team coach will inform each athlete of the drug-testing requirement. Each athlete will be presented with a copy of the ECC drug-testing policy and will be required to sign a consent form agreeing to undergo drug-testing and to the release of the results thereof at the time of signing a letter of intent to play sports at ECC. Walk-on athletes will be presented with a copy of the policy and will be required to sign a consent form agreeing to undergo drug testing and to the release of the results thereof at the time the coach officially invites the athlete to participate.

***Refusal by the athlete to test for drugs at any time during the year will result in the athlete being declared ineligible for participation.***

***Any athlete refusing to participate in the drug-testing program will be immediately suspended from the team and required to participate in a drug-abuse counseling program set up by the counseling department at ECC. If drug counseling is not sought the athlete will immediately have his or her scholarship revoked.***

An independent testing laboratory chosen for the rigor of its privacy safeguards and chain of custody procedures will conduct drug testing.

Athletes will be chosen randomly for testing by the independent testing agency that has been contracted by the Athletic Department. The testing will be conducted at an independent laboratory facility. This is where the student athlete will be asked to participate in the specimen-collection process.

From the moment student athletes are informed of the test until they are handed over to the testing professionals from the independent testing laboratory, student athletes will not be allowed to eat, drink, go to the restroom or otherwise leave the visual observation of testing site personnel. Such testing will occur within a reasonable time from such notification. Specimen collection will be conducted and monitored by trained personnel of the independent testing laboratory. Strictest procedures to protect the privacy of the athlete will be maintained by the testing site and laboratory personnel. Each person tested will be given the opportunity to state in writing any prescribed medicine and/or over-the-counter medicines or chemical substances he or she regularly uses.

If a student athlete is unable to attend the random drug-testing because of a justifiable reason of absence from ECC on the scheduled date and time, there will be a randomly drawn list of alternates or, if the alternate is also absent, a new person will be randomly drawn to represent that specific sports team. Excuses would include extenuating circumstances such as a family emergency, funeral or wedding.

## COUNSELING PROCEDURE

NOTE: In a case in which an athlete self-refers himself or herself to the ECC counseling program, the same counseling procedures as outlined herein shall be utilized. The immediate threat of serving game suspensions will be waived. The self-referring athlete will, however, be subject to continued drug tests at any time during the remainder of his or her career at ECC. A second positive drug test will result in immediate dismissal of the athlete from participation in athletics at ECC and immediate withdrawal of all athletic financial aid.

1. If an athlete tests positive for the first time, the designated medical professional will attempt to contact the athlete according to the contact information provided at the time of the screening. The medical professional will continue to attempt to contact the athlete within 48 hours of his or her receipt of the positive results. If after 48 hours, the medical professional is unable to locate and contact the athlete, the medical professional may contact the athletic director and ask for assistance in locating and contacting the athlete.
2. The athletic director will be notified of the positive drug screen by the doctor's office. The athletic director will, in turn, notify the vice president, student development of the positive result. The athletic director will inform the athlete (in person or by telephone if positive identification is acknowledged by telephone contact) of the positive results and explain the counseling process.

The athlete's head coach will be informed of the positive result as soon as he or she can be located and spoken with privately and in person.

The athletic director will arrange for the athlete to meet with an ECC counselor. The counselor will conduct an interview(s) with the athlete in order to discern, as nearly as possible, the extent and duration of the athlete's involvement with "drugs of abuse." The counselor will then facilitate the referral of the athlete to a drug counseling program, through which the athlete will be put in contact with a certified drug and alcohol counselor.

Prior to the athlete's being allowed to return to competition following his or her game suspension, the certified drug and alcohol counselor will inform the athletic director and vice president, Student Development in writing of the athlete's progress in counseling and whether he or she is officially released to compete. A recommendation will also be made regarding whether or not the athlete requires continued counseling.

At least one subsequent drug screening will be conducted at some time following the prescribed counseling regimen.

## SUSPENSION PHASE

The athlete will be suspended from playing in a minimum of 10 percent of regular-season games scheduled for his or her sport.

NOTE: During the athlete's period of mandatory counseling, he or she may be allowed to continue to practice and condition with his or her team unless the counselor(s) advise against it on medical grounds.

If an athlete has a positive drug screen during the off season of his or her sport, the athlete's official suspension will occur during the regular and traditional season for that sport. The first available games to be played during that sport's regular season will be the games of the athlete's suspension.

If the athlete has a positive drug screen immediately prior to or during playoffs, the suspension will consist of the same number of games during the playoffs that the athlete would have missed during the regular playing season, based on 10 percent of regular season games. For example, if the athlete would have missed three regular season games, he or she will miss the first three available playoff games.

