



ABOUT THE COLLEGE

MISSION

Linn State Technical College (LSTC) prepares students for profitable employment and a life of learning.

VISION

Linn State Technical College, as the premier public institution of technical education supporting economic development in the state of Missouri, is dedicated to serving the state's diverse population. As a student-centered education community, the institution maximizes students' learning potential by providing them with specialized knowledge in traditional and emerging technical areas as well as general knowledge that fosters a life of learning.

LEGISLATIVE HISTORY

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

VALUES

To fulfill our mission and to achieve our vision, Linn State Technical College values the following:

- A common foundation of knowledge and understanding by supporting a strong general education core.
- Development and support of the professional, educational and personal needs, interests, and capabilities of each student.
- Small class size to facilitate individual attention.
- Responsibility and leadership in service for the common good of the state.
- Open communication and teamwork among students, faculty and staff.
- Ethical and professional behavior.
- An academic environment fostering continued growth, academic freedom and professional development of faculty and staff through a life of learning.
- Development of critical thinking and problem solving skills through an appropriate mix of theory and application.
- Continued improvement of student learning through assessment.
- Appreciation and encouragement of diverse student, faculty and staff populations.
- Responsiveness to the economic development needs of the state of Missouri.
- Collaboration with business, industry and other educational institutions to strengthen partnerships and ensure a learning environment that adjusts to global changes.
- State of the art laboratories that demonstrate work environments.

INSTITUTIONAL GOAL STATEMENTS

In pursuit of its mission the College sets forth the following institutional goal statements:

1. Mission Review and Implementation
 - Systematically evaluate the extent to which the institution is meeting its higher education mission.
 - Assure achievement of stated objectives.
 - Periodically review, and if needed, revise the college mission documents.
 - Continuously undertake improvement initiatives with measurable goals and outcomes.
2. Organization and Governance
 - Maintain an institutional environment with faculty and staff participation in the decision-making process.
3. Policies and Procedures
 - Develop, implement, and systematically evaluate policies and procedures that clearly define relationships involving students, faculty, staff, Board of Regents and other external stakeholders.



4. Curriculum
 - Provide academic opportunities that are relevant to the changing needs of industry.
 - Maintain and assess academic programs to ensure excellence.
 - Integrate general education into the technical education curriculum.
5. Instruction
 - Provide instruction that is responsive to the needs of the changing population of students and their learning needs.
 - Provide instruction that acquaints students with a variety of cultures.
 - Utilize the most appropriate teaching techniques and current technology.
 - Maintain a low student to faculty ratio.
 - Systematically assess instruction, equipment and facilities to achieve improvements in learning.
 - Provide academic support through the Library and Academic Resource Center.
6. Student Services and Activities
 - Support services and activities that enhance the cultural development and citizenship of students.
 - Support a comprehensive course placement and counseling program to assist students in making career decisions.
 - Support experiences that foster leadership and community participation among students.
 - Support appropriate diversity goals which are protective of the dignity of individuals.
 - Recruit, retain and develop students with diverse cultural and ethnic backgrounds.
7. Human Resources
 - Recruit, retain, and develop exceptional faculty, and staff with diverse cultural and ethnic backgrounds.
 - Cultivate a faculty whose qualifications include current technical expertise balanced with appropriate formal education.
8. Campus and Facilities
 - Build and maintain physical facilities designed to support educational programs and instructional technology of the highest quality.
 - Design and maintain safe and effective laboratories, work stations, and equipment.
 - Develop and maintain an effective technology infrastructure to support both education and administration functions.
9. Finances
 - Obtain, from both public and private sources, adequate financial support to accomplish its mission.
 - Demonstrate fiscal responsibility and good stewardship of fund management.
10. Assessment of Student Learning
 - Evaluate employer and alumni satisfaction.
 - Collect dependable data, which will give sufficient evidence to support continuous improvement of student learning.
 - Evaluate student learning in the technical areas.
 - Evaluate student learning in the general education areas.
11. Student Learning Outcomes
 - Demonstrate proficiency in using effective oral and written communication skills.
 - Demonstrate proficiency in using a higher level of critical thinking and problem solving processes.
 - Demonstrate proficiency in utilizing the technology relevant to the learner's discipline.
 - Demonstrate an awareness of appropriate interaction in a diverse place of work.
12. Partnerships
 - Provide general and technical education that is transferable first to the workplace then to baccalaureate programs.
 - Develop and/or maintain partnerships, with business and industry, the surrounding community, and other educational institutions that enhance the transfer of appropriate information and technology throughout the state.
13. Positioning for the Future
 - Engage in both operational and strategic planning to continually improve the institution as it strives to address its mission.
 - Provide a learning environment that adjusts to global changes.
 - Maintain effective connections with business, industry, higher education, and other stakeholders, to keep pace with advances in technology, the economy, and the society as a whole, in order that the college will plan for and adapt to changes that will keep the college responsive and viable.



THE HIGHER LEARNING COMMISSION ACCREDITATION

Linn State Technical College is accredited by The Higher Learning Commission and is a member of the North Central Association.



NONDISCRIMINATION POLICY

As per Federal mandate, applicants for admission and employment, students, parents of secondary school students, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Linn State Technical College are hereby notified that Linn State Technical College is committed to nondiscrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, sex, creed, color, national origin, age, or disability to ensure nondiscrimination.

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

Any person may contact the Office for Civil Rights, U.S. Department of Education regarding the institution's compliance with the regulations implementing Title VI, Title IX or Section 504. The Kansas City Office for Civil Rights may be reached at U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. The telephone number is (816) 268-0550 and fax number is (816) 823-1404. Telecommunication Device for the Deaf (TDD): (877) 521-2172. E-mail: OCR.KansasCity@ed.gov and Website: <http://www.ed.gov/about/offices/list/ocr/index/html>.

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

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



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

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

ADVISORY COUNCIL

The Linn State Technical College Advisory Council is composed of individuals representing a cross section of business and industry who are dedicated to keeping technical education informed of industry's requirements. The Advisory Council, composed of each program's advisory committee, makes recommendations to the college regarding industry standards and expectations, curriculum, technical requirements, and assessment benchmarks.

FACILITIES AND RESOURCES

Missouri's Green State Technical College. Linn State Technical College is located in rural America where respect is given to the land, air, and energy. College faculty, staff, and administration give consideration to cost effective, reliable, sustainable, and environmentally friendly alternatives on campus and in the classroom.

Linn State Technical College saw the value in geothermal heating and cooling over twenty years ago. Ninety-five percent of the main campus academic and housing square footage is heated and cooled using geothermal energy. This includes over 350,000 square feet and the equivalent of 849 vertical well loops on the campus. Linn State Technical College has received over \$150,000 in rebates as a result of the Ground Source Heat Pump (GSHP) Program. As a result, Missouri taxpayer dollars are being saved due to lower operating costs.

The college uses other alternative fuels besides geothermal energy. In one building not supported by the geothermal system, the furnace burns the college's used motor oil. Additionally, the college recycles cooking oil to burn in fuel oil furnaces; uses setback thermostats, motion detectors for lighting systems, and biodegradable products; recycles refrigerants, solvents, metals, and other materials; and reuses equipment components and parts for training.

Beginning in 2001, the college has incorporated the Leadership in Energy and Environmental Design (LEED) standards into all new construction plans and projects.

For information on how green technology is incorporated into the college's academic programs, refer to the program descriptions in the curriculum portion of this catalog.

Classrooms and Laboratories. The main campus of the college is located on a 249-acre site one mile east of Linn along US Highway 50 in central Missouri, 25 miles east of Jefferson City. Three programs are offered at off-campus locations – Physical Therapist Assistant located at the Capital Region Medical Center in Jefferson City, Missouri and Automation & Robotics Technology and Nuclear Technology are located in Mexico, Missouri at the Advanced Technology Center.

Main Campus. The main campus consists of ten academic buildings, a student housing complex, an activity center, and an airport. The newest academic building on the main campus is the 84,000 square foot Vehicle and Power Center (VPC). This 84,000 square foot academic building includes expanded technical laboratories, classrooms, and faculty offices for several transportation programs. Other buildings on the main campus contain specialized technical laboratories, classrooms and faculty offices. In total the main campus and outdoor laboratories support over 25 technical programs.

Contemporary cottage-style student housing is available for Linn State Technical College students. Rooms are single-or double-occupancy with private bath. Rooms are furnished with beds, desks, deskclamps, closets, a Micro-Fridge, Internet access, local cable, and telephone connections.



The newly constructed 72,000 square foot activity center opened its doors in January 2008. The main level includes three regulation size basketball courts, a fitness center, snack bar, locker rooms, and arcade area. The second level has an elevated three lane walking/running track. The basement of the facility contains an indoor archery range and serves as a FEMA approved tornado/safe shelter.

The college also provides airport facilities consisting of a pilot/radio controlled lighting of a 3,400 X 60 foot paved runway, taxi way, tie down area, a 10-unit nested T-hanger for public rental, and an AVGAS fueling station that accepts all major credit cards.

Business & Industry Training. The Business & Industry Department provides a number of credit and noncredit class offerings that serve the demands of industry, institutions, the local community and individuals. Classes are offered in the evening and during the day. Class offerings do not necessarily coincide with the college's academic calendar. Individuals interested in obtaining more information, should contact the Business & Industry Department.

Physical Therapist Assistant Program (PTA). The PTA program is located in Jefferson City, Missouri on the Capital Region Medical Center Campus. The PTA program mailing address at Capital Region Medical Center is P.O. Box 1128, Jefferson City, MO 65102. The PTA phone number is (573) 893-1020.

Advanced Technology Center (ATC). The ATC is jointly owned by Linn State Technical College (LSTC) and Moberly Area Community College (MACC) and is operated as a cooperative among LSTC, MACC, the University of Missouri Outreach and Extension, and the City of Mexico. The main building and the Christopher S. Bond Annex total 57,000 square feet located on 8.75 acres in Mexico, Missouri. Within the ATC, over 15,000 square feet of laboratory space is dedicated solely to support LSTC programs that include Automation & Robotics Technology and Nuclear Technology. An Executive Committee comprised of members from the four cooperative partners has oversight responsibilities of ATC operations. The ATC is located at 2900 Doreli Lane, Mexico, MO 65265. The ATC phone number is (573) 582-0817, and the website is www.atc.org.

Osage County Community Center. The Osage County Community Center is adjacent to Linn State Technical College. It provides the citizens of Osage County and college students with an assembly hall and space for civic and educational programs.

The building contains 11,000 square feet of space, including a 3,200 square-foot auditorium with catering kitchen and two conference rooms for hosting meetings and training sessions. While the building is designed to function as a business and public conferencing/meeting center, it also supports college and community social events. The center is managed by Linn State Technical College.

The Foundation for Linn State Technical College. The Foundation for Linn State Technical College is a not-for-profit 501(c)(3) tax-exempt organization. It is the college's principle fundraising organization. Gifts to the college come in many forms, including direct cash contributions, and in-kind donations of equipment, property and bequests.

Formed in 1983 by friends and supporters of the college, the Foundation is dedicated solely to the advancement of Linn State Technical College. It serves the college by helping acquire and manage the private financial contributions, gifts and grants that are critical to preserving the unique educational experience that Linn State Technical College provides. Contributors recognize the important impact of the college. They understand the difference it makes in the lives of others and the role it plays in providing future economic growth and opportunity.

The Foundation is led by a volunteer board of dedicated professionals who help manage the many endowments, grants, scholarships and other gifts received. As a 501(c)(3) not-for-profit organization, contributions to the Foundation are deductible to the extent allowed by law.

Funds received by the Foundation are used to provide scholarships, fund faculty development, purchase instructional equipment, construct facilities and for other purposes that contribute to improvement of the college's ability to accomplish its mission.

Inquiries of the Foundation can be directed to The Foundation for Linn State Technical College, One Technology Drive, Linn, MO 65051, or call (573) 897-5111.



GENERAL ADMISSIONS POLICY AND PROCEDURES

ADMISSIONS POLICY

Linn State Technical College is an open admission institution. All students with a diploma from an accredited high school or GED will be accepted into the college. "All students" includes all full-time credit-seeking students, all part-time credit-seeking students taking more than nine hours, certificate students, transfer students, students whose origin is out-of-state or out-of-country, and other special admissions students.

Admission of a student to a program at Linn State Technical College will be based on minimum scores on an appropriate college-level admissions test, meeting program specific requirements, and program availability. Students may be placed in developmental courses based on college-level admissions test results.

CAMPUS TOURS

Prospective students and their families are strongly encouraged to visit Linn State Technical College before enrolling for classes. Individual tours are offered in the morning and the afternoon. To schedule a tour or request information, contact the Office of Admissions at 1-800-743-8324.

HIGH SCHOOL CURRICULAR RECOMMENDATION UNTIL 2010

Linn State Technical College recommends the Coordinating Board for Higher Education Minimum CORE Curriculum for its entering first-year students until 2010:

Units/Years and Course Areas

- ◆ Four (4) units of English (Composition, Literature)
- ◆ Three (3) units of Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus)
- ◆ Three (3) units of Social Studies (World History, American History, American Government, Economics, Psychology)
- ◆ Two (2) units of Science (Biology, Chemistry or Physics, one of which is a laboratory course)
- ◆ One (1) unit of Visual and Performing Arts (Art I, II, III and IV; Sculpture, Dramatics, Band, Chorus)
- ◆ Three (3) units of Core Electives selected from foreign language and/or combinations from 2 or more of the course areas above.

HIGH SCHOOL CURRICULAR RECOMMENDATION STARTING IN 2010

Starting in 2010 Linn State Technical College recommends the following revised Coordinating Board for Higher Education Minimum 24-unit High School CORE Curriculum for its entering first-year students:

- ◆ English/Language Arts 4 units
- ◆ Social Studies 3 units
- ◆ Mathematics 3 units
- ◆ Science 3 units
- ◆ Fine Arts 1 unit
- ◆ Additional Coursework 3 units
- ◆ Electives 7 units

For each high school core content area, descriptions follow that provide illustrations of coursework acceptable and unacceptable for the high school core curriculum.

English/Language Arts – 4 units

- ◆ English/language arts coursework emphasizes college preparatory composition, research skills, analysis of literature, and other content of comparable or greater rigor. Speech and debate courses may be included.
- ◆ Coursework not acceptable for the high school core curriculum emphasizes student publications, broadcast media, or theater.



Social Studies – 3 units

- ◆ Social studies coursework emphasizes American history, Missouri government and Missouri history as required by state statute, geography/world civilizations, and other content of comparable or greater rigor.
- ◆ Coursework not acceptable for the high school core curriculum emphasizes family/human development or consumer education.

Mathematics – 3 units

- ◆ Mathematics coursework emphasizes college preparatory algebra and other content of comparable or greater rigor. Students who complete algebra prior to the freshman year would be expected to complete 3 additional units in grades 9-12.
- ◆ Coursework not acceptable for the high school core curriculum emphasizes pre-algebra, computer math/programming, consumer/basic math, or business math/accounting.

Science – 3 units

- ◆ Science coursework emphasizes college preparatory biology, chemistry, and other content of comparable or greater rigor. Science coursework should include at least one laboratory course.
- ◆ Coursework not acceptable for the high school core curriculum emphasizes general or consumer science.

Fine Arts – 1 unit

- ◆ Fine arts coursework emphasizes visual arts, instrumental or vocal music, dance, theater, or other content of comparable or greater rigor. Critical analysis, theory, or “appreciation” courses may be included.
- ◆ Coursework not acceptable for the high school core curriculum emphasizes speech, debate, or broadcast media.

Additional Coursework – 3 units

- ◆ Missouri public high school students are required by the State Board of Education to complete units in practical arts (1), physical education (1), health education (1/2), and personal finance (1/2).

Electives – 7 units

- ◆ All students should complete at least 3 elective units total in foreign language and/or other courses within high school core content areas defined below. Two units of a single foreign language are strongly recommended.

ADMISSIONS PROCEDURES

Every prospective student will work with an Admissions Representative and/or Recruiter. This person works with the prospective student throughout the testing, application, and registration process. He/she is the prospective student’s personal contact with the college and is available to assist the prospective student with his/her transition to college life. Contact the Office of Admissions at 1-800-743-8324. Prospective students may apply online at www.linnstate.edu.

Admission decisions are based on the current admission policy and are in accordance with the college’s standard practices on equal opportunity. Under each category below, the items listed are the minimum requirements for admission evaluation. Applicants who do not meet the admissions requirements for their desired program, may be reviewed by an admissions committee. If the admissions committee determines that the student does not have the skills needed for success in a particular program, the student may apply for alternative programs for which the criteria are met or develop a plan for the purpose of achieving the minimum scores required for admission to the desired program. Any applicant who has questions concerning the admissions procedures should call the Office of Admissions.

Students who enroll will need to provide proof of U.S. citizenship and submit health and immunization records. Some exceptions may apply.

RESIDENT STATUS

In accordance with Missouri state law and with the policy set forth by the Missouri Coordinating Board for Higher Education (Missouri Register, 6CSR 10-3.010 Determination of Student Residency), no student who is a U.S. citizen shall be eligible to register as a resident of the State of Missouri and pay in-state tuition unless he/she is a bona fide resident of the state. A student who has moved to Missouri for the primary purpose of obtaining a higher education shall not be considered a bona fide resident of the state and will pay out-of-state tuition. The burden of proof of resident status shall be upon the applicant. To be eligible for in-state tuition rates, the student must meet state statutory requirements, which include:



- ◆ Attesting to Missouri residency for the previous twelve (12) months on the Linn State Technical College Application for Admission.
- ◆ Providing written documentation that proves the student is a bona fide resident of Missouri. Proof of residency must include, but is not limited to:
 - ✓ He/She must be a U.S. citizen or possess a green card from the INS.
 - ✓ Once the U.S. citizenship is documented, he/she must provide either a copy of the previous year Missouri State Tax Return for themselves (or parents if the student has not received wages in Missouri) or a copy of 12 consecutive pay stubs identifying wages earned and Missouri State taxes paid.

NOTE: A person classified as a non-resident upon his/her first enrollment will continue to be classified as a non-resident for the duration of his/her enrollment. Questions concerning the status of residency should be referred to the Office of Admissions.

STUDENT CLASSIFICATIONS AND APPLICATION REQUIREMENTS

A student can be admitted to Linn State Technical College as either a degree seeking student or a non-degree seeking student.

Degree Seeking Students (First-Time, Transfer or Returning)

A degree seeking student has determined that his/her goal is to attain an associate of applied science degree or a certificate from Linn State Technical College.

Application Requirements

- ◆ Complete the Linn State Technical College Application for Admission.
- ◆ Education Record – Submit all that apply to you:
 1. Official eight-semester transcript from an accredited high school
 - ✓ High school students will be given tentative admission based on a sixth or seventh semester transcript.
 - ✓ A final transcript must be submitted after graduation.
 - OR
 2. Official passing GED score report.
 - ✓ GED graduates and/or home-schooled students should request that an official copy of their GED scores be sent to the Office of Admissions directly from the state department of education in the capital city of the state in which they tested.
 - OR
 3. Official college transcript(s) with at least 24 semester credits from an accredited higher education institution. If the applicant has earned less than 24 college semester credits, submit both the official college transcript and an official high school transcript or official passing GED score report.
- ◆ Provide ACT, SAT or COMPASS test scores.
 1. Test scores are used for course placement and program admittance.
 2. Results from these tests must be less than five years old. The COMPASS test is offered on the Linn State Technical College campus for a nominal fee. Contact the Office of Admissions to schedule a test appointment. Special test accommodations are available upon request with proper documentation.
 3. If test results are over five years old and the applicant can demonstrate successful prior college experience, he/she may have testing waived per the discretion of the Assistant Dean of Enrollment Management.
- ◆ Submit any program-specific requirements. Contact the Office of Admissions for more details.

Students Declaring a Major

Students declaring a major who are accepted to the college and admitted into a degree or certificate program may receive federal financial aid if eligible.

Students with No Major

A student with no major is degree seeking but does not have a major for one of the following reasons:

- ◆ The student does not meet desired program requirements and enrolls in general education classes in order to meet requirements.
- ◆ The student's desired program is full and the student enrolls in general education classes with plans to enter the program when space is available.
- ◆ The student is truly undecided but wants to complete a degree at Linn State Technical College.



NOTE: Enrolling at Linn State Technical College as a student without a major may lengthen the time it takes to complete a degree.

Students who are admitted without a major may receive Federal Stafford and PLUS loans, if eligible, for one consecutive 12-month period. Class work taken during this time must be required for their desired degree program. Students are not eligible for other federal aid such as Federal Pell Grants and College Work Study until they have been admitted into their desired degree program.

International Students

An international student is a foreign-born person, who is not a citizen, national or permanent resident of the United States. An international student must be degree seeking and admitted into his/her desired degree program. International students will be issued a Certificate of Eligibility (I-20) only after completing and/or submitting the following information:

- ◆ Complete the Linn State Technical College Application for Admission.
- ◆ Provide evidence of academic preparation:
 1. The student must submit all official school records verifying scholastic preparation (e.g. graduation certificate and/or transcript from an accredited high school or foreign equivalent and college transcript). An official English translation of the transcript must be submitted in addition to the original.
 2. Students transferring from another U.S. college or university need to submit their current I-20, I-94 and visa.
- ◆ Submit evidence of financial responsibility and an affidavit of financial support guaranteeing the prospective student's ability to pay fees and living expenses in the United States while attending school.
- ◆ Submit ACT, SAT or COMPASS test scores.
 1. Test scores are used for course placement and program admittance. For information about taking an arranged ACT test, visit www.act.org/aap/pdf/arranged.pdf.
 2. Results from these tests must be less than five years old. The COMPASS test is offered on the Linn State Technical College campus for a nominal fee. Contact the Office of Admissions to schedule a test appointment. Special test accommodations are available upon request with proper documentation.
 3. If test results are over five years old and the applicant can demonstrate successful prior experience at an accredited U.S. college or university, he/she may have testing waived per the discretion of the Assistant Dean of Enrollment Management.
- ◆ Provide evidence of English language proficiency:
 1. International students who are from countries where English is not an official language and/or were not schooled in English must submit evidence of English proficiency. This requirement may be satisfied by providing one of the following:
 - ✓ A score of 500 or better on the Test of English as a Foreign Language (TOEFL). Submit official test report.
 - ✓ A score of 5 or better on the International English Language Testing System (IELTS).
 - ✓ Completion of 60 semester hours of satisfactory academic work in a regionally accredited U.S. college or university. Submit official transcript.

NOTE: International students will be required to submit evidence of health and accident insurance prior to enrollment. In addition, international students must pay all fees necessary for issuing the I-20.

International students may be eligible for internal tuition waivers provided by Linn State Technical College.

Non-Degree Seeking Students

Students who wish to take classes, but do not wish to pursue a degree may be permitted to enroll under non-degree seeking student status.

These Students:

- ◆ Must complete the Linn State Technical College Non-Degree Seeking Application for Admission.
- ◆ May take credit, non-credit and/or dual credit classes on a space-available basis.
- ◆ Are not eligible for federal financial aid.



If the non-degree seeking student wishes to take math or communications classes at anytime during enrollment, the student must provide ACT, SAT or COMPASS test scores.

1. Test scores are used for course placement and program admittance.
2. Results from these tests must be less than five years old. The COMPASS test is offered on the Linn State Technical College campus for a nominal fee. Contact the Office of Admissions to schedule a test appointment. Special test accommodations are available upon request with proper documentation.
3. If test results are over five years old and the applicant can demonstrate successful prior college experience, he/she may have testing waived per the discretion of the Assistant Dean of Enrollment Management.

When a non-degree seeking student decides to seek a degree or certificate at Linn State Technical College, he or she must complete the Linn State Technical College degree seeking student application requirements described earlier.

TUITION, FEES AND OTHER COSTS

A college education is one of the most important investments a student will make. Linn State Technical College is committed to providing access to everyone who can benefit from a program of higher education. The cost of attending Linn State Technical College varies depending on in-state residency; whether or not one lives on campus; or the instructional program of study one pursues and other services needed. The following Student Financial Aid section defines the types of financial assistance available. This assistance can help provide students with the financial support needed for tuition, housing, books and other educational items, but is not intended to completely fund their education.

Costs are incurred on the date of registration. Failure to complete appropriate paperwork for withdrawals during the first week of classes may result in a financial obligation to the college.

Refer to the Linn State Technical College website at www.linnstate.edu/admissions/fees.php or call the Cashier at (573) 897-5121 for current tuition, fees and other costs.

TUITION

Tuition is determined by the student's residency classification and the number of semester hours of enrollment. College fees, miscellaneous fees and costs are subject to change without notice by action of the Linn State Technical College Board of Regents.