If a returning freshman or red-shirt athlete has a positive drug screen following the conclusion of his or her regular season and playoffs, the suspension shall be served at the beginning of the regular traditional sport season of the following year.

NOTE: Any suspension or other disciplinary actions the athlete might serve as a result of a positive drug screen occurring during a nontraditional, non-championship season or during the off season will be administered at the discretion of that sport's coaching staff.

## **SUBSEQUENT DRUG SCREENINGS**

A positive result on a subsequent drug test will result in immediate dismissal of the athlete from participation in athletics at ECC and immediate withdrawal of all athletic financial aid.

## **ABUSE APPEAL PROCEDURE**

Athletes who test positive on a drug test have the right to a retest by "split sample" retesting. The retest request must be submitted within 48 hours of the athlete's notification of a positive test. Athletes may appeal conflicts in test results or action taken by the vice president, Student Development. Students wishing to appeal must do so in writing within 10 days of receipt of the test results; otherwise, the decision will be considered final.

*Drug-testing Consent Form*

*Criteria for Reasonable Suspicion Drug-testing*

*Coach's Request for Reasonable Suspicion Test*

## **ABUSE SUMMARY**

As part of the athlete's agreement to participate in athletics at ECC:

1. There shall be random drug testing of ECC athletes.

First positive drug tests will lead to:

- regular-season game suspensions
- possible penalties associated with individual team rules
- violations in regard to substance abuse
- required drug and alcohol counseling at the athlete's expense
- periodic repeat drug tests for the remainder of the athlete's career at ECC

A second positive drug test will lead to:

- immediate dismissal of the athlete from the ECC athletic program
- withdrawal of all athletics-based financial aid

2. The athlete has the right to have the control sample tested.

3. The athlete has the right to appeal any decision of the vice president, Student Development regarding the actions taken as a result of a positive drug test.

Exceptional athletic and academic performances are recognized within a number of levels of sport governance at the junior college level.

## **HONORS AND AWARDS**

East Central Varsity Award - Awarded to individuals who successfully complete one season of athletic competition.

East Central Scholar Athlete Award - Awarded to the top academic performing student athlete in the East Central Athletic Department.

All-Conference Teams - The Missouri Community College Athletic Conference coaches select outstanding performers for each individual sport. The conference also awards the Harold Oetting Academic Award to the athletic department with the highest overall GPA. Academic All-Conference athletes must have a 3.0 or higher GPA.

All-Region Teams - NJCAA Region XVI coaches select outstanding performers for each individual sport. Academic All-Region student athletes are selected with those students who have above a 3.5 GPA. Also selected are Region XVI Male and Female Athletes of the Year.

NJCAA - The National Junior College Athletic Association awards All-American and Academic All-American Awards.

Other Awards- Each sport has a coaches association that selects individual and team awards.

## **COMMUNITY INVOLVEMENT**

East Central College encourages its student athletes to be productive members of the community (school and area). You should remember that funding for your education and sports team comes through student fees and local taxes. The people in the school community and area should be treated with respect. Everything you do on campus and in the community is a reflection upon the sports programs at ECC. Your appearance and attitude can send the right or wrong message. Think of your position in the community as one of higher accountability than that of the regular student. You are expected to balance your academics, sports, and behavior to a high degree.

You're encouraged to join different student groups and take on leadership positions on the field and in the classroom. Your ability to rise to a high level of performance will be rewarded by your transfer and potential of a scholarship at your next institution.

## **CANNED FOOD DRIVE**

The week before Thanksgiving will be the start of the ECC Athletic Department Canned Food Drive. The food will be donated to the Union Food Pantry. All athletes will be expected to participate in the event to support those in need in the Union area.

## **CLINICS/SUMMER CAMPS & SPECIAL OLYMPICS**

Student athletes will be expected to help with clinic, camps, and Special Olympics. Each of these events will help the teams connect with the community. Providing role models through various events is a goal for the athletic department. Each student athlete will be required to help with at least one of these events throughout the year.

## **FUNDRAISING**

Your coach will request that you participate in a number of fundraising events throughout the year. This fundraising helps offset the high level of costs that it takes to run the team. It is your responsibility to participate and help the team. You will directly benefit from your hard work.

Examples of fundraising purchases:

- Sport Specific Equipment Purchases
- Extra Uniforms/Jackets
- Trips outside the normal geographic competition area

## **TIME COMMITMENT**

Student athletes at East Central College will be expected to make a tremendous time commitment to academics and their respective sport. Being able to manage your time wisely and start good study habits will be your key to success at ECC. Student athletes should seek help if they have poor study skills. The Learning Center is a free resource available to help with all subjects, especially math and English, We at East Central are here to assist you in reaching your potential. It is up to you to make the effort to become a success.