FEES

The number of credit hours for which students are enrolled each semester determines the amount of student fees they are assessed. Funds from student fees support student activities, intramural sports, student publications, graduation, and other student support services.

Course/laboratory fees are assessed for specific courses to cover the cost of course-specific equipment and consumable supplies.

Books, supply and tool costs vary by program. Contact the Linn State Technical College Bookstore at (573) 897-5124 for current costs.

Some programs require uniforms. Refer to the Linn State Technical College website at www.linnstate.edu/admissions/fees.php or call the Cashier at (573) 897-5121 for current uniform costs.

BOOKSTORE

Textbooks are required for most Linn State Technical College classes. The Linn State Technical College Bookstore, located in the lower level of the Information Technology Center, is a full-service bookstore that sells required textbooks, tools, supplies, clothing, novelties and sundries. The cost of textbooks and tools varies by class and instructional program. A 10% non-refundable deposit is required on all tool orders. Tools that are not picked up by the end of the spring semester will be re-sold and the deposit will be forfeited. The Bookstore is open from 7:00 a.m.–4:00 p.m. Monday through Friday. For more information visit www.linnstate.edu/bookstore/index.php or call (573) 897-5124.



HOUSING

On-campus student housing is available for students enrolled at Linn State Technical College. Rooms are available as single- or double-occupancy. Students with required internships may contact the Resident Manager for a housing rate adjustment. The application for housing may be found at www.linnstate.edu/housing/index.php. Refer to the Linn State Technical College website at www.linnstate.edu/admissions/fees.php for fee information or call the Resident Manager at (573) 897-5165.

MEAL PLANS

Meal plans may be purchased during the first four weeks of each semester. Changes to meal plans can be made only during the first two weeks of each semester by completing a request form available from the Cashier in the Nilges Technology Center. Your student ID card serves as your meal plan card.

Housing students contact the Resident Manager to sign-up for or change a meal plan.

Commuter students contact the Cashier in the Nilges Technology Center or the cafeteria in the Information Technology Center to sign up for or change a meal plan.

Funds remaining on your meal plan each semester will be carried forward to the next semester with the exception of spring to summer semesters.

PAYMENT OF TUITION AND FEES

Payment of tuition and fees is due by the first day of the semester. Payment may be made by Visa, MasterCard, Discover or American Express, personal check, cashier's check, US Money Order or cash. No credit card charges under five (\$5.00) dollars will be processed. Students may choose 100% payment or a payment plan offered through the college. If the student's account is 30 days past due and the student has not made payment arrangements with the college, the student may be dropped from the classes in which he/she is registered. The student will be responsible for all charges incurred. A finance charge of 2% will be applied to all past due accounts. Incomplete financial aid will not be calculated in the balance due. Finance charges will apply to all accounts with a balance due. Delinquent accounts will be turned over to a collection agency. A collection fee may be added to the balance.

Interest-Free Monthly Payment Option. Linn State Technical College understands that education expenses are easier to pay when spread over predictable, interest-free monthly payments. Our Interest-Free Monthly Payment Option Plan is an alternative to large annual or term payments and helps limit borrowing. The Interest-Free Monthly Payment Option Plan is available for a small enrollment fee. Only tuition and fees are eligible expenses for the payment plan. Late fees will be assessed if payments are not received by the 10th of each month. To participate in the payment plan offered by the college, please contact the Cashier located in the Nilges Technology Center. A fee of \$35.00 must accompany the payment plan form.

Third-Party Billing. Third-party billing is a payment agreement among the student, college and a student sponsor. The sponsor is an outside source that takes responsibility for all or partial payment of tuition, fees, books, etc. A third-party sponsor is not an individual, i.e. parent, grandparent, etc., but a company or agency such as Military, Vocational Rehabilitation, Training Rehabilitation Act (TRA), Workforce Investment Act (WIA), or other state agencies. The college will not bill third party agencies for class re-takes unless the student contacts the agency for payment approval.

The Office of Financial Aid must receive written approval from the sponsor for each semester the student attends Linn State Technical College. An invoice will be sent to the sponsor after the add/drop period is over. If the sponsor fails to respond to the bill by the given due date, the student will be responsible for the charges. The sponsor will receive the refund or credit for any reduction of fees that were originally billed.

Personal Check Policy. Personal checks, second-party checks from immediate relatives, cashier's checks, or US Money Orders up to \$20, (one check per day) may be cashed at the Cashier's window in the Nilges Technology Center.

Anyone who presents a personal check that is returned by the bank to Linn State Technical College unpaid will be charged a \$40 fee. Students not redeeming the check promptly after notification of its return may be subject to dismissal from the college. Returned checks that are not redeemed promptly will be sent to the local prosecuting attorney for collection. The college reserves the right to refuse to cash any check deemed questionable.



REFUNDS

Class Refund. To receive a refund when dropping a class or classes, an Add/Drop Form must be completed and submitted to the Academic Records Office. This form is available in the major departments and the Academic Records Office. The date of receipt of the form in the Academic Records Office is used to determine eligibility for refunds and/or final approval of the classes dropped. Students who never attend, or cease to attend, any class in which they have enrolled may be administratively withdrawn upon recommendation of an instructor or staff member with the approval of a Dean or Vice President. A student also may be withdrawn from a class by administrative action as a result of disciplinary procedures. The student may be financially responsible for charges incurred.

If Linn State Technical College cancels a class for any reason, students will receive a full refund for that class.

All refund percentages are based on 100% payment. Students who drop class(es) will receive partial refunds according to the following schedule:

16-Week Class:

- ✓ 1st week of class100% Refund
- ✓ 2nd week of class50% Refund
- ✓ 3rd week of class25% Refund
- ✓ After 3rd week of class..... No Refund

- ◆ Any class not on a 16-week schedule will be prorated based on the above schedule.
- ◆ Students may change sections of the same class with the approval of the instructor(s). There is no cost for changing from one section to another section that is scheduled during the same period of the semester. However, students who receive approval to change from a classroom to a web-based section of a class will be required to pay the additional cost per credit for web-based classes.
- ◆ Refunds on sales paid by check will not be processed until 20 days from date of sale.

Fees that are not refundable include:

- ✓ Advanced Technology Fee
- ✓ Meal Plans
- ✓ Parking Fees
- ✓ Self-paced Math (SPM) Course Fees
- ✓ Seminar Fees
- ✓ Uniform Fees
- ✓ Web-based Course Tuition

Student Housing Refunds. Please consult the current housing agreement for the policy regarding housing refunds. A copy of this agreement may be obtained from the Resident Manager at 573-897-5165 or at www.linnstate.edu/housing/index/php.

Credit Balance Refunds. No refund will be made until 20 days have elapsed for any payment made by check. Third party billing refunds will not be processed until the third party has paid the balance on the account or until funds are secured. The billing process will begin after the second week of each term.

Bookstore Refunds. The Linn State Technical College Bookstore textbook return policy requires students to keep sales receipts for full refunds. During the first week of purchase or prior to the semester start, the student may receive a 100% refund of purchase price only if the book is in original condition and with the sales receipt. During the second week of purchase the student may receive a 90% refund of purchase price for books in original condition and with a sales receipt. Sales paid for by check will be issued a check 20 days after original date of sale.

Refund Appeal. A student who believes he or she is entitled to a refund greater than the amount calculated by the above schedule may submit a written appeal to the Office of Administration & Finance. The reasons and circumstances believed by the student to justify a larger refund must be outlined in the written appeal. All requests for refunds must be submitted within two weeks of the class load change.



FINANCIAL AID IMPACTS OF CLASS WITHDRAWALS

Return of Title IV Funds. The Higher Education Amendments of 1998 Public Law 105-244 dictates the formula for calculating the amount of aid a student and school may retain when the student totally withdraws from all classes. If students withdraw up through the 60% point in each payment period or period of enrollment, the school must determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds.

The college encourages students to read this procedure carefully. If the student is thinking about withdrawing from all classes PRIOR to completing 60% of the semester, he/she should contact Financial Aid to understand how withdrawing will affect financial aid.

This procedure shall apply to all students who withdraw from Linn State Technical College and receive financial aid from Title IV funds:

- a. The term “Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:
 - ✓ Unsubsidized FFEL Loans
 - ✓ Subsidized FFEL Loans
 - ✓ FFEL PLUS Loans
 - ✓ Federal Pell Grants
 - ✓ Federal Academic Competitiveness Grant
 - ✓ Federal SEOG
- b. A student’s withdrawal date is:
 - i. The date the student initiated the institution’s withdrawal process or officially notified the institution of intent to withdraw, or
 - ii. The student’s last date of attendance at a documented, academically related activity (applicable only to specifically funded programs).
- c. How does the college determine the last date of attendance? Attendance information is collected from faculty to verify financial aid eligibility. If the student is not attending classes, he/she is required to complete the official withdrawal process of the college.

Refunds on all institutional charges, including tuition and fees, will be calculated using the refund policy published in this catalog.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. For the Heavy Equipment Operations Program, clock hours scheduled to be completed are used to calculate the percentage of Title IV aid earned.

- a. The percentage of Title IV aid earned shall be calculated as follows: $\text{Number of days completed by student} \div \text{total number of days in the term (not counting breaks that include more than five days)} = \text{the percentage of aid earned.}$
- b. The percentage of Title IV aid unearned (i.e., to be returned to the appropriate programs) shall be 100% minus the percentage earned.
- c. Unearned aid shall be returned first by Linn State Technical College from the student’s account calculated as follows: $\text{Total institutional charges times the percentage of unearned aid equals the amount to be returned to the program(s).}$ Unearned Title IV aid shall be returned in the following order:
 1. Unsubsidized Stafford Loan
 2. Subsidized Stafford Loan
 3. Parent Loans to Undergraduate Students (PLUS)
 4. Federal Pell Grant
 5. Federal Academic Competitiveness Grant
 6. Federal SEOG
 7. Other assistance under Title IV for which a return of funds is required.
- d. When the total amount of unearned aid is greater than the amount returned by Linn State Technical College from the student’s account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:
 1. Unsubsidized Stafford Loan *



2. Subsidized Stafford Loan *
3. Parent Loans to Undergraduate Students (PLUS)
4. Federal Pell Grant **
5. Federal Academic Competitiveness Grant**
6. Federal SEOG **
7. Other Title IV Grant Students **

* Loan amount is to be repaid in accordance with the terms of the promissory note.

** Amounts to be returned by the student to federal grant programs will be 50% of the amount owed.

Note: Linn State Technical College will return any grant money owed by the student.

The student will be responsible for reimbursing the college for any grant money returned.

Refunds and adjusted bills will be sent to the student's accounts receivable address following withdrawal. The student is responsible for any portion of his/her institutional charges that are left outstanding after Title IV (Financial Aid) funds are returned. A student with a past due balance will have a business hold placed on his/her records. If payment is not made, the student's account may be turned over to a collection agency, which may affect his/her credit rating.

Institutional and student responsibilities in regard to the return of Title IV funds.

- a. Linn State Technical College's responsibilities in regard to the return of Title IV funds include:
 - ✓ Providing each student with the information given in this policy.
 - ✓ Identifying students who are affected by this procedure and completing the Return of the Title IV Funds calculation for those students.
 - ✓ Returning any Title IV funds that are due to the Title IV programs.
 - ✓ Determining the withdrawal dates for students who withdraw without notification. If a student does not officially withdraw and fails to earn a passing grade in at least one class, for financial aid purposes, Linn State Technical College will assume the student has unofficially withdrawn. The midpoint of the semester may be used as the student's last date of attendance for the return of Title IV funds calculation.
 - ✓ Notifying students of the result of withdrawal in regard to their financial aid.
- b. The student's responsibilities in regard to the return of the Title IV funds include:
 - ✓ Becoming familiar with the Return of Title IV funds procedure.
 - ✓ Understanding the college's official withdrawal process.
 - ✓ Repaying to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible based on the Return of Title IV Funds calculation.

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

STUDENT FINANCIAL AID

To help defray costs of attending college and to meet other personal expenses, a variety of financial aid programs are available. Eligibility criteria vary from program to program, but common to all federal programs is the establishment of financial need. To receive financial aid, a Free Application for Federal Student Aid (FAFSA) must be completed and processed to determine financial aid eligibility.

ELIGIBILITY CRITERIA

In order to participate in aid programs, the student must be able to demonstrate the following eligibility criteria:

- A. Applicant must be a U.S. citizen, or a national in the process of gaining citizenship;
- B. Applicant must be accepted by the college as a degree/certificate-seeking student;
- C. Applicant must be a high school graduate or have a General Education Development (GED) certificate.

NOTE: Students not meeting these requirements will be ineligible for financial aid.



Students who are admitted as a None major may receive Federal Stafford and PLUS loans for one consecutive 12-month period. Class work taken during this time must be necessary for enrollment in their desired degree program. Students are not eligible for other federal aid such as Federal Pell Grants and College Work Study until they have been admitted into their desired degree program.

SATISFACTORY ACADEMIC PROGRESS

According to federal regulations, students must make satisfactory academic progress to remain eligible for financial aid. To remain eligible for financial aid, students must maintain an overall semester Grade Point Average (GPA) of 2.000 or above on a 4.000 scale. Students must also satisfactorily earn a minimum number of credits applicable toward their degree each semester:

Enrollment Status	Number of Hours Attempted	Number of Hours Required to Complete
Full-time	12 or more	9 hours
Three-Quarters (3/4)	9-11 hours	6 hours
Half-Time (1/2)	6-8 hours	6 hours
Less than half-time	1-5 hours	100%

Grades of withdrew (WD), audit (AU), and incomplete (I) are considered unsatisfactory.

Withdrawal and Incomplete grades do count as hours attempted for financial aid purposes. Repeat classes are considered as hours attempted and completed for financial aid. Non-credit remedial classes do not count as hours attempted or completed for financial aid purposes.

Academic progress of financial aid recipients will be reviewed at the end of each semester in credit hour programs. Clock hour program aid recipients will be reviewed after completion of 900 clock hours. Students who maintain satisfactory academic progress remain eligible for financial aid.

Students who fail to meet one or more of the satisfactory academic progress requirements will be placed on financial aid probation for one semester. Students failing to meet the satisfactory academic progress requirements at the end of their probationary semester will be placed on financial aid suspension. Students who lose their financial aid eligibility may regain eligibility once they complete a minimum of 6 credit hours at Linn State Technical College with an overall semester GPA of 2.000 on a 4.000 scale without financial aid assistance. When students regain financial aid eligibility after being on financial aid suspension, they will return on financial aid probation.

Students cannot receive financial aid for more than 150% of the time frame of their degree. For example, in successfully completing a four semester (two-year) curriculum, the maximum time limit for student aid utilization as a full-time student is six semesters (three years). Students enrolled on less than a full-time basis will be allotted a proportionate amount of financial aid according to their enrollment status. Definitions for determining student status follow:

Full-Time Student:	12 credit hours per semester
Three-Quarters Time Student:	9-11 credit hours per semester
Half-Time Student:	6-8 credit hours per semester

Students believing they have mitigating circumstances that prevented them from maintaining satisfactory academic progress may request an exception by explaining their circumstances in writing with supporting documentation to the Office of Financial Aid. Denied requests may be appealed by using the College’s grievance procedure.

Students who attend Linn State Technical College without financial assistance, and then apply for assistance, will have to meet the satisfactory progress standards as if they had received assistance from the beginning of their attendance at Linn State Technical College.



FEDERAL VERIFICATION

In the financial aid process, if an applicant is selected for verification, the Office of Financial Aid is required to collect and review certain documents to determine data accuracy. If selected, the student will be notified that a review is required and informed of the documents needed. No award will be made prior to satisfactory completion of verification procedures and failure to provide documentation will result in suspension of student aid processing.

FORMS OF AID

Linn State Technical College participates in the following programs:

- ◆ Federal Pell Grant
- ◆ Federal Academic Competitiveness Grant
- ◆ Federal Supplemental Education Opportunity Grant (SEOG)
- ◆ Federal College Work Study
- ◆ Federal Stafford Student Loan (subsidized and unsubsidized)
- ◆ Federal Parent (PLUS) Loan
- ◆ Private/Alternative Loan (subject to lender approval)
- ◆ Displaced Homemakers and Single Parents
- ◆ Access Missouri Grant Program
- ◆ Missouri A+ Schools Program
- ◆ Missouri Higher Education Academic Scholarship Program (Bright Flight)
- ◆ Midwest Student Exchange Program (MSEP)
- ◆ Missouri Returning HEROES' Education Act

Additional information and application forms are available from the Office of Financial Aid.

Federal Pell Grant. The Pell Grant is a federal financial assistance program for students who have a financial need according to the Pell Grant criteria. Students must be degree seeking to receive the Federal Pell Grant. To apply, the Free Application for Federal Student Aid (FAFSA) Form must be filled out, showing the Linn State Technical College code (004711). Within four weeks students will receive from the Department of Education a Student Aid Report (SAR). Linn State Technical College will receive the same information electronically.

Federal Academic Competitiveness Grant (ACG). The Academic Competitiveness Grant is a federal assistance program for students who are at degree-granting institutions, are eligible for the Federal Pell Grant, and have completed a rigorous secondary school program of study. Students apply for this grant by completing the Free Application for Federal Student Aid (FAFSA) form. Other criteria may apply.

Federal Supplemental Education Opportunity Grant (SEOG). This program is available to students with exceptional financial need. Once the Pell Grant has been processed, SEOG awards are provided to those students with the lowest expected family contribution based upon the availability of funds. Awards are issued at the discretion of the Office of Financial Aid.

Federal College Work Study. Jobs at the college are available to students who have financial need and who wish to earn a monthly paycheck by working a part-time job on campus. Students apply for work study by completing the Free Application for Federal Student Aid (FAFSA) form. If determined eligible, the college will notify the student to visit the Office of Financial Aid at the beginning of the semester for a job assignment. Jobs include food service, clerical work and maintenance, and are based on availability of funds.

***Federal Stafford Student Loan.** This loan program allows students to borrow loans in their name at low interest rates. Students apply by completing the Free Application for Federal Student Aid (FAFSA) form. Through this program there is both a "subsidized" interest loan and an "unsubsidized" interest loan. The federal maximum for a first-year degree-seeking dependent student is \$5,500, of which no more than \$3,500 can be subsidized. Second-year degree-seeking dependent students may borrow a maximum of \$6,500, of which no more than \$4,500 can be subsidized. Independent students and dependent students whose parent is denied a PLUS loan due to credit, can receive up to an additional \$4,000 unsubsidized loan funds. Students that are doing pre-requisite course work are eligible for \$2,625. Repayment begins six months after leaving school with a fixed interest rate not to exceed 8.25 percent.



***Federal Parent (PLUS) Loan.** Parents of dependent students may borrow an amount not greater than the cost of education minus any student financial aid. Repayment starts 60 days after the loan has been fully disbursed. Parents may discuss deferment options with their lender. Parents must pass a credit check to be accepted for a PLUS loan. The interest rate is a fixed rate that will not exceed nine (9) percent.

Private/Alternative Loan. This option will only be available if lenders continue to offer private loans. Students must apply for all federal financial aid prior to applying for a private loan. Students must apply with a lender to have a credit check run. Students who have little or no credit may need a credit-worthy co-signer. Students must be enrolled full-time and must be a student in good standing. Interest rates are variable and determined by the lender based on the borrower's credit score. Most private loans start repayment six months after leaving college. Check with the lender regarding fees associated with the private loan.

*Note: Most Federal Student Loans will be credited to student accounts by electronic funds transfer (EFT) on the 31st day of each semester. Students will receive notification that their account has been credited by EFT and will be given the opportunity to cancel the loan(s) at that time.

Displaced Homemakers and Single Parents. Displaced homemakers and single parents may be able to apply for small grants. These grants are based on the availability of funding. See Director of Financial Aid for criteria.

Access Missouri Grant Program. Missouri residents apply for this grant by completing the Free Application for Federal Aid (FAFSA). The FAFSA must be received by April 1 to be considered for this grant. Students must also be enrolled full-time, maintain a 2.500 cumulative grade point average, and have an Expected Family Contribution (EFC) figure below \$12,000. (Based upon availability of state funding and subject to change by action of the Missouri General Assembly).

Missouri A+ Schools Program. Linn State Technical College participates in the A+ Program, created by the Outstanding Schools Act of 1993. Eligible students who have graduated from an A+ high school have incentive funds available that cover the full cost of tuition and fees that are assessed to every full-time student. Housing, books, and program specific fees, such as professional licensing, tools, supply items, etc., are not reimbursed through the A+ Schools Program. A+ students are required to apply for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) each year. Students must complete the financial aid process within the first 30 days each semester to ensure funding. (Based upon availability of state funding and subject to change by action of the Missouri General Assembly).

Missouri Higher Education Academic Scholarship Program (Bright Flight, Maximum \$3,000 Award). To be eligible for a Bright Flight award, a high school senior must have a composite score on the American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT) in the top five (5) percent of all Missouri students taking those tests. Actual award amounts will be determined based upon students' test scores and the amount of funds allocated.

Midwest Student Exchange Program (MSEP). Linn State Technical College participates in the Midwest Student Exchange Program. This program, established by the Midwestern Higher Education Commission to increase interstate educational opportunities for students in its member states, enables residents of Kansas, Michigan, Minnesota and Nebraska to enroll in designated Missouri institutions and programs at reduced tuition levels. Tuition for MSEP students attending Linn State Technical College is equal to 150 percent of resident tuition fees. For further information, please contact the Office of Admissions.

Missouri Returning HEROES' Education Act. Students who served in armed combat after September 11, 2001 and were a Missouri resident at the time of entry into the military may qualify for reduced tuition of \$50 per credit hour. The student must have served in a combat zone designated by the U.S. Department of Defense and have been honorably discharged from active duty to receive the reduced tuition rate. The student must maintain a 2.500 cumulative GPA and be enrolled in classes required for their degree or certificate to remain eligible for this waiver. Other financial aid will be considered to determine student's eligibility. Students who believe they are eligible for this waiver must submit Member Copy 4 of their DD 214 to the Office of Financial Aid.



ADDITIONAL GOVERNMENT FINANCIAL AID PROGRAMS

Workforce Investment Act (WIA). This program provides funding to meet college expenses. Eligibility is determined on an individual basis and reflects current economic circumstances of the applicant. Persons who have been terminated or laid-off should contact the nearest Missouri Career Center to apply.

GAMM Vocational Training Program. Residents of Northeast Missouri including the counties of Knox, Scotland, Clark, Lewis, Macon, Shelby and Adair may be eligible for tuition assistance of up to \$3,000 per school year. Eligibility is determined individually and recognizes the unique problems in the farming community. Further information may be acquired by contacting the GAMM office at La Belle (816-462-3221).

Trade Adjustment Act (TAA) - Training Rehabilitation Act (TRA). Assistance is available for unemployed adults who have been laid-off due to factory closings. Full or partial college expenses may be funded if eligibility is determined. Information is available through the nearest Job Service Office.

Vocational Rehabilitation Services. The Vocational Resource Educator at Linn State Technical College administers vocational rehabilitation (VR) services designed to help citizens with physical or mental disabilities obtain suitable employment. Vocational rehabilitation services are provided through the Division of Vocational Rehabilitation, part of the Missouri Department of Elementary and Secondary Education. The program is supported by federal and state funds. Call (800) 877-8963 for more information. VR offices are located throughout the state in order to provide convenient service to clients.

NOTE: State and/or Federal funded programs may be subject to change without prior notice.

INTERNAL TUITION WAIVERS PROVIDED BY LINN STATE TECHNICAL COLLEGE

All grade point averages must be calculated on, or converted to, a 4.000 scale. Students will be given the highest single tuition waiver for which they qualify. All tuition waivers will be divided equally over the fall and spring semesters of eligibility unless otherwise noted. Additional awards may be given on an individual basis at the discretion of the Linn State Technical College Scholarship Committee. It should also be noted that all internal awards are waivers of tuition. Should outside funding become available, it will take precedence over the college tuition waiver. Waivers may not exceed tuition in any semester and may be reduced at the discretion of Linn State Technical College. Awards are given to Linn State Technical College full-time, degree seeking students only. Unless otherwise noted, priority deadline for tuition waivers is May 1 for fall enrollment and December 1 for spring enrollment. However, applications will be accepted until 30 days prior to the start of the semester and will be based on the availability of funds. The application for tuition waivers is available in the Office of Financial Aid and Office of Admissions.

President's Waiver. (\$2,000 Award) Awarded to first time entering college freshmen. Must rank in the top 15 percent of his/her high school class. Must have a composite score of 28 or higher on the enhanced ACT or have an ASSET/COMPASS test basic skills average score of the 97th percentile. This tuition waiver is applied at the rate of \$1,000 per year for those students who achieve and maintain a cumulative GPA of 3.800.

SkillsUSA Waiver. (\$2,000 (1st place), \$1,500 (2nd place), \$1,000 (3rd place) Award) This waiver is designed to reward students with strong technical skills. Must place first, second or third in a Missouri SkillsUSA contest. Students placing in multiple contests will receive the single highest award earned. The tuition waiver is available to: 1) first-time entering freshmen and must be used the first year that the student is eligible and enrolled; and 2) Linn State Technical College students meeting the same contest criteria at the postsecondary SkillsUSA level. These students must return to Linn State Technical College for the next academic year in order to receive the waiver. Certificate must be presented to the Office of Financial Aid.

FFA Waiver. (\$2,000, \$1,500, \$1,000 Award) Awarded to first time entering college freshmen. Must place first, second, or third at the state FFA contest. This waiver is designed to reward students with strong technical skills. It may be applied toward any subject area at Linn State Technical College. This tuition waiver is also available to Linn State Technical College students meeting the same contest criteria at the postsecondary FFA level. Certificate must be presented to the Office of Financial Aid.

Breaking Traditions Tuition Waiver. (State Winner Full Tuition, Regional Winner \$1,000 Award) This tuition waiver is designed to reward students who receive a State or Regional Breaking Traditions award. State winners will receive a full tuition waiver and Regional winners will receive a \$1,000 tuition waiver. The tuition waiver is available to 1) first-time entering students



and 2) Linn State Technical College students who receive the award at the post-secondary level. To renew, students must return to Linn State Technical College for the next academic year and have maintained a cumulative 3.000 GPA.

Academic Achievement Award. (\$1,000 Award) Awarded to first time entering college freshmen. Must have a composite score of 26 or higher on the enhanced ACT or have an ASSET/COMPASS test basic skills average score in the 94th percentile or higher. This tuition waiver is applied at the rate of \$500 per year provided a 3.000 grade point average is maintained.

AVTS Continuing Education Award. (\$1,000 Award) Awarded to first time entering college freshmen. Must be an area vocational technical school graduate who maintained at least a “B” average for two years. This tuition waiver will be applied at the rate of \$500 per year provided a “B” average is maintained.

MITEA (Missouri Industrial Technology Education Association) Waiver. (\$2,000, \$1,500, \$1,000 Award) Awarded to first time entering college freshmen. Must place first, second or third at the state MITEA contest. This waiver is designed to reward students who have demonstrated exceptional technical ability. It may be applied toward any subject area at Linn State Technical College. Certificate must be presented to the Office of Financial Aid.

Armed Service Award. (\$500 Award) Awarded to first time entering college freshmen. Member of good standing in the National Guard Reserves, or person who has separated from active duty within 6 months prior to admission to the college. Must submit a scholarship application and a letter of endorsement from the appropriate commanding officer. Tuition waiver is nonrenewable.

Phi-Beta Lambda (PBL) Waiver. (\$2,000, \$1,000 Award) Awarded to a high school graduate who placed first or second at the state Future Business Leaders of America (FBLA) contest or awarded to a first time entering college freshman who places first or second at the state PBL contest. Certificate must be presented to the Office of Financial Aid.

Ford AAA Waiver. (\$2,000, 1,500, \$1,000 Award) Linn State Technical College is proud to recognize and reward the winners of the Ford AAA National Quality Care Challenge. Individuals who have placed first, second or third at the State Competition and are enrolling in Linn State Technical College’s Automotive Technology program will receive a tuition waiver for the amount of \$1,000 (3rd place), \$1,500 (2nd place) or \$2,000 (1st place). Certificate must be presented to the Office of Financial Aid.

PAS (Postsecondary Agriculture Student) Waiver. (\$2,000, \$1,500 or \$1,000 Award) Awarded to Commercial Turf & Grounds Management students. This tuition waiver is awarded to first and second-year students who place first, second or third at the state PAS contest. Applications must be turned in within two weeks of competition. Award will apply to the current regular academic year. Certificate must be presented to the Office of Financial Aid.

National Hot Rod/Linn State Technical College Waiver. (\$1,000) Awarded to first time entering college freshmen. Must place first in the National Hot Rod Association spec class (designed for high school students). Waivers will be awarded to each of the winners from the three NHRA sanctioned tracks in Missouri. The waiver will be prorated by the number of semesters with the full-time degree program in which the student is enrolled at Linn State Technical College and will be provided in the form of a tuition waiver. Certificate must be presented to the Office of Financial Aid.

Missouri Automobile Dealers Association (MADA) Waiver. (\$1,000, \$250 Award) Linn State Technical College is proud to recognize and reward the participants of the MADA Hands-On Competition. Individuals who place first will receive a tuition waiver for the amount of \$1,000. Individuals who place second, third, and fourth will receive a tuition waiver for the amount of \$250. Certificate must be presented to the Office of Financial Aid.

Non-Resident Tuition Waiver. (Maximum \$650 per Semester) Students who are not Missouri residents may be eligible to receive a non-resident tuition waiver provided they meet the following requirements: 1) Enroll in a program whose industry sponsors have service centers in the applicant’s state of residence; and 2) Submit a written request for non-resident tuition waiver to the Office of Financial Aid no later than 30 days prior to start of student’s first semester.

International Student Tuition Waiver. (Maximum is \$650 per Semester) International students may apply for an international student tuition waiver, provided: 1) all procedures for International Student Admission have been completed, 2) a written request for international tuition waiver has been submitted to the Office of Financial Aid no later than 30 days prior to start of student’s first semester, and 3) a letter of recommendation has been submitted to the Office of Financial Aid no later than 30 days prior to semester start.



Senior Citizens' Tuition Waiver. Awarded to any Missouri resident who is at least sixty-five years of age on or before August 1 of the school year. The student must satisfy all entrance requirements of the college and provide documentation of age to the Office of Financial Aid. The college will determine eligibility based on available class space after tuition-paying students have enrolled. A person receiving this waiver shall take all tuition-free courses on a noncredit basis and shall satisfy all course prerequisites of the institution per RSMo 173.091.

Mid-Missouri Consortium Tech Prep Student of the Year Tuition Waiver. (\$1,500 Maximum Award) This waiver is designed to reward students with strong technical skills. The waiver is awarded to first time entering college freshmen and must be used the first fall semester following the recipient's high school graduation. The recipient(s) and amount of this award are determined by the Tech Prep Department of Linn State Technical College.

Missouri Association for Career and Technical Education (Missouri ACTE) Conference. (one-\$1,000 and two - \$250 Awards) Awarded to first time entering college freshmen. See High School Counselor for availability.

Helping Hand Award (Alumni). (\$300 Award) This award provides an opportunity for a Linn State Technical College alumnus to extend a "helping hand" to another deserving person whom they encourage to attend Linn State. Assistance in the form of a \$300 tuition waiver is awarded in the name of the nominating alumnus. This waiver is available only to first time entering freshmen. Award is limited to one per student. This tuition waiver will be applied at the rate of \$300 for the fall semester only. Apply early, awards will be made on a first received basis. Application is available at www.linnstate.edu/alumni/documents/HelpingHand.pdf.

LINN STATE TECHNICAL COLLEGE SCHOLARSHIPS

The application for scholarships is available in the Office of Financial Aid and Office of Admissions.

Student Government Association (SGA) Scholarship. (\$200 - \$500 Award) Scholarship of \$200 or more are given for leadership roles in organizations such as student government, yearbook, or newspaper. Students are nominated by a Student Government Association (SGA) sponsor.

Resident Assistants. Resident Assistants in Housing are able to get a fee reduction equal to the cost of double room rent. See the Resident Manager for a job description and application.

Girls State Scholarship. (\$1,200 Award) Applicant must be a Missouri Girls State Citizen (for the summer prior to enrollment) and rank in the top 30% of her high school class. The recipient will receive a work grant valued at \$1,200 per year, renewable if a 3.000 GPA is maintained and a minimum of 12 credit hours per semester is completed at Linn State Technical College. Certificate must be presented to the Office of Financial Aid.

Boys State Scholarship. (\$1,200 Award) Applicant must be a Missouri Boys State Citizen (for the summer prior to enrollment) and rank in the top 30% of his high school class. The recipient will receive a work grant valued at \$1,200 per year, renewable if a 3.000 GPA is maintained and a minimum of 12 credit hours per semester is completed at Linn State Technical College. Certificate must be presented to the Office of Financial Aid.

CORPORATE, ENDOWED AND PRIVATELY SPONSORED SCHOLARSHIPS

The following scholarships, listed by academic program, are managed by the Foundation for Linn State Technical College and the Office of Financial Aid. These scholarships are available to full-time students enrolling at Linn State Technical College for the Fall semester. For more information call (573) 897-5000. Review complete scholarship guidelines at www.linnstate.edu/admissions/scholarships/index.php. The scholarship deadline is February 15 unless otherwise noted and applications may be submitted online at www.linnstate.edu/admissions/scholarships/apply.php. Available scholarships include:

All Programs

Central Electric Power Cooperative - \$1,000

Herbert Weeks - \$500

Learfield Communications - 2/\$500

Robert V. Marble - \$750



Automation & Robotics Technology

3M Columbia Plant - 3/\$1,000

Beatrice Snyder Foundation - Up to \$2,500

Automotive Collision Technology

Route 66 Car Club - \$1,000

Automotive Technology

Route 66 Car Club - \$1,000

Aviation Maintenance

Midcoast Aviation - 2/\$1,500

St. Louis Aviation Maintenance Association - \$1,000

Sabreliner Corporation - \$1,000

Construction & Civil Technology

Construction Specifications Institute - \$500

NAWIC #341 - \$1,000

MLICA - \$1,000

Neil Perkins - \$1,000

Design Drafting Technology

Barr Engineering - \$2,000

Construction Specifications Institute - \$500

NAWIC #341 - \$1,000

Roeslein & Associates, Inc - \$2,250*

Neil Perkins - \$1,000

Electrical Distribution Systems

Laclede Electric Cooperative - \$5,000*

Pemiscot-Dunklin Electric Cooperative - \$3,000*

West Central Electric Cooperative - \$2,400*

Electricity Club of Linn State Technical College - \$300

Electronics Engineering Technology

Electronics Engineering Instructors Scholarship - \$500

The Foundation for Linn State Technical College - \$1,000

3M Columbia Plant - 3/\$1,000

Heating, Ventilation, & Air Conditioning Technology

Construction Specifications Institute - \$500

NAWIC #341 - \$1,000

Electricity Club of Linn State Technical College - \$300

Heavy Equipment Technology

CAT Dealer Service Technician Option

Caterpillar/Fabick CAT/Dean Machinery/LSTC - 9/\$1,000*

*Renewable for second year award if criteria is met.



Heavy Equipment Operations

NAWIC #341 - \$1,000
MLICA - \$1,000

Industrial Electricity

3M Columbia Plant - 3/\$1,000
Electricity Club of Linn State Technical College - \$300
Roeslein & Associates, Inc - \$2,250*

Machine Tool Technology

3M Columbia Plant - 3/\$1,000
Terry Rakes Memorial - \$1,000

Medium/Heavy Truck Technology

Caterpillar/Fabick CAT/Dean Machinery/LSTC - 9/\$1,000*

Networking Systems Technology- Telecommunications Option

Missouri Telecommunications Industry Association - 2/\$2,000

Nuclear Technology

Nuclear Suppliers Association - \$1,000
Nuclear Regulatory Commission - Multiple/Up to \$10,000*

Powersports Technology

Freedom Cycles - \$3,500
Yeager's Cycle Sales - \$2,000*

*Renewable for second year award if criteria is met.

EXTERNALLY MANAGED SCHOLARSHIPS

The following externally managed scholarships are specific to Linn State Technical College students. For more information about these scholarships contact the sponsor or visit their website.

Black River Electric Cooperative (\$9,900 Award)

Eligible program: Electrical Distribution Systems.

Ozark Electric Cooperative (\$4,400 Award)

Eligible program: Electrical Distribution Systems.

Three Rivers Electric Cooperative (\$1,000 Award)

All programs are encouraged to apply, must live within the Three Rivers Electric Cooperative service area.

Earnest & Lillian Swanson Scholarship (Federated Garden Clubs Of Missouri, Inc.) (\$500 - \$3,000 Award)

Eligible program: Commercial Turf & Grounds Management.

The David I. Coren Memorial Scholarship Program (max \$2,500 Award) – visit www.egsa.org for application information

Eligible program: Electric Power Generation Technology.

Many organizations offer college scholarships and tuition reimbursement programs. Check information sources such as your high school counselor, the public library, employers, and clubs/associations of which you are a member.



ACADEMIC/INSTITUTIONAL REGULATIONS

OFFICIAL COLLEGE COMMUNICATION WITH STUDENT

Each student is provided a Linn State Technical College e-mail account, which is one of the college's official methods of communicating important and time-sensitive information. The student is expected to check the e-mail sent to this account on a frequent and consistent basis, and to respond to official communications from Linn State Technical College in a timely manner. The student is responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.

GRADUATION REQUIREMENTS

In addition to meeting the Associate of Applied Science degree or certificate requirements listed in this catalog, all candidates for graduation are required to:

- ◆ Complete internships and practicum hours as appropriate.
- ◆ Earn a cumulative grade point average (GPA) of at least 2.000 overall. Program standards that exceed this requirement will take precedence.
- ◆ Earn a cumulative GPA of at least 2.000 in the core curriculum and program requirements. Program standards that exceed this requirement will take precedence.
- ◆ Submit an application for graduation (and a petition to participate if applicable) before the deadlines specified by the Academic Records Office.*
 - * *May graduates should apply by the preceding October 1.*
 - * *August graduates should apply by the preceding March 1.*
 - * *December graduates should apply by the preceding July 1.*
- ◆ Complete all required assessments and surveys.
- ◆ Clear all financial obligations to the college.
- ◆ Complete Financial Aid exit counseling if borrowing money to attend Linn State Technical College.
- ◆ Complete the Job Search Strategies class.

A student who does not meet the specified requirements will be ineligible for graduation and must reapply for graduation in the semester that all requirements are met.

To participate in commencement ceremonies, a student must meet all graduation requirements (or be approved through the petition to participate process), obtain a cap and gown, and wear proper attire with his or her cap and gown during the ceremony.

ASSESSMENT POLICY

Linn State Technical College is committed to improving student learning and providing opportunities for a successful academic experience for all students. It is the policy of this institution that all degree or certificate seeking students will be required to participate in institutional assessment at appropriate points of development in their programs of study.

Designed to ensure continuous improvement, LSTC's assessment process includes placement exams, nationally standardized certification and licensure exams, projects and performance assessments, capstone courses, student needs and satisfaction surveys. Linn State Technical College will provide an ongoing evaluation of the assessment and placement process. Such an evaluation occurs on a regular basis and is monitored by the Assessment Committee.

AJA@TMLSTC GRADING SYSTEM

In addition to the academic grades listed on transcripts, a job readiness work ethic score and an attendance percentage are issued for each class completed. This value-added service to students is a result of industry advisory council member input. Job readiness work ethic scores and attendance percentages are not applicable to the following types of classes: online, independent study, special topics, internship, clinical, seminar, self-paced math, dual credit and dual enrollment (located at high schools).

AJA@TMLSTC information is recorded on the student transcript as follows:

Academic Grades (GRD) = A, B, C, D, F

Job Readiness Work Ethic (JR) = score of 0.0 – 4.0

Attendance (ATT) = percentage of 1 – 100



Academic Grade (GRD). The academic grade represents an evaluation of a student’s academic performance in each class and is determined by criteria established by the instructor and communicated to students in the class syllabus. Only academic grades are used in calculating grade point average. The Linn State Technical College academic grading system is as follows:

Academic Grade	Explanation	Quality Points Per Credit Hour
A	Superior	4
AR	Articulated Credit	N/A
AU	Audit	N/A
B	Above Average	3
C	Average	2
CR	Credit	N/A
D	Below Average, Passing	1
F	Fail	0
I	Incomplete	N/A
NR	No Grade Recorded	N/A
P	Pass	N/A
TR	Transfer Credit	N/A
WD	Withdrew	N/A
WV	Waived	N/A

The following academic grading scale is used for all Linn State Technical College letter graded credit classes:

Grading Scale	A	B	C	D	F
	90 to 100%	80 to 89.9%	70 to 79.9%	60 to 69.9%	59.9% and below

Higher grading percentages than the above grading scale take precedence with approval by the Dean of Academic and Student Affairs if the need is supported by program accreditation or certification requirements.

Job Readiness Work Ethic Score (JR). The Job Readiness Work Ethic Score is calculated based on areas related primarily to attitude and work ethic as defined in the Job Readiness Work Ethic Chart. The Job Readiness Work Ethic Chart can be accessed through Moodle or on the Linn State Technical College website, www.linnstate.edu. The final job readiness work ethic score is a number between 0.0 and 4.0, with 4.0 being the best job readiness work ethic score. The final job readiness work ethic score may be either an average score or the ending score as determined by each instructor.

Attendance Percentage (ATT). Attendance is calculated as a percentage of class days attended according to the following point system:

- Present (P) = 2 points
- Absent (A) = 0 points
- Late (L) = 1 point
- Excused (E) = 2 points

Excused absences include:

- Death in immediate family
- Approved school functions such as testing, SkillsUSA, PAS, job fair, field trips
- Jury Duty
- Military Obligations



COMPUTING GRADE POINT AVERAGE

A student's academic standing is evaluated by using the grade point average. Quality points are assigned to letter grades using the following 4.000 system:

- A - Four quality points per credit hour attempted
- B - Three quality points per credit hour attempted
- C - Two quality points per credit hour attempted
- D - One quality point per credit hour attempted
- F - Zero quality points per credit hour attempted

The student's grade point average (GPA) is obtained by dividing the total quality points by the credits earned. The grade symbols of P, WD, I, AR, AU, CR, NR, TR and WV are not included in calculations of grade point average.

All GPA's are calculated to three decimal points. GPA's are not rounded. Determination of academic honors, academic standards, academic probation and suspension are based on the truncated GPA.

GRADE REPORTS

Within two weeks of the end of the semester, grade reports are mailed or available online to students. When grade reports are mailed, they are sent to the address the student has designated and cannot be mailed to more than one location.

INCOMPLETE GRADES

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

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

GRADE CHANGE REQUEST

A student has until six weeks after the end of the semester during which a class is completed to petition for the final academic grade, job readiness work ethic score, or attendance percentage to be changed. To appeal a final class academic grade, job readiness work ethic score, or attendance percentage, complete a Final Grade Review Request form that is available from the Office of Counseling Services or the Associate Dean of Student Affairs.

CLASS RE-TAKE PROCEDURE

Any student who receives a grade of "F" or lower than a program's required minimum grade in a required class will need to retake the class. When a student retakes a class, both grades remain on the student's transcript. The higher grade obtained is used in calculating the cumulative GPA. The retake grade is entered on the transcript at the end of the semester in which the class was completed. Third party sponsors typically do not pay for class re-takes.

TRANSFER CREDIT

A student who has earned a passing grade of "C" or better from another institution of higher education in classes comparable to those offered at Linn State Technical College may be granted advanced standing based on an evaluation of the transcript. Approval should be sought through the Registrar.

In the event of transfer credit, it is the student's responsibility to make sure he/she does not enroll in Linn State Technical College classes that duplicate the transfer credit under review. If the student is enrolled in a class that might transfer and the deadline has passed to add/drop classes, he/she is responsible for the cost of that class regardless of any credit that is transferred. Before adding or dropping classes, the student should research if the schedule change will affect full-time enrollment status and financial aid eligibility.

A student requesting transfer credit from an institution of higher education outside the United States must have the transcript evaluated by an approved agency. Contact the Registrar for a list of approved international transcript evaluation agencies.



Accepted transfer credits are not included in the student's Linn State Technical College grade point average calculation. However, a Linn State Technical College student at the Advanced Technology Center taking general education courses from Moberly Area Community College will have the course grades transcribed in the same manner as a Linn State Technical College course. Grades from those courses are calculated in the student's grade point average.

RESIDENCY REQUIREMENT FOR AN ASSOCIATE OF APPLIED SCIENCE DEGREE

To graduate from Linn State Technical College with an A.A.S. degree, a student is required to have earned a minimum of 32 credit hours in technical education from Linn State Technical College. The 32 credit hours in technical education must meet the requirements of the degree being sought. The 32 credit hours in technical education may include approved articulated credit with Linn State Technical College.

RESIDENCY REQUIREMENT FOR A CERTIFICATE

Certificates - One-Year and Less than One-Year. To graduate from Linn State Technical College with a One-Year or Less than One-Year Certificate, a student is required to earn two-thirds of the total certificate technical education credits in residency at Linn State Technical College. The certificate credits earned at Linn State Technical College:

1. Must meet the requirements of the certificate being sought.
2. May include approved articulated credit with Linn State Technical College not to exceed one-third of the total technical education credits in the certificate being sought.

Certificate - Less than One Semester. To graduate from Linn State Technical College with a Less than One Semester Certificate, a student is required to earn 100% of the total certificate technical education credits in residency at Linn State Technical College. The certificate credits earned at Linn State Technical College:

1. Must meet the requirements of the certificate being sought.
2. May include approved articulated credit with Linn State Technical College not to exceed one-third of the total technical education credits in the certificate being sought.

ARTICULATION OF SECONDARY/TECHNICAL COURSES

Various area secondary/technical schools and comprehensive high schools within the state have entered into articulation agreements with Linn State Technical College. The primary goal of articulation is to expand educational opportunities for students with a seamless transition from secondary to higher education technical programs at Linn State Technical College. Students who want to apply articulated high school credit must be seeking an associate of applied science degree or certificate. Articulation credit must be used within the first year after high school graduation with the exception of statewide articulation agreements. In the event of articulation credit, it is the student's responsibility to make sure he/she does not enroll in Linn State Technical College classes that duplicate the articulated credit under review. If the student is enrolled in a class that might articulate and the cutoff date has passed to add/drop classes, he/she is responsible for the cost of that class, regardless of any credit that is articulated. Before adding or dropping classes, it is the student's responsibility to research if the schedule change will affect full-time enrollment status and financial aid eligibility.

Accepted articulation credits are not calculated into the student's grade point average.

DUAL CREDIT

Offered through Linn State Technical College. Dual credit allows qualified high school students to earn high school and college credit simultaneously for taking designated college-level classes. Dual credit classes may be offered at area high schools, career centers, via interactive television or on a Linn State Technical College campus.

Linn State Technical College dual credit classes may be taught by a high school instructor who meets the required qualifications under Linn State Technical College supervision or by a Linn State Technical College instructor.

Students who meet the following requirements will be considered for dual credit:

- Achieve a cumulative high school grade point average of 3.000 or higher on a 4.000 scale
- Complete and submit a Linn State Technical College Application for Admission
- Submit a current high school transcript



- Complete and submit the Dual Credit Permission Form signed by:
 1. The high school principal or his/her official designee and,
 2. A parent or legal guardian
- Payment of all tuition and fees

College credit for dual credit classes will be awarded at the end of the semester in which the class is completed.

Offered through other two/four year colleges. Linn State Technical College will grant appropriate college credit to a student who has taken comparable classes through other higher education institutions' dual credit program while enrolled in high school. For a student to receive Linn State Technical College credit, the Office of Admissions must receive an official college transcript mailed from the college or university granting the credit. Required course equivalency will be evaluated on a class-by-class basis. For more information, please refer to the section on Transfer Credit.

DUAL ENROLLMENT

Dual enrollment allows qualified high school juniors and seniors to earn college credit for taking designated college-level classes that do not count toward high school credit. Dual enrollment classes may be offered at area high schools, career centers, via interactive television or on a Linn State Technical College campus.

Linn State Technical College dual enrollment classes may be taught by a high school instructor who meets the required qualifications under Linn State Technical College supervision or by a Linn State Technical College instructor.

Students who meet the following requirements will be considered for dual enrollment:

- Achieve a cumulative high school grade point average of 2.000 or higher on a 4.000 scale
- Complete and submit a Linn State Technical College Application for Admission
- Submit a current high school transcript
- Complete and submit a Dual Enrollment Permission Form signed by:
 1. A high school superintendent, or principal, or counselor, or career center director and,
 2. A parent or legal guardian
- Payment of all tuition and fees

College credit for dual enrollment classes will be awarded at the end of the semester in which the class is completed.

EQUIVALENCY EXAMINATIONS

When a student believes he/she already possesses the knowledge and skills to be gained from enrolling in a class, the student may request to take an equivalency exam to demonstrate proficiency in the course content and test out of the class. The student must first apply for approval to take an equivalency exam by completing the Request for Equivalency Exam form and submitting it to the Registrar prior to the sixth day of the semester. If the Request for Equivalency Exam is approved by the appropriate department chair, payment (tuition only) for the class is required prior to taking the equivalency exam. Equivalency exams may include written, hands-on demonstration, and/or oral tests to determine student proficiency in course content. When the student successfully passes the equivalency exam, the Registrar awards credit for the course. When a student does not successfully pass the equivalency exam, he/she then enrolls in the class, pays the full price (tuition and fees) of the class, and completes the class.

CLASS LOAD

A student desiring to take more than 18 credit hours or less than 12 credit hours per semester must meet with his/her advisor for approval. A student desiring to take less than a full class load of 12 credit hours per semester also needs to consult the Office of Financial Aid about financial aid eligibility.

LATE ENROLLMENT AND ADDITIONAL CLASSES

A student is permitted to enroll in or add a 16-week class through the first five class days of the semester.

Eight-week classes may be added through the first two class days of the eight-week term. Classes meeting on alternative schedules have pro-rated deadlines. However, classes added after the first day of the semester may not be eligible for financial aid funding. Please see the Office of Financial Aid for an eligibility determination before adding a class after the first day of the semester.



INDEPENDENT STUDY

In certain instances, independent study may be used to complete the requirements for regularly offered classes. If a student wishes to take a class on an independent study basis, he/she must get approval through the department chair of his/her major program. The class curriculum must follow the already established syllabus. A student has one semester to complete class requirements.

SPECIAL TOPICS CLASS

A special topics class may include instruction on topics not covered in other classes. Topics covered in other classes may also be covered in more depth in a special topics class. The special topics curriculum must be developed and pursued under the direction of a faculty member with credit hours determined by the level and amount of involvement. The minimum involvement required for one credit is 30 contact hours. The specific topic(s), objectives, plan of instruction, and evaluation criteria must be documented in the syllabus; approved by the Department/Division Chair; and filed in the Academic Records Office. Students may complete more than one Special Topics class, provided that the credits earned in this manner do not exceed a total of four (4) credits.

AUDITING A CLASS

If a student wishes to attend a class without receiving credit for the class, the student may register on an audit basis. A student who audits a class is expected to complete all class requirements, pay the regular tuition rate, and meet the class prerequisites or receive special permission from the instructor. A student receiving financial aid or veterans benefits cannot count audited classes to establish full or part-time status. Audit status must be established in writing prior to the beginning of the class. A student may not change his/her status from auditing to receiving a grade or vice versa once the class has started.

CLASS ATTENDANCE

A student is expected to attend all of the classes in which he/she is enrolled. Excessive absences are determined by attendance requirements detailed in each class syllabus.

If the student is absent excessively, he/she must either withdraw from the class or accept the final academic grade, job readiness work ethic score, and attendance percentage earned. Failure to officially withdraw from a class(es) may result in an "F" academic grade. The student shall remain financially responsible for the class. All class refunds will be calculated in accordance with the refund policy. (See the section on Refunds.)

A student who will not be attending a class is expected to leave a message with the college receptionist by calling 1-800-743-8324. The receptionist will then relay the message to the appropriate instructors and staff. Individual instructors may also require students to notify them directly prior to an absence or being late. In cases of prolonged absence, the student must notify the Office of Counseling Services, who will then notify the student's instructors.

MAKE-UP WORK

Only instructors may determine what is or is not allowed for make-up work. It is the responsibility of the student to immediately request to make-up work missed because of class absence.

INCLEMENT WEATHER

During severe weather, Linn State Technical College will hold classes beginning at the usual time unless announced otherwise in the public media or on the website at www.linnstate.edu. The announcement will specifically state Linn State Technical College. (Announcements regarding Linn R-II, the local high school, do not pertain to Linn State Technical College.) When it is determined and announced that class starting time should be delayed due to inclement weather, classes will meet according to the "Snow Schedule". If Linn State Technical College is on "Snow Schedule", classes will begin at 10:00 a.m. Those that meet prior to 10:00 a.m. will be cancelled. Report to 10:00 a.m. classes or the class that would normally be in session at 10:00 a.m. This will allow students and staff the opportunity to begin classes after the roads have been cleared and the campus prepared. It is necessary that faculty and other personnel arrive as soon as possible to carry on the necessary functions of the college and be available for students as they arrive. In all cases, use judgment regarding hazardous driving conditions. Every attempt will be made to make inclement weather decisions and notify the media prior to 6:00 a.m.

ACADEMIC STANDARDS

A 2.000 or better cumulative grade point average (GPA) is required for graduation. A cumulative GPA of 2.000 is also required in the core curriculum and program requirements. Program standards that exceed these requirements will take precedence.



ACADEMIC HONORS

A full-time student (enrolled in 12 or more credit hours) who earns a semester grade point average (GPA) of 3.500 or higher will be placed on that semester's Dean's List. A student whose semester grade point average is 3.000 to 3.499 will be placed on that semester's Honor Roll. A student with high academic grades may be considered for membership in the Phi Theta Kappa, Alpha Phi Omicron Chapter at Linn State Technical College, a national scholastic honor society.

ACADEMIC PROBATION

A student receiving an overall semester GPA of below 2.000 will be placed on academic probation for one semester. Program standards that exceed this requirement will take precedence. This is a warning to the student that his/her grades are substandard and continued substandard grades in the next semester will result in academic suspension. Academic probation does not prohibit a student from enrolling in the next semester's classes. A student that is put on academic probation is required to meet with a college counselor to complete a Student Success Plan.

ACADEMIC SUSPENSION

A student with an overall semester GPA below 2.000 for two (2) consecutive semesters will be suspended from LSTC. A student suspended from the college as a result of low grades shall not return to LSTC for the next semester during which the student is enrolled or expected to be enrolled. Program standards that exceed this requirement will take precedence. A student returning from academic suspension must reapply to the college to begin taking classes again. A student returning from suspension will be on academic probation during that first semester back. If, at the end of that semester, a student earns less than a 2.000 semester GPA, he/she will again be suspended for another semester.

STANDARD OF STUDENT CONDUCT

A student enrolling at the college assumes the obligation to conduct himself/herself in a manner compatible with the policies of the college. If a student fails to do so and engages in behavior disruptive to the educational process, the college will institute appropriate disciplinary action.

Specifically, a student is expected to comply with federal, state, and county laws concerning activities prohibited generally and specifically on college property and at college-sponsored functions. Among these illicit activities are civil disobedience, forgery, cheating, gambling, immoral conduct, libel, theft, use and sale of alcoholic beverages and narcotics.

In addition to demonstrating honesty and integrity, a student is expected to comply with all policies, regulations and procedures of Linn State Technical College. Each student is given written notice that the Student Handbook is located at www.linnstate.edu/current/pdfs/StudentHandbook.pdf and encouraged to print a copy. This information is also available in the Associate Dean of Student Affairs' Office. Copies of signatures from students which indicate receipt of these notifications are on file in the Academic Records Office.

ACADEMIC HONESTY

Academic dishonesty is an offense against the college. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but is also relevant to the evaluation of the student's level of performance. Academic honesty requires that students do not cheat or knowingly assist another to do so. Other unacceptable behavior includes plagiarism, which is the submitting of someone else's work as one's own, unauthorized access to examinations, and changing of grades. LSTC faculty consider the submitting/performing of essentially the same single piece of work for credit in different classes to be dishonest unless all faculty members involved have pre-approved in writing that the specific piece of work is eligible for credit in multiple classes.

SUBSTANCE ABUSE

Policy. Linn State Technical College strives to maintain a working and learning environment that is free from the effects of alcohol and illegal drugs.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited while in a college vehicle, in the classroom, on the job while completing a program internship, as an employee of the college, on Linn State Technical College property (whether owned, leased and/or operated by the college) or at school sponsored activities. The term "controlled substance" refers to any illegal substance, to the illegal use of alcohol, and/or to the illegal use of controlled prescription pharmaceutical products.



Linn State Technical College forbids the possession of any alcoholic beverage on campus, on any property or in a vehicle owned, leased and/or operated by the college, in compliance with the Missouri State law that forbids the presence of alcohol on or in public school facilities and property. The Board of Regents' approved policies are filed in the President's Office.

Substance Abuse Violation Notice. As a condition for admission to LSTC and continued enrollment every student shall:

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

Penalties for Substance Abuse Violations. Violations of the LSTC substance abuse policy will result in appropriate disciplinary action (consistent with local, state, and federal law) according to established procedures. Permanent expulsion from school attendance, termination of employment, and/or referral for prosecution may be the consequence of infractions of this policy. Loss of eligibility for financial aid may also result.

Violations of the many state and federal laws governing controlled substances carry varying penalties. Under Missouri law, punishment for possession of controlled substances can range up to 15 years imprisonment, depending on the quantity and type of controlled substance. Punishment for manufacture or distribution of controlled substances can range up to 30 years or life imprisonment, depending on the quantity and type of controlled substance. These statutory ranges of punishment are increased for prior or persistent offenders. Punishment for violations of federal drug laws is set by the Federal Sentencing Guidelines, which establish ranges of punishment after consideration of a variety of sentencing factors. The Board of Regents' approved policies are filed in the President's Office.

Notice to Students Concerning Penalties for Drug Violations per HEOA section 488(g) section 485(k), effective date August 14, 2008. The Higher Education Opportunity Act (HEOA) under new subsection (k) of section 485 of the HEA requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance. The Higher Education Opportunity Act requires a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

Regaining Eligibility after a Drug Conviction per HEOA sections 485(a)(7)(C) and (a)(9) HEA sections 484(r)(2)(B) and (t), effective date July 1, 2010. The Higher Education Opportunity Act (HEOA) adds a new provision at section 484(r)(2)(B) of the HEA that allows a student whose eligibility has been suspended due to a drug conviction to resume eligibility if the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary. The HEOA adds a new section 484(t) of the HEA that now requires the Secretary, by August 14, 2009, to analyze data from the FAFSA for students denied Federal assistance based on a drug conviction while receiving Federal aid. The results from the analysis must be made available continuously on the Department's website and the Digest of Education Statistics. Each fiscal year, the results must also be provided to Congress.

Counseling. Students who need assistance in locating professional services such as private counseling, drug counseling and/or rehabilitation programs may request information from the Counseling Services Staff of the college. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not, of itself, prevent disciplinary action for violation of the substance abuse policy. Counseling Services Staff will assist with referrals upon request.

Tobacco Free Campus. Smoking and use of smokeless tobacco is not permitted inside any building or vehicle owned, leased, and/or operated by the college.



PRESIDENTIAL ORDER ON FIREARMS

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

COMMUNITY SERVICE HOURS

The Associate Dean of Student Affairs may assign community service hours as an additional sanction for disciplinary violations. The hours assigned usually vary from 10 hours to 50 hours with time limits for completion from one week to one semester. If not completed in the time designated, community service hours convert to fines of \$10.00 per un-worked hour up to a maximum of \$500.00.

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation for unsatisfactory conduct or excessive absenteeism. Unsatisfactory conduct can include cheating and not meeting the standard of student conduct. The Associate Dean of Student Affairs or Counseling Services Staff will determine the imposition of disciplinary probation, its duration and conditions for removal from that status. Failure to comply with disciplinary probation will lead to disciplinary suspension.

DISCIPLINARY SUSPENSION

A student may be placed on disciplinary suspension for behaviors that violate the rules of the college; local, county, state or federal laws; or which bring ill repute to the college. Violations relating to insubordination, harassment, drugs/alcohol, vandalism, threats, unsafe acts and uncivil behaviors may lead to direct suspensions without prior disciplinary probation having to be imposed. Duration of suspension varies at the discretion of the Associate Dean of Student Affairs.

DISMISSAL FROM COLLEGE

A student may be dismissed from Linn State Technical College for one or both of the following reasons:

1. Unsatisfactory academic progress as outlined in the Academic Standards section of this catalog. (See Student Handbook at www.linnstate.edu/current/pdfs/StudentHandbook.pdf for details.)
2. Inappropriate student conduct, which includes a lack of required attendance, as outlined in the Disciplinary Probation section of this catalog. (See Student Handbook at www.linnstate.edu/current/pdfs/StudentHandbook.pdf for details.)

SEXUAL HARASSMENT

It is the policy of Linn State Technical College that no employee or student be harassed by an employee, supervisor, student, or instructor on the basis of gender and that no personnel or academic action be taken affecting an employee or student (either favorably or unfavorably) on the basis of conduct that is not related to work or classroom performance. Such conduct may include sexual advances or raising a complaint concerning the alleged violation of this policy. For additional information, students should refer to the Student Handbook at www.linnstate.edu/current/pdfs/StudentHandbook.pdf. The Board of Regents' approved policies are filed in the President's Office.

CAMPUS CRIME PREVENTION AND AWARENESS

In compliance with the Campus Security Act of 1990 and the Amendment of 1992 (Public Law 101-542), Linn State Technical College publishes and distributes statistics that list the number of criminal offenses and arrests reported on each of its campuses for the past three years. These statistics and the policies and procedures for preventing and reporting crimes are provided in the Student Handbook, which is prepared bi-annually. The Student Handbook is available on the Linn State Technical College website at www.linnstate.edu/current/pdfs/StudentHandbook.pdf. The Board of Regents' approved policies are filed in the President's Office.

GRIEVANCE POLICY

Linn State Technical College personnel shall maintain records of formal written student complaints, which will be filed with the Associate Dean of Student Affairs. These records will include information about the disposition of the complaints, including those referred to external agencies for final resolution. Information concerning the procedures for maintaining these records is available from the Associate Dean of Student Affairs. See the Student Handbook at www.linnstate.edu/current/pdfs/StudentHandbook.pdf for details on making complaints or filing grievances.



WITHDRAWING FROM A CLASS

A student may withdraw from a class during the first three quarters of the class. Withdrawal during this time will be recorded on the transcript as “WD”. After three quarters of any class, withdrawals and “WD” grades are not allowed, and letter grades are assigned by instructors.

NOTE: There may be costs associated with withdrawing from any or all classes. See the sections on “Student Financial Aid Information” and “Refunds” or discuss this with the Cashier and Financial Aid staff.

A completed Add/Drop form must be submitted to the Academic Records Office to officially withdraw from a class. This form is available online and at the Academic Records Office.

Failure to attend class does not constitute withdrawal from that class. Students remain financially responsible for classes from which he/she does not officially withdraw.

WITHDRAWING FROM THE COLLEGE

To officially withdraw from Linn State Technical College, a student must complete a Withdrawal Form and submit the completed form to the Academic Records Office or Office of Financial Aid to have the form processed. The date of withdrawal will be determined by the Office of Financial Aid. Upon any consideration of withdrawal, the student is strongly encouraged to speak with the Financial Aid staff. A student who receives any type of financial aid or veterans benefits must notify the Office of Financial Aid before withdrawing from the college to avoid incurring additional debt.

Failure to complete a Withdrawal Form and officially withdraw from classes may result in the student receiving an “F” grade for each class in which he/she is enrolled. The student will be held responsible for the full cost of each class in which he/she is enrolled.

Failure to attend classes does not constitute a withdrawal from the college.

OFFICIAL TRANSCRIPT REQUEST

To request an official Linn State Technical College transcript, submit a Transcript Release form to the Academic Records Office. Transcript Release forms are available in the Academic Records Office and on the Linn State Technical College website at www.linnstate.edu/alumni. There is no charge for requesting transcripts.

ACADEMIC RECORDS

Linn State Technical College adheres to the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974, Buckley Amendment and maintains policy in accordance with this act. A detailed statement pertaining to (1) records maintained, (2) access procedures, (3) directory information and (4) content challenge is published in the Linn State Technical College Student Handbook. Additional information can be obtained from the Registrar at (573) 897-5154 or on the Linn State Technical College website at www.linnstate.edu/current/pdfs/StudentHandbook.pdf.

STUDENT LIFE, ACTIVITIES AND SERVICES

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

COUNSELING SERVICES

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



SERVICES FOR SPECIAL POPULATIONS

Linn State Technical College is committed to providing equal opportunities for students of special populations in accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990. Linn State Technical College does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission/access to or treatment/employment in its programs and activities. Any persons having inquiries concerning LSTC compliance with such regulations should contact the Associate Dean of Student Affairs by phone at (573) 897-5193 or by mail at Linn State Technical College, One Technology Drive, Linn, MO 65051.

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

LSTC will work with students with disabilities to accommodate their needs so that they may successfully access and complete courses offered by the College. All students, however must, with or without reasonable accommodation, be able to safely perform the essential functions of the instructional activities required for successful completion of each individual course and all such requirements for successful completion of the relevant program. Students who cannot safely do so may not be allowed to participate in certain courses or certain activities within specific courses because such participation poses a threat to the student or others. If participation cannot safely be achieved, course and program requirements will not automatically be waived and such inability to safely and satisfactorily complete such requirements may result in failure of certain courses or inability to complete certain programs. A student's ability to successfully and safely complete all requirements of a program may be considered as a factor in admission to programs or courses.

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

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

LIBRARY

The Library is located on the main level of the Information Technology Center. It is a state-of-the-art comprehensive academic library and serves as the informational and educational hub of the college. The Library supports the mission of the college through its collection, services, specialized research and study areas.

The Library collection is maintained to support instructional programs of the college and to support lifelong learning of students, faculty, staff, and community patrons. The Library provides print materials, AV materials, and a multitude of online databases. Students will find resources that cover highly technical and specialized topics as well as fiction, nonfiction and recreational literature. The Library also provides Internet access in the Online Public Access area. The Library facility is designed to create an ideal environment for study and research, with designated spaces for individual and group study. Library instruction classes are provided to enhance the search and retrieval of library resources.

Linn State Technical College is a charter member of MOBIUS, a statewide consortium that provides access to resources of all private and public academic libraries in Missouri. MOBIUS (<http://mobius.missouri.edu>) and OCLC (Online Computer Library Center) Interlibrary Loan services extend access and delivery beyond the walls of the Linn State Technical College campus, thus allowing our students access to nearly unlimited resources.

Professional librarians are available in the library and can be reached by e-mail (librarian@linnstate.edu) or by telephone (573) 897-5215 for reference and research assistance. Additional information can be found at www.linnstate.edu/library and the online access catalog at <http://lance.missouri.edu>.



ACADEMIC RESOURCE CENTER

The mission of the Academic Resource Center (ARC) is to provide academic support and resources that enhance instructional programs. The ARC is located on the main level of the Informational Technology Center. Tutoring services are provided by both staff and peer tutors. Peer tutors are required to have at least a 3.000 GPA, recommendations from instructors, and a recent transcript showing competency in the subject(s) to be tutored.

The ARC staff and peer tutors provide individual and group tutoring for LSTC general education classes, which include the following: mathematics, algebra, calculus, trigonometry, communications, environmental science, physics, American history, American government, writing, Intro to Microcomputers, and Job Search Strategies. Students may come to the ARC for individual assistance with any LSTC mathematics, science, or writing assignment, including resume preparation.

During each semester, the ARC offers study skills seminars for LSTC students. These seminars support the study skills necessary to succeed in college. Seminar topics may include note-taking, test-taking, time management, and procrastination.

The ARC includes individual and group study areas and computers equipped with current Microsoft software. The Academic Skills Lab is housed in the ARC and has computers available for group instruction. Accommodations for students with Individualized Education Plans are supported by ARC staff members. ARC staff members also provide mentoring for international students.

ARC employees are certified teachers and can be reached by e-mail (StaffARC@linnstate.edu) or by telephone at (573) 897-5204.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Computer and Internet use are governed by LSTC Board of Regents' policy. This policy provides for general ethical behavior and acceptable use of LSTC computers and Internet access. Administrative procedures have been developed to assure that all students understand and adhere to board policy. Therefore, all students are required to sign the "Acceptable Use Procedure" before access is granted to computers and the Internet. Furthermore, students may expect further use guidelines when using the library, academic resource center, and/or departmental laboratories.

See the Student Handbook for the "Computer and Internet Acceptable Use Procedure".

ON-CAMPUS HOUSING FACILITIES

The Linn State Technical College housing community has a maximum occupancy of 144 residents. Students are housed in nine cottages, which have eight rooms each. The rooms are available as double occupancy or single occupancy units. Single rooms are available at a premium cost, based upon availability. Residents have access to a variety of meal plan options provided by the Linn State Technical College cafeteria. Prices for rooms and meal plans can be obtained from the Resident Manager at (573) 897-5165. For additional information please refer to the Student Handbook found on the Linn State Technical College website at www.linnstate.edu/current/pdfs/StudentHandbook.pdf.

All students are expected to provide their local address to the college and will have the responsibility of informing the college of any change that is made in housing.

CAREER SERVICES

The ability of Linn State Technical College graduates to enter and hold related employment is one of the most important indicators of the college's success. Linn State Technical College's "lifelong" career services assistance program was developed to assist graduates in obtaining employment in related occupations. For details regarding these services, see the Student Handbook on Linn State Technical College website at www.linnstate.edu/current/pdfs/StudentHandbook.pdf. The Career Services staff and college faculty have developed and maintained relationships with many of Missouri's businesses, industries and governmental agencies. Employer contacts are also available across the country.

STUDENT ACTIVITIES/ORGANIZATIONS

The Activities Coordinator assists faculty and Student Government Association officers in maintaining an effective program of student activities. The college offers a number of activities that take place outside the regular classroom and for which credit is not given. Each student is urged to participate in extracurricular activities. Student activities may include basketball, softball, volleyball,



dodgeball, kickball, bowling, comedians, cultural programs, and specials events. The Activities Coordinator always welcomes suggestions for new activities.

Student organizations currently in existence are Student Government Association (SGA), VIP/Student Ambassador Program, Phi Theta Kappa (PTK), SkillsUSA, Horticulture/PAS Club, Electricity Club, Aviation Club, Drafting Club, Computer Club, TECH Team (Automotive Technology), Residential Government Association (RGA), Electronics Technicians Association (ETA), Associated General Contractors (AGC), Diesel Technology Club, Physical Therapist Assistant Club, Career Ready Club, Mittenburg Machine Tool Club, and American Public Works Association (AWPA). Each student organization is required to have a constitution, which states the aims and purposes of the group and how it contributes to campus life and student development. Each organization is responsible for choosing its own officers and for scheduling its activities with the Activities Coordinator. Any interested person or group of people who wish to create an organization can form clubs on campus with approval from the Activities Coordinator. All student clubs must have a Linn State Technical College–affiliated sponsor in order to draw upon student activity fees and use Linn State Technical College in their names. See the Activities Coordinator for details.

STUDENT SERVICE SEMESTER

Linn State Technical College is concerned with providing students not only the skills but also the attitudes required to be employable and promotable. An understanding of work ethics is central to success in the business and industrial environment. Employment managers and personnel representatives seek job applicants with a demonstrated history of strong work ethic performance. To demonstrate a favorable attitude, students may elect, on a volunteer basis, to work for the school or the community. This project, which is referred to as a Student Service Semester, may be undertaken during any semester. The project must require at least 10 hours to complete. Those students who would like a Dean’s Citation may contract for a minimum of 15 hours. Those aspiring to earn a Presidential Citation should complete a minimum of 20 hours. Students should see the Associate Dean of Student Affairs, the Counseling Services Staff or their Academic Advisor for ideas on how to be of service to Linn State Technical College and/or to the City of Linn or their own community. Volunteer hours should be logged through the Activities Coordinator.

TRAFFIC

All vehicles must be registered with the college. The speed limit on the campus is 15 mph. Exercise extreme caution. If speed limits are abused, driving privileges on campus may be revoked and a fine may be issued. Pedestrians have the right-of-way when crossing the campus drive. All drivers should stop to let pedestrians cross the road.

PARKING

Student parking is restricted to the student parking lots. Parking permits for students can be obtained from the receptionist. Additional or replacement permits are available at the cost of \$25.00 per permit. Any vehicle parked in unauthorized areas or without displayed parking permits will be subject to the following:

1. Minimum \$25.00 fine for parking violation.
2. Repeat offenders will be subject to the towing of the vehicle at the owner’s expense.
3. Double fines may be assessed for failure to heed warnings.

Special arrangements for handicapped and temporary parking can be made with the Receptionist. Payment for parking tickets is made at the Cashier’s Office. Parking fines will be posted to the student’s account.

STUDENT HANDBOOK

The Office of Counseling Services electronically publishes a Student Handbook bi-annually on the Linn State Technical College website, www.linnstate.edu. The handbook describes in detail student services guidelines and procedures, college regulations, student conduct policies, and the student discipline process. The current student handbook is located on the Linn State Technical College website at www.linnstate.edu/current/pdfs/StudentHandbook.pdf. It is the responsibility of every student to read this document and follow the guidelines and procedures detailed within the handbook. Students are encouraged to print a copy of the handbook from the website for their own use.